**Title**: centre the title here (14pt. Times New Roman, bold)

Author(s) (12pt normal, left justified)

[Note that this information should be omitted from the first submission of the paper to satisfy the needs of double-blind reviewing (see http://informationr.net/ir/author2.html for more information on this. This information can be added during the copy-editing process.]

**Abstract** (11pt. bold)

***[****A structured abstract is required of 150-200 words, using the headings shown below. The whole text indented. 10pt. italic]*

***Introduction.*** *Normal italic for the rest of the text.......................*

***Method****. Normal italic for the rest of the text................................*

***Analysis****. Normal italic for the rest of the text...............................*

***Results****. Normal italic for the rest of the text.................................*

***Conclusions****. Normal italic for the rest of the text.........................*

**First level heading [**Times New Roman 11 point bold**]**

Text body, 11 pt. normal, Times New Roman. Note that quotations in the text should be in single quotation marks and italicised, e.g., *‘this is an in-text quotation with a citation at the end’* (Smith, 1999). Quotations of more than 30 words are italicised and indented, but do not require quotation marks, e.g.,

*the systematic pursuit of an amateur, hobbyist, or volunteer core activity that people find so substantial, interesting, and fulfilling, they launch on a (leisure) career centred on acquiring and expressing a combination of its special skills, knowledge, and experience.* (Stebbins, 2009, p. 622).

***Second level heading*** [Times New Roman 11 pt. bold italic]

***Third level heading****.* [Times New Roman 11 pt. bold italic, indented]

*Fourth level heading.* [Times New Roman 11 pt., italic, indented]Text follows on directly from the heading.

Tables should follow the style of the journal and should be centred, with the caption following the table, using the Optima font, 9pt. for the table contents and bold for the caption. e.g.,

|  |  |
| --- | --- |
| **Catalyst** | **Instances** |
| Specific person, family, names | 75 |
| Discovery of photograph or document | 10 |
| Research trip preparation (locating sources) | 9 |
| Non-specific family or names | 9 |
| Request for help from friend | 7 |
| Received data from other researcher or family | 6 |

**Table 1: Research catalysts**

Figures should be suitably sized for reading on-screen and should also be centred, with the caption centred in 9pt Optima., e.g.,

Figure 1: The genealogical fact (Friday, 2012)

**Acknowledgements** [First level heading] – omitted on first submission

It is usual here to acknowledge the support of the funding source, or your institution, participants in the research programme and the contributions of the referees. If the copy-editor has given particular assistance acknowledgement is also welcome.

**About the author(s)** [First level heading] – omitted on first submission

Brief biographies of the authors are required. These should provide only the basic details of the author’s education, present position, research interests, full mailing address and contact e-mail address, e.g.,

**William Biggs** is Associate Professor in Information School, University of the Mid-West, 1192 College Boulevard, College Springs, Nebraska, 69393, USA He received his Ph.D. from Rutger’s University and his research interests are in the retrieval of information by health specialists through the social media. He can be contacted at wbiggs@midw.edu

**References** [First level heading]

Detailed information on citation and references is given in the author instructions for the journal at http://informationr.net/ir/author2.html  These instructions must be followed precisely to avoid delay in publication. Note especially the rules on referencing papers in conference proceedings and on journal articles that are published online in advance of print publication – these are especially problematic forms of publication. Note also the need to archive open Web documents to WebCite – the lifetime of a Web page is very short and archiving to WebCite is essential to ensure that your cited reference can be found by future readers.

References should be formatted as ‘hanging’ paragraphs, with no empty lines between references, e.g.,

* Kim, K-S. & Allen, B. (2002). Cognitive and task influences on web searching behavior. *Journal of the American Society for Information Science and Technology, 53*(2), 109-119.
* Kramer, A-M., 2010. *Bringing families together or exposing secrets and creating family rifts? Tracing the consequences of family history research.* Paper presented at the BSA Annual Conference, Glasgow, UK.

Kuhlthau, C.C. (1991). Inside the search process: information seeking from the user's perspective. J*ournal of the American Society for Information Science, 42*(5), 361-371.