Guidelines for Writing Articles for the CMA Journal & Newsletter

The following suggestions for those writing articles for the CMA Journal & Newsletter are intended to provide some guidance for those who may be unsure of how to start an article. They are not required – our Editor can create an appropriate article from most any submitted text and images. However, you can make the Editor's job easier by considering these suggestions. If, having read the following, you have further questions, contact the CMA Editor at *editor@clanmcalister.org.*

Article Submission. The CMA editors are constantly looking for new articles to publish. If you have an idea for an article you would like to write, you can contact the CMA editors with any questions, to coordinate with other articles in the "pipeline," and to determine schedules and deadlines.

Articles for the Journal and Newsletter typically run between one and four pages, although size can vary widely and there have been some quite long articles that were published in installments. A typical page is about 700 words without images. The number of words will be somewhat less when images are incorporated, and we encourage incorporating images as they can significantly enhance the text.

There is no need to format the document in any particular way, as the Editor will have his/her own style. When possible, please submit only digital files by email to *editor@clanmcalister.org.* These files should be either (a) plain or enriched text or (b) Microsoft Word documents.

Topics. Any topic is "fair game" as long as a connection (no matter how distant) can be made to genealogy or Scotland/Ireland.

Images. The preferred image format is jpeg (.jpg) although pretty much any format will be accepted. You can simply include images as attachments accompanying your text document, along with instructions on where each image should be inserted. Images can be either color, black-&-white, or sepia, with a preferred resolution of 300 dots-per-inch or less (unless the originals are extremely small). The image itself should be large enough to show detail and yet small enough not to crowd the article. The published image can be no wider than seven inches (the width of the page), while a width of 3.25 inches will fit into the width of a column. Size and placement of an image are the most likely aspects to be modified by the editors, but your preferences will be considered. If you are not proficient in image management, don't worry; the Editor will likely be able to make it work.

Titles. The article title should capture the substance of the article. Length of the title is less important than content, but too long a title can confuse (and annoy) the reader. The author's by-line should be centered directly below the centered title, followed by a blank line to separate the title/author from the article.

Text. In the body of the article, it is helpful and common to insert a blank line between paragraphs and to not indent the first line of each paragraph. All-caps, bolding, and italics should be used only sparsely but consistently; too much can become annoying.

Quoted Passages. All short passages of text taken essentially word-for-word from another source should be treated as a quote. (To not do so is considered plagiarism – bad and wrong!) To indicate a quoted section, if it is two lines or less in your article, simply enclose it in double-quotes (i.e., " "). If the quoted phrase is longer than two lines, consider making it a 'block quote.' A block quote is treated as a paragraph that is separated from the preceding and following text by blank lines. Ideally this paragraph is indented from both sides of the page, but as long as the "block quote" is clear (either surrounded by quotes or in italics) the Editor will treat it accordingly, as shown here:

> "This is a block quote, indicating that these phrases were taken from another source than the author of the current article. Attribution is required whenever another source is quoted." (Jiminy Cricket, verbal communication, 21 November 2020)

Include a reference to the provider of the quote, either 'in the block' as shown above or as a footnote. Indicate the name of the person quoted if known, the source (and volume if appropriate), and the date of original publication.

Footnotes. Footnotes are handy ways of providing unobtrusive full citations for quotes or for providing an expanded explanation that might be distracting in the article itself but that provides "context." Whenever a piece of text in an article is footnoted, a super-scripted number should be appended to the text indicating the corresponding footnote, as it is here.[1] All footnotes should be placed at the <u>end</u> of the article in sequential order, with a centered heading of "Footnotes" (see below).

References. Sometimes, an author wants to list all of the sources that influenced an article (even though there might not be direct quotes) or as further sources for the reader. The appropriate place is at the end of the article, after any footnotes, with blank lines in between references, and suitably labeled with a centered heading of "References" (see below).

<div align="center">Footnotes</div>

[1] As it appears here.

References

The Chicago Manual of Style 17th edition text © 2017 by The University of Chicago.

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