



Guidelines for contributors

Entry Selection Criteria:

- **Organizations and businesses** must have a substantial connection to Indianapolis and have made a significant impact on its culture.
- **Structures and places** must have played a significant role in the city's development, influenced its culture, or have been a site where a significant change of policy or practice occurred.
- **Events** must have made a significant impact on the culture of the city, fit into the context of a larger initiative, or have impacted changes in policy or practice.
- **People** must have a significant connection and/or have made a measurable impact on the city or to the region. Impact can be defined in various ways, including reputational impact, but mere presence in the city generally will not be sufficient to sustain a claim of significance. Individuals must be deceased to warrant an entry. Accomplishments of living individuals can and should be recognized in entries associated with their achievements (e.g., the Mayoral Administration of Joe Hogsett).

Principles:

Objectivity, neutrality, inclusiveness, and fairness are inviolable principles embraced by DEOI. The encyclopedia is not an appropriate forum for editorializing, nor is it the place for advocacy. All claims for an entry must be verifiable.

Audience:

The DEOI will be a reference for general readers who have a wide range of interests and needs. It is designed to be a reliable source for quick reference.

Audiences for the DEOI include:

- Members of the general public.
- Educators (at all levels) and their students.
- Information distributors, such as members of the media or tourist industry.
- Public policy makers and other decision makers.

DEOI must be equally useful to all of these audiences. All entries, therefore, need to be easily assessable in terms of language and content. It is important to provide an interesting narrative that is clear, tight, and as lively as possible.

Entries must be reliable. Contributors are responsible for thorough and careful research and for verifying all facts that appear in their entry. Please double-check spellings and dates.

Originality

DEOI entries must be original in content. Please take care not to repeat or follow too closely content of other articles (in print or on the web) on the same topic. Your entry must be an original, previously unpublished work.

Format

Please compose your entry in Microsoft Word or compatible program.

Writing Style

- As the DEOI is aimed at general readers, contributors should strive for simplicity, clarity, and uniformity of expression.
- Avoid technical jargon and inflated language.
- Explain terms and concepts that are not common knowledge.
- Avoid quotations unless they are particularly distinctive or necessary. If you deem them necessary, please keep them as short as possible.
- Use active voice (write “John Smith founded Company X in 1994.” rather than “Company X was founded in 1994.”) as much as possible.
- Although it is important to vary sentence structure, try to use shorter sentences and paragraphs than often found in scholarly writing.
- Be as precise as possible with dates and locations.
- Avoid references to “now” or “today” to prevent DEOI from becoming dated.
- The DEOI will not publish footnotes.
- The DEOI will generally follow *The Chicago Manual of Style*.

Preparing Entries

Observe the approximate word count for your entry. This word count applies to the *text* of your entry, excluding any bibliographic citations.

Writing for a digital resource is different than writing for print. Avoid long, unbroken blocks of text. As a guide, paragraphs generally should not contain more than 6 or 7 sentences.

Throughout your entry, concentrate on asking, and answering, the following kinds of questions in relation to your topic:

- What was the cause and effect?
- What changes or consequences have occurred and why?
- How has the subject influenced the course of events?
- What kind of impact has your subject had?

- How is/was the person, place, organization, or event of local, statewide, or national significance?
- What factors contributed to the subject's development?

Entry Opener

General readers who browse the DEOI must immediately understand why this person, place, event, organization, business, etc., is included. Begin by summarizing in 1 to 3 sentences the significance of your subject.

Entry Body

In most cases, a broadly chronological framework will be most appropriate for your entry. Conclude by returning to the significance of the topic.

Additional Information

- Author biography: One or two sentences. Please include any major publications.
- References/Related reading:
 - Books and/or articles with full bibliographic citation (*Chicago Manual of Style*).
 - Related archival collections: Include name(s) of specific collections, the name of the repository, street address of the repository, and URL (if available).

Review Process

All entries undergo extensive review by the editorial staff to verify information, make grammatical and stylistic revisions as required, enter tags, and identify appropriate images, among other matters. Only major changes will be returned to the author for review or additional work.

The editor-in-chief will read all entries and may make additional revisions, which the managing editor will confirm and carry forward to the published version. Before release, all entries undergo a final review to confirm links, correct errors in formatting, and make any updates that may be required.