

Author's Checklist for Submitting Entries

When submitting your entry, please remember the following:



Make sure that your entry adheres to the specifications set out in the Contributor's Guidelines.



Submit a cover letter or e-mail with your entry. Indicate which word processing program and operating system you have used to create your electronic copy. If anything in your entry requires permission to reprint, provide us with the pertinent publication information.



Submit an electronic copy of each entry. Electronic copies may be sent either by e-mail (preferred) or on a CD or DVD. Our preferred word processing program is Microsoft Word. If you used a word processing program other than Microsoft Word, Microsoft Works, or WordPerfect, please save your file in .rtf (rich text file) format. If you have any doubts as to what is acceptable or cannot submit your entries electronically, please contact the Managing Editor, Matthew Gibson.



Save each entry as a separate electronic file. The electronic files may be sent as e-mail attachments, the preferred method, to <toritalbot@virginia.edu>. Alternatively, entries may be mailed on a CD or DVD to *Encyclopedia Virginia*, 145 Ednam Drive, Charlottesville, VA 22903. Entries on disk may be sent in either an MS-DOS/Windows compatible format or a Macintosh-formatted disk. Please let us know, either with an enclosed note or in an email, what format you are using.



Submit a list of Suggested Readings for each entry. Please be sure to follow the bibliography format specified in the Contributor's Guidelines.



Submit a bibliography for each entry. The bibliography is a list of the resources used to write the entry. This **not** be published with the entry, but will be used if questions arise during the editing process.



Submit an author's biography. Include a short (one or two sentence) biography detailing the highlights of your professional career. For example: Thomas Jefferson is a professor of philosophy and theology at the University of Virginia. He is the author of *The Declaration of Independence* (1776). Submit the biography electronically.



Signify whether the entry qualifies for its own timeline.



Submit suggestions for external links, photographs, charts, tables, maps, or multimedia materials.



Submit multimedia materials and/or suggested multimedia resources, e.g., photographs, charts, maps, video projects, or sound recordings. If you are scanning a photo or otherwise producing a new digital object, please be sure to follow the "Technical Specifications for Multimedia Submissions" in the Contributor's Guidelines.