

## NEWSPAPERS

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

The following guidelines are intended for contributors writing about newspapers 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. In addition to the headings below, writers should include appropriate statistics, anything indicating the specific character of the newspaper, and any important event in its internal or external history.

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. Antecedent enterprises
2. Founding date
3. Founders
4. Language (if not English); audience (if specialized: ethnic, professional, etc.)
5. Frequency of publication (daily, weekly, etc.)
6. Publisher; early affiliations
7. Original editors; important later editors or writers
8. Publication history; circulation history; financial history; important editions
9. Principal concerns (e.g., local news, foreign affairs, etc.); contents, subject matter of sections; proportion and nature of advertising (if significant)
10. Political or ideological stamp; people, programs, policies supported; partisanship on key issues
11. Accomplishments
12. Change of ownership, name, or affiliation; affiliation with radio or TV stations; wire services; mergers
13. Current condition
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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