DGS Publication Guidelines for Authors

Publication Outlet	eNews Article	Blog Article			Website Article
		Short	Medium	Long	
Word count	Less than 150	75-300	300-750	1,000-2,500	1,500 – 5,000 words, exclusive of source notes
Document formatting (e.g., margins, type face, font size, line spacing, notes, tables, captions, quotations, page numbers, and bibliographies)	Vertical Response (VR) template	Wordpress default			*The Chicago Manual of Style*[1] (CMOS) (current edition preferred)
Citation style		*The Chicago Manual of Style* (current edition preferred) or *Evidence Explained* (current edition preferred)			*The Chicago Manual of Style* (current edition preferred) or *Evidence Explained* (current edition preferred)
Summary	Not Applicable	Include "excerpt text": 180 characters max			Include summary of article: 150 words max
Featured image format	Not Applicable	JPG, PNG; 300 – 600 dpi; 1200x628 px			Not Applicable
Submission format	DOCX, DOC	DOCX, DOC			DOCX, DOC
Published format	Vertical Response template	Wordpress default			PDF
Embedded image format	JPG; 600x600 px	JPG, PNG; 300 – 600 dpi			Not Applicable
Text formats					
Body text	VR template (Arial, 12pt)	Wordpress default for *Paragraph*			Serif: Times New Roman; 12 pt
Title	VR template (image, MM/YYYY)	Wordpress default; Brief - c. 40 characters max			Serif: Times New Roman; 14 pt; bold; centered (See CMOS for cover page and body pages title specifications.)[4]
Heading 1/Heading	VR template (Georgia, 16 pt)	Wordpress default			Sanserif: Arial; 12 pt; bold; centered
Article Title	VR template (Times New Roman, 14 pt)	Not Applicable			Not Applicable
Heading 2/Subheading 1	Not Applicable	Wordpress default for *Heading 5*			Sanserif: Arial; 10 pt; bold; left-aligned
Heading 3/Subheading 2	Not Applicable	Wordpress default for *Heading 6*			Sanserif: Arial; 10 pt; italic; left-aligned

[1] CMOS Quick Reference at Purdue Online Writing Guide. *Chicago Style (CMOS) – General Format* accessed April 24, 2019 at
https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/general_format.html

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DGS Publication Outlets	DGS Publicity Outlets
Archived Articles (on website)	Blog
Blog	Calendars
Databases/records	Direct Email (Vertical Response)
ENews (newsletter)	Libraries
Journal (inactive)	Newspapers
Website	Social Media: Facebook, Instagram, Pinterest, Twitter
Wiki	Societies

Publication Content Types	Description
Archives, libraries, museums, commissions	Summary of offerings, location, hours, fees, how to contact, records available via Internet or email, etc.
Book reviews	Beyond book content, tell why you like or dislike it. Include where to find it (library, online, print, e-book)
Case histories	Sources required; follow guidelines in *Evidence Explained* by Elizabeth Shown Mills
DPL collections	7th & 8th floor collection news, e.g., new additions, upcoming events (brief items with links to DPL website)
Meeting highlights	News from DGS meetings; SIG meetings
Member focus	Memorials, donations, interviews, membership numbers
Member stories	Research trips, human interest, themed stories, DNA articles, serendipity, i.e., how something unexpected advanced your research
Methodology	Brick wall techniques, using indirect evidence, setting up a research plan, tips for beginners, etc.; Published sources with permission (Ancestry, FamilySearch, Hatcher, Cooke, MacEntee)
Net links	Helpful Internet resources, why they're helpful, how you use them, cite how you found them, e.g., free Legacy Family Tree Webinars
News of note	DGS events publicity; DGS project updates; Genealogy and history events in and around North Texas. Calendar additions for conferences, e.g., TSGS, TIGR, NGS, FGS, & Rootstech
President's column	News from the Board; special announcements; goals; projects
Theme articles	Content relates to timely theme, e.g., Black History Month, Grandparents Day, Genealogy Month, Texas History, Memorial Day (Military)
Volunteer items	Position openings; volunteering opportunities/needs