

# ***Journal of the*** **Afro-American Historical** **and Genealogical Society**

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## **Submission Guidelines for Contributors**

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**PUBLICATION POLICY:** Manuscripts are considered for publication if they are not under publication review elsewhere. Parts of previously published materials, such as maps or illustrations included in a manuscript cannot be used without written permission of the author and/or copyright holder. Written verification granting permission to use copyrighted material must accompany the manuscript when it is submitted.

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**GENERAL GUIDELINES:** Manuscripts submitted for consideration should conform to one of the following formats:

- *The Chicago Manual of Style: For Authors, Editors, and Copyrighters* (14th Edition, Chicago: University of Chicago Press, 1993,) especially chapters on bibliographic and endnote formats.
- *Evidence! Citation & Analysis for the Family Historian* by Elizabeth Shown Mills (Baltimore: Genealogical Publishing Co., 1999,) especially chapters on genealogy source citation formats.

**AUTHOR COVER PAGE:** Each author must submit a cover page that includes

- name,
- mailing address,
- daytime and evening telephone numbers,
- e-mail address (if available),
- your brief biography, of no more than 10 sentences, including historical and genealogical affiliations, and
- a signed Permission to Reproduce form, from <http://www.aahgs.org/journal.htm>.

### **MANUSCRIPT FORMAT:**

- Manuscripts must be typed, double-spaced, and no more than 20 pages (including endnotes). Please, contact Editor if manuscript is longer than 20 total pages.
- Margins should be 1 inch left, right, top, and bottom using a standard 12-point font preferably in Times New Roman. There should be a double space between sentences. Include the manuscript title on the top and the page number on the bottom of each page of the manuscript. Do not use abbreviations.
- Material for publication must be submitted digitally on 3.5" disk, CD, or flashdrive to the *Journal* Editor in one of the following software formats: Microsoft Word, WordPerfect, along with a printed copy.
- All manuscript sources of information must be cited with endnotes versus footnotes.

**TABLES:** Articles of a statistical nature (e.g., census enumeration transcriptions, abstracts of tax lists) should be accompanied by a statement of the historical, social, or economic causes or implications and/or analysis of the data presented. Tables should be typed on separate pages and numbered with Roman numerals. The table should be cited in the text of the manuscript.

**PICTURES and GRAPHICS:** Digital photos should be submitted in TIFF or high resolution JPG format. Camera-ready copy of pictures or graphics must be submitted with the manuscript. The manuscript must include the suggested location for each picture or graphic.

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