

Guidelines for Authors – The Connecticut Nutmegger

(Authors do not need to be CSG members)

About The Connecticut Nutmegger, published, since 1969, by The Connecticut Society of Genealogists

The Connecticut Nutmegger, is the journal-of-record for genealogical research and is published three times a year (May 1st – April 30th). The mission is to provide for the preservation of well-researched, documented and scholarly articles as well as to provide access to primary materials related to Connecticut genealogy and to provide research tools and guidance in finding and using information relevant to genealogical research. Material contained in the *Nutmegger* is intended to be of such a nature that it retains its value over a span of many years. The publication is sent to member subscribers and over 100 libraries and is available to CSG members via www.csginc.org.

Topics of Interest

We welcome articles that focus on: Connecticut-related research, any group settling in, or migrating from Connecticut, are of a lasting nature and have not appeared in print elsewhere. Emphasis is placed on compiled genealogies of Connecticut families (any time period), methodology in case studies, discussion of resources related to Connecticut research, guidelines to researching various ethnic and/or religious groups and abstracts of records relating to Connecticut. Occasionally we do accept articles that do not relate to Connecticut if the content contained therein furthers the mission as stated above.

Preferred Format

The preferred format is Microsoft Word (we can accept Rich-Text as well), Times New Roman 10 pt. (title in 12 pt.), without indented paragraphs, and single line-space between paragraphs. Graphical material, jpg or high-res pdf preferred, should be submitted separately. Please submit with endnotes instead of footnotes.

Articles should be well documented with specific citation to reliable sources as endnotes. Endnotes should be continuous: should another part with different information have the same reference, simply list an abbreviated version of the reference with appropriate page numbers. There is no need to repeat the reference for the same information. Endnote reference numbers within the article should be in brackets and superscripted. Endnote reference numbers at the end should also be superscripted (but no brackets). Generational numbers should be after the name and be superscripted. The generational name only should be italicized. Names in the genealogical summary should be in smallcaps (i.e. SMALLCAPS).

All cities, counties, states and countries are spelled out in the text. In genealogical summaries and in the endnotes, the standard abbreviation will be used, not the postal code (i.e. Conn. or N.Y. vs CT or NY). Also, dates are written in the standard genealogical format: day-month-year. Names of months are spelled out completely in the text but can be abbreviated in the genealogical summary and endnotes (i.e. January/Jan. and September/Sept.) with the exception of March, April, May, June, and July which are always spelled out. All numbers, 1-100, are spelled out.

Articles longer than 10 pages in length may be serialized. Presentations covering more than one generation should be in standard genealogical format. CSG reserves the right to edit submitted articles to fit available space, to clarify, to coordinate with other articles in the issue and/or to conform to CSG publication style. Please refer to previous editions of *The Connecticut Nutmegger* or the *NEHGS Register* for examples on the standard genealogical format or questions on format should be directed to the Editor.

Submission

The first page should contain: title of the article; the name, address, email address and/or telephone number of the submitter; and if a member of CSG, their membership number. No cover sheet is necessary. Submission of articles as an email attachment (in Word or Rich-Text) is preferred. Please send to csginc@csginc.org. Files larger than 350 KB should not be emailed. CD or hard copy submissions may be sent to the attention of the Nutmegger Editor, CSG, Inc., P.O. Box 435, Glastonbury, CT 06033-0435.

Review Process

Articles will be reviewed by the Publications Committee of CSG and may take a couple of months. After the article is reviewed, you will be advised of any suggested modifications. We will also make every effort to apprise you of the expected publication date; once final revisions have been made.

Nutmegger Submission Deadlines:

<u>Issue</u>	<u>Copy due date</u>
July	April 25th
November	July 25th
March	December 1st

Copyright and Ownership Conditions

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Author Acceptance

I have read and accept the copyright and ownership conditions.

Title of Article _____ Date _____
Printed Name _____ Signature _____

For more information please contact the CSG office at 860-569-0002 or csginc@csginc.org.

