

CITIES

GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

The following guidelines are intended for contributors writing about cities with populations greater than 10,000. 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.

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.

- I. Location
 - *A. County and location within the county (e.g., northeast Hays County, central Bastrop County, or on the Potter-Randall county line)
 - *B. Relation to well-known physical features or highways
 - *C. Approximate latitude and longitude of the center of the city

- II. Beginnings
 - *A. Date and circumstances of founding
 - B. Origin of name(s)
 - C. Settlement and early growth
 - *D. Date of incorporation, where applicable

- III. Economic Development
 - A. Business and commerce
 - B. Industries
 - C. Transportation
 - D. Communication media
 - E. Military installations
 - F. Patterns of growth

- IV. Social and Cultural History
 - A. Ethnic and racial composition
 - B. Religious life
 - C. Political life
 - D. Cultural events and organizations
 - E. Education
 - F. Sports and recreation

- V. Government and Administration
 - A. Form of city government
 - B. Public facilities and services
 - C. Non-municipal governments and agencies (e.g., county, state, federal, diplomatic)

- VI. The Built Environment
 - A. Spatial patterns
 - B. Architecture
 - C. Parks and monuments
 - D. Historic preservation
- VII. Current status: population, etc.
- VIII. Bibliography and notes

*Items marked with an asterisk are to be included in all city articles.

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 which 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.

Inquiries and articles should be sent to:

Managing Editor
The Handbook of Texas
Texas State Historical Association
3001 Lake Austin Blvd.
Suite 3.116
Austin, TX 78703