

New Georgia

ENCYCLOPEDIA

NOTE: All topics for new entries must receive advance approval from NGE editors. Entries will not be published without a signed contract. To submit a new topic for approval, please complete our [contact form](#).

The New Georgia Encyclopedia is used as a basic reference for general readers with a wide range of interests and needs. Entries should therefore be easily accessible in terms of language and content and should provide substantial factual information.

Writing Style

In writing for general readers, please avoid unnecessarily complex and obscure words. Explain terms and concepts that cannot be considered common knowledge. Use active voice as much as possible and be clear and concise. Also try to use shorter sentences and paragraphs than are frequently found in scholarly writing. Most paragraphs should contain no more than 6-7 sentences. It is important, of course, to vary the length and structure of sentences, but please be aware that complex sentences with long interpolated clauses may pose problems for readers. At the same time, we are most certainly not asking that you oversimplify the material. Make your entry factual, substantive, and interesting, but also write it very clearly.

Originality

Entries for the NGE must be original, previously unpublished work. Care should be taken to avoid repeating or following too closely the content of other articles on the same topic, particularly online materials.

Preparing Entries

Keep in mind that writing for the Web is different than writing for print. Long, unbroken blocks of text can be off-putting to readers. Please compose your article in Microsoft Word or a compatible program.

Summary Opener

It is extremely important that you begin your article with 1-3 sentences summarizing the significance of your subject. The salient, identifying information about the subject must be stated clearly at the outset. Readers need to understand why this person, place, event, etc. is included in the NGE.

New Georgia

ENCYCLOPEDIA

Example 1: "Brunswick is the major urban and economic center in the southeast corner of Georgia. Located on the coast, it is approximately seventy-five miles south of Savannah and sixty-five miles north of Jacksonville, Florida. It is home to the state's second deepwater port and is the gateway to the Golden Isles. . . ."

Example 2: "The Battle of Chickamauga, the biggest battle ever fought in Georgia, took place on September 18-20, 1863, during the Civil War (1861-65)."

Word of caution: Be certain that any superlatives you use can meet an objective standard of verification.

Subheadings

When constructing longer articles (more than 750 words), consider using brief, informative subheadings that will serve to break the material into logical, manageable sections. Use no more than two levels of subheadings (primary and secondary), and be careful to differentiate the levels.

Further Reading - Online

Recommend audio, video, and websites that provide further information for readers on the topic at hand. Provide the basic URL for a site (<http://www.gaarts.org>) or, when appropriate, a specific page within a site (<https://gastateparks.org/Map>). It is essential that you review each source to ensure that it is reputable and well maintained and that it has considerable pertinence to your topic. Be selective in what you recommend. We avoid most commercial websites.

Further Reading - Literature

At the end of the article, provide a reading list comprising the most important and up-to-date literature that readers might consult. These should be the best and most informative works on the subject. For books, give the author's name, title of book, place of publication, publisher, and date of publication:

Edward G. Cashin, *The King's Ranger: Thomas Brown and the American Revolution on the Southern Frontier* (Athens: University of Georgia Press, 1989).

New Georgia

ENCYCLOPEDIA

For journal articles, give the author's name, title of article, name of journal, volume and issue number, and date:

Frank Lambert, "Father Against Son, and Son Against Father: The Habershams of Georgia and the American Revolution," *Georgia Historical Quarterly* 84 (spring 2000).

Your Name and Affiliation

Please tell us how you would like your name and institutional affiliation, if you have one, to appear on the site. If you do not have an affiliation, give the town or city where you reside.

Multimedia

Each encyclopedia entry should be illustrated with a minimum of one image (photograph, illustration, or map). If you are unable to obtain images or other multimedia yourself, please provide suggestions for these and where to find them.

Images: Each image must be an appropriate size and quality to appear on the NGE. Generally we request TIFF or JPEG files, preferably with a resolution of 300 ppi and measuring 1920 x 1080 pixels. At minimum, images must have a resolution of 72 ppi and measure 800 x 600 pixels.

Caption and credit: Provide caption copy and credit information for each piece of media you submit. The caption copy should consist of a brief identification of the media's content. For the credit information, please provide the precise wording required by the copyright holder. When there is no specified credit line, provide as much information as possible regarding the source, location, date, and copyright status of each image.

Types of Entries

Biographies: In the title give the name of the subject followed by the years of his/her birth and death (in parentheses). In the opening paragraph summarize the person's main occupation(s) and achievement(s). In subsequent paragraphs present such information as place of birth, parents' names, educational background, and names of spouse(s) and children, but concentrate primarily on a discussion of the person's career and significance within and, in many cases, outside of Georgia. Trace the literary careers as well as the lives of writers, giving 1- to 2-sentence synopses of their book-length works.

New Georgia

ENCYCLOPEDIA

Cities: Discuss the city's size (actual and relative), location, landmarks, and importance within and perhaps beyond the state. Give an account of its political, economic, and social history—key leaders and events; businesses, industries, transportation links, and other factors in its growth; race and labor relations; etc. Also mention any pertinent demographic information and include noteworthy features that make the city distinctive (colleges, museums, corporate headquarters, etc.).

Geographical Areas, Rivers, Landmarks: Describe the location and boundaries; major features; habitat, flora and fauna (when appropriate); geological and human history; role in the state's development; environmental significance and preservation; tourism; folklore and literature associated with the area, river, or landmark.

Colleges and Universities: Recount the institution's history, through difficult as well as successful periods. Discuss its particular mission; academic strengths; prominent leaders, past and present; current enrollment; types of students it serves; etc.

Events: Give the origin, nature, and history of the event; its location; important persons associated with it; the event's significance; and key dates in its development.

Historical Periods or Movements: For movements that were national or international in scope, focus on the history as it played out in Georgia. At the same time, draw useful comparisons with other states and place Georgia's story in the context of the period or movement as a whole.

Corporations, Agencies, Religious/Educational Organizations: Discuss the organization's purpose and mission; origins; governing structure, if applicable; and history, including its key leaders (past and present), major achievements, as well as controversies or difficulties in the course of its existence. Be sure to convey its significance on both state and national levels. For art museums, discuss the history, mission and focus, and major collections.

Thank you for your contribution to the New Georgia Encyclopedia!