

Writing and Publishing Your Family History

Class 5: The Publishing Process

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Steps in the Publishing Process

DIY or get help?		
Step	You	Someone else*
1 - Write	✓	
2 - Edit your manuscript	✓	✓
3 - Select illustrations	✓	
4 - Scan, crop, and edit images	✓	✓
5 - Design and lay out pages	✓	✓
6 - Proofread pages	✓	✓
7 - Create front matter	✓	✓
8 - Design a cover	✓	✓
9 - Index		✓
10 - Print	✓ (booklet/binder)	✓ (book)
11 - Distribute your work	✓	✓

* Friend or family member, freelance editor or designer, or publishing service

Steps 4 through 8 can be done by you or someone else depending on your comfort level, time, and money.

I have already said that indexing (Step 9) is best done by a professional, who prints (Step 10) depends on the format you are doing, and distribution (Step 11) could be done by an online or full-service vendor if you choose.

Where to Find Help

FULL-SERVICE PUBLISHING VENDORS

These companies have done family history publications and we have samples of their work in our library:

- Legacy Books legacybooks.com
- Genealogy House genealogyhouse.net
- Heron Creek Press heroncreekpress.com
- A Life in Print alifeinprint.com

FREELANCE PROFESSIONALS

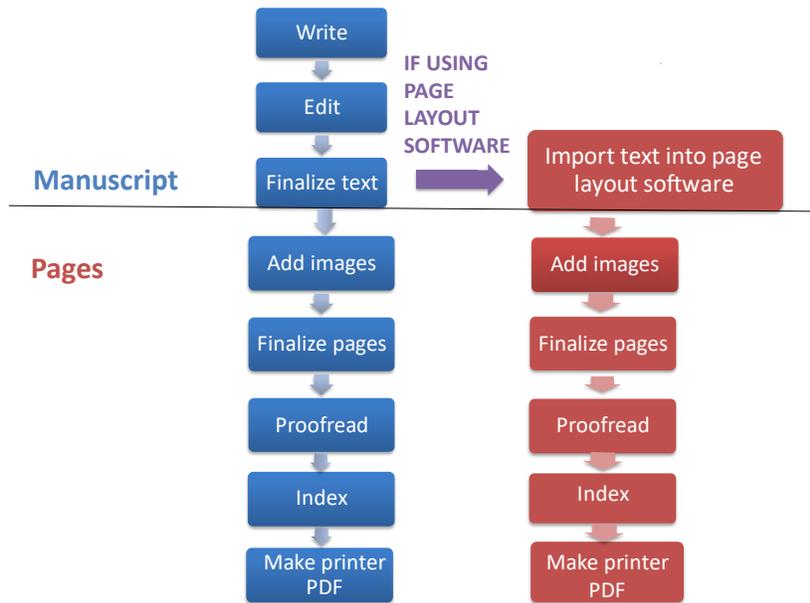
Editing & Design: The Editorial Freelancers Association website is a good place to find professionals to help you with your writing and/or someone to edit your work. You can find design professionals at this site as well if you need help designing and laying out pages or a cover. Go to the “Hire a Freelancer” tab, choose “Member Directory” and then “Search the Directory” to check off the skills you are looking for: <https://www.the-efa.org>

Indexing: A good index is vital to any family history publication. You will find professional indexers listed on the Editorial Freelancers Association website (above) or the American Society for Indexing (<https://www.asindexing.org>). Go to “Find an Indexer” then “Indexer Locator” to select “Genealogies” under “Types of Materials.” For someone who is familiar with the intricacies of genealogical publications, use “Find a Professional” and “Directory” at the Association of Professional Genealogists website, then search for Keyword “index”: <https://www.apgen.org>

MORAL SUPPORT

If you have other questions or concerns, you can set up a consultation with me or Editorial Director Cécile Engeln on taking the next step. Some consultation time is free with certain levels of American Ancestors membership, or you can pay by the hour. To book a consultation, email consultations@nehgs.org

Manuscript to Pages



Hierarchy of Heads

Chapter title
Genealogical intro
Caption
Body text
Subhead

Generation Two

MICHAEL METCALF
 born in Norwich, England, August 29, 1620
 died in Dedham, Massachusetts, March 25, 1654



The Fairbanks House, Dedham, Massachusetts, where Michael Metcalf married Jonathan Fairbanks' daughter Mary.

