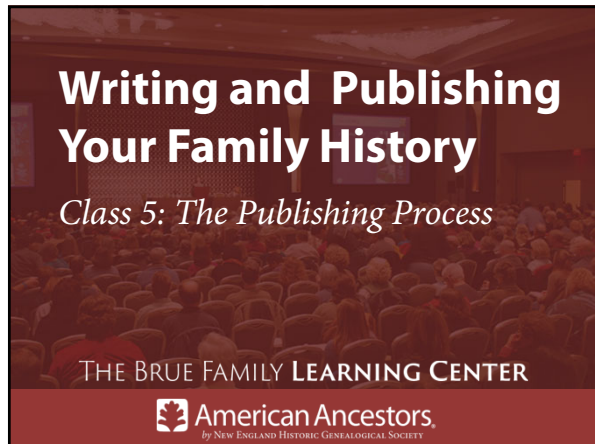
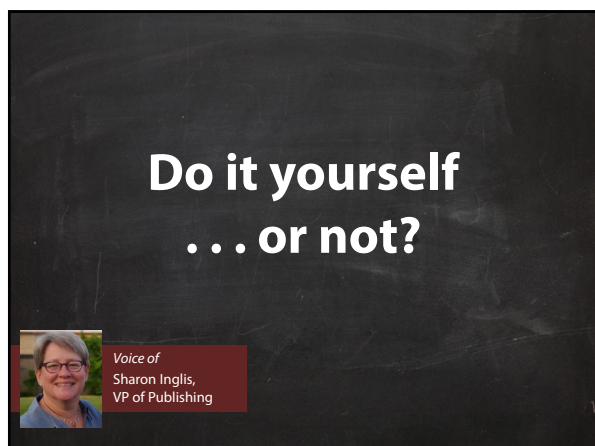








Reminder on assumptions:

- You're creating a print product
- You're writing a book
- You're using MS Word



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

Tip

No "Aunt Sallys"!
She's
Sarah Jane "Sally" (Smith) Jones,
thank you very much!

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

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

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

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

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

Choosing a Publishing Service



- Experience with family histories
- Availability of à-la-carte editorial and design options
- Reasonable pricing structure
- Level of technical skill needed on your part
- Availability of references and samples
- Are they supportive and nice?

Editing

Editing: Why, When, Who?

- Why?**
- Because a spell checker isn't enough.
 - Because accurate names, dates, and numbering really matter in a genealogy.
- When?**
- Once you have a draft of at least two chapters.
 - If you need a break from writing.
- Who?**
- You, because you know your content better than anyone else.
 - Someone else, because you are too close to what you've written.

Ideas for Better Editing

- Change the font before you read.
- Print out a hard copy to edit.
- Read your printout in a new place.
- Read your text out loud.
- Take a break from writing before you edit.

Choosing an Editor

Where to find one

- Editorial Freelancers Association (EFA)
- Association of Professional Genealogists (APGen)
- Publishing vendors have their own stable of freelancers.



What to look for

- A good speller and grammarian
- Knowledge of history and/or genealogy

Tip

Keep updating
your stylesheet

Tip

Don't use *Ibid.*

According to the 1860 census, on 17 July 1860 the Pratt household at Norwich, Connecticut, consisted of George Pratt, white male aged 27, lawyer, \$800 in personal estate, born in Massachusetts, and Sarah Pratt, white female aged 28, house keeper, born in Massachusetts. The young couple was also enumerated in her father's household: on 18 July 1860, the Whittlesey household at Hartford, Connecticut, included Oramel Whittlesey, white male aged 58, music teacher, \$10,000 in real estate, \$16,000 in personal estate, born in Connecticut; C. M. Whittlesey, white female aged 54, born in Connecticut; J. T. Maginnis, white male aged 34, music teacher, \$10,000 in personal estate, born in Ireland; E. T. Maginnis, white female aged 34, born in Massachusetts; O. M. Maginnis, white female aged 10, born in Connecticut; E. J. Maginnis, white female aged 1, born in Connecticut; G. F. Pratt, white male aged 27, lawyer, born in Massachusetts; and S. V. Pratt, white female aged 24 [sic], born in Massachusetts.

