

Instructions for Submission of First Lady Biographies

Biographies of Nevada First Ladies must be thoroughly researched and written with particular care to the factual interpretation of the First Lady's life.

Please read the following requirements for submission:

1. **All Biographies must be typed.** If the author doesn't type, she/he may ask a friend to type it for him/her or contact the First Lady's Biography Editor for assistance.
2. **Submission should be an email attachment, other digital format or hard copy.** The Editor prefers biographies be produced in MS Word. The Editor suggests the biography be 4 to 6 pages in length, double-spaced, 12 point font, approximately 600-800 words. If only available in non-digital format submit a hard copy.
3. **All biographies must be submitted to the First Lady's Biography Editor.**
4. **All biographies will be edited.**
 - If changes are minor, such as spelling, punctuation, grammar, syntax, etc., the Editor will make such changes as necessary on both the hard and digital copies.
 - If changes are major, such as removing or rephrasing sentences and /or paragraphs, the Editor will note such recommendations on the biography and return the hard or digital copy to the author. The author should feel free to discuss any proposed changes.
5. **All biographies should contain a photograph of the subject whenever possible and include a photo credit.** Editor will obtain photo if author cannot.
6. **All First Lady Biographies must include the date and location of her birth/death and the place of burial.**
7. **All biographies must contain sources used to compile the biography.**
8. **All biographies must be in the format recommended in the Format for Submissions.**
9. **A web site First Lady Biography Release Form must be signed and returned to the First Lady's Biography Editor prior to the biography being added to our web site.**

Nevada First Lady Biography Editor

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