



OBCGS Recommended Publishing Guidelines for Authors

These are recommended guidelines for a genealogy or local history book for publication by OBCGS. For books outside of these guidelines, we rely on our Book Committee to review and make suggestions.

For best results, present the book to OBCGS in electronic format, preferably in Microsoft Word 2003 (or later) or in "pdf" format. We can also make scans from an existing copy if needed. OBCGS can create the cover, title page, copyright page and back cover, with author approval.

We look forward to helping you with your book to make it the best it can be for our readers.

The Book Contents – these standards can help the author during construction:

- Contents are to be approved by the OBCGS Book Committee.
- A surname index is recommended (OBCGS can create one for an additional fee).
- Sources are to be included as endnotes and/or a bibliography. Footnotes will be accepted but are known to drag down the reader so we recommend endnotes at the end of a chapter or at the end of the book. For citation structure, use the basic standards of "Evidence Explained" by Elizabeth Shown Mills or "Mastering Genealogical Documentation" by Thomas W. Jones.
- Photographs need to have source identification even if they're your private photos or from a free source such as Wikimedia - https://commons.wikimedia.org/wiki/Main_Page
- An introduction or preface is recommended to describe how the book was created and how to use the book. See the "Writing Your Family History Guidelines" by OBCGS for more information (attached here as a supplement).
- Once the book is approved and presented to obtain printing estimates, the author must sign the OBCGS "Author Agreement" form.

Simple Definitions: OBCGS can recommend the appropriate wording and section for any of these roles or acknowledgements.

- AUTHOR – the writer of a literary work (such as a book); one that originates or creates something (according to Merriam Webster) <https://www.merriam-webster.com/dictionary/author>
- EDITOR – to prepare (written material) for publication or presentation, as by correcting, revising, or adapting (according to the Free Dictionary) <https://www.thefreedictionary.com/Book+editor>
- TRANSCRIBER – to make a full written or typewritten copy of material (dictated material, for example) (according to the Free Dictionary) <https://www.thefreedictionary.com/transcriber>
- CONTRIBUTOR - contributors are individuals who have contributed one or more sections to the book. Many contributors make a one-time contribution to a particular section or collection of sections. Contributors are always credited in the Foreword of the book, and if a contributor sustains a constant level of contribution which adds up to the equivalent of an entire chapter, their name will be added to the list of contributing



authors (according to Sonatype) <https://books.sonatype.com/m2eclipse-book/reference/apbs02.html> which has a very clear description of several terms.

- REVIEWER - Many individuals have read the book and taken the time to report typos and bugs. Reviewers are always credited in the Foreword of the book and they make an important contribution to the quality of the book (according to Sonatype) <https://books.sonatype.com/m2eclipse-book/reference/apbs02.html>

The Book Structure - the book should include the following:

- TITLE PAGE contains the full title, the author's full name and the year of publication.
- COPYRIGHT information for inside the title page (who owns the copyright and date).
- PRINTER/PUBLISHER contact information should appear on the copyright page.
- TABLE of CONTENTS (this can be created or updated by OBCGS).
- The BODY needs to be laid out as desired by the author (OBCGS can create page numbers or other formatting if needed).
- We recommend mirrored MARGINS (and we can show you how to do this) for best layout.
- INDEX – if not included, OBCGS can create one for an additional fee.
- EDITING is available for an additional fee.
- INCOMPLETE – the book can be presented in a “Word” file and we can help get the elements added and make it ready for printing.
- COMPLETED - the book can be presented in a completed “pdf” file with all the above elements and we will print it exactly as it appears (OBCGS can help with formatting).

Publishing Material Standards for the Book(s) Printed by OBCGS:

- SIZE – the standard is 8 ½” x 11” but we can print other sizes, just ask for details.
- PAPER – the standard is 20 lb. paper for inner pages, with printing on both sides of the pages. For photographs or color graphics, we recommend 24 lb. paper printed front and back, for a little higher cost (give requirements below and it will be included in the pricing).
- COVERS – the standard is heavy white or colored paper for the front cover and black mylar for the back cover. If you have printing or a picture for the back cover, we recommend heavy white or colored paper front and back covers (give details below). All books have a clear acetate cover on colored paper covers for protection.
- BINDING - black plastic coil binding

We will do our best to meet the author's request for materials different from the standard, but we cannot guarantee that all requests can be met. **Please print your request for materials different from the standard such as 24# paper, size of paper, cover specs or more on the Author Agreement form.**
