Guidelines for Document Reviews

Essays for *Not Even Past* on archival documents should convey both the content of the document and the reason it is worth discussing. Essays on visual images or material objects should also convey the content of the image or object and the reasons it is worth discussing.

Keep in mind our audience: curious, educated, non-academic readers.

Write an essay that tells an interesting story to a general reader rather than a description of a document for a professor or an academic scholar.

Think about what the document tells us: what curious details does it provide? How does it change or add to what we know about the topic? Focus on these kinds of questions to pique the reader's curiosity.

We want the full reference to your document at the end of your essay, but it is not necessary to mention the archival box number or the collection where your document resides in the body of your essay.

We try to avoid footnotes. If you quote from the document in question we can add page numbers in parentheses. If you use secondary sources for background information, we can add titles at the end of the essay.

Submissions should be checked thoroughly for grammar and spelling.

If you are making digital images of your documents, they must be properly lighted and scaled. Images should be saved as jpeg files, at least 72 dpi (but no more than 200 dpi). The larger the original photograph, the clearer the resulting image, but internet standard is only 72dpi and if they get too large they will be difficult to upload. Some archives and libraries prefer to do the digitization themselves, some have cameras for readers to use.

Essay can be sent to Joan Neuberger neuberger@austin.utexas.edu
Or Alina Scott alinascott@utexas.edu