The Handbook of Tejano History Project

Author Instructions

Texas State Historical Association
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INTRODUCTION

Thank you for your interest in the Handbook of Tejano History Project. The project is co-directed by Professors Emilio Zamora, University of Texas at Austin, and Andrés Tijerina, Austin Community College, and is made possible by the generous support of Tejano Monument Inc., the Department of History at the University of Texas at Austin, and the TSHA. This informational packet will familiarize you with established Handbook of Texas Online procedures, requirements, and guidelines.

INITIAL INQUIRIES

Contributions are welcome. However, we ask that you do not submit articles without prior consultation. If you are interested in authoring an entry or would like more information, please contact Emilio Zamora, at 512 739-0168 or e.zamora@austin.utexas.edu. Dr. Zamora and the TSHA staff will advise you regarding the availability of a topic, and will answer any specific questions you may have.

WRITING GUIDELINES

The Handbook of Texas Online serves as a principal reference work for all significant aspects of Texas studies and is encyclopedic in scope and style. All entries are concise, factual, informative, authoritative, and fully documented, and we are committed to continue this practice. While there is no standard length requirement, most articles range from 400 to 800 words.

The best way to get acquainted with the organization, style, and format employed by the Handbook is to first read a variety of articles published online. The content and organization of your article should follow the outlines provided in the Article Content Guidelines PDF available for download on the project announcement page of the Handbook website. You may defer to the Chicago Manual of Style (15th edition) on matters pertaining to grammar, style, and usage. For spelling and hyphenation, please consult Merriam Webster’s Collegiate Dictionary (11th edition).

Authors should avoid the excessive use of jargon and passive voice; their diction should be as objective, exact, and non-ideological as possible. Controversial topics should be treated in a balanced manner that reflects the general academic consensus. Quotations, while helpful, should be kept brief. All submissions must be an original and previously unpublished work.
SOURCE DOCUMENTATION REQUIREMENTS

Because we believe that our contributors share our desire to adhere to the most rigorous research and writing standards, we have adopted the policy of requiring that submitted articles be based on a record of scholarship. We also know that every article will be considered a standard source of information for decades. This means that all submissions will be thoroughly fact-checked. Submissions should include specific footnotes, with complete publication information, for all factual statements that are not considered common knowledge.

A brief bibliography should also be included with each article. We encourage contributors to list key primary and secondary sources. Articles should include references to recent works of significance, as well as major archival collections that would be useful to readers seeking more information on the topic.

The footnotes and bibliography can be formatted according to the TSHA style guide found here:

https://www.tshaonline.org/shqonline/tsha-style-guide

Additionally, the author should provide copies of all source materials used to write the article. This may include photocopies or photographs of the cited pages of printed materials (books, academic journals, archival materials, etc.) or printouts of online materials (census and newspaper databases, reputable websites, etc.) We regret the inconvenience that this may cause, but we are confident that each entry will ultimately bring authors the proper credit they deserve. Furthermore, the extra effort will save our small staff hundreds of hours of work, and will bring the official release date of the published Handbook of Tejano History that much closer.

PHOTOGRAPH PERMISSIONS

Some authors may wish to include a relevant image with their submission. However, the TSHA must obtain any applicable copyright permissions before an image can be posted online. If you wish to include a photograph, be sure to provide all available information regarding the image’s ownership and location. Our staff will then assist you to secure all necessary permissions.
ARTICLE SUBMISSION

Please send 2 DOUBLE-SPACED (footnoted) copies of each manuscript, along with the bibliography and copies of the source materials used to write the article. Please submit all of these materials by email or regular mail. If by regular mail, submit the materials on a CD in one of the following formats: Word 97 or later (.doc) or for MAC users, Rich Text Format (.rtf).

Submission should be sent to Emilio Zamora at the following:

E.zamora@austin.utexas.edu, or

Emilio Zamora
Department of History
University of Texas at Austin
128 Inner Campus Drive, B7000
Austin, Texas 78712-1739

Following an initial review and approval, Drs. Zamora and Tijerina will forward the submission to the editorial staff of the TSHA. Dr. Randolph B. “Mike” Campbell, TSHA Chief Historian, Regents Professor of History, and Lone Star Professor of Texas History, will supervise the editorial process and make the final determination on the entries that are submitted.

Each author will receive byline credit. All articles become the copyrighted property of the Texas State Historical Association when they are received. The association retains the right of disposition of all the manuscripts submitted as part of the Handbook of Tejano History Project.