



## ***Chinook* Submission Guidelines** **By Xenia Stanford and Marion Peterson**

Thank you for considering a submission to our award-winning journal. We put together these guidelines to ensure we maintain *Chinook's* high quality and to showcase your writing to our audience.

For these reasons, the *Chinook* editor(s) maintain the right to edit and reformat for consistency in presentation.

Contributors can help ease the editorial burden by following the instructions in this guide. If you have any questions, please email [Chinook editor](#).

### **Format of Submission**

Submit your article, column or other contribution electronically (ensure it is virus free) as an attachment to email, whenever possible.

Text submissions should be

1. MS Word 2010 or lower (doc or docx), txt or rtf
2. Times New Roman 12
3. Single spaced
4. One blank line between paragraphs (no indentation)
5. Ragged right (left-justified)

Photographs, graphics and artwork submissions should be

1. Scanned at 300 dpi (minimum)
2. JPG or TIF format

If you wish materials submitted by mail returned to you, please include a self-addressed stamped envelope of the appropriate size.

### **Writer's Rights**

The writer (also referred to herein as author) retains all rights to his/her articles but is asked not to reproduce the exact text in any other publication, e-based or print, for two years after it appears in *Chinook*. In most cases, we grant special permission to those who wish to reproduce it sooner than the two-year guideline. Please notify us of your wish to reproduce your article and include in the submission of your article to the other publication the words: "first appeared" or "as appeared" in *Chinook*, month year, *volume#* (issue#), for example, *Chinook*, April 2010, 30(3).

We will accept only texts or graphics to which the author owns rights or for which he or she has permission. If submitting items not owned by the author, include a statement of permission from the legitimate owner with his or her full name or name of organization and contact information.

## Length

1. **Article** (usually based on the theme of an issue) up to 2500 words with at least four suitable photos or illustrations, if possible
2. Shorter **article** up to 1200 words with at least two photos or illustrations, if possible
3. **Column** from 300-1200 words with one photo or illustration per 600 words maximum

## Articles

Base your articles on one or more of the following (pertaining to the feature topic of an issue is preferred, but do not let that prevent you from submitting articles on other genealogy/family history topics):

- Give an overview, valuable lesson or contextual examples of how you solved a genealogical challenge
- Describe a product, service, idea or process (must not be an advertorial)
- Cover issues and trends in genealogy or family research
- Present a personal story showing a benefit for the reader, for example, a personal story may contain a valuable lesson on how to do or how not to do research, illustrate a historical or cultural perspective, or share a genealogical story for entertainment
- Represent an interview or profile of people who are making or have made a significant contribution to genealogy
- Portray a story of an interesting ancestor or family member
- Demonstrate what you learned from events attended or courses taken

## Columns

Columns assigned to specific writers appear in every (or nearly every) issue. Submissions to others are invited. (If you have an idea for a column currently assigned, let the [Chinook editor](#) know, and she/he will contact the columnist, who might be happy to use your contribution.)

Currently assigned columns:

- “President’s Message”
- “Call for Articles” (feel free to submit themes or ideas for consideration as a future feature topic)
- “Editor’s Eye”
- “Computer Tricks for the Genealogist” (submit questions you would like to see answered)
- “What’s Out There” (this is a list of articles in recently received issues of periodicals held by the AFHS Library – if you found an article of particular interest, let the [Chinook editor](#) or the AFHS Librarian know)
- “AFHS Library Acquisitions”
- “AFHS Special Events”
- “AFHS Monthly Programs”
- “Calgary Public Library Programs”
- Committee reports or pages (“Periodicals Place,” “Membership,” “Publications for Sale” and others)

We invite everyone to submit items for the following columns:

<b>Name</b>	<b>Description</b>	<b>Maximum Word Length*</b>
Genealogy Basics	Write something of interest to beginners.	1200
Advanced Techniques	Write something intended for advanced genealogists.	1200
Events	List an event including name of organization, topic of conference, location, date and url – you may include a brief description.	30
Book Reviews	Write a review of a book, including proper reference citation for it (see pages 7 and 8 of this document) and tell us whether the book is in the AFHS or other Calgary library.	350
Surname Connections	Submit up to two per member per year or pay \$5 for any additional entries and for non-member requests. See how to write one and what to include at <a href="#">How to Write an Effective Surname Connection</a> . Please include your contact information so people can connect with you.	350
Serendipity	Describe how something unexpected happened to advance your research.	1200
Ask the Expert	Ask a question about a genealogical puzzle you have been unable to solve on your own. We also need people to submit answers to the <a href="#">Chinook editor</a> . We will publish your answers in the next issue.	Question 200 Answer 350
Obituaries and Memories	Submit an obituary or memories of an AFHS member or other person of significance to the genealogical community who has recently died.	600
SIG Reports (one per year per SIG is requested)	Submit a report of the activities of an AFHS Special Interest Group or write an article on a topic relating to that SIG. The SIG Coordinator does not have to write the article.	600
Did You Know?	Remind us of something from AFHS history or of a member who has made history.	600

\*We can make exceptions. Contact the [Chinook editor](#) to discuss the possibility of longer submissions.