Michael¹ Metcalf, the eldest surviving son of Michael¹ and Sarah (Elwyn) Metcalf, was named after his father and a brother who died in infancy. Michael² emigrated with the family when he was 16 years old. After spending his childhood in England, this elder son would become part of the generation that firmly established the community of Dedham. He was admitted as a freeman at 22 years of age on May 13, 1642, only five years after his father joined the town.¹⁰⁴

Marriage to Mary Fairbanks

Two years later, he married on April 2, 1644, Mary Fairbanks, who was born at Soverby, Halifax Parish, Yorkshire, England, on February 3, 1622, to Jonathan Fairbanks and Grace (Smith) Fairbanks.¹⁰⁵ Lorenzo Fairbanks suggested that Jonathan Fairbanks had immigrated to Boston by 1633; however, genealogist Robert Charles Anderson does not believe he had arrived in New England by then.¹⁰⁶ In any case, Jonathan Fairbanks settled in Dedham in 1636, a year before the Metcalfs arrived. It appears that Fairbanks began to build his house in 1637, because some house timbers date from that time. The Jonathan Fairbanks house stands today and is considered "the oldest timber-frame building in New England."¹⁰⁷

Life in Dedham

Church life was extremely important to the early inhabitants of Massachusetts. The first church in Dedham was established by eight men on November 5, 1638, as an independent entity with no religious affiliation. It was composed of two parts—the parish and the church. Apparently the first several years of the church saw much dissension, prompting several families to leave the community. Robert Charles Anderson points out, "As a result of all this movement, the immigrants of 1637 and 1638 soon attained a dominant position in civil as well as ecclesiastical affairs."¹⁰⁸ Town tax revenues supported the church, and eligible males were allowed to vote on parish matters. To belong to the church, one had to apply and be accepted.¹⁰⁹ Being accepted in

Michael¹ Metcalf 19

Proofreading Checklist

- Are all text and all images present in the pages? Are the illustrations in the right places?
- Are the image captions correct? Are names spelled the same as they are in the text?
- Is the head structure and styling of header text correct?
- Did the genealogical numbering and formatting come through correctly?
- Check that the designer restored any lost italics for book titles, ship names, etc.
- Check for any bad page breaks.
- Check that the running heads or feet are correct.

Front Matter

- **Page iii: title page**
- **Page iv: © page**
- **Table of Contents**
- Foreword (by someone other than the author)
- Preface (by the author, explains how and why book was written)
- Acknowledgments
- List of terms or abbreviations

Bold items are mandatory.
Grey items are optional.

Women and Unknown Names

- Married women are indexed under *all* the surnames they have ever had:

Goodale

Elizabeth (Parlett) (Taylor),
4, 7, 13 [2nd marriage]

Parlett

Elizabeth, 4, 7, 13 [maiden
name]

Taylor

Elizabeth (Parlett), 4, 7, 13
[1st marriage]

- For unknown given or maiden names, use five underscores:

Bullard

_____, 56

Ann (_____), 197

- For unknown surnames, use a separate section at the end of the index:

Unknown Surnames

Helen, 55

Jim, 253

“Final Eyeballing”

- ✓ Page numbers in the TOC are correct
- ✓ Chapter/section names in the TOC match what is on the pages of your book
- ✓ All verso chapter/section headers/footers are correct
- ✓ Book title is the same on half-title, title page recto running head/foot, cover stamping / dust jacket / cover
- ✓ Correct year on copyright page



The Last To-do List

1. Make PDFs following your printer's instructions for the interior text pages and for the cover or dust jacket
2. Check the PDFs before uploading!
3. Complete an online form or email a list of specifications and instructions to printer:
 - ✓ Print quantity
 - ✓ Trim size
 - ✓ Number of total pages, with blanks counted and identified
 - ✓ Paper choice (color, weight, and finish)
 - ✓ Jacket/cover stock and lamination choice
 - ✓ Shipping instructions

Design Considerations

Here is how your choice of where to put illustrations and source notes will affect your book.

<i>If you want...</i>	<i>Then you'll want to have...</i>
Illustrations	Source Citations
... interspersed with your text	... as endnotes
... in a photo insert	... as endnotes or footnotes
<i>If you want...</i>	<i>Then you'll want to have...</i>
Source Citations	Page Numbers
... as footnotes	... in the running head
... as endnotes	... in the running foot or running head