



Editor Birgitte H. Tessier:
newslettereditor@vgs.org

Publication Guidelines

The Virginia Genealogical Society Newsletter

All articles submitted to and accepted by the Virginia Genealogical Society (VGS) for publication in *The Virginia Genealogical Society Newsletter* must be original. The material should not have been published or submitted elsewhere.

Articles accepted for publication in *The Virginia Genealogical Society Newsletter* must conform to the editorial standards of the society. While authors are asked to submit material in accordance with our publication guidelines, VGS reserves the right to edit the work for style and content. In doing so, however, the society will endeavor not to alter the substance of the material.

All submissions must be received by digital copy (Microsoft Word compatible), preferably by email. Material should be footnoted, where required, using the formats defined by the *Chicago Manual of Style* and *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*. Authors are requested to provide a brief biography to be used at time of publication. A signed agreement is required.

Articles published in *The Virginia Genealogical Society Newsletter* may always be distributed by the society as a reprint, posted on the society website, and/or incorporated by the society into any future published collection of VGS newsletter articles.

The Virginia Genealogical Society may grant permission to other publications to reprint an article, with credit to *The Virginia Genealogical Society Newsletter*, for a period of one year following its original publication. It is understood that the author will not independently publish or provide permission for any other person or entity to publish said material for at least one year after its original publication in *The Virginia Genealogical Society Newsletter* without consent of the society in writing in advance. After that period of time, the author may republish and/or grant permission to others to publish the article freely without consent of the society in advance, provided credit is given to *The Virginia Genealogical Society Newsletter* for initially publishing the material.

The Virginia Genealogical Society requires all authors to sign an agreement for use of their material. The agreement will remain in force and on file at society headquarters until policy modifications have occurred. Said agreement asks the author to confirm that the material submitted and accepted is original; that it was not created pursuant to the author's employment; that it does not violate copyright, proprietary or personal rights of others; and that the material is factually accurate to the best of the author's knowledge and contains no libelous or otherwise unlawful material.