CONTRIBUTOR GUIDELINES

The online *Colorado Encyclopedia* is designed to be a comprehensive reference work on the state of Colorado. **The primary criteria for successful entries are their significance to some aspect of the state of Colorado.**

Because the *Colorado Encyclopedia* serves as a basic reference for readers with a wide range of interests and needs, entries should be easily accessible in terms of language and content. All entries must also provide substantial factual information.

Most entries should be short. An encyclopedia presents brief overviews of topics that often have entire books devoted to them. Most entries should be between 250–1,500 words, and even longer entries should not exceed 5,000 words. In writing for general readers, please avoid unnecessarily complex and obscure words. Explain terms and concepts that cannot be considered common knowledge. Do not take for granted that readers are familiar with a subject. If topics are currently being debated, include information about the different positions being taken.

Use the active voice as much as possible and be clear and concise. Also use shorter sentences and paragraphs than are frequently found in scholarly writing. Most paragraphs should contain no more than 6–7 sentences. Vary sentence length and structure. Complex sentences with long interpolated clauses may pose problems for readers. We are most certainly not asking that you "dumb down" the material. Make your entry factual, substantive, and interesting, but also write it clearly.

Originality

Entries may be original work or repurposed from print and other online sources with permission of the author and/or owner. Avoid repeating or following too closely the content of other work on the same topic, particularly web materials.

Submission of Entries and Associated Media

Submit topic ideas at coloradoencyclopedia.org/topic-suggestion-form. Once your topic is approved, please prepare your article in Microsoft Word. Before you can submit your article, you must go to coloradoencyclopedia.org/user/register and create an account. Once your account is approved by *Encyclopedia* staff, you will be able to submit your article and all related material by going to coloradoencyclopedia.org/submit-article.

Your Name and Affiliation

Please tell us how you would like your name and institutional affiliation, if you have one. If you do not have an affiliation, please give the town or city where you reside.

Images

Please locate 1-3 images for every article. The *Colorado Encyclopedia* accepts both digital and non-digital images. Digital images should be a minimum of 300 pixels wide and should not exceed 1900 x 1200 pixels. Avoid images that will not be entirely legible when reproduced at a smaller size on a mobile platform or computer screen—indistinct landscapes or aerial photos, for example, or busy, cluttered illustrations. Please only provide the URLs or other location(s) of the images; do not upload images directly or include them in your article draft. The *Colorado Encyclopedia* tech team will obtain the images. Enter image source information, titles, and captions in the corresponding fields under "Media" on the online submission form.

Captions

For each image submitted, please include a title and a one-sentence caption at the very end of your document that describes the image and its significance to the topic. Captions should not repeat information found in the article.

Multimedia Materials

Please submit URLs or non-digital locations for video or audio materials in the online submission form under "Media."

Editorial Process

Your article will first be reviewed by one of our Section Editors, who may contact you about revisions. Then it will be reviewed by the Editor-in-Chief. The Editor-in-Chief will send any requests for further revisions to the Editorial Assistant, and the Editorial Assistant may ask you for help in completing those revisions. Staff reserves the right to make final editorial decisions (e.g. giving the article a different title).

You may be asked to revise your article more than once. After the Editor-in-Chief approves your article, the Editorial Assistant will send you an email letting you know the article is scheduled for publication.

Opener

Begin your article with 1–3 sentences summarizing the significance of your subject to the state of Colorado. Clearly state the salient information about the subject at the outset to help readers understand why this person, place, event, etc. is important.

Example 1: "For more than a century, Colorado water leaders have played a decisive role in the state's growth. Their vision has contributed to policies implemented by local officials and by other governments at the state and federal level, wherever the control of limited water supplies has required reconciliation with changing economic and environmental conditions."

Example 2: "A massive, two-story adobe structure, Bent's Fort was the epicenter of a trade empire that developed along the Santa Fé Trail and extended across vast tracts of US and Mexican territory."

