

Writing & Publishing Your Family History

Class 5: The Publishing Process

December 2024

THE BRUE FAMILY LEARNING CENTER



American Ancestors®
by NEW ENGLAND HISTORIC GENEALOGICAL SOCIETY

Meet today's presenter



Sharon Inglis

VP of Publishing

OVERVIEW

- **Presentation (60 mins.)**
 - Do it yourself . . . or not?
 - Editing
 - Design, layout, and proofreading
 - Front matter, cover, and indexing
 - Files to printer!
- **Q&A (30 mins.)**

Do it yourself ... or not?



Voice of
Sharon Inglis,
VP of Publishing

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”!
Sarah “Sally” (Smith) Jones
Sally Jones
Sally

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| 7 - Create front matter | ✓ | ✓ |
| 8 - Design a cover | ✓ | ✓ |
| 9 - Index | | ✓ |
| 10 - Print | ✓ (booklet/binder) | ✓ (book) |
| 11 - Distribute your work | ✓ | ✓ |

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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?

QUESTIONS?

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 hire one:

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

Traits to look for in a volunteer friend or relative:

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

Tip

Keep updating
your stylesheet

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

Tip

Check your
genealogical numbering
early and often.

2. JOHN¹ WHITTLESEY (*John^A*) is said to have been born in Cambridgeshire, England, near Whittlesea. He died, probably at Saybrook, Connecticut, 15 April 1704, according to a post-1845 gravestone in Cypress Point Cemetery, Old Saybrook.⁸¹⁰

He married at Saybrook, 20 June 1664, RUTH DUDLEY.⁸¹¹ She was born at Guilford, Connecticut, 20 April 1645, daughter of William and Jane (Lutman) Dudley, who were married at Ockley, Surrey, England, 24 August 1636.⁸¹² She died 27 September 1714.

Earlier works give the date of John Whittlesey's arrival in New England as 1635, with William Fiennes, 1st Viscount Saye and Sele, and his company of "young men;" however, Whittlesey's name is not found in Robert Charles Anderson's compendium of documented 1634–1635 Great Migration immigrants.⁸¹³

who

to

Children of John and Ruth (Dudley) Whittlesey, b. Saybrook.⁸¹⁸

- 3 i. JOHN² WHITTLESEY, b. 11 Dec. 1665; d. Saybrook 11 Dec. 1665; m. HANNAH (SHIPMAN) LARGE.
- 4 ii. STEPHEN WHITTLESEY, b. 3 April 1667; said to have d. 1760; m. REBECCA WATEROUS.
- iii. EBENEZER WHITTLESEY, b. 11 Dec. 1669; made freeman 5 April 1704; united with the 1st Church of Saybrook 12 Feb. 1738.

5 iv. JOSEPH WHITTLESEY, b. 15 June 1671; d. by 10 April 1704; m. They were probably

- v. JOSIAH WHITTLESEY, b. 21 Aug. 1673; c.
- vi. JABEZ WHITTLESEY, b. 14 March 1675; d. 6 Dec. 1704/5, LYDIA WAY, dau. of E
- vii. DAVID WHITTLESEY, b. 28 June 1677 or
- viii. ELIPHALET WHITTLESEY, b. 24 July 1677; dau. of John not related to the other Pratts covered
- ix. RUTH WHITTLESEY, b. 23 April 1681; d.
- x. SARAH WHITTLESEY, b. 28 May 1683; p
- xi. REV. SAMUEL WHITTLESEY, b. 1686; d. CHAUNCEY, b. Hatfield, Mass., 15 Chauncey; d. Wallingford 22 Oct. 1 same year as Azariah Mather [see Wallingford from 1710 until his death] wrote of him:

I had like to have forgot Mr. Sam^r the year 1721. . . . I went that year Mr. Whittlesey's house. Great nurse he was a very cautious man, not a great deal of a say private matters. . . . and open with me than any man now living in the world. . . . Mr. Whittlesey was, I believe, one of the greatest men in Connecticut. He had not only a clear and strong head, but the clearest way of expressing his thoughts upon any difficult subject of any one I have been acquainted with. I have

5. JOSEPH² WHITTLESEY (*John^{1-A}*) was born at Saybrook, Connecticut, 15 June 1671.⁸⁵³ 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.