The 1870 census, taken on 16 July 1870, reported that the Pratt household at Norwich, Connecticut, consisted of Geo. Pratt, white male aged 37, lawyer, \$12,000 in real estate, \$6,000 in personal estate, born in Massachusetts, a male U.S. citizen eligible to vote; Sarah Pratt, white female aged 38, keeping house, born in Massachusetts; Alice Pratt, white female aged 10, has attended school within the year, born in Connecticut; Oramel Pratt, white male aged 8, has attended school within the year, born in Connecticut; Clara Pratt, white female aged 6, has attended school within the year, born in Connecticut; George Pratt, white male aged 3, at home, born in Connecticut; Ella Pratt, white female aged 7 months, born Nov. [1869] in Connecticut; Margaret Harrington, white female aged 34, domestic servant, born in Ireland, parents of foreign birth; Margaret O'Reagan, white female aged 22, domestic servant, born in Ireland, parents of foreign birth; and Anna Kelley, white female aged 13, domestic servant, born in Ireland, parents of foreign birth.

Unedited text

According to the 1860 census, on 17 July 1860 the Pratt household at Norwich, Connecticut, consisted of George Pratt, white male aged 27, lawyer, \$800 in personal estate, born in Massachusetts, and Sarah Pratt, white female aged 28, house keeper, born in Massachusetts. The young couple was also enumerated in her father's household: on 18 July 1860, the Whittlesey household at Hartford, Connecticut, included Oramel Whittlesey, white male aged 58, music teacher, \$10,000 in real estate, \$16,000 in personal estate, born in Connecticut; C. M. Whittlesey, white female aged 54, born in Connecticut; J. T. Maginnis, white male aged 34, music teacher, \$10,000 in personal estate, born in Ireland; E. T. Maginnis, white female aged 34, born in Massachusetts; O. M. Maginnis, white female aged 10, born in Connecticut; E. J. Maginnis, white female aged 1, born in Connecticut; G. F. Pratt, white male aged 27, lawyer, born in Massachusetts; and S. V. Pratt, white female aged 24 [sic], born in Massachusetts.

The 1870 census, taken on 16 July 1870, reported that the Pratt household at Norwich, Connecticut, consisted of Geo. Pratt, white male aged 37, lawyer, \$12,000 in real estate, \$6,000 in personal estate, born in Massachusetts, a male U.S. citizen eligible to vote; Sarah Pratt, white female aged 38, keeping house, born in Massachusetts; Alice Pratt, white female aged 10, has attended school within the year, born in Connecticut; Oramel Pratt, white male aged 8, has attended school within the year, born in Connecticut; Clara Pratt, white female aged 6, has attended school within the year, born in Connecticut; George Pratt, white male aged 3, at home, born in Connecticut; Ella Pratt, white female aged 7 months, born Nov. [1869] in Connecticut; Margaret Harrington, white female aged 34, domestic servant, born in Ireland, parents of foreign birth; Margaret O'Reagan, white female aged 22, domestic servant, born in Ireland, parents of foreign birth; and Anna Kelley, white female aged 13, domestic servant, born in Ireland, parents of foreign birth.

At the time of the 1860 census, George and Sarah Pratt, 27 and 28, both born in Massachusetts, were living in Norwich, Connecticut, with \$800 in personal estate. He was a lawyer, and she was a housekeeper. (They are also enumerated in the household of her father, Oramel Whittlesey, in Hartford.) By 1870, still with the same occupations, George and Sarah had \$12,000 in real estate and \$6,000 in personal estate. And they had seven children, all born in Connecticut: Alice, 10; Oramel, 8; Clara, 6; George, 3; and infant Ella, 7 months. The three oldest had all attended school within the year. The family shared their home with three female domestic servants, all born in Ireland.

Edited text

Tip
Check your
genealogical numbering
early and often.

