

Magazine of Virginia Genealogy

Barbara Vines Little, CG, FNGS, FUGA, FVGS, editor

PO Box 1273

Orange, VA 22960

540-832-3473

bvlittle@earthlink.net



Any material submitted should focus upon Virginia, but may include information on individuals or families who migrated to or from Virginia as long as there is a Virginia connection.

Content:

Transcriptions/abstractions of original unpublished manuscript material and county or state records that are not easily accessible. Preference is given to material created prior to 1850.

Articles that demonstrate the use of unusual records, correct previously published genealogies, document migration into or out of Virginia, or present families from burned record counties using a variety of records.

Bible and tombstone records and references to Virginians in other states are always welcome.

-
- Submissions should be by digital copy (Microsoft Word or WordPerfect) preferably by email.
 - Documents should be footnoted using the *Chicago Manual of Style* format.

Books require author, title, place of publication, publisher, date of publication and page numbers.

Serial publications require author and title of article, name of serial publication, volume number, date and page numbers.

Footnotes should be inserted at the end of the information and not at the end of the sentence. Please use full footnotes for each item (no *ibid.*, *op. cit.*, short form, etc.); footnotes will be adjusted for these once the final edit is made. Each item of information not of general knowledge should be footnoted.

- Transcriptions and abstractions of material should follow the following style.
 - The double *ff* should be transcribed as *f*.
 - The tailed *s* should be transcribed as *s*.
 - The thorn should be transcribed as *th*, i.e., *ye* should be written as *the*.
- Do not use bold or all capitals to highlight names.
- Use tabs (not spaces) between columns.
- Please provide a brief, one to three sentence, biography to be used at publication. Please indicate whether we may use your mailing address or if you prefer to be identified only by your city and state of residence.
- A signed agreement (sample attached) is required prior to publication.

Magazine of Virginia Genealogy

Barbara Vines Little, CG, FNGS, FUGA, FVGS, Editor
PO Box 1273, Orange, VA 22960-0752
540-832-3473; bvlittle@earthlink.net

LETTER OF AGREEMENT:

We are pleased to accept your manuscript, “_____” for publication in the *Magazine of Virginia Genealogy*. In order to clearly define both your and the society’s rights to the article, we ask that you sign this document. Your signature grants to the Virginia Genealogical Society, the right to

1. edit the manuscript as to style and content so as to conform to the standards of the *Magazine*;
2. publish the manuscript in the *Magazine*;
3. distribute copies of the manuscript in the *Magazine*, separate reprints and/or future collections of *Magazine* articles in any media so long as the collection does not consist solely of material compiled by you;
4. hold exclusive publishing rights to the manuscript for one year following its publication in the *Magazine*, after which you will be free to use the article (or portions thereof) in your other writings or to grant reprinting rights to others, provided that such reuse of the material carries an acknowledgment of its first appearance in the *Magazine of Virginia Genealogy*.

We also ask that you confirm, via this letter that

1. the manuscript¹ is your own work;
2. you are the sole author/compiler of the manuscript;
3. the manuscript was not created pursuant to your employment; or, if resulting from commissioned client work, you have obtained the permission of the client to use his/her information in this manuscript;
4. you have not submitted and will not submit your manuscript (or substantially similar material) to any other person or entity for publishing consideration, until the one year post-publication period has expired;
5. the manuscript does not violate any copyright or any proprietary or personal rights of others;
6. the manuscript is factually accurate to the best of your knowledge;
7. the manuscript contains no libelous or otherwise unlawful matter;
8. if you require a proof copy, you will promptly review and sign the proof copy of the typeset manuscript that will be supplied to you.

If the foregoing is acceptable to you, please sign the enclosed copy of this letter of agreement and return it to us at your earliest convenience. We appreciate your contribution to the *Magazine*, the society and the furtherance of accessibility to and knowledge of Virginia’s records and families through publication in the *Magazine*.

Sincerely,



Barbara Vines Little, CG, FNGS, FUGA, FVGS, Editor

AGREED TO AND ACCEPTED _____

Date of Signature

Author’s phone number

Author’s email address

Please initial if proof copy required: _____

Please initial if this letter of agreement is to be in force for all contributions from this date until canceled in writing. _____

¹ The term manuscript includes abstracts, transcriptions and compilations of material.