

Magazine of Virginia Genealogy

Publication Guidelines

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Acceptable Content

Material submitted must focus upon Virginia but may include information on individuals or families who migrated to or from Virginia if there is a Virginia connection. Examples include:

- Transcriptions/abstractions of original unpublished manuscript material and county or state records that are not easily accessible.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.

General Guidelines

- Submissions must be by digital copy (Microsoft Word or WordPerfect), preferably by email.
- **Documents must be footnoted** using the *Chicago Manual of Style* (CMOS) format. See Documentation Requirements on page 2.
- Transcriptions and abstractions of material must follow the following style.

The double *ff* must be transcribed as *F*.

The tailed *s* must be transcribed as *s*.

The thorn must be transcribed as *th*, i.e., *ye* must be written as *the*.

- **Do not** use all capitals to highlight names.
- Use tabs (not spaces) between columns.
- Provide a brief, one to three sentences, biography to be used at publication. Indicate whether we may use your mailing address and/or email or if you prefer to be identified only by your city and state of residence.
- A signed agreement (see sample on page 5) is required prior to publication.
- Please indicate whether you are a VGS member as membership grants you priority consideration.

Direct questions regarding the publication guidelines to the editor at the email address above.

Documentation Requirements

Footnotes must be inserted at the end of the information and not at the end of the sentence.

Each item of information not of general knowledge must be footnoted.

Use full footnotes for each item (no *ibid.*, *op. cit.*, short form, etc.). Footnotes will be adjusted after final edit.

Do not use postal abbreviations, use standard state abbreviations (i.e., Alabama = Ala.) found in CMOS, section 10.27 Abbreviations for US states and territories.

Use en dashes between inclusive years and pages.

Do not include blue hyperlinks or underline for URLs.

Citation Formats

Books

Author(s)—given name surname, *title* [in italics] (**place of publication: publisher, year of publication**), **page number(s)**. [If title has multiple volumes, follow title with a comma and number of volumes (i.e., 3 vols.) then insert volume number before page number(s) followed by a colon (i.e., 2:75.) Note: There is no space between the colon and the page number.]

Example:

William Waller Hening, *The Statutes at Large; Being a Collection of All the Laws of Virginia . . .*, 13 vols. (1819–1823; reprint, Charlottesville: University Press of Virginia, 1969), 3:199.

Do not include digital image information for books (Google, Internet Archive, HathiTrust) unless the material has been reformatted for the web (i.e., *Colonial and State Records of North Carolina* (<https://docsouth.unc.edu/csr/index.php/volumes>)).

Census Records

Do not include NARA reference for digital images; use NARA reference only when access is to the NARA film.

Examples:

1880 U.S. Census, Kentucky, Ohio Co., Bartlett Voting Precinct, ED 46, p. 28, dwelling and family no. 189, database and digital images, *Ancestry* (<https://www.Ancestry.com>).

1840 U.S. Census, Virginia, Campbell Co., p. 23; database and digital images, *Ancestry* (<https://www.Ancestry.com> : accessed 2023). Listed as a pensioner, age 87.

City/County Record Books

City/county name, [abbreviate Co. and include state if not Virginia. For other states use CMOS abbreviations.] **volume title** (deed, will, order, etc.) **volume number or letter, date range** [if available], **page number(s)**.

Example:

Orange Co., Deed Book 16, 1772–1778, pp. 371–372 [Provide the title of the record only if it is not provided in the text.¹]; **access source** [see below].

¹ Text: “John Estes is listed in William Lucas’s estate account payments for 1813” [omit description of the document].

Text: “John Estes is listed in an Orange County estate account in 1813.” [include document description: William Lucas estate settlement recorded 25 Mar 1822]

Access sources:

Court house or archives:

Orange Co. Will Book 6, 1820–1826, pp. 23–26, clerk’s office, city [Include state if not Virginia. For other states use CMOS abbreviations.]

Library of Virginia (LVA) microfilm:

Orange Co. Will Book 6, 1820–1826, pp. 23–26, microfilm no. 25, Library of Virginia, Richmond.

Ancestry²

“Virginia, U.S., Wills and Probate Records, 1652–1900,” database and digital images, *Ancestry* (<https://www.ancestry.com>); Orange Co. Will Book 6, 1820–1826, pp. 23–26.

FamilySearch

Note regarding URLs: Cut off URL at the question mark (?). If multiple pages, provide URL for the first page in the series. If pages are not concurrent as in a series of tax records cut off the URL at .org.

[concurrent pages]

Orange Co. Will Book 6, 1820–1826, pp. 23–26, FamilySearch (<https://www.familysearch.org/ark:/61903/3:1:3Q57-998Y-N7793>), IGN 7541415, images 245–246/505.

[non-concurrent pages]

Albemarle Co. Commissioner of the Revenue, Personal Property Tax Lists, 1790–1793, Record Group 48: Auditor of Public Accounts, Entry 633, Library of Virginia; FamilySearch (<https://www.familysearch.org>), IGN 7846292, images 230, 279, 329, 368. [text should identify the person and the date range in which he appears: “Charles Ashley appears in the Albemarle County personal property tax lists for 1791–1792.” Footnote identifies the date range searched.]

Documents

Digital Images and Microfilm

For digital images, see Access Sources above.

For microfilm use frame numbers if available and/or description of order (chronological, alphabetical (full or first letter only), or both, or none.

Example:

Chancery Records Index,” *Library of Virginia* (<http://www.lva.virginia.gov/chancery>), Pittsylvania Co. Chancery File 1837-023, p. 155.

Find A Grave

Find A Grave (<http://www.findagrave.com>), **Memorial ID** [ID number], **name of person buried** [use name on

² Most Ancestry material is accessed through their databases instead of via browsable images, so the database is cited with the specific source at the end.

³ Use the first ark URL of consecutive pages. If there are multiple, non-consecutive images as in a series of tax volumes or deeds, use only (<https://www.familysearch.org>).

tombstone photo if different from transcribed name and note “indexed as ????” in comments position], **cemetery name, city/county, state; tombstone photo** [if available with comments regarding legibility and likelihood it was or was not placed contemporary to death], **other images** [i.e., obituary, death certificate, and/or burial record with source, if available or use “no source” if no source information is available]; **comments** [if applicable].

Example:

Find A Grave, (<http://www.findagrave.com>), Memorial ID 44880082, T. J. Crow, Bell’s Run Cemetery, Bells Run, Ohio Co., Ky.; tombstone photo compatible with date of death, year of birth erroneously transcribed as 1845; newspaper obit [no source], indexed as Thomas J. Crow.

Journals

Author (given name surname), “**title**” [in quotation marks], **journal title** [in italics] **volume number (year): page numbers**. [Include issue no. following volume only if each issue is paged separately, i.e., No. 4 (1974): 4.

Examples:

Jay Worrall Jr., “The Albemarle Quakers: 1742–1754,” *Magazine of Albemarle County History* 40 (1982): 40–41.

[no author stated]

“Goochland County, Virginia, 1800 Tax List,” *Virginia Genealogist* 25 (1981): 9.

Manuscript Repository

Include all information required by the institution to locate the document including collection title and any subgroup reference including folder titles, accession number, catalog number, record group number and title (separated by a colon), box number, barcode number, etc.

Example:

Tarlton Fleming 1776 tithable list, Goochland Co., Acc. no. 45365, BC 7340805, Tax and Fiscal Records, Archives and Manuscripts, Library of Virginia, Richmond.

Other Sources

For other sources, provide all available access information.

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LETTER OF AGREEMENT:

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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.