Genealogical Content Review

- Style of **BOLD SMALL CAPS**, **SMALL CAPS**, *italics*, parentheses, and ^{superscript}
- Genealogical numbering
- Order and punctuation of vital event data
- Eliminate place name repetition
- Consistent use of abbreviations
- Consistency of names and dates from generation to generation
- Dates that make sense

2. **JOHN WHITLESEY (Jahon)** is said to have been born in Cambridgeshire, England, near Wetherden, ~~the~~ ^{Whitlesey} at Saybrook, Connecticut, 15 April 1704, according to a post-1845 gravestone in Cypress Point Cemetery, Old Saybrook.¹⁴

He married at Saybrook, 20 June 1664, **RUTH DUDLEY**¹⁵ She was born at Ouilford, Connecticut, 20 April 1644, daughter of William and Anne (Luffin) Dudley, who were married at Ockley, Surrey, England, 24 August 1636.¹⁶ She died 27 September 1714.

Earlier works give the date of John Whitlesey's arrival in New England as 1635, with William Fenner, 1st Viscount Noy and Say, and his company of "young men;" however, Whitlesey's name is not found in Robert Charles Anderson's compendium of documented 1634-1635 Great Migration immigrants.¹⁷

Children of **John and Ruth (Dudley) Whitlesey**:¹⁸

- i. **JOHN WHITLESEY**, b. 1 Dec. 1655; d. Saybrook 11 Dec. 1865; m. BESSIE THOMPSON LAMB.
- ii. **STURGEON WHITLESEY**, b. 3 April 1667; said to have d. 1760; m. REBECCA WATERSON.
- iii. **ERENDELL WHITLESEY**, b. 11 Dec. 1669; made Freeman 5 April 1704; united with the 1st Church of the Free Will Baptists.
- iv. **JOSEPH WHITLESEY**, b. 15 June 1671; d. by 10 April 1704; m. [redacted] They were probably

FOURTH GENERATION WHITLESEY, WHOSE ANCESTRY EXTENDS:

- JOSEPH WHITLESEY, b. 21 Aug. 1673; d. Saybrook 13 April 1681.
- JOSEPH WHITLESEY, b. 14 March 1675; d. Bethlehem, Conn., 20 Feb. 1756; m. Newington, Conn., 6 Dec. 1704-5, LYDIA WAY.
- DAVID WHITLESEY, b. 28 Jan. 1676; d. 1704.
- ELIZABETH WHITLESEY, b. 20 Saybrook 24 May 1677; do not relate to the other Part.
- REBE WHITLESEY, b. 23 April 1678; d. 1704.
- SARAH WHITLESEY, b. 23 May 1679; d. 1704.
- REY SAUEL WHITLESEY, b. CHANDICEY, b. Hatfield, 3 same year as AARAH M6 Wallingford from 1710 and wrote of him:

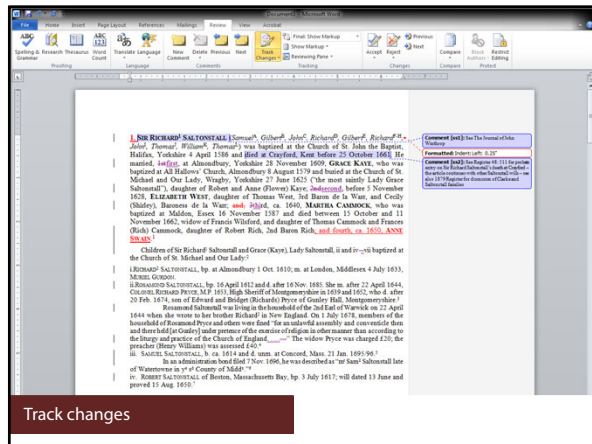
I had like to have forgot the year 1711 - I was 16. Whitlesey's house - he was a very courteous and open with me than a the greatest case in Conn expressing his thoughts.

5. **JOSEPH WHITLESEY (Jahon)** was born at Saybrook, Connecticut, 15 June 1671.¹⁹ His death is not recorded at Saybrook; he appears to have died (perhaps away from Saybrook) by 10 April 1704, when his father drew up his will. Joseph's wife has not been identified.

