

Call for Articles - The Trail Breakers Editorial staff invites submission of research articles, essays and reviews for publication in the Trail Breakers. We encourage articles of genealogical interest as well as articles that foster family history sharing and research. While we appreciate articles with Northwest family connections, family stories from other geographic areas will also be considered.

Agreements and Editing - Authors shall hold Copyright on articles submitted and said articles shall be used by permission of Trail Breakers editorial staff. Please notify the editors if any article has been previously published or if authorship rights have been relinquished. Editorial staff reserves right to edit Articles for style and length. The Writer's Agreement and explanation of the editing and publication process are explained and may be downloaded from our website.

Submission Instructions - Electronic submissions are preferred. Please contact the editor before sending any hard copy of materials. Submit your material with a note that includes contact information as well as a brief biographical statement. The editors are happy to look at articles that include photos or other images so that they know your preferred placements. However, it is helpful if you also send text and images as separate files to facilitate layout. Images should be in either jpg or tif files and should be a minimum of 600 dpi. Contact the editors if you have photographs or artwork that need to be scanned. Include a list of images with proposed captions at the end of your article. Articles should be sent to the Trail Breakers at CCGS.

Style - The Trail Breakers uses guidelines found in the Manual for Writers of Research Papers Theses & Dissertations. The writer should use a writing style with which he or she is comfortable. Research reports, problem-solving articles, and reviews require a more formal style of writing. Memoirs, personal essays, and travel stories may be more casual. We do not expect our authors to be professional writers. Our editors are here to help. However, all articles should be spell-checked and carefully edited by the author.

Formatting - Submissions should be submitted in a format that can be edited in a word processing program. A spreadsheet should be used for tables or databases. If you have questions, contact the editors. Please avoid unnecessary formatting, such as columns or line spacing.

Sources - All articles must have adequate source citations for statements of fact that are not general knowledge or to attribute ideas or information from other sources. Endnotes should follow the guidelines established in Evidence Explained by Elizabeth Shown Mills or the Manual for Writers by Kate Turabian. If you need help, please consult one of the above sources. Further a template is available at [Citation Machine – Chicago](#). Copyrighted material cannot be used without permission from the copyright holder. Please do not submit images or text taken from the internet or other sources unless you have obtained written permission from the owner. Materials with a Creative Commons or similar license should have adequate attribution.

Trail Breakers Feature Article Writer's Agreement

Between the Trail Breakers and Author

Name (print):

Author's Address:

City:

Zip/Postal Code:

E-mail:

Telephone Number:

Name of Article:

1. Author authorizes the Trail Breakers to publish the above-named article in one printed issue and one digital issue of the Trail Breakers.
2. Author will provide the work in the form of MS Word, Mac Pages, or text in .txt or .rtf format.
3. Author warrants that the article is his/her property, and that s/he has the right to authorize publication in the Trail Breakers. Author will provide permissions and appropriate copyright notices for material and images by others contained within the work.
4. Author shall retain all copyrights in and to the work.
5. Author is entitled to two printed copies of the issue with their article. Author _____ does _____ does not want the printed copies.

Author's Signature:

Date:

Article Editing and Publication Process

If your article is accepted for publication, you will be asked to sign a writer's agreement giving the Trail Breakers the right to publish your article. You will retain copyright ownership of your article. All articles will be edited for style and length.

The editing process includes the following steps:

1. The Managing Editor will acknowledge your submission.
2. The Managing Editor will inform you of the decision to use or not use your article. If accepted, you will be sent the Writer's Agreement for your signature, or you may download one from the CCGS website.
3. The Managing Editor may discuss images with you. Images should be submitted as separate attachments (jpg or tif files) that are a minimum of 600 dpi. We can help you to rescan images if necessary.
4. The Editor may edit your article to fit available space. You may be asked to shorten or enhance your article, or to change the order in which the story is related.
5. You will have the opportunity to review edits prior to your article being laid out. This is your last chance to make any substantive changes to the article.

6. The Editor will place your article (and any images) into a final page layout; space limitations may require minor adjustments to your article at this point.
7. After layout, you will be sent a copy for final review. At this point, only corrections to errors may be made.
8. The Trail Breakers will send you two complimentary copies of the published Trail Breakers containing your article if desire