### **Writer's Byline and Bio**

Please give your name as you wish it to appear in the byline. Bios of writers are not included in *Chinook*. However, a short list of credentials that qualifies the writer as an authority on the topic

may be included, at the editor's discretion, at the end of the article. You may include a website URL and/or email address.

## **Language and Spelling**

We accept articles in English and Canadian spelling is honoured.

## **Title of Article**

The author may supply a short title for the article that he/she feels is suitable. The editorial staff may change it with or without advance notice to the writer.

## **Subheadings**

Use subheadings where possible, one every three to four paragraphs of text, to add interest and enhance readability.

Subheadings should be bold and left justified with initial letters of first and all major words capitalized. (Verbs, adverbs, nouns and adjectives are major words regardless of length; prepositions and conjunctions are not.) Leave a blank line before and after the subheading. Colons or end punctuation are not used unless the expression is a question.

## **Visuals**

Maps and other visuals, such as graphs, tables, charts and photos (also known as figures), are highly recommended. However, word art and pull quotes will not be used.

Please give each TIF or JPG a file name with your initials and a consecutive number (for examples, XS01, XS02 and so on). At the end of the article, please list all graphic files in numerical order and provide the following:

1. Short caption for each
2. Name of photographer or designer
3. Full name of each person in photograph as shown from left to right and relationship to author or to topic of submission
4. Exact date, if known, or approximate year photograph was taken or illustration was designed

Be sure you have permission from each individual shown, unless that person is now deceased. Members of the *Chinook* editorial team and AFHS executive do not assume liability for any items sent for inclusion. The liability will be deferred to the submitter.

If the photographer or designer is not the submitter, written permission must be obtained (email or fax) giving the right to use the image in *Chinook*. Permission is not required if the photographer or designer has been deceased for more than 50 years and no one has renewed copyright, and/or the photographer was a close family member and is now deceased (regardless of the number of years).

## General Suggestions

1. Keep paragraphs short and to the point.
2. Use active rather than passive sentences.
3. Avoid using abbreviations such as i.e., e.g. and etc. Reword to express the same idea or concept.
4. Use gender-neutral language, such as chair rather than chairman.
5. If you wish to show emphasis for a word or phrase, put the word(s) in italics. To show jargon/unusual use, put the word(s) in double quotation marks.
6. Spell out entire name of locations, including province or state, the first time mentioned (Calgary, Alberta). Thereafter, only the city name is required and provinces or states may be abbreviated using standard abbreviations. Only addresses and citations use two-digit codes.
7. Spell out entire position title for person or name of an organization the first time it is found in the text and put the abbreviation or acronym in brackets following the full title or name, for example, Alberta Family Histories Society (AFHS). Thereafter, the common short form may be used.
8. When referring to any product, service, publisher or physical, or Internet site within the text, give as information only. Do not use for commercial intent.
9. Do not embed URL links to websites in the text. Place the name of the website in the text and give the full citation including URL in the **References** or **Resources** at the end of the article.

**Note: Footnotes and endnotes are not compatible with *Chinook* formatting. Please use in-text citations only and make any explanations needed within brackets.**

## Citing Sources

In citing sources, *Chinook* uses the *Publication Manual of the American Psychological Association* (6th ed.) which features are described below.

Cite all sources, whether you have quoted them directly or paraphrased from them, within parentheses in the text. Place a list entitled **References** at the end of the article.

References cited in the text must appear in the **References** list and vice versa. The only exceptions are personal communications and classical works with standardized sections (such as the Bible), which should be cited in-text only.

If you do not refer to an item in the text but want to include it as something you believe would be useful to readers of your article, place these in a section called **Resources** at the end and after **References**. Follow the same formatting as for **References** and limit the number of these to a maximum of six.

## In-text Citations

The general format for in-text citations is (Author's surname, year, page).

*Example:* Citations are very important (Stanford, 2010, p. 1).

If the author's name is in the sentence, the format is (year, page).

