

Guidelines for Submitting Articles for Anglo-Celtic Roots

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If you have some material, which you think might make an interesting article for *Anglo-Celtic Roots*, but are not sure how to get started or how to organize it, contact the editor for assistance. Unless otherwise stated, the copyright of all material submitted remains with *Anglo-Celtic Roots*. Once you have your article written, please adhere to the following guidelines.

General

Deliver your article in electronic or CD format to the Editor, BIFHSGO.

MSWord™ is preferable but WordPerfect™ is acceptable. Editing and subsequent exchange of drafts will be in MSWord 2000 format. Final editing and composition (layout) will be based on MSWord.

Do not format the pages (headers, footers, page numbers, frames). Formatting will be done as part of the composition and lay-out.

Length often depends on the topic being covered. However, an article of over 3,000 words may have to be returned to the author for major cuts. Occasionally, a very long article has been published in two parts. The editor's decision on length is final.

Please provide a brief biography that may be used to introduce the article, and indicate any particular and relevant qualifications (e.g. Certified Genealogist) that you wish to have included.

Text

Use Times New Roman 11-point font.

Use single-spacing, block paragraphs and leave a line between paragraphs.

Use a hierarchy for headings and subheadings:

1, 2, 3...;

1.1, 1.2, 1.3...;

1.1.1, 1.1.2, 1.1.3...

Do not use the footnote/endnote feature of the word processing software. Insert the numbers manually and list the corresponding notes at the end of the article.

References/Bibliography

Document all sources of quotations in endnotes.

Document all original sources of information in endnotes.

List all material sources of general information, especially those that might assist other researchers.

Use the following format for references or bibliography: Author, *Title*, place published: publisher, year, page no.

In the case of newspapers, check the name carefully, e.g. is "The" part of the banner?

Illustrations

Do not embed illustrations or captions in the text but send them in a separate file/disk. The images should be in an acceptable format (TIFF, JPEG) in as high a resolution as possible.

Always refer to illustrations in the text and indicate any preferences about location.

If they are not your own illustrations, check the copyright requirements and that you have permission to use them.

Add a list of the illustrations at the end of the article, with captions. Add sources if necessary.