

## **Instructions for Submission of Nevada Women Biographies**

Anyone, member or not, may submit a biography of any woman in Nevada, either born and raised in Nevada, or who spent some of her life here, whom she/he deems to be of interest to Nevada's history. She need not be outstanding in politics, activism or professional work, but her life story should be of historical interest to Nevadans. All races, nationalities and ethnic backgrounds are sought in order to make our website as diverse as possible.

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 Biographies Editor for assistance.
2. **Submission should be in hard copy, email attachment or other digital format.** 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 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 biographies must contain sources used to compile the biography.**
7. **All biographies must be in the format recommended in the Format for Submissions.**
8. **A web site biography Release Form must be signed and returned to the Biography Editor prior to the biography being added to our web site.**

**Nevada Women Biography Editor**

**Janice Hoke 775-747-4145 [janice@abaris.com](mailto:janice@abaris.com)**