

ARTICLES ON GENERAL TOPICS AND EVENTS

GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

No very specific guidelines can be given for articles on general topics and events. Though the *Handbook* staff has developed numerous sets of guidelines—on institutions, on organizations, on topics from rivers to newspapers—hundreds of historical and cultural phenomena of compelling interest and importance lie outside their scope. Such topics as, for instance, *Television and Texas*, *Texas Weather*, or *Care for the Blind* defy easy categorization. Nevertheless, such topics will make up a very considerable part of the new *Handbook*, and some parameters for them may be stated.

The *Handbook* is meant to serve as the principal reference work for all significant aspects of Texas studies and will be encyclopedic in scope. All entries should be concise, factual, informative, and fully documented.

1. Dates: Beginning, landmark, and (if applicable) ending dates are important.
2. Chronology: The material in each article should be generally chronologically arranged.
3. Fullness of information: Within the limits imposed by length restrictions, an article should include a full, if selective, factual account.
4. The end or current status of the subject should be described.
5. Interpretation: As well as stating the bare facts, authors should consider their subjects from a causal, contextual, and developmental point of view. That is, they should be concerned with broad developments within the context of the Texas experience. They should describe important changes and explain why they took place, both as historical events in themselves and as reflections of societal attitudes. They should reveal an awareness of differing attitudes toward their subjects as reflected in the historiography of different eras. They should state the historical and cultural significance of their subjects and relate any features which make them unique or important.
6. Important people should be mentioned and their contributions stated.
7. The focus should be on Texas.
8. Relevant statistics should be introduced where appropriate.
9. Bibliography and notes

Each entry in the *Handbook* will appear over the author's name. We believe that every article will be considered a standard source of information for decades. Because we know that our contributors share our desire to adhere to the most rigorous scholarly standards, we have adopted the policy of checking all factual material to be printed in the new edition. This means that we need specific footnotes, with complete publication information, for all of the facts in an article. This will enable us to publish a work of the highest excellence with a minimum of errors. Furthermore, the extra effort will ultimately save our small staff hundreds of hours and will earn the heartfelt gratitude of our research assistants.

A brief bibliography should be included with each article. We encourage contributors to list primary as well as secondary sources. The bibliography should include recent works of fundamental importance which can lead a reader to further publications, as well as the location of major archival collections.

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Please send 2 DOUBLE-SPACED copies of each manuscript. We would prefer to have the entries submitted by email to brett.derbes@tshaonline.org or by mail to the address below on a CD or flash drive in one of the following formats: Word 97 or later (.doc) or for MAC users, Rich Text Format (.rtf).

All articles become the copyrighted property of the Texas State Historical Association when they are received. They will be edited. The association retains the right of disposition of all manuscripts.

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