Formats for Endnotes for articles submitted to *The Connecticut Nutmegger*

Below are the formats to be used in endnotes for all articles submitted to *The Connecticut Nutmegger*.

United States Censuses

DO NOT USE the 2-letter postal codes as abbreviations for states' names. All states' names with five letters or less are spelled out in full, no abbreviation. The rest are: Alabama, Ala.; Alaska, Alas.; Arizona, Ariz.; Arkansas, Ark.; California, Calif.; Colorado, Colo.; Connecticut, Conn.; Delaware, Del.; Florida, Fla.; Georgia, Ga.; Hawaii, Ha.; Illinois, Ill.; Indiana, Ind.; Kansas, Kans.; Kentucky, Ky.; Louisiana, La.; Maryland, Md.; Massachusetts, Mass.; Michigan, Mich.; Minnesota, Minn.; Mississippi, Miss.; Missouri, Mo.; Montana, Mont.; Nebraska, Nebr.; Nevada, Nev.; New Hampshire, N.H.; New Jersey, N.J.; New Mexico, N.M.; New York, N.Y.; North Carolina, N.C.; North Dakota, N.Dak.; Oklahoma, Okla.; Oregon, Ore.; Pennsylvania, Penn.; Rhode Island, R.I.; South Carolina, S.C.; South Dakota, S. Dak.; Tennessee, Tenn.; Vermont, Vt.; Virginia, Va.; Washington, Wash.; West Virginia, W. Va.; Wisconsin, Wis.; Wyoming, Wyo.

MF = Microfilm; FHLF = Family History Library Film; ED = Enumeration District

1790: 1790 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state], MF M637-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1790 U.S. Census, Portland, Cumberland Co., Maine, MF M637-2, p. 193.

1790 U.S. Census, Portland, Cumberland Co., Maine, MF M637-2, p. 193 (FHLF 568142, image 116).

1800: 1800 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF M32-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1800 U.S. Census, Clinton, Dutchess Co., N.Y., MF M32-21, p. 113.

1800 U.S. Census, Clinton, Dutchess Co., N.Y., MF M32-21, p. 113 (FHLF 193709, image 118).

1810: 1810 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF M252-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1810 U.S. Census, Tamworth, Strafford Co., N.H., MF M252-25, p. 716.

1810 U.S. Census, Tamworth, Strafford Co., N.H., MF M252-25, p. 716 (FHLF 218686, image 705).

1820: 1820 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF M33-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1820 U.S. Census, Swanzey, Bristol Co., Mass., MF M33-47, p. 451.

1820 U.S. Census, Swanzey, Bristol Co., Mass., MF M33-47, p. 451 (FHLF [xxxxxxxx], image [xxx]).

1830: 1830 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF M19-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1830 U.S. Census, Madison, Clark Co., Ohio, MF M19-128, p. 94.

1830 U.S. Census, Madison, Clark Co., Ohio, MF M19-128, p. 94 (FHLF 337939, image [xxx]).

1840: 1840 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF M704-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1840 U.S. Census, Providence, Ward 3, Providence Co., R.I., MF M704-505, p. 326.

1840 U.S. Census, Providence, Ward 3, Providence Co., R.I., MF M704-505, p. 326 (FHLF 22261, image 660).

1850: 1850 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF M432-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1850 U.S. Census, Fredonia, Calhoun Co., Mich., MF M432-348, p. 238A.

1850 U.S. Census, Fredonia, Calhoun Co., Mich., MF M432-348, p. 238A, (FHLF [xxxxxxx], image [xxx]).

1860: 1860 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF M653-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1860 U.S. Census, Ukiah, Mendocino Co., Calif., MF M653-60, p. 794.

1860 U.S. Census, Ukiah, Mendocino Co., Calif., MF M653-60, p. 794 (FHLF 803060, image 258).

1870: 1870 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF M593-[roll number], p. [page number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1870 U.S. Census, Charleston, Coles Co., Ill., MF M593-197, p. 80B.

