

ORGANIZATIONS

GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

The following guidelines are intended for contributors writing about organizations 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. Notable events in the history of an organization should be described, and pertinent statistics included, wherever appropriate. These general guidelines for writing about organizations are meant to be applicable to more specific types of organizations; writers about business organizations such as corporations, or government organizations such as agencies, boards, commissions, committees, etc., may extrapolate guidelines from the following.

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.

- I. Founding
 - A. Date and place of original conception of the organization
 - B. Date and place of formal chartering, if distinct from A.
 - C. Founding idea, purpose
 - D. Names and nature of founders and sponsors
 - E. Original affiliations and relation to other organizations
 - F. Authority structure

- II. Members
 - A. Original requirements for membership
 - B. Important characteristics of membership (e.g., education, sex, age, where pertinent)
 - C. Outstanding officers and other individuals

- III. Changes
 - A. Growth or change in distribution or nature of membership; new chapters or affiliations, changes of sponsorship, move of headquarters
 - B. Change in wealth or influence
 - C. Developments in structure or purpose

- IV. Functions, activities, projects, accomplishments
 - A. Function as expressed in formal statements of purpose, mottoes, slogans
 - B. Meetings
 - C. Services to members, public services
 - D. Philanthropic activities
 - E. Buildings, collections, museums, parks
 - F. Political activities
 - G. Publications

V. Conclusion

- A. For defunct organizations: decline and dissolution
 - 1. Causes, date
 - 2. Merger with other organization, change of name
- B. For existing organizations: latest statistics, plans, works in progress, current heads

VI. 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 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:

Managing Editor
The Handbook of Texas
Texas State Historical Association
3001 Lake Austin Blvd.
Suite 3.116
Austin, TX 78703