

Leon County, FL, Heritage Book Pre-Publication Order Form

_____ Copy(ies) to be picked up in Tallahassee, FL @ \$50.00 plus \$3.75 (Florida Sales Tax).....\$_____

In State Orders

_____ Copy(ies) mailed to the address below @ \$55.00 plus \$3.75 (Florida Sales Tax).....\$_____

Out of State Orders

_____ Copy(ies) mailed to the address below @ \$55.00, (includes \$5.00 shipping).....\$_____

_____ Additional words. (My number of words _____ minus my 500 free words = extra words _____)

_____ extra words x \$.15 = \$_____

_____ Additional photographs. (My number of photographs _____ minus my free photograph(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.\$_____

(Please Print Legibly — a maximum of 25 characters and spaces) _____ Total amount enclosed ...\$_____

Leon County HBC

Make Checks Payable To:

Name: _____ Send Check, Money Order, or MasterCard/Visa, to:

Street Address: _____

Leon County HBC

City: _____ St.: _____ Zip: _____

P.O. Box 13813

Telephone: (____) _____ - _____

Tallahassee, FL 32317-3813



MasterCard Account Number _____



Visa Account Number _____

Expiration Date: Month ____ Year ____

3 Digit V-Code on Back _____

Signature _____

Current Date for Submitting Stories is March 31, 2008 Guidelines for Submitting Family and Topical Stories:

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 usually 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.

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 are 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 720X720 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 and B&W photographs up to 8" X 10". Do not size photographs to fit the book. We will size them.

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).

Committee Officers

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Contact any member at LeonCoHBC@gmail.com