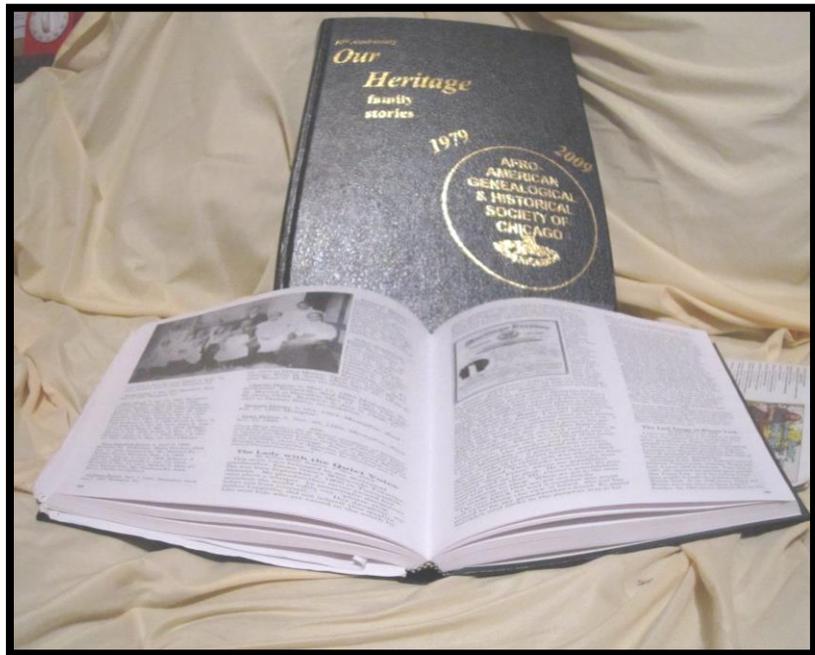


# Telling Your Story: Methods and Strategies in the Development of a Heritage Book: A Project for Family Societies, Genealogy Societies, Churches, and Fraternal Groups

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**Introduction** – Heritage books present a collection of genealogies, family histories and oral stories about a cultural group, location, social network or community. Heritage books are sometimes referred to as a community, book, a church book, a social book, or a ‘mug’ books. As such, they document a period in the time of the identified group. Heritage books capture the spirit, mission and purpose of the sponsoring organization. In addition to providing written information about the members of a community and their ancestral linkages; if purposed, heritage books often contain family group sheets and pedigree charts that generationally document a surname back hundreds of years. Family group sheets published in these books included siblings with dates of birth, death, maiden names, marriage and locations. Housed in libraries and archives, these books often contain information about the churches, schools and social groups of the area. Of significant value to genealogists, these books record the socio-economic and political structure of the neighborhood.



Heritage books have also been used to as an income producing source: a fund raising venture for churches, educational and social clubs. School year books, church anniversary books and fraternal organizations program books are all varied forms of heritage books. For generations, African American life, history and culture went undocumented in the various published heritage books. As genealogists and family researchers we scoured the shelves of libraries and

archives searching for the recorded histories of our ancestors – to no avail. Frustrated with this *'literary and archival neglect'*, in 2009, the Afro-American Genealogical and Historical Society of Chicago, Inc. (AAGHSC) decided to solve this problem by creating its own publication. Thus, the first African American Heritage Book was conceived. Today, this 386 page hard cover, fully indexed publication is house in all of the nation's major genealogy libraries and archives, numerous city and county libraries as well as the Library of Congress. The book has also been completely digitized by Familysearch.org where it is viewable on-line in page by page format.

Using the AAGHSC heritage book as a model, this presentation will present the methodology used in the development this publication. Inclusive in this session will be background on conception of the publication, and the administrative framework necessary to manage the project. This session will also include how to establish policies, guidelines and standards that prevent roadblocks and resolve problems. The activities of the publication committee will also be discussed. We will also present a sample book order form as stimuli to jump starting your project – a model for your society's future project.

## - Outline -

### I. Developmental Concept

- a. Origin
  - i. AAGHSC - Alabama Study Group
  - ii. Kinship Chapters
  - iii. What to do?
- b. Society Board Approval
  - i. Authorization
  - ii. Seed money

### II. Governing Authority

- a. Administrative Structure
  - i. Policy
  - ii. Procedure
  - iii. Publication Issues: Copyright, ISBN, LOC, etc.
- b. Organization Structure and Management: Evolution of Committees
  - i. Procedural Committees
  - ii. Writer's Support
  - iii. Editing
  - iv. Photo Technology

- v. Publicity
- vi. Financial

### III. Organizing Towards Publication

- a. Submittal Guidelines
- b. Order Form
- c. Publicity
- d. Encouraging Article Submittal

### IV. Moving Towards Publishing

- a. Request For Proposal (RFP) process
- b. Conference Vendor Publishing Company
- c. Other publishing companies,
  - i. R. R. Donnelly
  - ii. University of Chicago
  - iii. On-line publishing companies

### V. Timeline for Publication

- a. Process move slowly and smoothly
- b. Barriers and Roadblocks

### VI. Style of Articles

- a. Family Stories
- b. Genealogies
- c. Church Histories
- d. Nurse Society

### VII. Style of Photos

- a. – Stand Alone
- b. Free photos, Paid Photos

### VIII. Financial Considerations

- a. Seed Money
- b. Cost of publications
  - i. Contract with Publisher
- c. Profit or Not?

