

COLORADO ENCYCLOPEDIA DEVELOPMENT POLICY

Colorado Encyclopedia provides site visitors with free, reliable information about the state of Colorado, from prehistory to the present. In addition, it offers educational materials, multimedia, and links to digital collections and other knowledge sources.

CONTENT ACCEPTED

To sustain and further develop *Colorado Encyclopedia*, it will continue to publish the following kinds of content:

- 1) **Entries** that are of significance to the state of Colorado, written by scholars, *Encyclopedia* editorial staff and authors who have demonstrated expertise on the topic on which they wish to write.

Other acceptable sources of *Encyclopedia* entries are:

- a. Recommended and unsolicited articles as long as the topic is of significance to the state and the author is acknowledged to be an expert or authority in the subject area.
 - b. Undergraduate and graduate student articles, either independently contracted or as part of a class assignment. They must be written under the supervision of a qualified scholar (e.g., faculty employed by an institution of higher learning).
 - c. Previously published articles in creditable publications such as academic journals, respected magazines, scholarly anthologies, approved websites, and newspapers. Before publication, *Encyclopedia* staff will evaluate these articles, secure permissions from the copyright holder(s), and, if necessary, update the articles.
- 2) **Multimedia** that is deemed reliable and relevant to the site and its audience(s). This includes photos, audio and video files, maps, drawings, timelines, virtual tours, historic documents, and any other media that advances the site's goal of responsibly informing its

readers about Colorado. Multimedia must be attached to an article that is already planned for or exists on the *Encyclopedia* site.

- 3) **Educational resources** such as grade-appropriate (leveled) articles, primary sources, and any other content designed for use in the classroom. Teaching materials must be authored by scholars and/or K-12 teachers, either active or retired. Furthermore, these materials must align to the state standards in place at the time that they were created.
- 4) **Digital exhibits** from museums and other institutions, migrated or embedded in the *Encyclopedia* site in either partial or complete form. Exhibits will be re-published on the site only with the expressed permission of the organization that created it.

CONTENT NOT ACCEPTED

Colorado Encyclopedia does not accept the following content:

- 1) Articles promoting a particular political, religious, or ideological point of view;
- 2) Articles advocating for a particular program of social or political action;
- 3) Articles supporting specific public policy or legislation;
- 4) Articles submitted with problematic sources or none at all;
- 5) Single or multiple submissions of poetry or other creative writing that are NOT part of an existing or in-process article;
- 6) Newspaper columns without publisher's permission.
- 7) Multimedia obtained without permission of creators or with unknown/unidentifiable copyright holders;
- 8) Stand-alone multimedia unattached to a particular article on the *Encyclopedia*.

DEVELOPMENT PROCESS

All content that meets the above requirements will go through the following process before it is published on *Colorado Encyclopedia*:

- 1) Content is approved by the *Encyclopedia* editor-in-chief as part of either a grant-funded development initiative (such as successful NEH or SHF grant proposals) or as a singular contribution from a contracted institution, organization, or individual (e.g. Colorado Springs Pioneers Museum or individual scholars/contributors).
- 2) Content is reviewed by the *Encyclopedia* editorial staff and other reviewers whenever it is deemed necessary.
- 3) Newspaper columns are published on *Colorado Encyclopedia* as they originally appeared, with the following disclaimers:
 - Editor's note: The article was originally published on [insert date] in [insert name of newspaper, in italics]. It has been republished in its original format.
 - Please note that these materials must be viewed in the context of the relevant time period. *Colorado Encyclopedia* does not endorse the views expressed.
- 4) Content is edited according to the *Encyclopedia* style sheet and uploaded to the site.
- 5) Contracts or publishing agreements must be signed by both *Colorado Encyclopedia* and the contributor(s).

DEVELOPMENT STRATEGY

Colorado Encyclopedia aims to be a comprehensive, reliable reference work on the Centennial State. It seeks to reflect and present the diversity of Colorado's population, past and present. When drafting grant proposals, engaging in fundraising campaigns, or putting out calls for content, the *Encyclopedia* staff gives priority to:

- 1) Filling geographical, cultural, temporal gaps in existing *Encyclopedia* content (i.e., significant people/events not yet covered);
- 2) Finding content that is directly relevant to current events (i.e., political movements, disasters, etc.);
- 3) Creating educational content that is specifically designed for use in the K-12 classroom.

SUSTAINABILITY PLAN

To develop *Colorado Encyclopedia* and support its staff, it will engage in fundraising activities and accept the following kinds of contributions:

- 1) Grants from appropriate government organizations such as the NEH, NEA, and SHF, and private foundations;
- 2) Funds from digital crowd-source campaigns for targeted content development;
- 3) Donations from individuals, businesses and other organizations.

Colorado Encyclopedia reserves the right to refuse any contributions from sources that it deems inappropriate.