

# Society Newsletter Contribution Form

**INTRODUCTION:** Anyone may submit articles to the quarterly society newsletter. Only members receive the newsletter. Not a member? Join LHGS before submitting your article to receive a copy of future newsletters.

## INSTRUCTIONS:

- 1. Print this page** using the [Printer Friendly] button or highlight the below text and copy and paste into your email program.
- 2. Provide your contact information** – So the article can be attributed properly to you. Only your name, city and state will be listed in the article if you are not a member.
- 3. Draft your submission** and staple to the paper form or include it at the bottom of the email you started.
- 4. Mail your contribution** by US Postal Delivery to: Lake Havasu Genealogical Society, Attn: Newsletter Editor, PO Box 953, Lake Havasu City, AZ 86405-0953 or email to: Editor Charlene Filipiak

## SUBMITTER CONTACT INFORMATION:

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

E-mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**List of photos or other images and proposed captions:** If mailing photos include a self-addressed stamped envelope for return. If turning in photos in person, photos will be placed into special "Pickup" envelope after they have been scanned. Check back monthly. If emailing photos, include them as attachments, not embedded in the article.

\_\_\_\_\_

## Short Biographical statement about yourself (max: 75 words):

\_\_\_\_\_

\_\_\_\_\_

## Citing Sources

Research writing demands that authors be credited for their work. Do not incorporate someone else's ideas or work into your article without citing the source. You must cite the source whenever you quote, paraphrase, summarize, or otherwise refer to the work of another person. The most common forms of citation are through the use of footnotes or endnotes, a works cited list, a reference list, or a bibliography in your article. Proper citation formatting can be found in the following books and many guides are available on the Internet.