

Guidelines for Contributing to Martin County Heritage II...

the first online collection and distribution of Martin County's History

Thank you for contributing to this exciting project! To make sure that we produce the best Martin County Heritage collection possible, we offer these guidelines and some requirements for participation.

Most importantly, we ask that you take responsibility for the accuracy and appropriateness of what you contribute by including your name, address and other contact information in the online form, when prompted. Only your name will be published as the author of the information you send but we will keep the additional contact information on hand in case we need to get in touch with you.

There are two main steps to take:

- 1) Prepare your history entry. What is the subject of your entry: a person, a family name, a place, an event, a business, a church, a school, a community or even a general subject like education, art and culture, religion, tales and legends. See the entry fee section and decide how many pages you want to enter (including photos on those pages.) Then write your entry and follow the instructions below about creating a pdf file to send.
- 2) When your entry is ready to upload, go online to <http://www.martincountynhistory.com/> and click on the Martin County Heritage II Project Album graphic. Then click on the "Ready to send your prepared entry?" line. You'll land on the PayPal payment page. Once that part is completed, you'll go to the online entry form and fill in the blanks there. If your entry is about a person or family, please name the file with the person's last name: last name_first name. (i.e. Wilson_Jack)

Before any material that you submit can be published online, please understand these requirements:

Legal & Copyright Requirements

Read and follow the guidelines for preparing any photos that you send and for formatting your submission as a pdf file. The Martin County Historical Society (MCHS) is not responsible for verifying or editing facts or photos, or for reformatting submissions so that they will conform with the online database requirements. These are solely the responsibility of the contributor.

You must have full ownership of any photographs or other material that you submit with your contribution. If your contribution is about a living person or refers to living persons, you must obtain a written and signed release from those people.

The MCHS will assume that any and all materials and information that you contribute are accurate and that you have the undisputed right to publish them on this web site. The Martin County Historical Society is not responsible for any liability incurred with your contribution. The

MCHS reserves the right to reject any contribution. If possible, please include any documentation that you have. Copies of this documentation will not be published online; rather, it will be held on file by the MCHS.

Preparing your entry

First decide which category or categories your entry fits. Options include persons, family names, places, events, businesses and industries, etc. When you ready to make your entry, you will fill out an online that asks for these categories. (Your information may fit into more than one category so be sure and read the entire list of options when you fill out the online form!)

Formatting Guidelines

- 1) Use a word processing program such as Microsoft Word or Works to format your document.
- 2) Use a photo editing program to properly edit and size your photographs. You can include photographs in your entry. It is best to use a photo editor and make the photos the size that you want them to be on the page. When you place a large photo on a page and “drag a corner down” to make the picture smaller, it only *appears* smaller on the page; the file size can be very large. Having several photos in a file that have only been “dragged down” can make the whole file very large, make it slower to open and “bloat” the database as more entries are added over time. We ask that you please properly format any photos that you include.
- 3) Use a PDF program to convert your document to a pdf file. PRIMO PDF Converter at <http://www.primopdf.com/download.aspx> is one and there are other reliable, free pdf programs online.

Planning your entry: Subjects

Your contribution may fit into more than one category so be sure and look through the entire list and check all the boxes that apply. Some of the subject options are:

Person	(An individual who may or may not be well-known. Could be a historical figure, a local character, author, business person, family member, minister, educators, philanthropist, creative or inspirational person, etc.)
Family/Family Name	If you have documentation, please include a copy to be kept on file with MCHS.
Place	A town or community, a grist mill or cotton gin, the location of some past happening
Event	
Business	A retail establishment,. Could be a small one-person barber shop or some larger operation.
Industry	Farming, fishing, logging....
Education	The history of a tiny one-room school house to the impact of the WC Chance School.

Culture	Anything from a prevailing attitude about something to a ritualized activity. From “bootlegging” to “hog killings” to “quilting bees” and church socials. Local idioms and phrases or pronunciations. Unusual names of roads or signs. Folk stories. Recipes that may be specific to this area or, to certain families, even.
Tales and Legends	Many colorful legends tall tales have been passed down through the generations. Some of these make very good entries. Make sure that you say that “This story is a tale passed down to me by....”, and that it is purely legend. Also, make sure that no living person is identified in the entry unless you have and can document that your permission to submit it for online publication.

Making your entry easier to find

One of the fields you’ll be asked to fill out is the Key Words field. In this field, enter each key word or phrase, separated from the next by commas. In the George Wynn entry, key words include many of the names in the entry. Because Bertie County is mentioned, that is included as a key phrase.

Currently, an alphabetical list of subjects will be included on the search page so that viewers can see what is in the database.