

HISTORIC PARKS

GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

The following guidelines are intended to apply to articles about state, national, and other historic parks, as opposed to recreational and natural areas. It is understood that these categories overlap, that historic parks provide recreation and preserve features of their natural settings. Nevertheless, the emphasis of a park that exists for the purpose of historic preservation is different enough from the emphases of the other types that the editors of the new *Handbook* consider these separate guidelines necessary. We do not wish by our categories, however, to oversimplify the objective features of a subject. Although the main purpose of a park may be historic preservation, its natural features and recreational uses will be important to a well-balanced treatment. With these qualifications made, it should further be realized that not every specification below applies to every park, though all of those that do apply should be discussed. In particular, authors of articles about historic man-made structures such as forts or churches will wish to emphasize attributes different from those geological or prehistoric features that distinguish other park sites.

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. Location with relation to natural features (e.g., rivers) and man-made features (e.g., highways, cities)
2. Size (land/water) in acres; shape
3. Origin, significance, and changes of name
4. General statement of historic, archeological, and geological features preserved
5. Date of establishment as a park; principal movers toward establishment and preservation; purposes of establishment
6. History of ownership
7. Cultural history:
 - a. prehistoric inhabitants and artifacts that they left
 - b. chronological changes, successive inhabitants, and artifacts that illustrate them
 - c. historic developments and associations: early documentation, historic uses, functions, purposes
8. Geology: composition, age, shape, mode of formation, and general character of geological formations
9. Natural history: flora and fauna, past and present
10. Archeological recovery*
11. General nature of man-made structures:
 - a. purposes of establishment
 - b. historic characters, founders, developers
 - c. historic success, importance
 - d. significance in broad historic perspective

12. Architecture and architectural history
13. History of restoration or reconstruction
14. Current activity, plans, predictions
15. Seasonal and other information for users of the park; recreational facilities and activities available
16. Nearby points of interest--metropolitan, historic, natural

*If a site is to be discussed principally in terms of its archeology, a writer should use our archeological sites guidelines.

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 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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