Provide evidence for any superlatives you use.

Subheadings

When constructing articles longer than 500 words, use brief, eye-catching subheadings to break the material into logical sections. Use only two levels of subheadings. Bold primary subheadings and italicize secondary subheadings.

Internal Links

Within your article, please identify words or phrases that should become internal links to other CE entries. Use bold type to identify words that should be highlighted as internal links (online, these will be highlighted active links within the article text). Be selective in suggesting these internal links, perhaps choosing 3-5 links for every 500 words.

References

At the end of your article, please provide a "References" list of the print and web works you referenced. These should be the best and most informative works on the subject.

Additional Information

Provide a list of print, video, or audio sources for readers to consult. We suggest 1–4 additional information items for entries of fewer than 1,500 words and 4–8 for longer entries.

Chicago Manual of Style

Please format items in the "References" and "Additional Information" sections according to the Chicago Manual of Style. For books, give the author's name, title of book, place of publication, publisher, and date of publication:

Carl Abbott, Stephen J. Leonard, and Thomas J. Noel, *Colorado: A History of the Centennial State*, 5th ed. (Boulder: University Press of Colorado, 2005).

For journal articles, give the author's name, title of article, name of journal, volume and issue number (if available), and date:

William S. Abruzzi, "The Social and Ecological Consequences of Early Cattle Ranching in the Little Colorado River Basin," *Human Ecology* 23 (March 1995).

For formatting guidelines for other types of sources, please see the Chicago Style Tip Sheet included in your Contributor Packet or consult the Chicago Manual of Style's website at www.chicagomanualofstyle.org/tools_citationguide.html

Biographies

The title of the article is the subject's name. In the article, list the years of his/her birth and death in parentheses after the first use of his/her name, separated by an en dash (i.e., "Zebulon Montgomery Pike (1799–1813) …") In the opening paragraph summarize the person's main occupation(s) and achievements. In subsequent paragraphs include the subject's birthplace, parents' names, education, and spouse(s) and children. If the subject is a writer, give one- or two-sentence synopses of their book-length works.

Cities

Discuss the city's size, location, landmarks, and importance within and perhaps beyond the state. Include its political, economic, and social history: key leaders and events, businesses, industries, transportation, and other factors in its growth as well as race and labor relations. Include any pertinent demographic information and distinctive features or institutions (colleges, museums, corporate headquarters).

Counties

Explain the county's origins (cultural, historical, geographical) and how and why it developed politically, economically, and socially, including major events and changes. Also describe the county's current state of affairs, mentioning important economic, social, geographic, cultural, and demographic information. Include locations and features of interest (historic landmarks, museums).

Geographic Areas, Mountains, Rivers, Landmarks

Describe the location and boundaries, major features, habitat, flora and fauna, geology, human history, role in the state's development, environmental significance and preservation, tourism, folklore, and associated literature.

Events

Give the origin, nature, and history of the event. Identify its location and the important persons associated with it. Explain the event's historical significance.

Historical Periods or Movements

For national or international movements, focus on the Colorado history. Draw useful comparisons with other states and place Colorado's story in the context of the period or movement as a whole.

Corporations, Agencies, Religious/Educational Organizations

Discuss the organization's purpose and mission, origins, governing structure (if applicable) and history. Include its key leaders and major achievements, as well as controversies or difficulties. Be sure to convey its significance to the state and nation.

Museums

Discuss the organization's purpose and mission, history, governing structure, key leaders, collections, and achievements, as well as controversies or difficulties. Be sure to convey its significance on local, state, and national levels. Mention the museum's current ownership, important exhibits, and role in the community.

Colleges and Universities

Recount the institution's history, through difficult as well as successful periods. Discuss its particular mission, academic strengths, prominent leaders, current enrollment, and the types of students it serves.

These guidelines are based on those of the University Press of Colorado, the New Georgia Encyclopedia, and the Encyclopedia of Arkansas History and Culture. 5/5/2016