

The Encyclopedia of Nashville and Davidson County

Guidelines and Style Sheet for Writers (rev. April 2014)

The centerpiece of the Nashville Encyclopedia website will be a history of Nashville written by John Egerton in 1979-1980 for the celebration of Nashville's 200th anniversary, originally published as *Nashville: The Faces of Two Centuries, 1780-1980*. The Encyclopedia will be linked to topics in the Egerton history, and will have additional entries.

Style

In general, the Encyclopedia will follow *The Chicago Manual of Style*, 15th/16th edition. You may find the on-line version of the *Chicago Manual* helpful, found at <http://www.chicagomanualofstyle.org/home.html>

Guidelines for Entries

Biographical Entries (350-500 words):

These entries will provide information about people throughout Nashville's history. Each entry should include all pertinent information about the subject. Typically, this will include: significance for Nashville history; date and place of birth; education; occupation; gender; marriage; children; ethnicity or national origin; religious affiliations; membership in organizations; public positions held, with dates of terms; places where subject's name can be seen today (if relevant); date of death; and, place of burial.

Place Entries (250-350 words):

These will identify the location and historical significance of a specific place, and include, as relevant, its geography, ownership, design, use, events, and subsequent fate.

Event Entries (350-500 words):

These entries describe occurrences of historical significance, and will typically include associated dates, persons, places, and organizations. The event's known, well-founded consequences and precipitating causes should also be addressed, as relevant.

Organization and Institution Entries (250-350 words):

These entries describe organizations and institutions, such as religious bodies, universities, and social groups. These entries will address the institution or organization's historical significance,

and will typically include: its founding, active, and significant persons; physical location(s); dates of creation, activity, and conclusion; purpose or mission; and, description of membership.

Entries of all types:

To the extent feasible and relevant, each entry should refer to persons, places, events, and organizations by name, to enable readers to cross-reference those other articles.

Documentation

Encyclopedia essays will not include endnotes or footnotes online, but each draft essay must identify its sources. Obviously, avoid plagiarism.

Each reference should be as complete as possible to facilitate verification and fact-checking. For each printed work, provide the author's name, title of work, publication data, and page or other identifying numbers. For unpublished items, provide the name of the collection or place from which the item came, the date(s) of the item, any particulars as to location of the item (e.g., box and file number in a manuscript collection), and contact information for the owners' or possessors of the material. For works derived from on-line sources, provide the full URL address and the date of access.

Quotations

Quotations should be kept to a minimum and lengthy quotations should be avoided. Quotations that provide essential meaning or highly illustrative expressions of ideas, descriptions, or identities are potentially useful. Any quotations of more than fifty words should be separated from the main text using indentation and no quotation marks; those of fewer than fifty words should run on in the text and be set inside quotation marks. All quotations should be entered in double-spacing (just like the text, the notes, and the bibliography).

All substantial quotations from material still in copyright require permission from the copyright-holder. The contributor is responsible for alerting the editors of the need to secure copyright permission.

Numbers and Dates

In the text spell out numbers up to ninety-nine, unless the reference is to specific quantities (as in 60 years, 4 gallons, etc.). Thus, "eighteenth century," not "18th century." The "1930s" is printed without an apostrophe. Elide pairs of numbers less than 99 (thus, for example, 23-27 and 144-49). Spell out all numbers used at the beginning of a sentence (thus, for example, "Thirty-five years after . . ." rather than "35 years after . . .").

Dates should be rendered as follows: September 19, 1787; September 17; September 1787. All such dates should be followed by a comma within a sentence.

Creation and Delivery of Text

To allow for the publication of text on multiple platforms, including the Internet, essays must be created and submitted as electronic documents using **Microsoft Word**. Send the essay by **email attachment to Encyclopedia@Nashville.gov**. A submission checklist is provided on the Encyclopedia website.

At least two peer reviewers (“editorial team”) will read each submission before it is published. Writers will be assigned to the same editorial team throughout, regardless of numbers of articles submitted. Writers will be expected to respond to any queries and concerns raised and to make any revisions required at any point in this process. All editors will provide contributors the opportunity to review their edited work, but final decisions about changes remain with the editors. For the sake of clarity and brevity, editors reserve the right to make final corrections.

Essays that fail to conform to assignment specifications or to respond to requests from the editors will be returned for reworking or they may be revised by the editors unilaterally.

Timeline for Submission

Entry Era	Submission Deadlines
ERA 1: Beginnings – 1860	April 30, 2014
ERA 2: Civil War	August 30, 2014
ERA 3: 1865-1900	June 30, 2014
ERA 4: 1901-1945	August 30, 2014
ERA 5: Post WWII-1980	November 30, 2014
Initial Public Launch for Era 1 (& 2?)	January 2015

Submission checklist

The submission checklist is provided for the use of the writers. It is not required to fill out and return the checklist.

Copyright

Copyright to all submissions will be held by the Metropolitan Government of Nashville and Davidson County. Writers will assign copyright through an online form available at the Encyclopedia website.

The Writing and Editing Process

1. Writers communicate with the Editor/Managing Editor, indicating preferred topics. The Editor/Managing Editor will assign topics based on availability.
2. Writers research and write assigned topics.
3. Writers submit completed articles to encyclopedia@nashville.gov
4. Article is submitted to an assigned editorial team.
5. Editors will have conversations directly with writers as follow-up is needed.
6. Editorial team will submit the final edited entry to the copy editor.