

NASHVILLE ENCYCLOPEDIA ESSAY SUBMISSION CHECKLIST

This checklist is designed for authors to review their word documents prior to submission. Please submit completed essays to encyclopedia@nashville.gov.

All Encyclopedia essays should follow the following format, and conform to the Writers' Guidelines and Chicago Manual of Style, 16th edition.

_____ **ESSAY TITLE** The submission title is at the top of the page, and is the topic as assigned. Please do not give your essay a "title for publication" other than the Encyclopedia topic.

_____ **TEXT** The text should focus on the topic's significance in Nashville history, and should adhere to the following word limits.

REMINDEES:

A. Biographical Entries (350-500 words) - **Be sure to make clear in your 1st paragraph why this person is important to Nashville history; also include birth and death dates as well as place of burial if known. Biographical entries should NOT be primarily genealogical in nature**

B. Place Entries (250-350 words)

C. Event Entries (350-500 words)

D. Organization and Institution Entries (250-350 words)

_____ **AUTHOR** (Please include your full name as you would like it to appear with your essay. Please make sure your name is on the document itself, not just in your email!)

_____ **SOURCES/DOCUMENTATION** (Bibliography of sources used by the writer.)

_____ **SOURCES FOR FUTURE RESEARCH** – for further reading; please limit to two or three books of articles easily accessible for the general reader

_____ **POTENTIAL SOURCES FOR IMAGES** Please do NOT submit images; rather, include with your submission suggestions for potential images.

Submit to: encyclopedia@nashville.gov with your Name, Subject and "Submission" in the subject line of the email. For example Subject: Bucy.AndrewJackson.Submission