Previous accounts of this family appear to have telescoped Joseph² Whittlesey (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 John¹ Whittlesey provided for all his living sons by name. All the living sons were married by this time; he referred to only one grandchild, Joseph Whittlesey, whose father he did not name. This boy, who was not 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 Joseph²—and none had living sons of this name whose ages fit? John¹ Whittlesey stipulated that, should the grandson Joseph³ die before his majority, the house and lands willed him should revert to his grandmother, "and nothing to remaine of his fathers Estate to be at his disposal but his fathers 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 John¹ Whittlesey was instead referring obliquely to his own long-gone (or long-dead) son, Joseph² Whittlesey, 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) Whittlesey should receive his

Genealogical "continuity"

Tip

Once is
not enough

Document3 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Acrobat

Spelling & Research Grammar Thesaurus Word Count Translate Language Language New Comment Delete Previous Next Track Changes Final: Show Markup Show Markup Reviewing Pane Accept Reject Previous Next Compare Block Authors Restrict Editing Protect

1. **SIR RICHARD¹ SALTONSTALL** (*Samuel^A, Gilbert^B, John^C, Richard^D, Gilbert^E, Richard^{F-H}, John^I, Thomas^J, William^K, Thomas^L*) was baptized at the Church of St. John the Baptist, Halifax, Yorkshire 4 April 1586 and died at Crayford, Kent before 25 October 1661. He married, **1st first**, at Almondbury, Yorkshire 28 November 1609, **GRACE KAYE**, who was baptized at All Hallows' Church, Almondbury 8 August 1579 and buried at the Church of St. Michael and Our Lady, Wragby, Yorkshire 27 June 1625 ("the most saintly Lady Grace Saltonstall"), daughter of Robert and Anne (Flower) Kaye; **2nd second**, before 5 November 1628, **ELIZABETH WEST**, daughter of Thomas West, 3rd Baron de la Warr, and Cecily (Shirley), Baroness de la Warr; **and, 3rd third**, ca. 1640, **MARTHA CAMMOCK**, who was baptized at Maldon, Essex 16 November 1587 and died between 15 October and 11 November 1662, widow of Francis Wilsford, and daughter of Thomas Cammock and Frances (Rich) Cammock, daughter of Robert Rich, 2nd Baron Rich; **and fourth, ca. 1650, ANNE SWAIN**.¹

Children of Sir Richard¹ Saltonstall and Grace (Kaye), Lady Saltonstall, ii and iv—vii baptized at the Church of St. Michael and Our Lady:²

i. **RICHARD² SALTONSTALL**, bp. at Almondbury 1 Oct. 1610; m. at London, Middlesex 4 July 1633, **MURIEL GURDON**.

ii. **ROSAMOND SALTONSTALL**, bp. 16 April 1612 and d. after 16 Nov. 1685. She m. after 22 April 1644, **COLONEL RICHARD PRYCE**, M.P. 1653, High Sheriff of Montgomeryshire in 1639 and 1652, who d. after 20 Feb. 1674, son of Edward and Bridget (Richards) Pryce of Gunley Hall, Montgomeryshire.³

Rosamond Saltonstall was living in the household of the 2nd Earl of Warwick on 22 April 1644 when she wrote to her brother Richard² in New England. On 1 July 1678, members of the household of Rosamond Pryce and others were fined "for an unlawful assembly and conventicle then and there held [at Gunley] under pretence of the exercise of religion in other manner than according to the liturgy and practice of the Church of England. . . ." The widow Pryce was charged £20; the preacher (Henry Williams) was assessed £40.⁴

iii. **SAMUEL SALTONSTALL**, b. ca. 1614 and d. unm. at Concord, Mass. 21 Jan. 1695/96.⁵

