



General guidelines for new submissions to NCpedia.

Submissions may be sent to the Digital Information Management Program, NC Government & Heritage Library:
digital.info@ncdcr.gov.

Articles range from 500 to 1400 words in length, but may go up to 2000 words in length for some topics.

Article structure:

Title: Topic or Last name, First name (for biographies)
by author's name, year written
author's affiliation (when applicable)

birth date - death date (for biographical articles)

First sentence should summarize the topic, its significance to history, and ties to North Carolina.

Article should provide a chronological overview of important aspects the topic, giving special attention to events occurring in, or of importance to, North Carolina. Articles should remain neutral in tone. Discrepancies between sources may be noted. Hyperlinks to other NCpedia articles or other reputable online resources for more information are strongly encouraged.

For biographies, include any marriages and children. Death date and how s/he died (if known.)

References: List of references is required. Fact checking is conducted on all new submissions. Please format according to the Chicago Manual of Style.

***Additional resources:** Finding aids, individual's papers, other reputable resources online users may go to for additional information, even if they were not used in the creation of the entry

Image/Video Credits: [If an image or video is submitted for inclusion with the article]: We encourage the inclusion of images, provided they are in the public domain, have a creative commons license, or if permission is secured to include them. Please provide citation information for images submitted to compliment an article and include its creator, year created, title, owning institution (when applicable), URL (when applicable).

***Subjects:** Suggest subject categories for the article from the list at: <http://ncpedia.org/browse-topic>. Multiple terms may be suggested, but we will categorize the article with the terms considered most relevant to the topic.

***Location:** Choose the relevant location categories for the article from the list at: <http://ncpedia.org/topic-location>. List the town(s)/county(s) of importance to the topic. For biographies, list the town(s)/county(s) of birth, death, and/or major life event(s).

***Keywords:** Add any suggested keywords not included in the subject or location term lists that you think would help users find the article in a search.

*Optional.