

FOUNDATIONS

GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

The following guidelines are intended for contributors writing entries on foundations. In this context "foundations" is used a broad sense to address the range of independent, community, and corporate foundations operating in Texas and consequently not all suggestions stated below are universally applicable. The writer of entries on foundations should concentrate accordingly on those suggestions which pertain to the article in question, while at the same time describing atypical features of the individual subject. If there are aspects of specific foundations not covered here, the writer is encouraged to add them. Please place special emphasis upon the foundation's role in the development of Texas or its special relationship to the state.

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. Official name (Mention earlier names and name changes; merger(s) with other foundations.)
2. Location (Town or city, county.)
3. Time and circumstances of establishment and founding (Private, organizational action; family or individual action.)
4. Type of foundation (Example: independent, community, corporate.)
5. Purpose (Widening of scope; restrictions; change in focus, etc.)
6. Areas of giving (Original and current emphases, significant changes over time.)
7. Grants awarded (dollar value, total number, range in value; growth since establishment.)
8. Financial summary (Assets, annual income for most recent fiscal year; growth since establishment)
9. Institutional accreditations, affiliations, and memberships (Statewide, regional, national.)
10. Publications (Reports, series, newsletters, periodicals, books, audio-visual materials.)
11. Collaboration, cooperation, or exchange arrangements with other foundations (Avoidance of overlap in areas of specialization, joint purchases, and loan arrangements.)
12. Organization and administration (Boards, directors, trustees, managers, presidents, etc.; significant leaders, sponsors, or supporters.)
13. Awards and special recognitions.

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.

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