In an administration bond filed 7 Nov. 1696, he was described as "m^r Sam^l Saltonstall late of Watertowne in y^e s^d County of Midd^x."⁶

iv. **ROBERT SALTONSTALL** of Boston, Massachusetts Bay, bp. 3 July 1617; will dated 13 June and proved 15 Aug. 1650.⁷

Comment [ss1]: See The Journal of John Winthrop

Formatted: Indent: Left: 0.25"

Comment [ss2]: See Register 48: 511 for probate entry on Sir Richard Saltonstall's death at Crayford – the article continues with other Saltonstall wills – see also 1879 Register for discussion of Clarke and Saltonstall families

Track changes

Single File or Multiple?

One big file

- You can search the entire document at once
- Add section breaks or search on “Chapter” to navigate
- Too many images in Word can cause the file to “misbehave”

Separate chapters

- You can open multiple files and compare side by side
- 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

Tip

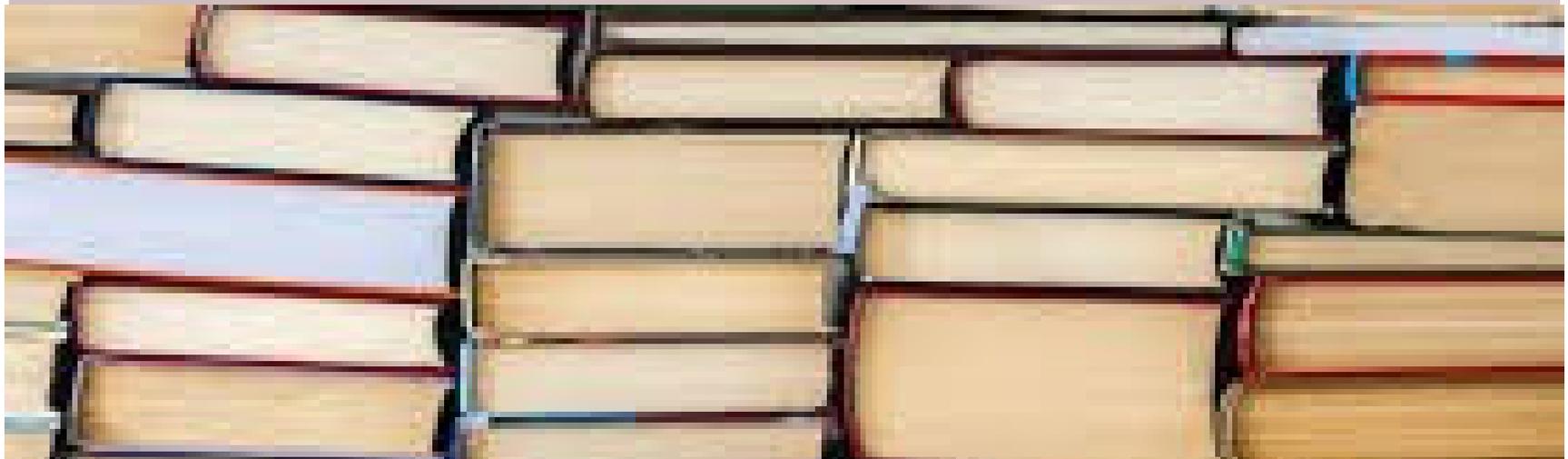
Don't use *Ibid.*

Design, Layout, and Proofreading



Book Design Basics

- 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?

Choosing Typefaces

- 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† · ss** for headers in special sections or your front or end matter.

Page Layout Rules 1

- 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.

Page Layout Rules 2

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.



