

Submission Information for *Vermont Family Historians* Contributors

Document Formatting

- Articles may be submitted in Microsoft Word, Google Docs, Pages, or other commonly available word-processing software.
- Do not submit text documents as PDFs.
- Do not embed images in your written document. You may include a note in the text to indicate where you intend an image to be placed. Final placement decisions will be up to the editor, however.
- Email manuscript and image submissions to Magazine@VTGenLib.org. Non-digital manuscripts may be submitted with prior approval.
- Do not worry about fonts, margins, or other formatting. These will all be changed in the final magazine layout. Please do not use any special formatting in your document.

Citations:

- Articles citing facts must contain citations with sources for those facts. They should contain all the information necessary to locate the source cited, including a URL if appropriate, and a repository (where it was located), unless widely available. Examples of facts requiring citations include all vitals (birth, christening, marriage, death, burial), residence locations/dates (in some cases), emigration and census records, all documents and records mentioned.
- Please do not use the footnote function in your software. Number the citations at the end of sentences, then list and number the citations at the end of the document.
- Authors do not need to worry about the format of the citations, as long as the information is provided.
- In addition to sources, citation reference notes may contain other information, as would be found in footnotes. A citation may include a descriptor of the source that helps evaluate it, such as whether it's from an image or an index, or whether the document is transcribed or original. It may also contain information details in the cited record that are not included in the text, such as ages or household members in a census record, if pertinent to the analysis.

Images:

- All images must be submitted as separate JPEG files. High resolution images of 300 dpi are requested. Please do not embed them in your document.
- All images must include source citations, including name of photographer or studio if known, and collection or owner of the image. **Important note:** only images in the public domain (not copyrighted) may be used from the Internet. If an image is copyrighted, written permission from the owner must be obtained and provided to this publication. It is illegal to take or publish copyrighted material without this permission.
- Images generated by Artificial Intelligence must be labeled as such and include generation information.
- All images must be accompanied by captions that explains their relevance to the article.

Submission Agreement:

- The editors reserve the right to edit all contributions. The editors will consider, but assume no responsibility for, unsolicited material. Letters to the Editor may be edited for length or to delete potentially libelous statements.
- Unless specified by the submitter or otherwise under copyright, all submissions become the property of the Vermont French-Canadian Genealogical Society for purposes of publication and inclusion in its Vermont Genealogy Library. Do not submit material for publication that is copyrighted or previously published, except where you can forward to us the written republication permission from the copyright holder.