*Example:* According to Stanford (2010, p. 1), citations are very important.

If the year and author's name are included in the sentence, enclose the page number in brackets at the end of the sentence.

*Example:* In her 2010 article, Stanford stated citations are very important (p.1).

If an author's name is unknown, use the title of the source, using the appropriate capitalization and italics format. The usual format is (*Book title* [usually shortened], year, page).

*Example:* (*Merriam-Webster's*, 2005, p. 100)

If a publication date is unknown, use the bracketed initials (*n.d.*) in its place.

Enclose direct quotations of fewer than 40 words in quotation marks. If more than 40 words, use a block of text without quotation marks and indent a half inch from the left margin.

Direct quotations must be exactly as written. If there is significant incorrect spelling, punctuation or grammar in the quoted material, insert [*sic*] immediately after the error. If you are removing part of a quotation to make it grammatically correct or because it contains irrelevant/unnecessary information, insert ellipses. If words are added or slightly changed, indicate the change with square brackets.

Use p. for one page and pp. for two or more consecutive pages. If you skip pages within the same reference, do not use the p. or pp. indicator again.

*Examples:*     p. 7  
                  pp. 5-7  
                  pp. 7, 10-14, 20

If no page numbers are available, such as with electronic sources, a page number cannot be included in the parentheses. If paragraphs are numbered, use the abbreviation "para." and the relevant number.

*Example:* (Stanford, 2010, para. 3)

If paragraphs are not numbered, cite the heading and the paragraph number.

*Example:* (Stanford, 2010, Conclusion, para. 3).

## **Reference List**

For *Chinook*, single-space references and do not indent. This varies from standard APA format.

Arrange the references in alphabetical order by surname of the first author or by title if there is no author. Ignore the words A, An and The when alphabetizing by title. If there are entries by the

same author, list them in chronological order with the earliest first. Use only initial(s) of the author's given name.

For titles in the reference list, use capital letters for the first word of the title and the subtitle. Capitalize all proper nouns. Italicize book titles. Italicize journal titles and volume numbers. Do not italicize issue numbers.

If the year of publication is unknown, (*n.d.*) is used. If a publication is self-published and the author has not used a trade name for his/her publishing company, use the word Author after the colon. If the place of publication is unknown, (*n.p.*) is used.

### Examples of In-text Citations and References

Type	In-text Citation	Reference
<b>Book - Single Author</b>	(Author Surname, year, page number)  (Baxter, 1999, p. 95)	Author Surname, First Initial. Second Initial. (Year). <i>Book title: Subtitle</i> . Place of Publication: Publisher.  Baxter, A. (1999). <i>In search of your Canadian roots: Tracing your family tree in Canada</i> . Baltimore, MD: Genealogical Publishing Co.
<b>Book - Two Authors</b>	(Author Surname & Author Surname, year, page number)  (Hoffman & Taylor, 1999, p. 17)	Author Surname, First Initial. Second Initial., & Author Surname, First Initial. Second Initial. (Year). <i>Book title: Subtitle</i> . Place of Publication: Publisher.  Hoffman, F., & Taylor, R. (1999). <i>Across the waters: Ontario immigrants' experiences 1820-1850</i> . Campbellville, ON: Global Heritage Press.
<b>Book with No Author</b>	( <i>Book title</i> , year, page number)  Note: Shorten the book title (within in-text citation only).  ( <i>Merriam-Webster's</i> , 2005, p. 3)	<i>Book title: Subtitle</i> . (Year). Place of Publication: Publisher.  <i>Merriam-Webster's collegiate dictionary</i> (11th ed.). (2005). Springfield, MA: Merriam-Webster.

Type	In-text Citation	Reference
<b>Book - Editor</b>	(Editor Surname, year, page number)  (Aubrey, 2006, p. 53)	Editor Surname, First Initial. Second Initial. (Ed.). (Year). <i>Book title: Subtitle</i> . Place of Publication: Publisher.  Aubrey, M. K. (Ed.). (2006). <i>Concise place names of Alberta</i> . Calgary, AB: University of Calgary Press.
<b>Edition of a Book Other Than the First Edition</b>  Second edition = 2nd ed.  Third edition = 3rd ed.  Fourth edition = 4th ed.  Revised edition = Rev. ed.	(Author Surname, year, page number)  (Barber, 2004, p. 50)	Author Surname, First Initial. Second Initial. (Ed.). (Year). <i>Book title: Subtitle</i> (edition). Place of Publication: Publisher.  Barber, K. (Ed.). (2004). <i>Canadian Oxford dictionary</i> (2nd ed.). Don Mills, ON: Oxford University Press.
<b>Article or Chapter in an Edited Book</b>	(Author Surname, year, page number)  Note: Use author surname of chapter or article.  (Waite, 2007, p. 95)	Author Surname, First Initial. Second Initial. (Year). Article or chapter title. In Editor First Initial. Second Initial. Surname (Ed.), <i>Book title: Subtitle</i> (page range of article or chapter). Place of Publication: Publisher.  Waite, P. (2007). Between three oceans: Challenges of a continental destiny. In C. Brown (Ed.), <i>The illustrated history of Canada</i> (pp. 278-376). Toronto, ON: Key Porter Books.

