Guidelines to Authors Preparing Articles for Relatively Speaking

We hope these guidelines will help you write your story for Relatively Speaking. If you have any questions please write to us at rseditor@abgenealogy.ca

Articles:

- Hard copy versions are acceptable but, due to the work involved to duplicate, electronic versions are preferable.
- Any word processing software is acceptable as whatever is provided will be converted to our own publishing program.
- Photographs and images should not be embedded in the document as they are difficult to manipulate and usually the quality is not suitable.
- The size of the articles is usually 2 to a maximum of 6 pages which translates to approximately 1000 to 3000 words. Longer articles may be serialized.
- We try to keep your personal style and voice while providing proofing and editing in keeping with our in-house style guide and to maintain clarity. We use the CP Style Guide and Canadian Oxford Dictionary.
- We are happy to offer help in writing an article to contributors who would like some assistance and/or are new to writing..
- Once edited, we return the article to the author for approval before publishing it.

Images

- Photos and copies of documents etc. relevant to the articles always add interest and are appreciated but should be provided separately from the body of the article.
- There is no restriction on the quantity—we will select from those provided based on space, quality and relevance.
- We have to be sensitive to copyright issues so information on the origin/ownership of the documents is needed; we provide attribution where applicable.
- We appreciate the best possible quality with jpeg or tiff scans at 300%. We can provide assistance with this and, if possible will copy the originals for you. We recommend not sending originals in the mail as we cannot guarantee against their loss or damage.

Other

- We ask authors to include a short biography and photo to accompany any article longer than one page.
- The biography should be 60-80 words; we will edit this to fit the available space.
- The preferred photo is a head and shoulders shot; we can crop appropriately to suit.