Generation One

Edward¹ Small

born in Bideford, Devon, England, in about 1600

died possibly in Bideford or in America, probably after 1665

In the early seventeenth century, men (and sometimes their wives and children) migrated from their English homeland to the New England wilderness seeking economic opportunities and religious freedom. These adventurous individuals clustered in communities with like-minded immigrants hoping to create new lives for themselves.

Members of the Abenaki nation populated Maine's coastline area. Decades before permanent occupation by the English and others, these native peoples shared fishing and hunting grounds with fishermen from several European countries. The visitors brought home stories of their adventures as well as proof of the bountiful resources. The story of the Small family is part of these early settlements in this country.

FIRST OF THE FAMILY IN MAINE

The first men of the family to arrive in what is now known as



Maine were Edward Small and his oldest son, Francis.ⁱ Edward Small/Smale left the port of Bideford, Devon, England, sometime in the 1630s for the vast frontier of undeveloped lands of the Piscataqua Plantation in what is now Berwick, Eliot, Kittery, and South Berwick, Maine, on land granted to the English soldier and colonizer Sir Ferdinando Gorges.

A study of immigrant origins suggests most settlers who came to the area were from Devon, and that they arrived seeking economic opportunity, rather than the religious freedom sought by settlers of Massachusetts Bay Colony.ⁱⁱ According to historian Charles E. Clark, "The stocky, tough men who first settled the craggy islands and the sand and salt marsh harbors hidden among the granite walls of the Maine and New Hampshire coast lived to fish and trade, not to pray."ⁱⁱⁱ

Bideford, England, was a busy port. Edward was likely influenced in his decision to emigrate by tales brought back by sailors and laborers who visited his hometown.^{iv} At least some of the men, possibly even Small, knew of the travels of Captain John Smith and of James Rosier, who published a journal, *A True Relation*, about a 1603 expedition funded by Sir Ferdinando Gorges.

Children of Edward and Elizabeth (____) Smale

baptized in St. Mary's Parish, Bideford, and recorded in parish records

Bad page breaks

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.

Michael² 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 Sowerby, 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 8, 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

Michael² Metcalf 19

Generation Two

<<chapter opener image = Small 154 Fairbanks House Dedham MA 1915 postcard Michael Metcalf married Jonathan Fairbanks' daughter Mary >>