### VIII. Questions:

Follow-up Plans

Discussion

## How to access the AAGHSC Heritage Book at Family Search.org

### AAGHSC 30<sup>th</sup> Anniversary Heritage Book Submittal Guidelines

**Current Date for Submitting Family Stories and Topical Stories is Nov. 1, 2009**  
returned.

- |   |   |
|---|---|
| <p>1) You are invited to submit stories about your family history, genealogy, memorials and celebrations, etc.</p> <p>2) Each AAGHSC member may submit multiple 500 word article(s) accompanied by one black and white photo to be printed free of charge. You may purchase words above the free amount at 15 cents per word. Extra photographs are \$15.00 each. Non-members are welcome to submit articles.</p> <p>3) Copyright for each article is retained by its author. AAGHSC will 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 name and addresses or e-mail at the end of each story. Sources are limited to four. Sources can be written as Oral Testimony, Marriage records, Census records, Bible, Family letters, etc. Those interested in information about the family can contact you through the address listed. <b>Do not use footnotes.</b></p> <p>4) AAGHSC will provide limited editing of articles. 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 lists, or tabular material. We will accept pedigree charts, and family group sheets without pictures.</p> <p>5) Stories must be typed in Microsoft word using 1½ line spacing. Articles must be submitted on 20 lb. paper. Handwritten or stories in all CAPITAL letters will be</p> | <p>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.</p> <p>7) Photograph captions are limited to 10 words and must be typed at the end of the story. Do not submit original photos. We attempt to return all photographs submitted with Self Addressed Stamped return envelope but cannot be responsible for lost photographs. Identify your photographs by placing a mailing label on the back of each one.</p> <p>8) We accept only B&amp;W photographs up to 8"x10". Do not size photographs to fit the book. We will size them. All printed in black and white. We accept stories from all sections of the country about significant individuals and events in family life, stories honoring ancestors, accomplishments and memorial family/town event. Each story is allowed one photo. The word limits are listed in parentheses. You may add additional words and photographs as noted above. If space limitations, topical stories may be edited or not as determined by the committee. We will print stories: Cities and Towns, Churches, Schools, Cemeteries, Businesses, Memories, and Clubs (500 free words story).</p> <p>9) <b>ABSOLUTELY NO E-MAIL SUBMITTALS.</b></p> |
|---|---|

**Our target publication date is Nov. 1, 2009**

For more information, contact  
Afro-American Genealogical and Historical Society of Chicago, Inc.

**AAGHSC**  
30<sup>th</sup> Anniversary Heritage Book Planning Committee  
Janis Minor Forté E-mail: Fortejm@yahoo.com, 773-768-4413 or Angela McGhee, through e-mail: aaghsc@yahoo.com

[https://dcms.lds.org/delivery/DeliveryManagerServlet?dps\\_pid=IE230092&gathStatIcon=true&fro=fhd](https://dcms.lds.org/delivery/DeliveryManagerServlet?dps_pid=IE230092&gathStatIcon=true&fro=fhd),

**Formal Book Title:** “30<sup>th</sup> Anniversary Our Heritage, family stories”, published by the Afro-American Genealogy & Historical Society of Chicago, Inc. © 2010.

This book was digitized by Family Search. Here is the link:

Afro-American Genealogical and Historical Society of Chicago, Inc.



**AAGHSC 30<sup>th</sup> Anniversary Heritage Book**  
Heritage Book Order Form- Feb. 12, 2011

**Price of book:**  
I am a member of AAGHSC and requesting an advance order of  
 hard cover book @ \$50.00 ..... = \$ \_\_\_\_\_  
 Each additional book at the reduced member's price of \$45.00..... = \$ \_\_\_\_\_  
 As a non-member, I am ordering  hard cover book @ \$65.00..... = \$ \_\_\_\_\_

(I understand that by joining the AAGHSC the book cost is reduced to \$50.00.)  
 My AAGHSC Membership check in amount of \$20.00 is enclosed..... = \$ \_\_\_\_\_

Please ship my Heritage Book at my expense @ \$5.00 per copy ..... = \$ \_\_\_\_\_  
 I will pick my copies up at a AAGHSC meeting at no shipping cost.  
**TOTAL OF BOOK ORDER..... = \$ \_\_\_\_\_**



Please make check/money order payable to:  
**AAGHSC**  
**HERITAGE BOOK**  
**P.O. BOX 37-7651**  
**CHICAGO, ILL 60637**

For questions contact: Janis Minor Forté, e-mail: [Fortejm@yahoo.com](mailto:Fortejm@yahoo.com) (Please put Heritage Book in subject line) 773-768-4413, or Angela McGhee, AAGHSC @ yahoo.com  
**PLEASE PRINT**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

If the link does not work here’s the manual way to get to the book:

- Go to familysearch.org, (If it’s your first time on this site, you will have to sign in and get a password.)
- Click ‘Search’, then ‘Books’,
- At the next page, in the search bar, type in “Our Heritage Family Stories”,  
OR, “Afro American Genealogical & Historical Society”,
- At the next page when you see the book’s icon. Click on it.

The digitized version of the book will come up. You can then use the table of content in the left margin to look up articles, photos and etc. You may go to the 'Full Name Index', pg. 373 and look- a story by surname. You may go to the 'Geographical Index', pg. 383 and look up a city/town/county/state.

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## **Bibliography**

By Janis Minor Forté, [fortejm@yahoo.com](mailto:fortejm@yahoo.com)

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