



Heart of Texas Records **Submission Policies and Guidelines**

Heart of Texas Records serves as the official publication of Central Texas Genealogical Society, Inc. (CTGS). This quarterly periodical emphasizes historically significant and genealogically relevant materials pertaining to Central Texas, and welcomes contributions from researchers, historians, and genealogists four times annually.

Editorial Policies and Copyright

- CTGS retains the right to accept, modify, or reject submissions at its discretion.
- All published materials are granted exclusive print rights for a period of one year from the initial publication date.
- Authors retain copyright ownership and are permitted to utilize their work for presentations, lectures, and other educational purposes.
- All factual assertions must be substantiated with appropriate endnotes and citations.

Scope of Content

Heart of Texas Records prioritizes the following types of materials:

- Vital records, including cemetery and Bible records.
- Historical documents and records.
- Genealogical research findings and analyses.

Additional accepted content includes:

- Research methodology articles.
- Personal historical diaries and accounts.
- Photographs with genealogical significance.
- Maps, charts, and illustrative materials.

Submission Guidelines

Manuscript Specifications

- Length: 1,500 to 5,000 words, excluding endnotes.
- Format: 12-point Times New Roman font, single-spaced.
- Submission: One digital copy sent via email to editor@ctgs.org.
- Documentation: All factual claims must be supported by endnotes, especially those beyond common knowledge.

Stylistic Standards

Authors should adhere to the following referencing standards for consistency and scholarly integrity:

- General formatting: *The Chicago Manual of Style*, 18th ed. (Chicago: University of Chicago Press, 2025).
- Citation style: Elizabeth Shown Mills, *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*, 4th ed. (Baltimore: Genealogical Publishing Company, 2024).

Visual Materials

Authors are encouraged to include visual materials such as photographs, maps, and tables to their articles. All images must be submitted separately with descriptive captions and source citations. AI-generated images must be labeled accordingly. Permissions or documentation proving public domain status are required for images, either through written permission or appropriate licensing.

Artificial Intelligence Policy

- AI-generated content submitted as original work is strictly prohibited. Author must ensure submissions are human-generated. See Board for Certification of Genealogists, *Genealogy Standards*, 2nd ed., rev. (Nashville: Ancestry.com, 2021), 62.
- Use of AI tools for spelling and grammar checks is permitted.
- Authors are responsible for verifying appropriate AI use and ensuring compliance with ethical standards.
- AI-generated images may not be used in place of actual portraits of individuals.

Submission Deadlines

<u>Issue</u>	<u>Deadline</u>
Spring	March 1
Summer	June 1
Fall	September 1
Winter	December 1

Pre-Submission Checklist

- Manuscript formatted in 12-point Times New Roman, single-spaced.
- All factual information supported by endnotes.
- Images submitted separately with captions and permissions.
- Adherence to *Chicago Manual of Style* and *Evidence Explained* guidelines.
- Manuscript length within 1,500 to 5,000 words.
- Submission completed before the specified deadline via email.

Contact Information

For questions regarding submission procedures or endnote formatting, contact the Quarterly Editor at editor@ctgs.org.