1870 U.S. Census, Charleston, Coles Co., Ill., MF M593-197, p. 80B (FHLF 545696, image 166).

1880: 1880 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF T9-[roll number], p. [page number], ED [enumeration district number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1880 U.S. Census, Poultney, Rutland Co., Vt., MF T9-1347, p. 261A, ED 186.

1880 U.S. Census, Poultney, Rutland Co., Vt., MF T9-1347, p. 261A, ED 186 (FHLF 1255437, image [xxx]).

1900: 1900 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF T623-[roll number], p. [page number], ED [enumeration district number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1900 U.S. Census, Scott, Lincoln Co., Kans., MF T623-486, p. 5A, ED 58.

1900 U.S. Census, Scott, Lincoln Co., Kans., MF T623-486, p. 5A, ED 58 (FHLF 1240486, image [xxx]).

1910: 1910 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF T624-[roll number], p. [page number], ED [enumeration district number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1910 U.S. Census, Bountiful, Davis Co., Utah, MF T624-1603, p. 4B, ED 35.

1910 U.S. Census, Bountiful, Davis Co., Utah, MF T624-1603, p. 4B, ED 35 (FHLF 1375616, image 200).

1920: 1920 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF T625-[roll number], p. [page number], ED [enumeration district number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1920 U.S. Census, Naper, Boyd Co., Nebr., MF T625-980, p. 2B, ED 18.

1920 U.S. Census, Naper, Boyd Co., Nebr., MF T625-980, p. 2B, ED 18 (FHLF [xxxxxxx], image 386).

1930: 1930 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF T626-[roll number], p. [page number], ED [enumeration district number]. If you know the FHLF number and image number, add those in parentheses. Examples:
1930 U.S. Census, Meridian, Lauderdale Co., Miss., MF T626-1153, p. 6A, ED 1.

1930 U.S. Census, Meridian, Lauderdale Co., Miss., MF T626-1153, p. 6A, ED 1 (FHLF 2370888, image 13.0)

1940: 1940 U.S. Census, [name of town, city], [name of county] Co., [abbreviation for state*], MF T627-[roll number], p. [page number], ED [enumeration district number]. Example:

1940 U.S. Census, Godfrey, Bibb Co., Ga., MF T627-642, p. 21B, ED 11-54.

Authored Books

1. ONE AUTHOR: [author's name, first, then last], [title of book in italics] ([location of publisher, including state if not a major city like Chicago, New York, London, etc.]: [publisher], [year of publication]), [page number or numbers, do not use "p." or "page"]. Example:

James F. Jones, *The Themes in Ancient Greek Plays* (Baltimore, Md.: Collegiate Publishers, Inc., 1975), 38-43.

2. TWO AUTHORS: same as #1 except both authors' names are included first name first with an 'and' between the names. Example:

James F. Jones and Susan Q. Tremaine, *Better Living Through Science* (New York: McGraw-Hill Publishing Co., 1990), 117.

3. EDITOR: [editor's name, first, then last], ed., [title of book in italics] ([location of publisher]: [publisher], [year of publication]), [page number or numbers, do not use "p." or "page"].

Susan Q. Tremaine, ed., *The Letters of Edgar Allan Pough* (Chicago, Ill: University of Chicago Press, 2001), 132 and 139.

4. MULTI-VOLUME WORK with or without an author or editor: [author's or editor's name (see above)], [title of book in italics], [number of volumes], ([location of publisher]: [publisher], [year of publication]), [volume and page number or numbers using only arabic numerals; do not use "v." or "vol." "p." or "page"; do not use Roman numerals unless referring to a page so numbered in the book, volume and page number(s) separated by a colon]. Examples:

Susan Q. Tremaine and Henrietta Southworth, *Probate Records in Connecticut*, 4 vols., (Hartford, Conn.: Jones & Smith, Publishers, 2003), 2: 156-158.

The Papers of the Municipal Courts of New Haven, Connecticut, 6 vols., (New Haven, Conn.: Yale University Press, 1985), 4: 14, 5: 36 and 6:114.