

Guidelines for submitting content to the History Dept. website – July 2011

Impermanent/transitory Pages

Impermanent/transitory pages refer to those pages on the website that are constantly changing, like Events and News. WEB FORMS have been created for submitting both Events and News to make it as easy as possible.

EVENTS/CALENDAR

Use the Events form for submitting something happening in the future:

1. **Deadlines for applications/scholarships:** e.g., graduate program, history honors program, Normandy Scholar Program (NSP)
2. **Lectures/talks:** e.g., Phi Alpha Theta talks, Gender Symposium talks, Distinguished Author Series on Atlantic History Lectures, Littlefield Lectures
3. **Conferences:** e.g., Africa Conference, HIS Conference
A conference poster or flyer can be submitted, along with 1-2 photos. The webmaster can also create graphics, depending on time availability.
4. **Orientations/Initiations:** e.g., for graduate students, NSP, Phi Alpha Theta

Entries may include a PDF. Only final versions will be accepted.

EVENTS article web form link:

<http://www.utexas.edu/cola/depts/history/web-forms/event-request.php>

NEWS

Use the News form for submitting something that has already happened:

1. Faculty and student grants and awards
2. New history faculty appointments
3. Alumni accomplishments
4. New history department publications, i.e. newsletters, faculty books
5. Major outreach activities
6. Faculty research that is spotlighted on UT home page

NEWS article web form link:

<http://www.utexas.edu/cola/depts/history/web-forms/news-request.php>

For news items:

- 1) Please provide a short lead paragraph.** Submit additional paragraphs as needed.
- 2) Content must be submitted in finished form.** The webmaster is not responsible for checking spelling or other information after it is submitted.
- 3) Provide any graphics that you may have to go along with the news item.** The webmaster creates a graphic for each news story, therefore, any photos, etc. that you can provide will be greatly appreciated.
- 4) After the information has been posted to the web, you will receive an e-mail with a link to the page requesting you to proofread it.** Please proofread carefully as this will be the last opportunity to edit or make any corrections.

NOTE: Information for individual faculty profile pages will be requested by e-mail itemizing the information the webmaster needs to update/create individual profile pages. Faculty can submit their own photograph for their profile page, or they can set up an appointment to have their photo taken by the webmaster.

Both the Events & News article forms are automatically sent to the webmaster, Martha-Gail Moore, mgm3@mail.utexas.edu.

NOTE: This section is primarily for staff and faculty who are responsible for content on permanent/static pages on the web site, e.g., advisors for the graduate program, history honors program, Phi Alpha Theta.

Permanent Pages

Please use an e-mail to send changes to the webmaster.

Permanent/static pages refer to those pages that have general information on them such as the Undergraduate and Graduate Program pages that only need updating once or twice a year.

- 1) Use an e-mail to send changes for editing to the webmaster.**
- 2) Include the web page address for the page that needs changes.**
 - Indicate the section on the page where changes are to be made. For example, "Change the last sentence in the second paragraph to read as _____"
 - Send an entirely new page only when **replacing most or all** of the text.
- 3) Content must be submitted in finished form.** The webmaster is not responsible for checking spelling or other information after it is submitted.

7-15-11:mgm