

Pedigrees Standards and Guidelines

1 Board

This section describes policy issues, procedures and guidelines for the Pedigrees issues.

1.1 Content

The Pedigrees will contain the following sections and statements. Please note that these are my suggestions based on current and previous issues and what the Board has approved by policy and they are not in any specific sequence.

- Table of Contents
- Copyright Statement
- Disclaimer Statements (Publication & Family Groups)
- Roster of Board & Officers
- Group Leader Roster
- Family Group List
- PRA Mission Statement
- Message from the President
- Message from the Chairman of the Board
- Copies of Board reports submitted to the Board of Directors during the year
- Articles
- Pictures
- Maps
- Materials for Sale
- Membership Application
- List of Honorary Members
- PRA Board "Cyber Minutes"
- FYI Section (news, etc.)
- PRA Reunion/Meeting Announcement & Registration Form
- PRA Obit Notices
- Penningtons in the News (This used to be in some of the previous issues but was dropped a few years ago due to space limitations and lack of a volunteer/s to keep it current.)
- PRA Annual Budget
- PRA Financial Report

- Other??
- Index

1.2 Pedigrees Layout/Format Standards

The Pedigrees issue shall be delivered in a PDF format on a CD-ROM.

The CD-ROM will auto start, assuming that the user has Adobe Reader or other software capable of reading a PDF file installed on their computer.

Either Times New Roman or Veranda 12 point font shall be used. Color fonts may be used when needed.

Color Photos shall be used when provided.

1.3 CD Insert and Printing on the CD

The insert of the CD shall contain the Pennington Crest on the outside of the CD case. The inside cover of the insert shall provide brief instructions for using the CD. The printing on the CD shall closely match the outside of the CD case. The CD cover and printing on the CD shall remain the same from year to year with the exception of the year, volume and issue number.

1.4 Proofing the CD

The Editor shall contact a few members prior to sending the proof version of the Pedigrees to the printer asking if they have time to proof the CD. The members who are proofing the CD shall do the following:

1. Review the printing/art work on the CD. Provide feedback for the appearance.
2. Verify that the year, volume and issue number are correct.
3. Verify that the CD does automatically start when inserted into the CD drive.
4. Verify that the table of contents displays on the left side of the page. Verify that all of the links in the table of contents work as expected.
5. Verify that the instructions provided with the CD are clear and understandable.
6. Verify that all of the links within the PDF file work as expected.
7. Report any spelling or grammatical errors to the editor.

8. Verify that the file can be saved to their hard drive.
9. Verify that the document can be printed in its entirety and that individual pages can be printed.
10. Verify that the CD is user friendly, meaning easy to navigate, open files, etc.

1.5 Assistant Editors

An assistant editor shall review articles submitted to ensure that the writers and researchers have resources cited properly. If any text is not clear, the assistant editor shall work with the writer to reword the text.

1.6 Standards for Reviewing Articles

When our Editor and/or Assistant Editor review articles, they have to be very careful that we don't set the bar so high that people become discouraged and stop submitting articles. While it is good to reach for higher standards for spelling, grammar and meeting other reasonable publication standards, we have to remember that most of the authors are not professional genealogist or writers and we have to give them some consideration when we review their articles and/or material. Spelling and grammatical errors should be fixed without involving the author. Authors should be contacted if additional sources should be cited.

1.7 Pedigree Production Schedule

Now that the Pedigree issue is in electronic form, the issue can exceed the 100 page limit that was imposed on the printed copies. The issue will require more effort to produce. Converting to a PDF version and verifying the conversion also adds to the effort. Due to increased time to produce the CD, the Pedigrees staff need more time to produce the CD. We would like the deadline for submitting articles to be two weeks sooner. Articles related to the reunion can keep the original due date because of the time it takes to prepare the articles after the reunion.

The following table lists the activities that need to be completed for each Pedigree issue.

