

Cambridgeshire and Huntingdonshire Family History Society

Guidelines for Contributors to the Society Journal

The Society journal

The Society's quarterly journal is often mentioned in member surveys as one of the highlights of membership. The range of articles about family history is always appreciated as part of a high-quality publication. The production of a journal to a deadline every three months has several challenges including finding the time; managing the space; range and sufficiency of material; proof reading and accuracy. All this can only happen if the editor receives a regular supply of articles from members. These guidelines are intended to provide indicators for authors and to make the editor's job easier. It is hoped that they will also encourage others to submit articles. If you have something that you feel deserves to be more widely known, please consider writing an article for the journal. This will include snippets and very brief pieces that are important and useful for filling space.

Subject matter

Articles should have a link to the core aim of the Society – supporting and encouraging family historians within the old counties of Cambridgeshire, the Isle of Ely and Huntingdonshire. The range of subjects is therefore very wide and includes personal accounts and memories; local history about people and places; examples of genealogical research and problem solving across the world that can be applied to members' own research; news and reviews of recent developments and Society events.

Format and length

The number of journal pages is determined by postage band weight and size limits. Longer articles may therefore have to be split into parts to be published in more than one journal. The formatting of articles to fit the editorial style of the journal involves the adaptation of computer-generated content to a standard format. Handwritten or typed originals involve more editorial work and should not be used unless there is no alternative. Anything that includes highly complex formatting or very recent sophisticated software changes should be avoided. Sources used as evidence are important and can be included as endnotes or mentioned in the text. If you are unsure, please contact the editor before submission. Please use the ariel 10 font if possible, and endnotes rather than footnotes. The MS.doc format makes it easier for the editor.

Photographs and video material

Photographs add considerably to the value of articles and family history. Please avoid sending originals or anything that needs returning. Integration within an article needs

care to manage space and ensure sensible arrangement to make the cross referencing to text easier. All photographs should be clearly named and labelled to ensure correct identification. Please send photos in the body of the text to ensure appropriate placement or send separately; all will be converted to black and white for publication. Photos should be of high definition to ensure clear reproduction in the journal.

Video material cannot be reproduced in a print journal but can be added to the website.

Copyright and privacy

Great care needs to be taken to ensure copyright is acknowledged and the agreement of the copyright holder sought before publication. This is particularly important with photographs and content about living people, including family trees. Guidance is available on the internet.

Deadlines and acknowledgement

The process of collating content, formatting, making best use of space, proof reading, printing and distribution needs time. The publication of each edition is timed to fit significant events in Society business such as AGMs, Christmas, fairs.

Articles that need to be published quickly such as publicity for forthcoming events, follow on content from previous issues, will have priority over less time specific or lengthy material which can be held over to future editions.

Contributions will not necessarily always be acknowledged, although this is desirable and good practice. If you have submitted an article that has not been published and you have not heard anything after six months, please contact the editor.

Unsuitable content

The editor may identify some content that is not suitable for publication for various reasons. These will include inappropriate language; breach of copyright or privacy; excessive length; too complex formatting. In all cases, the editor will contact the author, explaining the reasons and suggesting what needs to be revised so that publication can be undertaken. The editor has the final say in what to include in each journal.
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