The Handbook of Tejano History Project

Article Content Guidelines

Texas State Historical Association
Spring 2014
<table>
<thead>
<tr>
<th></th>
<th>Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ARCHITECTURAL STYLES AND DEVELOPMENTS</td>
</tr>
<tr>
<td>2</td>
<td>BIOGRAPHIES</td>
</tr>
<tr>
<td>3</td>
<td>BUSINESSES</td>
</tr>
<tr>
<td>4</td>
<td>RACIAL, CULTURAL, AND ETHNIC GROUPS</td>
</tr>
<tr>
<td>5</td>
<td>FOUNDATIONS</td>
</tr>
<tr>
<td>6</td>
<td>HISTORIC PARKS</td>
</tr>
<tr>
<td>7</td>
<td>INDUSTRIES</td>
</tr>
<tr>
<td>8</td>
<td>INSTITUTIONS</td>
</tr>
<tr>
<td>9</td>
<td>MUSEUMS</td>
</tr>
<tr>
<td>10</td>
<td>NEWSPAPERS</td>
</tr>
<tr>
<td>11</td>
<td>ORGANIZATIONS</td>
</tr>
<tr>
<td>12</td>
<td>PERIODICALS</td>
</tr>
<tr>
<td>13</td>
<td>RANCHING</td>
</tr>
<tr>
<td>14</td>
<td>RECREATIONAL PARKS</td>
</tr>
<tr>
<td>15</td>
<td>TOWNS AND VILLAGES</td>
</tr>
</tbody>
</table>
ARCHITECTURAL STYLES AND DEVELOPMENTS

GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing entries on architectural styles and developments. Not every item listed is necessarily applicable to every subject, and writers are encouraged to include information unique to their entries. The order of these items should generally follow the sequence outlined below, but may vary somewhat at the individual writer's discretion. Contributors should endeavor to emphasize the Texas aspect of their subject.

I. Characteristics
   A. Stylistic features
   B. Spatial characteristics
   C. Structural features

II. Origins, in the United States and Europe, if applicable

III. Regional variations or consistencies; details, forms, etc.

IV. Important architects or builders in the propagation of style

V. Significant examples
   A. Date and location
   B. Brief description

VI. Bibliography and notes
BIOGRAPHIES
GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing biographical sketches. Not every item listed is necessarily applicable to every subject, and writers are encouraged to include information unique to their entries. The order of these items should generally follow the sequence outlined below, but may vary somewhat at the individual writer's discretion. Contributors should endeavor to emphasize the Texas aspect of their subjects' lives. **Please note:** The subject of the article must be deceased.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*1.</td>
<td>Full name, including maiden name and/or well-established nicknames (in parentheses) or pseudonyms [in brackets]; e.g., Smith, Erastus (Deaf) or Porter, William Sydney [pseud. O. Henry]</td>
</tr>
<tr>
<td>*2.</td>
<td>Years of birth and death (in parentheses immediately after name)</td>
</tr>
<tr>
<td>*3.</td>
<td>Brief statement of subject's significance (e.g., celebrated short story writer)</td>
</tr>
<tr>
<td>*4.</td>
<td>Names of parents</td>
</tr>
<tr>
<td>*5.</td>
<td>Date and place of birth</td>
</tr>
<tr>
<td>6.</td>
<td>Significance of parents, if pertinent</td>
</tr>
<tr>
<td>7.</td>
<td>Personalized use of initials, if pertinent (e.g., J. Frank Dobie)</td>
</tr>
<tr>
<td>8.</td>
<td>Number of siblings and names, if pertinent</td>
</tr>
<tr>
<td>9.</td>
<td>Education and early experiences</td>
</tr>
<tr>
<td>*10.</td>
<td>Profession or career</td>
</tr>
<tr>
<td>11.</td>
<td>Significant achievements</td>
</tr>
<tr>
<td>12.</td>
<td>Military service and/or other public service</td>
</tr>
<tr>
<td>13.</td>
<td>Professional, civic, and social memberships and activities</td>
</tr>
<tr>
<td>*14.</td>
<td>Religious and political affiliations</td>
</tr>
<tr>
<td>15.</td>
<td>Honors received</td>
</tr>
<tr>
<td>*16.</td>
<td>Marriage(s) and name(s) of spouse(s)</td>
</tr>
<tr>
<td>17.</td>
<td>Significance of spouse(s), if pertinent</td>
</tr>
<tr>
<td>*18.</td>
<td>Number of children, if any</td>
</tr>
<tr>
<td>19.</td>
<td>Name(s) and significance of child(ren), if pertinent</td>
</tr>
<tr>
<td>20.</td>
<td>Place(s) of residence</td>
</tr>
<tr>
<td>*21.</td>
<td>Date and place of death</td>
</tr>
<tr>
<td>22.</td>
<td>Cause of death, if pertinent</td>
</tr>
<tr>
<td>23.</td>
<td>Bibliography and footnotes</td>
</tr>
</tbody>
</table>

