

## MUSEUMS

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

The following guidelines are intended for contributors writing about museums in Texas. Not every heading is applicable to every subject, and writers are encouraged to include information unique to their entries. The order of topics should generally follow the sequence outlined below, but may vary somewhat as the subject demands. Writers should include dates and statistics where appropriate. Authors of articles on historic houses and sites may extrapolate guidelines from these.

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. Founding
2. Founder
3. Funding; owner
4. Affiliations
5. Donors to collection
6. Location
7. Directors(s), curator(s), administrator(s)
8. Rationale and general description of collection; outstanding features
9. Exhibition program: permanent exhibits, changing exhibits, major exhibitions
10. Buildings and grounds: features, designers, donors, etc.
11. Complementary collections, programs, structures: libraries, educational activities, publications, planetariums, auditoriums, etc.
12. Significant changes
13. Significant acquisitions
14. Bibliography and notes

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).

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:

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