

## FAQs

### 1. What person, place, business, organization or event should be included?

What did the subject matter accomplish, or what was significant about the place or event? What was the impact or caused the person, place or event to be found notable in the news and by others in fields such as:

- Entertainment, acting and fine arts
- Education
- Literature and music
- Business and industry
- Technology and science
- Politics and government
- Military
- Sports and athletics
- Exploration
- Construction
- Inventors
- Religion
- Heroic or service accomplishments
- Record-holders
- Crimes, outlaws and villains

### 2. Must persons who are included be born in Calloway County?

The subject should have a Calloway County connection, either by birth or residence. It's hoped they lived here for a significant amount of time, but not necessarily. Furthermore, their accomplishments may be better known in other parts of the world, across the US or Kentucky, but they hailed from Calloway County. On the other hand, their accomplishments may not be known anywhere else, but they made a wonderful impact on those who call Calloway County home. Although this can be subjective, they need to have done something significant or notable to mankind in general, the nation, Kentucky or Calloway County. It is actually some local folks' local contributions that can truly have the most practical impact on our lives.

### 3. Can the subject be infamous as opposed to merely famous?

Sometimes our notable citizens fall on the infamous side. It can make for interesting reading with the citizens, which is not a bad idea for a book to do. That has to be weighed carefully for historical significance, which is not always pretty, nor just glamorizing the sensational or distasteful. While documenting the bad can be justified, especially if it serves as a lesson or reminder to eschew our tendency of repeating it, *does it need to be in a Calloway County History Book* as it celebrates its Bicentennial.

#### **4. What is my deadline?**

Contributions will be accepted on a year-round basis, with an absolute submission deadline of September 1, 2021, for inclusion in the 2022 bicentennial unnamed book.

#### **5. What are the different formats and word limits?**

Due to the limited book-length format, *stories on topics of interest* should be no more than 500 words; *biographical sketches* should be no more than 300 words; and *timeline submissions items* should be no more than 25 words.

Word count limitations do not include sources, notes, tables and charts. Articles which do not meet these limits will be returned to the author for revision or will not be considered for publication.

#### **6. What are requirements for photos or other illustrations?**

Contributors are encouraged to submit black-and-white or color photographs, illustrations, charts, maps, and/or graphs with their texts. Please be very selective; submit only those that specifically relate to your subject matter. Please include a caption for every photo submitted.

If printed, pictures are to be originals or professional copies, not printer copies. If scanned for digital submission, they are to be scanned at 100% size, in grayscale (not black and white), 300 dpi minimum and preferably saved as a TIF. If in four-color, scan in 48-bit color.

Do NOT embed photos in the Microsoft Word document itself but provide them all in a separate folder. You may recommend photo placements by a simple note in the break following the paragraph to which the photo best pertains, listing the photo's number and caption. For example, "#103 John Smith and his horse drawn buggy on North Main St. circa 1890."

Graphics created using PowerPoint, Excel, Word, or WordPerfect are low-resolution images that are not suitable for professional reproduction. Graphics downloaded from internet pages are not acceptable for print reproduction. Those graphics are also low-resolution images (usually 72 dpi), which are suitable for screen display but are far below acceptable standards for print reproduction.

All artwork and images must adhere to these guidelines to be considered for publication:

- a minimum 300 dpi resolution (higher resolution is preferred);
- in the public domain; or
- permission provided in writing from the copyright holder for any artwork and images to be reprinted. The permission letter should grant worldwide print and electronic reproduction rights in perpetuity.

## 7. What source citations are required?

Please provide source materials used for submissions. Include author's full name, the complete title, the city, press and date of publication.

## 8. How and to whom do I submit my work?

In addition to meeting the above submission guidelines, articles will be accepted only in electronic form as a Microsoft Word file, 8 ½ x 11 page size, Times New Roman 12-point font, typed **double-spaced** including notes and citations.

All submissions are to include contact information (author's name, telephone number, postal address, e-mail address), which should be provided on a cover sheet, but should not appear anywhere in the article itself.

Submissions should be delivered at one time as a complete submission package. Only electronic submissions will be accepted. They may be sent:

- via email to [bobbiebryant40@gmail.com](mailto:bobbiebryant40@gmail.com);
- via [dropbox.com](https://www.dropbox.com) – upload the complete file and send a link to [bobbiebryant40@gmail.com](mailto:bobbiebryant40@gmail.com); or
- via thumb drive – copy and hand-deliver to the Calloway Courthouse Annex located at 201 South 4th Street, Murray.

### Submission Criteria for Subject Matter\*

To assist the leadership team in compiling the final contents, the following scoring sheet will be used. In general, submissions should be factual and, if possible, include source materials used in compiling the entry. Each entry should touch on something related to the past 200 years of economic, political, social and cultural aspects of Calloway County. All submissions will be reviewed and edited as needed to allow for consistency throughout the publication.

\*For criteria details, see FAQs.

	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree	Notes
Content:	1	2	3	4	5	
1. is based in fact with sources noted						
2. fits specific time period(s)						

3. logically feeds into book structure						
4. is significant to CC history						
5. offers new approach to topic						
6. promotes what is unique about CC						
7. educates the reader						
8. is readable and entertaining						
<b>Illustrations:</b>	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Undecided</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Notes</b>
1. add to understanding or enjoyment of content						
2. meet necessary requirements for quality reproduction						
3. meets copyright requirements or public domain						
	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Undecided</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Notes</b>
<b>Format:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
1. Microsoft Word e-file						
2. 8 ½ x 11 page size						

3. Times New Roman 12-point font						
4. double-spaced (including notes and citations)						
5. high-resolution photos/illustrations						
	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree	Notes
Style:	1	2	3	4	5	
1. meets word count limits per format						
2. provides complete source citations						
3. third-person point of view						