*Items marked with an asterisk are to be included in all biographical sketches.

Items 1-5 should be included in the title and first sentence of the sketch, e.g., "PORTER, WILLIAM SIDNEY (1862-1910). William Sidney Porter [pseud. O. Henry], celebrated short story writer, son of Algernon Sidney and Mary Jane Virginia (Swaim) Porter, was born at Greensboro, North Carolina, September 11, 1862."
BUSINESSES

GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing articles about businesses in Texas. Not every item listed is necessarily applicable to every subject, and writers are encouraged to include information unique to their entries. The order of these items should generally follow the sequence outlined below, but may vary somewhat as the subject demands.

I. Identification
   A. Name of the business, status as a subsidiary, holding company, joint venture, partnership; is business still in operation under original name?
   B. Number of Texas outlets or locations of the firm; current headquarters location; subsidiaries
   C. Products/Services: industry or business area in which the firm operates

II. Founding
   A. Inception: how did the company begin, i.e., who, when, how, where?
   B. Founder: who was it and what recorded statements are available from him about why the business was started; list founder's active membership, offices held, honors awarded in church, civic groups, service clubs, fraternal organizations, trade or professional associations, and positions of community responsibility. Mention contributions to the community and region. (If abundant information is available about the founder's activities outside the firm--e.g., private foundation development, personal interests, other business activities--the individual should perhaps be given a separate entry. Contact the managing editor.)
   C. Financial history: names of significant initial investors or financiers, particularly well-known figures in Texas, representatives of major interests outside Texas (e.g., J. P. Morgan), and those involved in later takeover or buyout attempts. Omit capitalization.
   D. Date of incorporation, first stock offerings, date at which the company "goes public"

III. Development
   A. Significant leaders: CEOs, presidents, chairmen of the board, important managers; did firm continue under family management, or was family involved strictly as investors?
   B. Critical junctures: major restructurings, acquisitions, changes in ownership, and other events that resulted in significant changes; also moves and relocations
      1. Integration: when did firm diversify into related product lines? (what were they?); purchase raw materials suppliers? develop marketing and distribution outlets? key financial affairs?
   C. Economic significance: contribution to growth of an industry, growth of big or multinational business, or interregional business relationships; was firm the first in an area or industry? size and relative position in industry based on assets, revenues, employment? is firm considered a major player? what is importance to today's industry in terms of market share or percentage of employment?
D. Innovation: specialized technologies associated with the firm
E. Chronology: rates of growth or shrinkage in sales, employment, product or services, measured by statistical record of assets, inventories, etc. every decade or fifty years; role in World wars I and II
F. For defunct businesses: decline and dissolution
   1. Causes, date
   2. Merger with other business, change of name

IV. Corporate Culture and Public Relations
   A. Advertising and slogans
   B. Controversies involving the firm, regulation, EPA and environmental questions, fraudulent business practice
   C. Labor history: Texas employment statistics, strikes, unionization, special employee programs
   D. Texas impact: local efforts at philanthropy, public interest projects, etc.
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.

