

## SPRINGS

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

The following guidelines are intended for contributors writing about springs. Not every guideline listed is necessarily applicable to every entry, but the order of applicable guidelines should generally follow the sequence below. Articles about springs that were the sites of significant historical events should contain references to the events, but not narratives of them.

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. Name(s), including those formerly used and/or nickname(s)
2. Origins of names, if available
3. Location
  - a. County, and location within county
  - b. Reference to a major city or town
  - c. Geographic coordinates
  - d. Description of location
4. Nature of flow (whether artesian or gravity)
5. Geological context
6. Role in settlement history
7. Cultural and/or economic significance
8. Rate of flow (include impact of settlement, economic use)
9. 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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