

**Format for Submission of Nevada Women Biographies**

**FULL NAME OF NEVADA WOMAN**

**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:** (names, number and sex)

**Primary city and county of residence and work:**

**Burial Location:**

**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...)" Although most biographies run around 800 words, some might run longer to make it complete. If you find your biography is over 1000 words, please check with the editor. At the end of the biography, the name of both author and researcher should be noted, plus month and year of submission.

Below are some examples of common biographical citations. As there are other types of entries however, for additional questions concerning your citations, please contact editor who will assist you.

**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.

**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.

**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*. 2<sup>nd</sup> Edition. Reno: Nevada, 1998.

**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.

**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).

**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:**

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

**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.

**Internet Sources:**

**Bibliography from 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).

### **Birth from Ancestry.com:**

**Example:**

“New Orleans, Louisiana, Birth Records Index, 1790-1915,” [database on-line], Provo, UT, USA: Ancestry.com Operations, Inc. 2002. [Sophia Miller].

### **Census year from Ancestry.com:**

**Example:**

Year: 1940; Census Place: San Jose, Los Angeles, California; Roll: m-t0627-00255; Page: 6A; Enumeration District: 19-735A. [Mildred Breedlove]

### **City Directory:**

Database title, Format, Website title, URL, Title, Sub-title for book (if applicable), Publish Place, Publish date.

**Example:**

“U.S. City Directories, 1822-1995,” indexed database and digital images Ancestry.com, (<http://www.ancestry.com>: accessed 10 January 2018), Breedlove Crongy P. [Mildred] entry; citing Pomona, California City Directory, 1940 (Pomona CA.” p.62, 1940).”

### **Marriage from Ancestry.com:**

**Example:**

Ancestry.com. Oklahoma, County Marriage Records, 1890-1995 [database on-line]. Lehi, UT, USA: Ancestry.com Operations, Inc., 2016. [Mildred Cox Matthews].

### **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).

### **Social Security Application:**

**Example:**

Ancestry.com. U.S., Social Security Applications and Claims Index, 1936-2007 [database on-line], Provo, UT, USA: Ancestry.com Operations, Inc., 2015. [Mildred Cox Breedlove].

### **Social Security Death Index Records from Ancestry.com:**

**Example:**

“Issue State: Oklahoma; Issue Date: Before 1951.” Ancestry.com. U.S., Social Security Death Index, 1935-2014 [database on-line]. Provo, UT, USA: Ancestry.com Operations Inc., 2014. [Mildred Cox].