

## COUNTIES

### GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

The following guidelines are intended for contributors writing about the counties of Texas. 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. Map reference from the Official Texas State Highway Map (e.g., A-7) placed in parentheses immediately after county name
- \*B. General location within Texas (e.g., central, south central, upper coast, Panhandle, etc.)
- \*C. Approximate latitude and longitude of the center of the county
- D. Mileage and direction from a well-known point or large city to center of county

#### II. Physical Description

- \*A. Area in square miles
- \*B. Geographic region or regions
- \*C. Primary soils and geology
- \*D. Flora and fauna
- \*E. Natural resources
- \*F. Topographic description
- \*G. Elevation range
- \*H. Principal water sources (rivers, major creeks, lakes, springs, and aquifers)
- \*I. Average annual precipitation
- \*J. Average annual temperature range
- \*K. Average growing season

#### III. Early Background

- A. Aboriginal cultures: archeological sites and finds
- B. European and Anglo-American exploration
- C. Early settlements and colonization
- D. Spanish and Mexican land grants

#### IV. Administrative Organization

- \*A. Evolution, creation, and organization of county government
- \*B. Origin of county name
- \*C. Original county seat and subsequent changes, if any
- \*D. Boundary line changes, if any

#### V. Social and Cultural History

- A. Early settlers
- B. Ethnic and racial groups
- C. Political life
- D. Religious life
- E. Education

- VI. Economic Development
  - A. Natural resources
  - B. Farming and ranching
  - C. Transportation
  - D. Business and commerce
  - E. Industries
  
- VII. Unique Events in County History
  - A. Social and cultural events
  - B. Natural events
  
- VIII. Current Status
  - \*A. Population
  - \*B. Population centers
  - C. Growth patterns and factors
  - D. Economic indicators
  
- IX. Bibliography and footnotes

\*Items marked with an asterisk are to be included in all county 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](mailto: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).

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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