Michael² Metcalf

born in Norwich, England, August 29, 1620

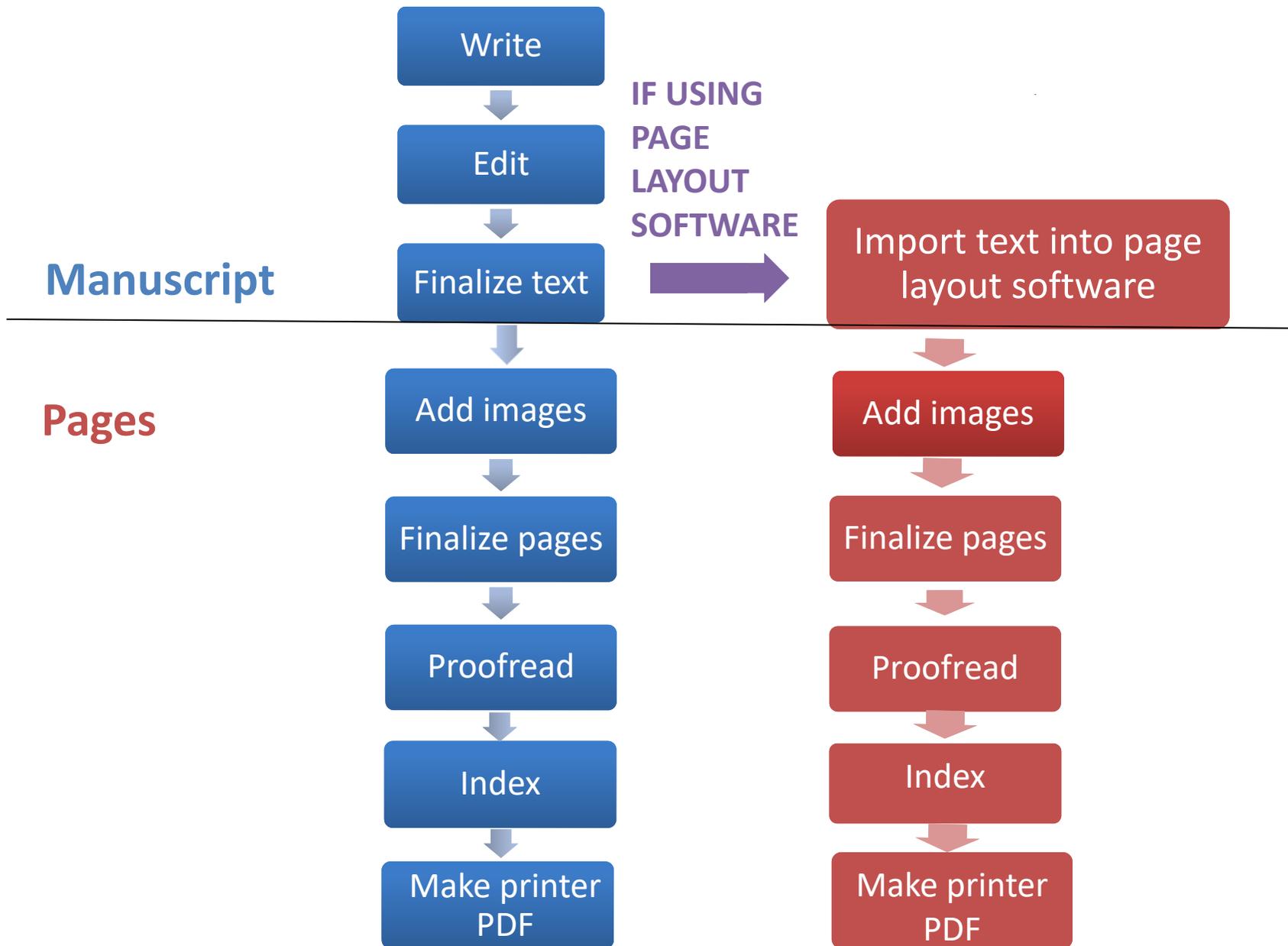
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Manuscript to Pages



Tip

Print your document to
proofread

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.

QUESTIONS?

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.

THE NELSON FAMILY
of Rowley, Massachusetts

Compiled by
Christopher Challenger Child



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Library of Congress Control Number: 2013948518

Interior layout by Anne Rolland.

Index by Steve Csipke.

Inside front cover: Map of Rowley, Massachusetts (see p. 61).

Printed in the United States of America.

