Writing an Entry for ConnecticutHistory.org

ConnecticutHistory.org is a state history resource written for a diverse set of readers, ranging from students, educators, and history buffs to internet surfers in search of the curious and captivating. Of course, as a public history project, we not only want to attract readers, we want to educate them. We do so by providing engaging, well-researched stories about Connecticut history that link to reliable primary and interpretive resources. These include related primary source documents, artifacts, images, digital media materials, online databases, finding aids, etc. Our goal is to direct readers to the institutions, archives, museums, and communities that hold and interpret the materials that reveal the diversity of Connecticut's history.

<u>Style</u>: Entries must be accurate in their facts and offer balanced, authoritative historical interpretations. Avoid scholarly jargon, and express your points clearly. You need not avoid complicated concepts, just be sure to explain them for readers who do not share your subject-matter expertise. Likewise, when matters are currently debated, educate readers about the different scholarly positions being taken. Follow the *Chicago Manual of Style*. One exception: use numerals for numbers greater than nine, e.g., the 19th century, 213 kegs, two children, etc.

<u>Format</u>: This entry on Yung Wing is a useful guide as is this one on a bird's-eye view map. As you'll see, articles must include: 1) a headline, 2) body copy of 750 words or less, 3) one or two subheads that call out the main theme of the paragraphs they introduce, 4) at least one image, and 5) a list of one or more "Learn More" resources. As in the bird's-eye view map example, we will also include your byline; so please provide a single-sentence author biography that includes your name, title, institutional affiliation(s), and link to your organization's website.

<u>**Begin with a Summary Paragraph**</u>: The opening paragraph should summarize the most significant information about your subject and its importance to Connecticut's history. Some readers scan articles for the "bottom line" and that information should be immediately accessible.

<u>**List Your Sources**</u>: We do not use footnotes or in-text citations. But do provide a list of all the works you consulted for your article. In addition, please recommend appropriate online resources that will help readers learn more about your topic. These can include digitized primary source documents, databases, finding aids, websites for physical venues (such as museums and archives), etc. Online resources must have these three qualities: accuracy, authority, and accessibility. Authoritative websites include contact information for a named individual and/or organization responsible for content. Acceptable sites include .org, .edu, nsn.us, and .gov. Use of .com sources, especially if they include any advertising, is discouraged. Websites should be stable in nature and not require a password for user access.

<u>**Illustrate Your Entry**</u>: Please provide files or specific suggestions (i.e., links to files we can download) for digital images that serve as relevant and compelling visual evidence for your entry. Image files must fall within the Creative Commons Attribution Non-Commercial Share Alike 3.0 License OR be submitted along with written permission from—and contact information for—the copyright holder. Ideally, digital image files should be a minimum of 610 pixels wide and submitted in the JPG format.

<u>**Submit Your Entry:**</u> Please submit your double-spaced manuscript as a Microsoft Word document that includes all relevant resource links. Send this, along with any image files, to gmangan@cthumanities.org.

<u>**What Happens Next:**</u> We will review and copyedit your text for grammar, punctuation, uniformity of style, etc. If needed, we will ask you for modifications or clarifications. We will secure your approval of the final draft before publishing the article with your byline. If you have questions, contact Gregg Mangan at 860-685-7564 or gmangan@cthumanities.org**.**