Spring Issue Date	Fall Issue Date	Activity	Responsible Person
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Spring Issue Date	Fall Issue Date	Activity	Responsible Person
February 1 st	August 1 st	Remind Members through PRA Mail List of the upcoming deadline	Editor
February 15 th	August 15 th	Deadline for article submission	
n/a	August 31 st	Deadline for reunion related articles, if a reunion took place in that year	
March 10 th	September 10 th	Determine how many issues to produce	President, Editor, Membership Chair, Sales Manager
March 10 th	September 10 th	Determine testers for the CD	Editor
March 15 th	September 15 th	Complete issue compilation to send to the printer	Editor, Assistant Editors
March 15 th	September 15 th	Prepare any individual pages to include with CD to also send to the printer	Editor
March 15 th	September 15 th	Email Proof Version to Printer by COB	Editor
March 15 th	September 15 th	Notify the printer of the number of issues, including inserts, that we need. Determine if we need more supplies. Request cost estimate, postage amount and deposit amount from the printer so we can prepare check.	Editor
March 20 th	September 20 th	Deposit check in the mail to the printer. Check should be payable to R. C. Brayshaw & Co., Inc. and mailed to:	Treasurer, President

Spring Issue Date	Fall Issue Date	Activity	Responsible Person
		<p>Joshua Pincoske R. C. Brayshaw & Co., Inc. P.O. Box 596 Lebanon, NH 03766</p> <p>The check should identify payment is for the Pennington Pedigrees.</p> <p>Deposit check should include ½ cost of production plus postage. Printer must have this check before he starts final job.</p>	
March 31 st	September 30 th	Printer mails proof CD to members who will proof the CD	Printer
April 15 th	October 15 th	Comments to the Editor	Members proofing the issue
April 22 nd	October 22 nd	Address labels to the printer	Membership Chair
April 22 nd	October 22 nd	Updated issue to the printer for final processing	Editor
April 30 th	October 31 st	Issue in the mail	Printer
April 30 th	October 31 st	Printer to invoice PRA for the rest of job cost	Printer

2 Members / Researchers

This section describes the standards for materials submitted for inclusion in the Pedigrees.

2.1 Standards for Articles

We prefer articles be submitted in electronic format in Rich Text Format (rtf). Once received, Editor can format font type and size to match our standards for printing. Microsoft Word and PDF formats are also acceptable. Please contact the editor if you have an article to submit but cannot submit your article in one of those formats.

2.2 Subject Matter

Genealogical articles should be supported by sources and/or evidence or clearly labeled as theoretical research, speculation or just telling a fictional story. If an event, or a person, is listed in an article, it's important to cite sources and/or evidence to support the information, or, if not present, then the author should say so. This makes it clear to the reader that it's not supported by citations and/or evidence.

If an article is submitted in paper or printed format, then it must be typed. The article will be digitally scanned and using optical character recognition (OCR) software, converted to electronic format.

Under certain circumstances, the Editor may allow for typed or hand written articles or material to be transcribed into electronic format.

2.3 Requirements for Articles and Material

All articles and materials submitted must have a "Consent to Publish" form submitted to the Editor who will maintain them in order of publications volume number.

A sample Consent to Publish form is available on our website or available by requesting it through the Editor.

Authors are not limited to the number of pages per article but they are encouraged to limit their articles to about 20 pages maximum.

2.4 Standards for Photographs

Photographs will be submitted in digital format preferably in jpeg or jpg format. Please contact the editor if you have a photo to submit but cannot submit it in the preferred format.

2.5 Standards for other Materials

Other materials will meet the standards for either articles, if printed or hand written material, or for photographs if graphic document or article such as a map, diagram, deeds, etc.

If the material is submitted in paper or printed format, then it will be digitally scanned and if possible, using optical character recognition (OCR) software, converted to electronic format. If it can't be converted, then a graphic image will be used.

Under certain circumstances, the Editor may allow for typed or hand written material to be transcribed and scanned into electronic format.

2.6 Member Deadlines

Due to the PDF format and the increased size of the issue, more time is required by Pedigrees Staff to prepare the issue.

The following table lists the deadlines for articles.

