



The Hull Family Association

Guidelines for Submitting Electronic Files for HFA Publications

Note: The HFA welcomes all submissions of documented articles for inclusion in our publications, but we are unable to reimburse the authors for any potential or real expenses incurred in the research, writing, and transmission of these articles to the HFA. All submissions to the HFA of any kind become the joint property of the submitter and the HFA, with the understanding that the HFA may, using its own discretion, share this information with others unless otherwise requested by the submitter.

File Format: Microsoft Word (.doc) or Rich Text Format (.rtf)

Formatting: The editor will add advanced formatting. Submit articles with the following basic formatting and content:

- **Font:** Times New Roman, 12 pts.
- **Margins:** 1-inch margins on all sides
- **Headers and Footers:** Include no headers or footers; do not add page numbers
- **Title and Author:** Center the title and author at the top of the page
- **Indents:** No paragraph indents
- **Columns:** No multiple columns
- **Paragraph Spacing:** Include one blank line between each paragraph
- **Sentence Spacing:** Include one space between sentences
- **Word Formatting:** Use only *italics* to indicate emphasis; do not use ALL CAPS, **bolding**, or underlines
- **Colors:** Do not apply a color to text because color will be used later to denote changes during the editing process

Sources: Include complete source citations.

- Example: Weygant, Col. Charles H. *The Hull Family in America*. Pittsfield, MA: The Hull Family Association, The Sun Printing Co., 1913, pp. xx, xx.

Charts and Tables: When including a chart or table, ensure that all gridlines are uniform, including the outside border. Use the following formatting:

- **Gridline Color:** Black
- **Gridline Width:** 1/4th pt
- **Gridline Style:** Keep it simple; choose one style and use it throughout the table

Communication: The editor will communicate regularly with the submitter in order to facilitate clarification and reconcile differences. Both the submitter and the editor will approve all changes.

Final Review: After editing and formatting by the Editor, the article will be returned to the submitter for approval.