



# Swedish American Genealogist



## Submission Guidelines

Thank you for your interest in publishing with *Swedish American Genealogist (SAG)*! *SAG* is the only journal devoted to Swedish American biography, genealogy, and personal history. The mission of the *SAG* journal was stated by its founder Nils William Olsson, PhD, F.A.S.G. in the first issue from March 1981: "The aim of *SAG* is to be a forum in which readers will find inspiration, assistance and enthusiasm in furthering their own genealogical studies."

### CONTENT

*SAG* welcomes submissions that cover genealogy tools, research methodologies, or personal histories relevant to Swedish and Swedish-American family history researchers. Submissions may cover any time period of American or Swedish history. With some exceptions, submissions may *not* have been previously published or submitted to another journal.

#### **Featured Articles** | 1,200-3,500 words

These could be case studies, methodologies, personal histories, or articles on aspects of Swedish or Swedish American history as they relate to genealogical research. Case studies show how you solved a genealogical problem in narrative form. These articles are based on evidence found in original records and describe key aspects of your methodology or analysis of historical records. They also include source citations. Ideal articles also include a summary paragraph that offer key learnings for genealogists. Personal histories/biographies are articles about your research journey following an individual or detail the biography of a Swedish American. This type of article includes stories that offer value to genealogists, mention key sources, and describe how pieces of evidence led to conclusions

#### **Book Reviews** | 850-1,350 words

Review a book or article that has relevance to Swedish or Swedish-American genealogy! Relevant books could be practical research guides, family history stories, or books that help us understand the past (historical Sweden or Swedish-America).

#### **Websites** | 350-500 words

Share a website that help readers learn web tools to conduct Swedish or Swedish American genealogy. An ideal article would focus on one website and includes tips on how to use the site effectively.

**Databases | 350-500 words**

Share a database that helps readers conduct Swedish or Swedish American genealogy. An ideal article would include a description of the scope of the database, who might find it useful, as well as tips on how to use the database effectively.

**Handwriting Examples | 90-150 words**

This column offers an image of a handwritten document, a transcription of the text, and an English translation/interpretation of that text. These examples identify key words that come up often in genealogy research and stretch the reader to build vocabulary.

**Genealogical Queries | 50-150 words**

Are you looking for assistance from a fellow reader? They may be able to help you crack a case! Submit your specific query along with your contact information.

## PREPARATION

To accelerate the submission and revision process, please use the following guidelines. Please note that to plan and balance content, *SAG* may maintain a collection of manuscripts beyond the immediate need. The time between acceptance and publication of your manuscript depend on the subject matter and article length. Once your submission is accepted, it may take up to twelve months before your manuscript is published.

**Title.** Each manuscript should have a title and may also have a subtitle.

**Author name(s).** Include the name(s) of the authors after the title.

**Length.** See word count estimations, above. Counts include footnotes and citations.

**File Format.** Submissions must be sent by email. A Word format (.doc or .docx) is preferred.

**Photographs & Images.**

- Images should be sent as email attachments (*not* embedded in your word document)
- You may indicate placement of images by using "Figure 1", etc. following a relevant paragraph in your text. Name your image files as "Figure 1," "Figure 2" etc.
- Images are accepted as JPG, PNG, TIFF, or Adobe PDF (Print) file types
- All photographs/digital images must be submitted with a minimum resolution of 150 dpi.
  - NOTE: Screenshots from websites will have a resolution of 72 dpi. This is poor quality for print. Instead of taking a screenshot, right-click on the image and save/download it. Or send a link of the page containing the image to the design editor and they will extract an image at an appropriate resolution.

**Quoted Matter**

If more than three words in sequence are borrowed from another author (regardless of publication status) they should be enclosed in quotation marks with a source citation added. If three or more paragraphs are copied from a published source, then the permission from the author and publisher must be obtained.