Spring Issue Date	Fall Issue Date	Activity	Responsible Person
February 15 th	August 15 th	Deadline for article submission	
n/a	August 31 st	Deadline for reunion related articles, if a reunion took place in that year	
March 15 th	September 15 th	Complete issue compilation to send to	Editor, Assistant

Spring Issue Date	Fall Issue Date	Activity	Responsible Person
		the printer	Editors
March 15 th	September 15 th	Prepare any individual pages to include with CD to also send to the printer	Editor
March 31 st	September 30 th	Printer mails proof CD to members who will proof the CD	Printer
April 15 th	October 15 th	Comments to the Editor	Members proofing the issue
April 22 nd	October 22 nd	Updated issue to the printer for final processing	Editor
April 30 th	October 31 st	Issue in the mail	Printer

3 President and Editor

This section describes the instructions and steps that pertain to the President and the Editor.

3.1 Converting the issue from Word to PDF

This section assumes the Editor is working with Word and converting into Adobe PDF format using Adobe Professional. The process may change once Adobe's In Design or other software more suitable for publishing is used instead of Word.

1. Before converting to Word, select the style tags for bookmarks. Select the Adobe PDF Menu in Word, select the "Change Conversion Settings Option", then the bookmarks tab. Select the tags that you want bookmarked.
2. Make sure the security password is not applied in Word. It will carry over to Adobe Professional. You will have to remove the security in Adobe Professional in order to do the finishing touches, and then reapply the security in Adobe Professional.

Once the document is converted to PDF, using Adobe Professional, modify the following data:

1. Additional Metadata information:

On the additional metadata pop-up, enter the data below in the fields indicated.

Note: The issue year, volume, issue number and copyright year will change based on the issue.

Document Title: Pedigrees 2007 Vol 39 Issue 1

Author: Pennington Research Association, Inc.

Copyright statement: Copyright 2007 Pennington Research Association, Inc. - All Rights Reserved

Copyright url:

<http://www.penningtonresearch.org/copyrightprivacy.htm>

2. Initial View tab:

Set the view to: Bookmark Panel and Page

3. Add a Table of Contents Bookmark to the list of bookmarks.

4. Check each bookmark, some don't go to the right place so you need to designate them. Some display codes, so you need to rename them, too.

5. Security tab:

Make these changes last. Once the security settings are applied and saved, the document is locked for editing. You can remove the security settings to do more edits, if you know the password.

Use the following settings:

Restrict editing by pwd: (shared between President and Editor)
Allow high resolution printing
Enabling copying of content
No changes allowed

3.2 Contacting the Printer

Please remember that when you communicate with Josh, the printer, about the Pedigrees, be sure to identify the message as "Pennington Pedigrees Project". That way we can all keep our records straight.

3.3 Library of Congress reference number of ISSN

The International Standard Serial Number (ISSN) is an eight number used uniquely identify a serial publication. The ISSN will remain the same on each Pedigrees issue. This number is used to distinguish one serial publication from another. The ISSN has no bearing on a copyright.

The ISSN for the printed version of the Pedigrees is below. This number is valid permanently for the printed version of the Pedigrees. If the issue

name "Pennington Pedigrees" changes, then we need to apply for a new ISSN.

ISSN 1091-0018
Key title Pennington pedigrees
Abbreviated key title Pennington pedigrees
Title proper Pennington pedigrees
Place of publication Devil's Lake, N.D.
Publisher M.T. Jones
Issuing body (710) Pennington Research Association.
DDC number 929
Status Currently published title (C)
Start date 1968
End date 9999
Country United States (USA)
Frequency Semiannual (F)
ISSN Centre United States Of America (1)
Type Periodical (P)
Alphabet Basic roman (A)
Language English (ENG)
Media Printed text (TX)
ISSN Online v4.1 Copyright © 1996-2000 ISSN International Centre.
Comments & bugs report: alex@issn.org

A new ISSN is required for the CD-ROM version of the Pedigrees. The President and Editor will work together to apply for a new ISSN.

3.3.1 ISSN Issue Requirements

The Membership Chair includes two address labels for the Library of Congress to the printer along with the address labels for the members.

3.4 Copyright Information

The United States (title 17, U. S. Code) provides copyright protection for authors of original works. A copyright is automatically secured when an original work is created. Registering a copyright is a legal formality and makes the copyright a public record. The PRA does not have a formal copyright for the Pedigrees as it is not necessary.