— However, accounts of this family appear to have telescoped Joseph's identity (born in 1671) into the husband of Abigail Chapman (his junior by thirty years)—making him father, late in life, of a large family. In his carefully drafted will, Joseph's father John Whitlesey provided for all his living sons by name. All the living sons were married by this time; he referred to only one grandchild, Joseph Whitlesey, whose father he did not name. This boy, who was just yet of age in 1704, was to have lands at Ragged Rock worth £80, and "that Bible which was his father's." Who could that father be, when all the sons were accounted for but Joseph?—and none had living sons of this name whose ages fit John Whitlesey stipulated that, should the grandson Joseph die before his majority, the house and lands willed him should revert to his grandfather, "and nothing to remain of his father's Estate to be at his disposal but his father's Bible." The wording of that passage is murky at best—if the young legatee died, how could he, being dead, dispose of any part of his father's estate? If John Whitlesey was instead referring obliquely to his own long-gone (or long-dead) son, Joseph Whitlesey, would not the father referenced be John himself, and the Bible "my Bible"? Perhaps the testator's intent was that in case of the grandson's death, Joseph's grandmother Ruth (Dudley) Whitlesey should receive his

Genealogical "continuity"

Tip
Once is
not enough



Single File or Multiple?

One big file	Separate chapters
- You can open multiple files to compare them - You must combine all files at the end to index or make a PDF - Auto-numbering won't update till you combine into one file	- You can search entire document at once - Add section breaks or search on "Chapter" to navigate - Too many images in Word can cause problems

Design, Layout, and Proofreading

Rules for Book Design

- Make sure your text is edited and in its near final form before you lay out pages.
- Your typeface must be easily readable.
- Use the same typography for all chapter titles.
- Use the same typography for all subheads.
- Make sure your margins are wide enough.



Your Book's Specs

- Trim size? (dimensions of the *page*, not the cover if a hardcover)
Examples: 6×9 , 7×10 , $8\frac{1}{4} \times 10\frac{1}{4}$, $8\frac{1}{2} \times 11$
- Paperback or hardcover? If hardcover, do you want a dust jacket?
- Footnotes or endnotes? (endnotes leave more space on the page for illustrations)
- Page numbers at the top or bottom of the page?

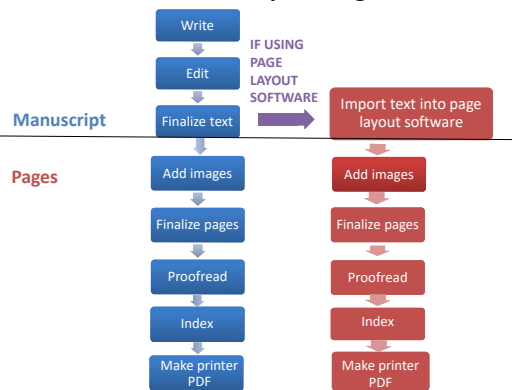
Page Template Basics

- Page size in Word should be the trim size of your book.
- Aim for a $\frac{3}{4}$ " to 1" gutter (inside) margin. Top, bottom, and outside margins should be at least $\frac{1}{2}$ ".
- Keep line length between 63 and 72 characters; for $8\frac{1}{2} \times 11$ books, consider using two columns.
- Odd-numbered pages are always on the right.
- The first page after the front matter is always Arabic page 1.
- Header/footer: Book title on the left (verso) and chapter title on the right (recto).
- Justified text looks neater than left-aligned (rag right) text.

Typefaces and Fonts

- Limit yourself to two or three typefaces for the whole book.
- Use 11- or 12-point serif type for your main text. **Times New Roman** is a tried-and-true serif typeface.
- A sans serif typeface (**like Arial**) is OK for headings or captions, but difficult to read in long blocks of text.
- If you must, save the æ ; j%#l+ · œ for headers in special sections or your front or end matter.

Manuscript to Pages



Page Layout Basics

Do...

- place illustrations next to or just after what they relate to.
- be consistent with head and caption style.
- watch that genealogical styles are applied correctly (bold, small caps, italics, etc.).



Don't...

- allow blank right-hand pages.
- allow "bad breaks" from page to page.

