



## GUIDELINES FOR SUBMITTING ARTICLES FOR PUBLICATION TO CONNECTICUT SOCIETY OF GENEALOGISTS, INC.

1. Must be on 8.5" x 11" paper at ten-pitch (ten characters per horizontal inch). 8.5" x 11" paper is sixty-six lines long.
2. Margins must be one inch on the left. 1.5 inches on the right, top and bottom margins are one-half inch each, i.e., begin writing on the fourth line from the top of the paper and end writing on the sixty-third line (the sixty-third line is the fourth line from the bottom).
3. Within those margins, 58 lines are for actual text; the next line is blank; the last line of the text area is for the page number.
4. Write on only one side of the paper.
5. The first line of the first page is reserved for the title of the article.
6. Each page must have a page number (see #3 above).
7. If typewritten, must be double spaced.
8. If done on word processing for "camera ready" copy, must be letter quality print (min. 300 DPI resolution). May also be submitted on 3.5" diskette using any Macintosh word processing program or PC which must be saved to ASCII. Paper copy must also be submitted with diskette.
9. Where applicable, the bibliography will be at the end of the article.
10. A photocopy must not be a part of the material to be published. Instead, extract the data into the text of the material.
11. Complete documentation must accompany all material.
12. Name, address, and telephone number of sender must accompany all material submitted. CSG members must also indicate their membership number.

RECOMMENDATIONS  
for ARTICLES  
in THE CONNECTICUT NUTMEGGER

1. Connecticut-related/oriented material has first priority. Articles of broad, general genealogical interest have second priority. Other material will be returned posthaste to the sender with the suggestions that the article be submitted elsewhere; the letter accompanying the return of the material may also state that if space becomes available, we may reconsider publishing at a later date.
2. Articles which have not been published elsewhere have precedence over articles already in print.
3. Material relating to early years (1620-1850) has precedence over material relating to recent years (1920's on).
4. Ideally, an entire article should appear in one single issue. However, should there be a rare exception, the installments of a very long article must be completely finished within one membership year. In other words, the March issue must never contain the first of several installments because the June issue belongs to the next membership year.
5. Footnotes will appear at the end of an article.
6. Complete documentation of source(s) must accompany all material submitted, even though such documentation will not necessarily be printed in The Connecticut Nutmegger.
7. Family Group Sheets/Charts will not be accepted for publication..