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
FOUNDATIONS
GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing entries on foundations. In this context "foundations" is used a broad sense to address the range of independent, community, and corporate foundations operating in Texas and consequently not all suggestions stated below are universally applicable. The writer of entries on foundations should concentrate accordingly on those suggestions which pertain to the article in question, while at the same time describing atypical features of the individual subject. If there are aspects of specific foundations not covered here, the writer is encouraged to add them. Please place special emphasis upon the foundation's role in the development of Texas or its special relationship to the state.

1. Official name (Mention earlier names and name changes; merger(s) with other foundations.)
2. Location (Town or city, county.)
3. Time and circumstances of establishment and founding (Private, organizational action; family or individual action.)
4. Type of foundation (Example: independent, community, corporate.)
5. Purpose (Widening of scope; restrictions; change in focus, etc.)
6. Areas of giving (Original and current emphases, significant changes over time.)
7. Grants awarded (dollar value, total number, range in value; growth since establishment.)
8. Financial summary (Assets, annual income for most recent fiscal year; growth since establishment)
9. Institutional accreditations, affiliations, and memberships (Statewide, regional, national.)
10. Publications (Reports, series, newsletters, periodicals, books, audio-visual materials.)
11. Collaboration, cooperation, or exchange arrangements with other foundations
(Avoidance of overlap in areas of specialization, joint purchases, and loan arrangements.)
12. Organization and administration (Boards, directors, trustees, managers, presidents, etc.; significant leaders, sponsors, or supporters.)
13. Awards and special recognitions.
The following guidelines are intended to apply to articles about state, national, and other historic parks, as opposed to recreational and natural areas. It is understood that these categories overlap, that historic parks provide recreation and preserve features of their natural settings. Nevertheless, the emphasis of a park that exists for the purpose of historic preservation is different enough from the emphases of the other types that the editors of the new Handbook consider these separate guidelines necessary. We do not wish by our categories, however, to oversimplify the objective features of a subject. Although the main purpose of a park may be historic preservation, its natural features and recreational uses will be important to a well-balanced treatment. With these qualifications made, it should further be realized that not every specification below applies to every park, though all of those that do apply should be discussed. In particular, authors of articles about historic man-made structures such as forts or churches will wish to emphasize attributes different from those geological or prehistoric features that distinguish other park sites.

1. Location with relation to natural features (e.g., rivers) and man-made features (e.g., highways, cities)
2. Size (land/water) in acres; shape
3. Origin, significance, and changes of name
4. General statement of historic, archeological, and geological features preserved
5. Date of establishment as a park; principal movers toward establishment and preservation; purposes of establishment
6. History of ownership
7. Cultural history:
   a. prehistoric inhabitants and artifacts that they left
   b. chronological changes, successive inhabitants, and artifacts that illustrate them
   c. historic developments and associations: early documentation, historic uses, functions, purposes
8. Geology: composition, age, shape, mode of formation, and general character of geological formations
9. Natural history: flora and fauna, past and present
10. Archeological recovery*
11. General nature of man-made structures:
    a. purposes of establishment
    b. historic characters, founders, developers
    c. historic success, importance
    d. significance in broad historic perspective
12. Architecture and architectural history
13. History of restoration or reconstruction
14. Current activity, plans, predictions
15. Seasonal and other information for users of the park; available recreational facilities and activities
16. Nearby points of interest--metropolitan, historic, natural

*If a site is to be discussed principally in terms of its archeology, a writer should use our archeological sites guidelines.
INDUSTRIES

GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing about industries 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. Writers should concentrate upon facets or products of industries that are characteristically Texan. General articles should present broad summaries with references to specific articles.

