

Q & A for Journal Articles

What kinds of articles are published in the *Journal*?

The Journal publishes articles on a wide range of family and general history topics that may interest our members. Some examples include:

- Images and transcriptions of artifacts such as family bibles or military and school records
- Biographies
- Research results for people, places, and events
- Local history of Galveston and Harris Counties, including cemeteries, that is of interest to the genealogical community
- Analysis of conflicting or indirect evidence to solve a genealogical question
- Examples of research methodology
- Information on genealogical resources or techniques
- Pedigree charts

We welcome articles that cover any geographical area.

The tables of contents for previous issues are found at [Table of Contents of Quarterly](#) and [Table of Contents of Journal](#). These will provide examples of the material we have published in the past. The BAGS website's members area has complete versions of all past editions of the Journal (and its predecessor, the Quarterly).

I've written an article. How do I submit it?

Please submit your article to the editor at journal@txbayareagen.org. Include

- the text, saved in a commonly used format such as Rich Text Format (.rtf) or Microsoft Word (.docx)
- any images to be published (documents, photographs, etc.) sent as separate, high-resolution files (ideally at least 300 dpi, although lower resolutions will work in some cases)
- supporting information (not to be published) such as
 - instructions or information for the editor
 - publishing permission for copyrighted material (the editor can help with this, if needed)
- your name and a telephone number

To indicate which images go with their corresponding text, you can either include editorial instructions in the text or include low-resolution images in your text showing approximately where you'd like them to appear.

I have an idea for an article but would like to discuss it before I work on it.

Send an email to journal@txbayareagen.org with your topic and any questions or concerns you have. Please include your telephone number and the best times to reach you if you'd like to discuss your idea over the phone.

Do I have to include citations?

BAGS expects all articles submitted for publication to be factually accurate. Source citations are the best way to demonstrate that.

We expect you to provide some level of source information for your essential facts. Simple is okay. We do not demand perfectly crafted citations approved by Elizabeth Shown Mills and Thomas Jones (although such citations are welcomed).

Don't let sources keep you from submitting a great article. If you have any concerns about how to handle your sources, contact the editor. The editor can help with formatting and consistency if necessary.

Will you print an article that has already been published elsewhere?

Although we encourage original submissions, the *Journal* does reprint articles that are of interest to our members. The submitter must own the copyright for the article or get permission from the copyright holder.

Do I have to worry about copyright on images that I include in my article?

Yes. BAGS cannot publish an image or text if we think it is under copyright and we don't have permission from the owner of the copyright. Copyright law is complicated, but some basics are pretty simple. Anything published at least 96 years ago is generally free to use. Copyright does not apply to government documents. There are some copyright exceptions for fair use. And we can publish copyrighted material with the copyright holder's permission.

Photographs from *Find A Grave* and copy from in-copyright newspapers are two examples of materials where we require permission from copyright holders before publication.

Judy Russell, a well-known genealogy lecturer, and retired attorney, frequently discusses copyright for the genealogist on her blog:
<https://www.legalgenealogist.com/blog/>.

On a separate but related note, nearly any web site with a login has terms and conditions you agreed to when you created your login. This is contract law, not copyright law, but may limit what you can do with that website's content, even if that content is not under copyright. BAGS and your editor cannot possibly know the terms and conditions of every website you might use. However, we will be sensitive to the terms and conditions of the most common providers like *Ancestry* and *FamilySearch*. As with copyright, this is also a frequent topic on Judy's blog if you'd like to learn more.

What changes to my article will the editor make?

The journal editor reserves the right to accept or reject submissions and edit submitted material regarding content and length. The items below include many of the most common changes.

The editor edits your material for grammar, spelling, punctuation, clarity, and consistency. To their best ability, the editor follows the *Chicago Manual of Style* and *Evidence Explained*, which are the standards for U.S. genealogy.

The editor may update the title of your article to make it index better on PERSI.¹

Each *Journal* has standards in layout and typography. The editor will lay out your article using the current standards so that all articles in the issue share a cohesive look. The fonts, margins, and other standards used in the *Journal* will probably be different from those you used when you submitted your article, and consequently, the final page layout will be different.

If you included images in your text, they might appear in a different location or at a different size in the *Journal*. Space restrictions may prevent us from using all of your images. Captions are standardized.

Tables may be formatted differently. Inset boxes, if present, may be of different size and in a different location. References to images, figures, and tables may be added.

Your article may be shortened to meet page count requirements.

The *Journal* staff's goal is to clearly and accurately publish your article within our layout standards and page limits.

Will I be able to review my article before it is published?

Yes. You will have at least one—more if needed—opportunities to review your article before it is published.

Who owns the copyright for my article?

The original author retains copyright to their article published in the *Journal*.

By submitting your article for publication in the *Journal*, you are granting the Bay Area Genealogical Society the right to publish your article in print and electronic formats in our publications and on our website.

Reprints of pages from the *Journal* require permission of both the author(s) and the Bay Area Genealogical Society.

How frequently is the *Journal* published?

The *Journal* is published irregularly when enough material has been submitted to make up an issue. When possible, we publish the *Journal* twice a year.

¹ PERSI (Periodical Source Index) is a free index of genealogical journal articles. Unfortunately, PERSI does not support full-text searches. The best way for someone else to find your article is to include (when appropriate) the primary name and locations in your article's title. If you write an article about your uncle Joe Potter's blacksmith shop in Deep Creek, Texas, the title "Uncle Joe's Blacksmith Shop" will be of little help to someone searching for Joseph Potter or searching for Deep Creek, Texas. On the other hand, the title "My Uncle Joseph Potter's Deep Creek, Texas Blacksmith Shop" is very likely to be found by a search.