

## Guidelines for Submitting Family Stories to Leon County, Florida Heritage Book

1. Current residents, former residents and those with ancestors in the county may submit stories.
2. Each household may submit 500 words and one photograph to be printed free of charge. Pioneer families are those in a county before 1890. One 1,000-word story per pioneer family line will be used along with two photographs. Other stories from that particular pioneer family are limited to 500 words per household. You may purchase words above the free amounts at 15 cents per word. Extra photographs are \$15 each. **To see sample stories visit [www.talgen.org](http://www.talgen.org)**
3. Authors maintain the copyright to individual stories. We copyright the book of compiled stories. Authors are responsible for the content and accuracy of submissions. Neither the committee nor publisher is responsible for content and accuracy. Authors must place their names and addresses at the end of each story. Sources are limited to four. Sources can be written as: Marriage records, Census records, Bible, Family letters, etc. Do not list individual records. Those interested in information about the family can contact you through the address listed. Do not use footnotes.
4. No one edits the family stories; however, submissions that harm or embarrass will not be used. Stories are typeset as submitted, unless the committee corrects obvious typographical errors. Stories must be in narrative format with no genealogical charts, lists or tabular material.
5. Stories must be typed, or computer generated, and double-spaced on at least 20 lb. paper. Handwritten or stories in all CAPITAL letters will be returned.
6. Computer generated photographs must be printed at a minimum of 720 x 720 dpi. They are not to be imbedded within the story but placed on a separate sheet. Scanned photographs should be on photo quality paper. Those on regular paper reproduce poorly.
7. Photo captions are limited to 10 words and must be typed at the end of the story. We attempt to return all photographs with SASE but cannot be responsible for lost photographs. Identify your photographs by placing a mailing label on the back of each one. Please do not write on the back of a photo, as the ink can transfer to other photos and cause smudges and discoloration.
8. We accept Color / B & W photographs up to 8" X 10". Do not size photographs to fit the book. We will size them.
9. Stories must be postmarked by **May 31, 2010** and mailed to **Leon County HBC, P.O. Box 13813, Tallahassee, FL 32317-3813.**

**No purchase is necessary to submit an article.**

We accept stories in the following genres for the topical section of the book. Each story is allowed one photograph. The word limits are listed in parentheses. You may pay for additional words and photographs as noted above, if you wish to have more material. Topical stories may be edited or not used as determined by the committee due to space limitations and/or duplicate/similar materials being submitted. Genres include: Cities and Towns (750 words per story), Churches, Schools, Cemeteries, Businesses, Memories and Clubs (250 words per story).

### Leon County, Florida Heritage Book Pre-Publication Order Form

**Pick-Up Orders**

\_\_\_\_\_ Copy(ies) of the book @ \$50 + \$3.75 sales tax to be picked up in Tallahassee .....\$ \_\_\_\_\_

**Shipped Orders**

\_\_\_\_\_ Copy(ies) of the book mailed to the address below @ \$50 + \$3.75 sales tax + \$5 shipping .....\$ \_\_\_\_\_

\_\_\_\_\_ Additional words. (My number of words \_\_\_\_\_ minus my 500 free words = extra words \_\_\_\_\_)  
\_\_\_\_\_ extra words x \$ .15 = \$ \_\_\_\_\_

\_\_\_\_\_ Additional photographs. (My no. of photos \_\_\_\_\_ minus my free photo(s) = extra photos \_\_\_\_\_)  
\_\_\_\_\_ extra photos x \$15.00 = \$ \_\_\_\_\_

Please print the following name in gold on my book cover at a cost of \$5.00. ....\$ \_\_\_\_\_

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 (Please Print Legibly - a maximum of 25 letters and spaces)

**Total amount enclosed.....\$ \_\_\_\_\_**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ St.: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

MasterCard Account Number \_\_\_\_\_

Visa Account Number \_\_\_\_\_

**Send Check, Money Order, or MasterCard/Visa, to:**

**Leon County HBC**  
**P.O. Box 13813**  
**Tallahassee, FL 32317-3813**

**No purchase is necessary to submit an article.**

Exp. Date.: \_\_\_\_ / \_\_\_\_ 3 Digit V-Code \_\_\_\_\_

Signature \_\_\_\_\_

Credit Card orders will be processed through Heritage Publishing Consultants

Questions? For more info contact **Deanna Ramsey**, Committee Chair (850) 668-1418, **Donna Heald**, Topical Coordinator (850) 224-3940, **Carol Johnson** (850) 576-2881 and **Diane Dittgen** (850) 224-2937 Family Co-Coordinators