1. Definition, if needed
2. Products
3. Origins and antecedents
4. Growth patterns: advances and declines, causes of advances and declines, important dates
5. Economic importance relative to other industries
6. Relation to other Texas industries (e.g., the relation of manufacture to supply of raw materials)
7. Relation to the industry in other states or in foreign countries
8. Geographic concentrations in the state; historic shifts of concentration; causes of shifts
9. Major markets within the state and outside the state
10. Organizations—professional, marketing, labor, regulatory
11. Publications
12. Current state of the industry
13. Bibliography and notes
INSTITUTIONS

GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing entries on institutions. In this context "institutions" is used in the broadest sense possible (colleges, universities, hospitals, libraries, orphanages, prisons, social, public, religious, charitable, educational, etc.), and consequently not all suggestions stated below are universally applicable. The writer of entries on institutions should concentrate accordingly on those suggestions which pertain to the article in question, while at the same time describing atypical features of the individual subject. If there are aspects of specific institutions not covered here, the writer is encouraged to add them. Please place special emphasis upon the institution's role in the development of Texas or its special relationship to the state.

1. Official name (Mention earlier names and name changes; merger(s) with other institutions.)
2. Location(s) (Indicate specifically or by proximity to town, city, or within county. If institution has moved, please so indicate.)
3. Time and circumstances of establishment and founding (Governmental action and/or enabling legislation on local, county, state, or federal level; private, organizational action; family or individual action.)
4. Status and/or change of status (Example: from private to public.)
5. Purpose (Widening of scope; restrictions; change from religious to secular orientation, etc.)
6. Physical plant(s) (Major changes from time of origin to present.)
7. Regular financial basis (Endowments, funds, government support, etc.)
8. Other financial support (Drives, membership, gifts, matching grants, subventions, etc.)
9. Institutional accreditations, affiliations, and memberships (Statewide, regional, national.)
10. Patterns of growth and development
    A. Human statistics (Personnel, patrons, inmates, enrollment, users, etc.)
    B. Physical aspects (Building(s), wings, units, acreage, etc.)
    C. Focus on new areas of activity, etc.
11. Holdings and collections (Natural objects or artifacts, books and other printed materials, archives, and aesthetic objects.)
12. Publications (Reports, series, newsletters, periodicals, books, audio-visual materials.)
13. Collaboration, cooperation, or exchange arrangements with other institutions (Avoidance of overlap in areas of specialization, joint purchases, and loan arrangements.)
14. Public activities (Exhibits, meetings, conferences, symposia, etc.)
15. Organization and administration (Boards, directors, trustees, managers, presidents, etc.; significant leaders, sponsors, or supporters.)
16. Defunct institutions (Circumstances and time of dissolution.)
MUSEUMS
GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing about museums 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. Writers should include dates and statistics where appropriate. Authors of articles on historic houses and sites may extrapolate guidelines from these.

1. Founding
2. Founder
3. Funding; owner
4. Affiliations
5. Donors to collection
6. Location
7. Directors(s), curator(s), administrator(s)
8. Rationale and general description of collection; outstanding features
9. Exhibition program: permanent exhibits, changing exhibits, major exhibitions
10. Buildings and grounds: features, designers, donors, etc.
11. Complementary collections, programs, structures: libraries, educational activities, publications, planetariums, auditoriums, etc.
12. Significant changes
13. Significant acquisitions
14. Bibliography and notes
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.

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
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.

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
PERIODICALS

GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing about periodicals in Texas. (Entries about newspapers are described in separate guidelines.) Not every heading is applicable to every subject, and writers are encouraged to include information unique to their subjects. The order of topics should generally follow the sequence outlined below, but may vary somewhat as the subject demands. Writers should include the distinguishing features of a periodical, its accomplishments, and distinguished people who have been involved with it. Writers of articles on almanacs, directories, and other periodically revised works can extrapolate guidelines from these.

1. Founding date; founders
2. Chief affiliation; ownership
3. Publisher
4. Official publication of an organization?
5. Years of publication; frequency of publication, if not obvious (weekly, quarterly, etc.)
6. Place of publication
7. Nature of subscribers, if limited
8. Number of pages, format
9. Editors; editorial policies; political leanings, if noteworthy; locus of control of policies
10. Contents: subjects addressed, types of articles, literary genres, writers featured, illustrations, etc.
11. Changes
12. Circulation history
13. Special-subject, extra, or commemorative issues
14. Bibliography and notes
RANCHING
GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing about Texas ranching. These should be considered as suggestions and not constraints. Explanations and descriptions may vary at the writer's discretion.

