

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

Each issue of *The Connecticut Nutmegger* is copyrighted as a publication, but authors retain the copyrights to their specific articles and can republish or reuse their material without limitation. Authors agree by their submission, to grant CSG perpetual non-exclusive right to edit and publish. This includes the right to publish on the Internet, store on electronic media and to republish and/or extract for future CSG use.

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 *CSG publications*

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.

FHL = Family History Library microfilm; ED = Enumeration District

1790–1870 censuses: 1790 U.S. Census, [name of town or city, name of county, [state, roll number, page number.
Example: 1790 U.S. Census, Portland, Cumberland County, Maine, roll 2, p. 193.

1880–1940 censuses: 1880 U.S. Census, name of town or city, name of county, state, enumeration district [E.D.] roll number, page number.
Example: 1880 U.S. Census, Poultney, Rutland County, Vermont, E.D. 186, roll 1347, p. 261A.

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 "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".
Example: Susan Q. Tremaine, ed., *The Letters of Edgar Allan Pough* (Chicago, Ill: University of Chicago Press, 2001), 132, 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, separated by a colon. Do not use "v." or "vol." "p." or "page"; do not use Roman numerals unless referring to a page so numbered in the book.
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; 6:114.

Other public records:

Barbour Collection of Connecticut Vital Records, [plus name of town and volume and page cited by Barbour, not the page of the Barbour volume itself].

Connecticut State Library Index of Church Records, from [name of church plus volume and page cited].

Charles R. Hale Collection of Newspaper Deaths and Cemetery Inscriptions, Connecticut State Library, [plus name, date, and page of newspaper] or [town, cemetery name, and page number].

Hartford District Probate, File 2308.

Wethersfield Deeds, 113:117. Also add, if relevant, image ____, online at *FamilySearch.org*.

Online Databases:

Connecticut, Deaths and Burial Index, online at Ancestry.com. Identify the source if possible, probably Hale, and cite as above. You can then add: *Connecticut, Deaths and Burial Index*, online at Ancestry.com, if that is where you saw it.

U.S., World War I Draft Registration Cards, 1917–1918, database online at Ancestry.com.

Newspapers:

Berkshire Reporter, Pittsfield, Mass., 7 Jan. 1809, p. 3. It's helpful to say where you saw it.