## Citation Style

Place sources as footnotes. Consider limited sources to those which are key to the narrative. Footnotes may also be used for clarifying information. All references should follow the SAG convention based largely upon Chicago Manual of Style, 16th ed.

Common citation examples:

### Book

Carl-Erik Johansson, *Cradled in Sweden*, Sandy, UT: Everton Publishers, 2002

### Blog article

Swedish Genealogy Guide Blog; "Torps in Sweden," blog entry by Geoffrey Fröberg Morris, May 20, 2015.

### Website content

"Birth and Christening Records for Swedish Genealogy," *Swedish Genealogy Guide* blog, accessed May 10, 2019, <http://swedishgenealogyguide.com/blog-2>

### ArkivDigital

AD, Malung (W) AI:4b (1835-1844) Image 265 / Page 262

### Riksarkivet

RA, Malungs kyrkoarkiv, Husförhörslängder, SE/ULA/11213/A I/4 b (1835-1844), Image ID: 00000083\_00259

### Ancestry

AC, Kopparberg, Malung, Husförhör (or Household examination), 1835-1844 (or AI:4B), image 269

### FamilySearch

FS, Malungs församling > A I Husförhörslängder > 4 b, 1835-1844, Image 556 (or page number 262)

## Formatting

- Use Times New Roman (or similar standard font), size 11
- Single-space your document
- Do *not* indent new paragraphs, instead use two carriage returns
- Do *not* use all caps
- Do *not* include a separate cover page
- Do *not* use complicated Word formatting, it will not be retained in the final layout
- Do *not* use tables or text boxes
- Use only one space between periods
- Bullet points may be used for clarity or emphasis
- Use the oxford comma
- Italicize foreign words
- Use accepted spelling of common words: online, website, email
- Articles may use subheadings to distinguish major subject areas

## **Author bio**

Following the contents of your article (within the same document) include a brief bio for each author, tied to the article as appropriate.

Example:

[Name] was born and raised in the Chicago area and has been researching her Swedish heritage for over twenty years. She is active in the Swedish American Museum of Chicago and a lifetime member of the Chicago Genealogical Society. She holds memberships in other Swedish genealogical societies and has attended the Salt Lake City SAG Workshop since 2008.

## **AUTHOR AND EDITORIAL RIGHTS**

### **Author Rights**

Authors retain a copyright to their intellectual properties. SAG asks for rights of first publication for the first year after the content appears on its pages. SAG also has rights to distribute the article in the SAG journal, separate reprints, and/or future collections of SAG articles.

### **Editor Rights**

SAG reserves the right to edit all submissions to conform to its style and needs.

### **Draft Review**

All SAG authors receive a draft copy of the edited manuscript for review, feedback, and correction. There must be author approval of the final draft before going to print.

### **Digital Repository**

As the publisher of SAG, the Swenson Center at Augustana College preserves and makes available past issues of the journal through an online digital repository called Augustana Digital Commons ([digitalcommons.augustana.edu/swensonsag](https://digitalcommons.augustana.edu/swensonsag)), a freely accessible, searchable, and permanent archive. The digital repository has a 4-year embargo from the most current issue. We encourage SAG authors to allow their work to be included in Digital Commons. By providing free and open access to these unique materials, you help connect your intellectual work with scholarship worldwide, thus contributing to the formation of new knowledge. However, you may request that your articles are withheld from this digital repository. To do so, please write to the Swenson Center with the following information: author(s) names, article title, date and issue the article did/will appear in SAG, and the future date the article will be allowed to appear in Digital Commons (for example you wish to impose a 10-year embargo on Digital Commons access to your article). If you consent to having your article(s) appear in Digital Commons, you do not need to do anything further. Thank you for helping to share knowledge with others.

## **QUESTIONS? READY TO SUBMIT?**

Contact the editor with your submissions or any questions: [SAGeditor@gmail.com](mailto:SAGeditor@gmail.com)

*Updated: March 2023*