Entries generally fall into three categories: 1) overview articles providing a general summation of an industry such as trailing, packing, or feeding; 2) industry articles developing specific production areas such as cattle, mohair, sheep, and goats; and 3) individual entries relating to specific persons, animal breeds, ranches, and ranch-related enterprises, such as XIT Ranch, Capital Syndicate, Charles Goodnight, Longhorn cattle, and Fort Worth Stockyards.

Entries for specific ranches should be limited to those which meet one or more of the following criteria:

1. The ranch is historically important of its own accord to the ranching history of Texas.
2. The ranch existed for a significant length of time, i.e., more than 100 years.
3. The ranch is of significant size, i.e., more than 100,000 acres.
4. The ranch has inspired historical scholarship and literature.
5. The ranch has made significant contributions to the ranching industry of Texas, such as the production of special cattle breeds or techniques.

Suggested elements to be included in entries for specific ranches:

1. Origin
2. Location and size
3. Management
4. Ownership changes
5. Special innovations
6. Brands
7. Breeds
8. Contributions to industry
9. Contributions to scholarship and literature
RECREATIONAL PARKS

GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended to apply to articles about state, national, and other parks whose principal purpose is to provide recreation rather than to preserve natural or historical features. It is understood that these categories overlap, that parks existing to preserve natural beauty also have historic features, that historic structures and artifacts have always been determined in part by their natural contexts, and that both nature and history have recreational value. Nevertheless, the emphases of the different types of park are different enough that the Handbook editors deem separate guidelines necessary. We do not, however, wish by our categories to oversimplify the objective features of a subject. Although the principal purpose of a park may be to provide recreation, its historic associations and natural attractions will be important to a well-balanced treatment. With these qualifications made, it should further be realized that not every specification below applies to every park, though all of those that do apply should be discussed.

1. Location with relation to natural features (e.g., rivers) and man-made features (e.g., highways, cities)
2. Size (land/water) in acres; shape
3. Origin, significance, and changes of name
4. History of ownership
5. Principal movers in setting aside the land and establishing the park; date of establishment; purpose of establishment
6. Natural features: land, water, flora, fauna; geological features, age, method of formation
7. Archeological features*
8. Historic (and prehistoric) association; artifacts
9. Facilities and recreation available: museums, nature trails, printed matter, campsites, stores, motels, restaurants; fishing, hiking, biking, etc.
10. Seasonal and other information for users of the park (e.g., when the Lost Maples change color, when surf fishing is best, etc.)
11. Development and growth of the park
12. Users of the park: numbers, activities pursued
13. Area principally served
14. Nearby points of interest—metropolitan, historic, natural
15. Any outstanding feature or attraction not suggested by the above

*If a site is to be discussed principally in terms of its archeology, a writer should use our archeological sites guidelines.
TOWNS AND VILLAGES

GUIDELINES FOR CONTRIBUTORS TO THE
HANDBOOK OF TEXAS ONLINE

The following guidelines are intended for contributors writing about towns, villages, and communities with populations less than 10,000. Not every item listed is necessarily applicable to every subject, and writers are encouraged to include information unique to their entries. The order of these items should generally follow the sequence outlined below, but may vary somewhat at the individual writer's discretion.

I. Location
   *A. County and location within the county (e.g., northeast Hays County, central Bastrop County, or on the county line between Bexar and Comal counties)
   *B. In reference to a well-known physical feature or metropolitan area (e.g., five miles east of the Brazos River on State Highway 21 or twenty miles north of San Antonio)

II. History and development
   *A. Circumstances and background of founding; reason for founding
   *B. Origin of name(s), if known
   *C. Causes of growth; principal economic activities
   *D. Important events
   *E. Causes of decline (if relevant)

III. Current status
   *A. Population
   B. Business, commerce, and industry

IV. Bibliography and notes

   * Items marked with an asterisk are to be included in all town and village articles.