Type	In-text Citation	Reference
<b>Article in a Reference Book or Encyclopedia</b>	<p>(Author Surname, year, page number)</p> <p>Note: Use surname of author of article.</p> <p>(Foran, 1985, p.255)</p>	<p>Author Surname, First Initial. Second Initial. (Year). Article title. In Editor First Initial. Second Initial. Surname (Ed.), <i>Reference book title: Subtitle</i> (# ed., Vol. #, page range of article). Place of Publication: Publisher.</p> <p>Foran, M. L. (1985) Calgary. In J. H. Marsh (Ed.), <i>The Canadian encyclopedia</i> (Vol. 1, pp. 255-257). Edmonton, AB: Hurtig Publishers.</p>
<b>Newspaper Article - Print</b>	<p>(Author Surname, year, page number)</p> <p>(Berenyi, 2010, p. C2)</p>	<p>Author Surname, First Initial. Second Initial. (Year, Month Day). Article title: Subtitle. <i>Newspaper Title</i>, page range.</p> <p>Berenyi, Valerie. (2010, July 13). A tribute to Lincoln Phillip. <i>Calgary Herald</i>, p. C2.</p>
<b>Newspaper Article - Online</b>	<p>(Author Surname, year, para. number)</p> <p>(Proudfoot, 2010, para. 3)</p>	<p>Author Surname, First Initial. Second Initial. (Year, Month Day). Article title: Subtitle. <i>Newspaper Title</i>. Retrieved from URL [if viewed online]</p> <p>Proudfoot, S. (2010, July 1). Ottawa reviews altered census. <i>Calgary Herald</i>. Retrieved from <a href="http://www.calgaryherald.com">http://www.calgaryherald.com</a></p>
<b>Journal Article</b>	<p>(Author Surname, year, page number)</p> <p>(Stanford, 2010, p. 17)</p>	<p>Author surname, First Initial, Second Initial. (Year). Title of journal article. <i>Title of Journal</i>, #volume(#issue), page range.</p> <p>Do not precede page numbers with p. or pp.</p> <p>Stanford, X. (2010). Negligence or murder? <i>Chinook</i>, 30(4), 17.</p>

<b>Type</b>	<b>In-text Citation</b>	<b>Reference</b>
<b>Website</b>	(Author Surname, year, page or para. #)  (Snow, 2010, para. 2)	Author surname, First Initial, Second Initial. (Year of last update or copyright date; if not known, put <i>n.d.</i> ). <i>Title of webpage</i> . Retrieved from URL of webpage  Note: Include a retrieval date if the information is likely to change over time.  Snow, P. (2010). <i>The British home children: The British child emigration scheme to Canada (1850-1957)</i> . Retrieved July 9, 2010 from <a href="http://freepages.genealogy.rootsweb.ancestry.com/~britishhomechildren">http://freepages.genealogy.rootsweb.ancestry.com/~britishhomechildren</a>
<b>Weblog</b>	(Author Surname OR Screen name, year)  (Miller, 2010)	Author Surname, First Initial. Second Initial. OR Author screen name as it appears on the weblog. (Year, Month Day of post). Title of specific post [Weblog post]. Retrieved from URL of specific post  Note: If it is the original blog post, use [Weblog post]. If it is a reply or comment made to the original post, use [Weblog comment]. If there is a date of weblog entry, the date retrieved is not required.  Miller, J. (2010, July 7). Canadian websites for genealogy research [Weblog post]. Retrieved from <a href="http://afhs.ab.ca/blog">http://afhs.ab.ca/blog</a>
<b>Personal Communications</b> (letters in private collections, telephone conversations, email messages, interviews)	(First Initial. Surname, personal communication, Month, day, year)  (M. Peterson, personal communication, July 7, 2010)	Do not include in list of references because they usually contain data that is unrecoverable except to the sender and recipient.

For assistance with resources not included in this list, please contact the [Chinook editor](#).