

QFHS Inc. Family History Book Award Guidelines

As a guide to entrants the following points indicate the judging criteria. It may be useful to use this as a checklist before submitting your work to the Society.

Scope and planning of the work

- History of a family not an individual
- Queensland content
- Pre-immigration component if relevant
- Placement of the family in its historical setting
- Did the publication achieve its objectives?

Content – these items are critical to the work

- Title page – full title, author, publisher, location, date
- Reverse title page – copyright statement, edition, reprints
- Table of contents
- Full citation of references – footnotes/endnotes giving sources and locations
- Bibliography or list of sources
- Comprehensive and accurate index – names, places, other categories as applicable
- Acknowledgements and appropriate recognition of copyright (www.copyright.org.au) and respect of privacy (www.privacy.gov.au)

Presentation

- English expression
- Arrangement of content – page numbering, style, syntax, chapters
- Readability – font size and suitability
- Illustrations such as photographs, maps, diagrams and their sources – should be appropriate and referred to in text
- Clarity of data and genealogical tables

Overall impression – interesting story, historical setting, historical accuracy.