

## Guidelines for Lost Town Projects

In order for the submitted histories to be accepted and published into the Chapman Center for Rural Studies online digital database, the following guidelines must be followed:

- ⌘ All text **must** be Times New Roman, 12 pt font and the page must have 1” margins.
- ⌘ Papers, bibliographies, and title pages **must** be submitted as a single electronic file.
- ⌘ Electronic file names **must** include the name of author.
  - ~ Example: Smith – Title of the Paper\_Including a Subtitle if Applicable.doc
- ⌘ Bibliographies **must** be alphabetized according to Chicago Manual.
- ⌘ Footnotes **must** show page numbers when at all possible and formatted according to the Chicago Manual.
- ⌘ Photo files **must** be JPEG or JPG form and **must** be submitted separately from word documents. All photos need a citation and caption and **must** be listed on the Bibliography.

The documents submitted will become property of the Chapman Center for Rural Studies, a sponsored project under the Department of History at Kansas State University. These works are open access to the public as per the Chapman Center’s mission: *researching, preserving, and sharing the history of rural Kansas. Through the establishment of a research lab, archives, curriculum and publications the Chapman Center will link the community of learners at Kansas State University with the communities of the past.* The use of these histories in other research projects will be cited with credit given to the student/author of the work.

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