

BIOGRAPHIES

GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

The following guidelines are intended for contributors writing biographical sketches. Not every item listed is necessarily applicable to every subject, and writers are encouraged to include information unique to their entries. The order of these items should generally follow the sequence outlined below, but may vary somewhat at the individual writer's discretion. Contributors should endeavor to emphasize the Texas aspect of their subjects' lives.

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

- *1. Full name, including maiden name and/or well-established nicknames (in parentheses) or pseudonyms [in brackets]; e.g., Smith, Erastus (Deaf) or Porter, William Sydney [pseud. O. Henry]
- *2. Years of birth and death (in parentheses immediately after name)
- *3. Brief statement of subject's significance (e.g., celebrated short story writer)
- *4. Names of parents
- *5. Date and place of birth
6. Significance of parents, if pertinent
7. Personalized use of initials, if pertinent (e.g., J. Frank Dobie)
8. Number of siblings and names, if pertinent
9. Education and early experiences
- *10. Profession or career
11. Significant achievements
12. Military service and/or other public service
13. Professional, civic, and social memberships and activities
- *14. Religious and political affiliations
15. Honors received
- *16. Marriage(s) and name(s) of spouse(s)
17. Significance of spouse(s), if pertinent
- *18. Number of children, if any
19. Name(s) and significance of child(ren), if pertinent
20. Place(s) of residence
- *21. Date and place of death
22. Cause of death, if pertinent
23. Bibliography and footnotes

*Items marked with an asterisk are to be included in all biographical sketches.

Items 1-5 should be included in the title and first sentence of the sketch, e.g., "PORTER, WILLIAM SIDNEY (1862-1910). William Sidney Porter [pseud. O. Henry], celebrated short story writer, son of Algernon Sidney and Mary Jane Virginia (Swaim) Porter, was born at Greensboro, North Carolina, September 11, 1862."

Each entry in the *Handbook* appears 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. We regret the inconvenience which this causes, but only by this double check can we be assured that each entry will be the credit to its author that we wish it to be. 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 list of works should be highly selective; if possible, it should include recent works of fundamental importance that can lead a reader to further publications, as well as the location of major archival collections.

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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