

Descriptive Notes: Guidelines for Writers

Audience

Pieces should be written in a way that is accessible to readers with a wide range of expertise. This can include anyone who uses, studies, or has an interest in archival description.

Length

Longer form posts are generally 800- 1500 words. Shorter pieces and updates can range from 300-800 words.

Images

Accompanying images are strongly encouraged. If you are not using your own images, make sure you have permissions for the images you would like to include, **such as those with Creative Commons licenses**, and credit the creators. Please follow these guidelines for any images:

- Send images as separate attachments from copy
- Provide the highest possible resolution version of the image(s), in either JPG or TIF
- Send the following information about your image(s):
 - Suggested caption
 - Creator
 - If applicable: title, Creative Commons license type, and source URL
- Please indicate the placement of the image(s) within the article, if there is a preference. Do this by placing the image title and caption within brackets at the end of the sentence that will precede the image. Ex: [image-001.jpg, Image caption]

Author Bio

All articles should be accompanied by a brief author bio (1-3 lines) and may include an image.

File Format

Submit your post as a .DOCX file, .TXT file, or Google doc. Email it as an attachment or link to **SAAdescription@gmail.com**.

Style and Grammar

Descriptive Notes follows *The Chicago Manual of Style*.

Citations

Cite any sources in the body of your text. For parenthetical citations, include the author in the text itself and provide the url of the source (if applicable) in brackets after the title. We will create a hyperlink to the title during production. Relevant external resources may also be included in this way within your text. Citations for additional resources may also be included at the end of your article. Use permalinks to content wherever possible.