

RACIAL, CULTURAL, AND ETHNIC GROUPS

GUIDELINES FOR CONTRIBUTORS TO THE *HANDBOOK OF TEXAS ONLINE*

The following guidelines are intended for contributors writing about Texas racial, cultural, and ethnic groups. 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 at the writer's discretion. Available significant statistical data should be included. Articles should point out distinguishing ethnic features, important leaders, and significant contributions to all phases of the Texas experience, whether suggested by the following categories or not.

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. Origin and migration to Texas
 - A. Place and nature of origin, if not obvious
 - B. Migration to Texas: time(s), means, conditions, and causes

- II. Settlement and economic life in Texas
 - A. Settlements: locations, causes for choices of locations; developments; size and demographic distribution
 - B. Past and present economic activities, especially those particularly characteristic of the group

- III. Social structure
 - A. Nature and importance of the family and of neighborhoods or communities in the identity of the group
 - B. Relation of ethnicity to the group's social class
 - C. Patterns of social mobility

- IV. Politics and law
 - A. Political activities of individuals and of the group
 - B. Internal legal institutions; legal relations with the larger society

- V. Religion and education
 - A. Religious identity and changes
 - B. Education: methods, levels, changes

- VI. Cultural life
 - A. Linguistic history
 - B. Communications media and the group
 - C. Literature, folklore, traditional arts
 - D. Cultural leaders

- VII. Group boundaries
 - A. Conflicts and accommodations with the larger society
 - B. Degree and desirability of ethnic separateness, preferred group names

- VIII. Bibliography and footnotes

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.

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