

## INSTITUTIONS

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

The following guidelines are intended for contributors writing entries on institutions. In this context "institutions" is used in the broadest sense possible (colleges, universities, hospitals, libraries, orphanages, prisons, social, public, religious, charitable, educational, etc.), and consequently not all suggestions stated below are universally applicable. The writer of entries on institutions 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 institutions not covered here, the writer is encouraged to add them. Please place special emphasis upon the institution'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 institutions.)
2. Location(s) (Indicate specifically or by proximity to town, city, or within county. If institution has moved, please so indicate.)
3. Time and circumstances of establishment and founding (Governmental action and/or enabling legislation on local, county, state, or federal level; private, organizational action; family or individual action.)
4. Status and/or change of status (Example: from private to public.)
5. Purpose (Widening of scope; restrictions; change from religious to secular orientation, etc.)
6. Physical plant(s) (Major changes from time of origin to present.)
7. Regular financial basis (Endowments, funds, government support, etc.)
8. Other financial support (Drives, membership, gifts, matching grants, subventions, etc.)
9. Institutional accreditations, affiliations, and memberships (Statewide, regional, national.)
10. Patterns of growth and development
  - A. Human statistics (Personnel, patrons, inmates, enrollment, users, etc.)
  - B. Physical aspects (Building(s), wings, units, acreage, etc.)
  - C. Focus on new areas of activity, etc.
11. Holdings and collections (Natural objects or artifacts, books and other printed materials, archives, and aesthetic objects.)
12. Publications (Reports, series, newsletters, periodicals, books, audio-visual materials.)
13. Collaboration, cooperation, or exchange arrangements with other institutions (Avoidance of overlap in areas of specialization, joint purchases, and loan arrangements.)
14. Public activities (Exhibits, meetings, conferences, symposia, etc.)
15. Organization and administration (Boards, directors, trustees, managers, presidents, etc.; significant leaders, sponsors, or supporters.)
16. Defunct institutions (Circumstances and time of dissolution.)

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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