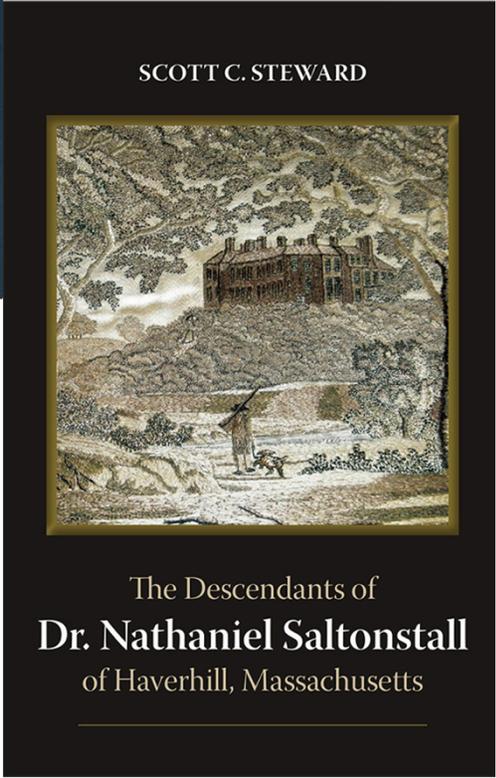
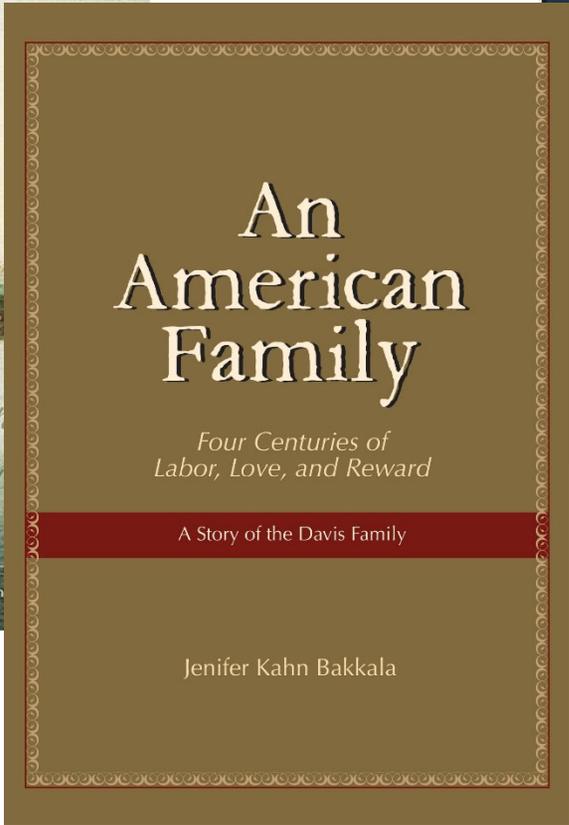
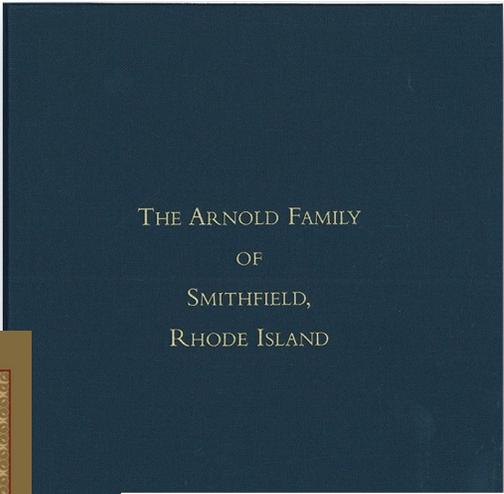
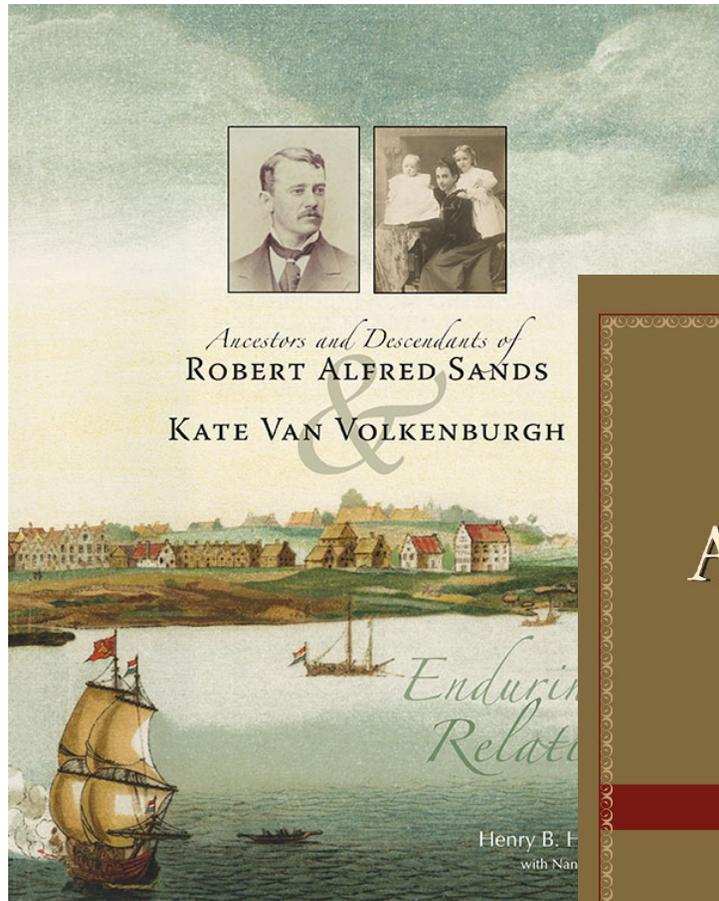


