

Iroquois Genealogy Society
PO Box 7
Irving, New York 14081
Iroquois.genealogy@gmail.com

Document Submission Guidelines

Thank you for taking the time to share your photos, documents, family stories and genealogies with our society! Below you will find our submission guidelines for each type of media. By submitting your documents to the Iroquois Genealogy Society you are granting your permission for your items to be archived and published on our webpage. Additionally, you affirm that you are the owner of the materials or have permission from the owner for the submission. No copyrighted or trademarked materials will be accepted.

Photos:

1. All submissions must include the full name and email address and telephone number of the person making the submission.
2. All images should be submitted in a JPEG format.
3. If possible all persons in the photo should be listed from left to right. Unknown persons should be noted as such.
4. If the date the photo was taken is known please include this with the submission. If the exact date is not known use the terms, about, before, after or circa to narrow the time frame.
5. Note the place the photo was taken or indicate the location is unknown. Approximate locations are Ok as well.
6. Please give as much information about the image as possible. Such as, "photographed by Leatha at the 1918 Jimerson family reunion, young men playing lacrosse."
7. Images of living persons will not be accepted without that persons written permission. Please attached a signed letter from the person if you want to submit an image that includes a living person.

Genealogies and Family Stories:

1. All submissions must include the full name and email address and telephone number of the person making the submission.
2. Accepted submission formats are a PDF file, Microsoft Word Document, Rich Text Document or TXT document.
3. Please list a creation date and author for each submission.
4. Source information should be provided when available or a notation will be made that the work is unsourced.



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5. IGS reserves the right to modify any document to a format more suitable for publication on our webpage or to protect the privacy of living persons included in the document.

Manuscripts and Family Documents:

1. All submissions must include the full name and email address and telephone number of the person making the submission.
2. Accepted submission formats are a PDF file, JPEG file, Microsoft Word Document, Rich Text Document or TXT document.
3. Source information should be provided for each document submitted.
4. A written description should be provided summarizing the contents of any document or manuscripts submitted.
5. IGS reserves the right to modify any document to a format more suitable for publication on our webpage or to protect the privacy of living persons included in the document.



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