



Literary and Cultural Heritage Maps Project

Feature Article Submission Template

Adopted February 2023

Instructions:

Please download and use this form to submit a feature article for potential publication in PACFTB's [Literary and Cultural Heritage of Pennsylvania Maps](#) project. Our form begins with questions that collect metadata to help us encode the eventual publication properly. Following questions 1-9, you may use approximately 2,000 words for the feature article. For more details about answering each of the questions below, see our [Instructions for Authors for Feature Articles](#). If you have further questions, you may also contact Ellysa Cahoy (ESC10@psu.edu), the Project Administrator.

1). Your name:

[Please type your name below as you would like it to appear in an author credit.]

2). Your e-mail addresses:

[Below, please provide your college/institutional e-mail address and a personal one.]

3). Copyright license:

As a condition of publishing your feature article as part of the Literary and Cultural Heritage Maps of Pennsylvania project, you must license the feature article under the Creative Commons Attribution 4.0 License (CC BY 4.0). This license allows anyone to copy and redistribute the material in any format and to adapt the material for any purpose, even commercially, so long as they provide attribution to the Pennsylvania Center for the Book (PACFTB) and the authors. PACFTB will also have the right to update your work and/or remove your work from the site if PACFTB employees determine that it is no longer current, or no longer meets the project's inclusion criteria. This enables PACFTB to continue to provide accurate and relevant information to the public.

Do you agree to license the feature article under CC BY 4.0 if we accept your writing for publication?

[Please type in YES or NO below]

4). New or revised feature article?

[Please check our [Literary and Cultural Heritage Maps feature articles list](#) to ensure whether or not PACFTB already includes an article on your topic. Then, below, type New or Revised as appropriate. If Revised, also include the URL for PACFTB's existing feature article.]

5). Topic:

[Please list below a 1-3 word noun that will represent your work in PACFTB's [list of feature articles](#).]

6). Title:

[Please determine a literary phrase of approximately 7-10 words that will appear at the beginning of your feature article. It should describe your topic in a bit more detail, including any city or year that is strongly relevant.]

7). Pennsylvania city:

[Below, please indicate one or more Pennsylvania city, borough, or township most prominently associated with your topic.]

8). Pennsylvania county:

[Below, please indicate the county or counties associated with the above city/cities. If county borders have changed over time, choose the county that includes the city today.]

9). Recommended Pennsylvania geographic marker:

[If possible, list buildings, street addresses, or other precise locations that you would recommend PACFTB use for mapping this topic in our projects. Separate each one with a comma.]

10). Feature Article:

[Write a feature article of approximately 2,000 words. Some very important tips:

- Focus on the most important events relating to the topic. In other words, you do not need to mention everything—just the items of highest interest.
- Provide details that connect to Pennsylvania —especially how the topic was influenced by Pennsylvania geography, resources, culture, institutions, people, etc.
- The first time you mention a person, include their full name. After that, use only the last name (surname) unless you are discussing two or more people with the same last name.
- The first time you mention an organization, use the spelled-out version of the corporate name, followed by an acronym in parentheses. After that, use only the acronym.
- Use past tense for deceased persons and for past activities. Avoid using “would” plus present-tense verbs, unless some action took place long after other discussed events.
- When writing about books, movies, television shows, or other published works, include the year of release in parentheses or within the text.
- Do not use underlining, bolding, or other font changes to emphasize text.
- To ensure your feature article remains accurate over time:
 - Use phrases such as, “at the time of this writing ...” or “as of 2023 ...” instead of words like “currently” or “today.”
 - Do not use terms like “latest” or “new” when describing recent events.
- When appropriate, insert links to other PACFTB [biographies](#), [feature articles](#), and [awards/programs](#).
- When quoting material verbatim or when using someone else’s evaluative/subjective commentary, use straight quotes and include an in-text citation in MLA format at the end of the sentence. For our project, you do not need to include in-text citations for straightforward facts that you have summarized and reworded. However, any book, article, website, or other item that you draw information from should be listed in the “Sources” section of your article.]

11). Sources:

[Using MLA 9 format, please provide a list below of the primary and secondary sources that you used for writing the feature article.]

12). Images, Captions, Credits, and Sources

[Include at least 1, but no more than 7, images related to your topic that are available in the public domain. If including more than 1 image, copy the data formatting below, renumber them as Image 1, Image 2, Image 3, etc., and provide the requested information.]

Image 1:

[Insert an image below. The format must be .jpg. Resolution should be at least 300 dpi.]

Caption for Image 1:

[Provide a caption of 1-2 sentences that explains the image and what it demonstrates about your topic.]

Credit for Image 1:

[Who took the picture or drew the image? Please provide the photographer's or illustrator's full name, if known.]

Source for Image 1:

[Where did you find this image? Please include a URL, bibliographic citation, and/or other information.]