NEWBURY STREET PRESS imprint of
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Boston, Massachusetts
AmericanAncestors.org

Title page and copyright page

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)



Family history book covers

You MUST have an index!

Why do you need an index?

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

When should you create the 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)

Indexing Women's Names 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

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 Checklist

- 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

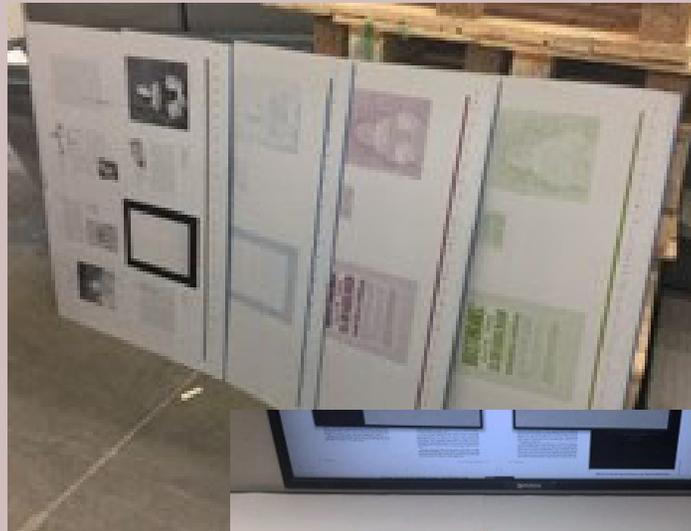


Files to printer!



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 options

The Last 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; may take 1-2 weeks.
- Digital “soft” proofs come as a link to the printer’s online system; takes 1-2 days.
- A publishing service will usually check printer’s proofs for you.
- **Do not read printer proofs word-for-word!**

Printer Proof Review

Do not *read* the proofs. Instead:

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

QUESTIONS?

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consultations@nehgs.org

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Writing and Publishing Your Family History Dec 2024

Thank you for registering for the online course, *Writing & Publishing Your Family History!*

Now is the perfect time to write your family history! Think about the legacy you will be leaving if you write and publish your own family research: not only a legacy for current and future family members, but an important resource for current and future genealogical researchers. This five-session online seminar led by the writing and publishing experts at American Ancestors will provide you with a step-by-step approach to turning your raw data into an illustrated narrative, *Register*-style genealogy or *Ahnentafel*. Topics include: organizing your materials, choosing a genealogical format, writing family stories, adding citations, page layout, and final steps in self-publishing.

This course includes five 90-minute classes and exclusive access to handouts and recordings of each presentation. These recordings and all course materials will be available for the foreseeable future.

JOIN THE LIVE BROADCAST

Click here to join the live sessions: <https://zoom.us/j/95681328104>

December 2, 9, 12, 16, and 19, 6:00 – 7:30 PM ET

If you are unable to attend the live session, you will be able to view a recording on this webpage.

CLASS TOPICS

AmericanAncestors.org/writing-and-publishing-your-family-history-dec-2024



THANK YOU!

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