

Dear All,

Sorry this took me so long to respond, but I had to go through a lot of emails and then was a little under the weather. **The deadline as of now is April 30st 2009 and is now our FINAL DEADLINE.** Although extending the deadline means time and money, if you really cannot make the deadline, please let me know. I spoke to the publisher's editor, Debby Adams and they really need the info below so that they can officially have you down as a writer for the work. Below you will see the info that Greenwood needs, as well as the guidelines on writing to entries. Please send me this info as soon as possible, since they are meeting in the next few weeks and they wanted to present the contributor info so that the board can see that this is a "sure thing."

As soon as I get all the info, I will update the list again and will send out another mass email in another few weeks or so.

Here are the guidelines:

1. Please send a Bio and info about yourself for Greenwood Publisher/s, [Debby (Debra) Adams], so that they will be able to see who you are and also send the honorarium. **This BIO should be typed at the bottom of each entry when you send it to me, so that it could be put into the ENCY.** If you stated that you did not want the honorarium, please still send the info, since Greenwood still needs to know your affiliation. ***Here is the info from Greenwood, please fill out what you think is best—they just need to know that you are who you say you are and I am sure all of you are aware of all these rules—send it to me as soon as possible:***

First name
Last name
Salutation
Address 1
Address 2
Address 3
City
State
Zip
Country
Work Phone
Work Fax
Work Email
Home Phone
Home Fax
Home Email

Guidelines about Entry:

1. Entries in the encyclopedia should be objective and summarize the topic and, sometimes, the current state of knowledge about the topic. A reference work is not meant to serve as a forum for scholarly debate; if there are two recognized views on a topic, both views should be acknowledged.
2. Because the encyclopedia will be marketed to undergraduate, public, and school libraries your writing should be aimed at non-specialists in the subject. Each entry should be intelligently written and comprehensive. Entries should be as interdisciplinary and jargon-free as possible, with explanations provided for any specialized terminology. If the book is being targeted to the high school market more than to academic libraries, you will need to explain more basic terms. When in doubt, define a term or identify a person. Explain concepts in uncomplicated terms as if you were explaining them to a college-bound high school class.

Style Sheet

1. Unless otherwise stated, encyclopedia entries should follow the recommendations in the 14th or 15th editions of *The Chicago Manual of Style*. Acronyms, abbreviations, and jargon should be defined, unless they are well known.
2. Direct quotes should be used very sparingly (if at all) and must include an in-text citation (with page numbers) to the original source.
3. Your entry should not include footnotes or endnotes.
4. Avoid sex-specific terminology and the use of "man" or "men" as the generic for human being. Avoid male or female pronouns to describe individuals or people in general and use third person plural (e.g., their) whenever possible.
5. Please give an individual's full name (including initials) on first usage. Thereafter, refer to both men and women by their last name.
6. Double-spacing should be used.
7. No automatic hyphenation. Don't right-justify text. Don't use hard returns in the body of an entry. Use the tab key, not the space bar, for paragraph indents. Avoid the use of sophisticated formatting commands.
8. Spelling should be in American English (we recommend *Merriam Webster's Collegiate Dictionary*).

Thanks again for making this idea a reality!

Best,
Dr. Sharmain van Blommestein