

Format for Submission of First Lady Biographies

FULL NAME OF FIRST LADY

Governor's name and term of office

At a glance:

Vital Statistics: (birth/death dates; locations of both)

Maiden Name:

Race/nationality/ethnic background:

Married: (if married more than once, list all husbands)

Children: (number and sex)

Primary city and county of residence and work:

Major Fields of work:

Other role identities:

Biography:

The biography should be written in chronological order. The biographer should make no personal comments about the woman or her life unless she was personally known to the writer. In such case, use the wording, for example, "the author knows from personal experience that Mrs. Blank (said, did, was) ..." Submit as many pages as is necessary to make the biography complete. At the end of the biography, the names of both author and researcher should be noted and researcher should be noted, plus the month and year of submission.

Bibliography:

All sources of information the author used should be listed in the following format. If this is confusing to you just list all the information required below for each source, and the Editor will put it in order. Future researchers may use this information for additional research.

Book:

Author's name, last name first. Complete Book Title. Where published: Publisher, date published. Or if editors: Editor's name, last name first, Editor. Then proceed as above.

Example:

Anderson, Alice Grace, Ed. *The Nineteenth Century*. New York: Hargraves Publishing Company, 1995.

Article in Reference Book:

Author's name, last name first. "Name of Article." Complete Book Title. Number of edition if more than one edition was printed. Date published.

Example:

Anderson, Alice Grace. "A Basketmaker." *Guide to Nevada Women*. 2nd Edition. Reno: Nevada, 1998.

Articles in Periodicals:

This includes magazines, journals, etc.

Author's name, last name first. "Title of Article." *Name of Periodical*, Number of Issue, Year: page numbers.

Example:

Onstine, Kristine. "Rose Peters Recalls Cookhouse." *Humboldt Historian*, March-April 80:3.

Newspaper:

Author's name, last name first, if cited. "Title of Article." *Name of Newspaper*, Date of issues, page number, column number. If an article is taken from a newspaper with several daily editions, mention which edition.

Example:

"A Letter from Princess Sarah Winnemucca." *Humboldt Register*, April 4, 1876, p.2, c.2.

Personal Interview:

Name of person interviewed, last name first. Date and place of interview.

Example:

Anderson, Alice Grace. Personal interview. July 1, 2000, Reno, Nevada.

Email Message:

Author's name in normal order, "subject line," date of sending, type of communication: personal email, distribution list, office communication, (date of access).

Example:

Danny Robinette, "Epiphany Project," (April 30, 1999), office communication (Accessed May 29, 1999).

Internet Sources:

Note References:

Author's name in normal order, "title of document," and any other citation information, date of Internet publication, URL or other retrieval information, (date of access).

Example:

TyAnna K. Herrington, "Being Is Believing," review of Being Digital, by Nicholas Negroponte, *Kairos: A Journal for Teaching Writing in Webbed Environments* 1, no. 1 (1996), <http://english.ttu.edu/kairos/1.1> (Accessed May 24, 1999, Introduction).

Bibliography off the internet:

Author's name, last name first, Title of publication (italicized where appropriate), date of online publication, URL or other retrieval information, (date of access).

Example:

Teague, Jason Crawford. "Frames in Action." *Kairos: A Journal for Teachers of Writing in Webbed Environments* 2, no. 1, (August 20, 1998), <http://english.ttu.edu/kairos/2.1> (Accessed October 7, 1999).