Proofreading Checklist

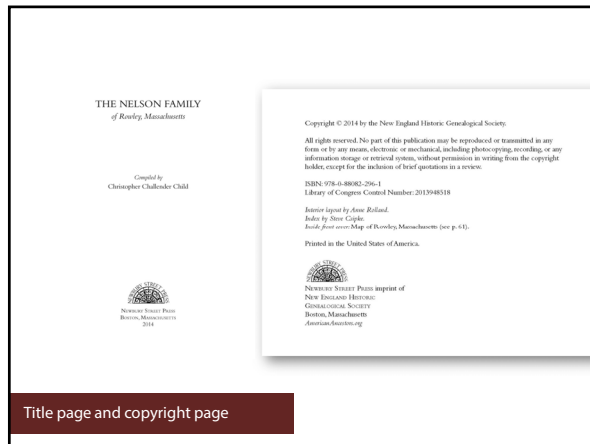
- ☐ Are all text and all images present in the pages? Are the illustrations in the right places?
- ☐ Are the image captions correct? Are names spelled the same as they are in the text?
- ☐ Is the head structure and styling of header text correct?
- ☐ Did the genealogical numbering and formatting come 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, Cover, and Indexing

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.



Possible End Matter

- Endnotes (if you didn't use footnotes)
- Appendices
 - Charts
 - Coverage of allied families (related by marriage)
 - Transcriptions of letters, wills, diaries, etc.
 - Interview transcriptions
- The all-important index!
- Text and Illustration Credits (if necessary)





The All-important Index

Why do you need an index?

- Your reader will want to look up names and possibly places or ships.
- It's an opportunity to do a last check for errors.

When should you index?

- Only after pages are laid out and FINAL.
- If problems are found, you can correct them but *only* in a way that doesn't change page breaks.

Who should create the index?

- A professional indexer.
- You, if you are a professional indexer.
- A professional indexer.
- See previous bullet.

Working with an Indexer

- Where to find a good one?
 - Editorial Freelancers Association
 - American Society for Indexing
 - Association of Professional Genealogists
- What to have them index?
 - Every name in the text and in the captions in all the chapters
 - Optional: places and ships
 - Optional: topics of interest (wars/battles, colleges/universities, historical events)

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

Places and Ships

- Places**
- Main entry = state or country
- Subentries = counties/provinces or towns/cities

NOTE: **Ship** names are always in italics, but the prefix is not: the USS *Constitution*

California, 29, 70, 83, 97, 106, 107
Irvine, 23, 67
Long Beach, 70, 85, 96
Los Angeles, 85, 114
Orange County, 83
San Jose, 77, 117

France, 70, 85, 96, 230, 315
Champagne, 83
Lyon, 106, 107
Paris, 70, 85, 96, 115, 289
Poitou, 56, 164
Touraine, 189

Tip

Don't index until
EVERYTHING
is final!

"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



Files to printer!

Choosing a Printer

- Level of experience
- Quality of work:
ask to see samples!
- Array of paper and binding options
- Competitive pricing
- Customer service



Printing Decisions

- Print quantity
- Interior paper choices:
 - white or off-white (AKA cream or natural)
 - weight (50#, 55#, 60#, etc.)
 - coated or uncoated
- Paperback cover or dust jacket stock and lamination (matte, gloss, silk, UV varnish)
- Hardcover cloth case and foil stamping colors
- Hardcover binding type (sewn or adhesive)



Cloth book cover color swatches

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

What are printer proofs?

- “Hard” proofs come as a stack of printed pages with the cover/jacket separate; takes a few weeks
- Digital “soft” proofs come as a link to the printer's online system; may take only a few days
- A publishing service will usually check printer's proofs for you.
- They are **not** meant to be read word-for-word!

Printer Proof Review

Do not *read* the proofs. Instead:

- Make sure all pages are there and are in the correct order.
- Check running heads to make sure they align and are not cut off.
- Check footnotes to make sure they align and are not cut off.
- Make sure no type is being cut off at the outside edges of the page.
- Make sure no type is being pulled into the gutter on the inside edges of the page.

THANK YOU!

AmericanAncestors.org



NEW ENGLAND HISTORIC
GENEALOGICAL SOCIETY

AmericanAncestors.org

Copyright © 2024
