## Quarterly WRITER'S GUIDELINES

## CONTACT

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The Association of Professional Genealogists Quarterly is published in March, June, September, and December. The purpose of the APGQ is to provide articles that help new and seasoned professionals build and maintain a successful career in genealogy. Articles that focus on business management, business planning, credentialing, customer service, education, finances, lecturing/teaching, legal and ethical issues, marketing, organizational skills, professionalism, specialization, technology, time management, writing/editing/publishing, and other professional development topics will be considered. We do not accept previously published articles.

The *APGQ* also features book and product reviews. Writers interested in writing reviews should contact the reviews editor at reviews@apgen.org.

## **Query the Editor**

For an article idea to be considered, writers are expected to send a query to the editor. The query should include a working title and either an article summary (one to two paragraphs) or an outline; do not send a draft of the article unless requested by the editor.

Study recent issues of the *APGQ* to get a feel for topics covered and writing style. Consult the <u>subject index</u> to see what has been published about a topic in the past.

The editor's acceptance of an article idea is not a commitment to publish. After the article is submitted, the editor will notify the writer if the article is accepted or not. If the article is accepted, it will go through the editorial process, and the writer will be asked to sign a publishing agreement. For details of terms and publication rights, please contact the editor.

## **Submissions**

Feature articles are between two and three thousand words.

One to two sidebars are appreciated. A sidebar could be a "further reading" list, a glossary of terms used in the article, or other complementary information.

Writers are encouraged to submit applicable charts, tables, photos, and illustrations. Images must be in the public domain or have the written permission of the copyright holder (please send this permission along with the image). Images must be at least 300 dpi in JPG, TIF, or PDF format and submitted as individual files—do not embed images in the article.

Writers are strongly encouraged to follow the *Chicago Manual of Style (CMOS)*, 17th ed., when preparing their articles. Use *CMOS* for citing common sources such as books, articles, and websites. Use *Evidence Explained*, 3rd ed., for citing genealogy-specific sources such as censuses, vital records, deeds, and so forth.

The article should be submitted as a Microsoft Word document. Sidebars and image captions should be included at the end of the article.

A short bio (seventy-five to one hundred words) and a headshot photo are requested at the time of submission.

The editors may make editorial changes, including substantive edits. All edits are made to ensure clarity, correctness, and conformity with designated and house style guides. Writers will have the opportunity to review copyedited articles before publication.

Upon publication of the article, the writer will be compensated, provided they have signed and returned the publishing agreement and a current W-9 or W-8.