



*U.S. Department of the Interior
National Park Service
Natural Resource Information Division*



**Instructions for Contributors
of Fact Sheets**

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Fact sheets are processed and distributed by the Natural Resource Information Division. Submit fact sheet manuscripts through your division chief to NRID. Either hard copies or electronic copies are acceptable. Send hard copies or diskettes to Dr. Richard W. Gregory, Chief, Natural Resource Information Division, National Park Service, 1201 Oak Ridge Drive, Suite 350, Fort Collins, Colorado, 80525. Send electronic copies by e-mail (Rich_Gregory@nps.gov) or by cc:Mail.

Introduction

Fact sheets by members of a specific program may begin with a standard introduction that outlines the program objectives and recent history. An introductory paragraph for the fact sheet may stand by itself or follow the standard introduction of a program.

Headings

The first major heading after the introduction is the name of the topic of the fact sheet (e.g., Soil Mapping, Bibliographic Database). Subsequent major headings may include but may not be limited to *Standards and Products*, *Partnerships* and *Program Status*. Secondary headings are at the author's discretion, but tertiary or

more subordinate headings are discouraged. At the end of the fact sheet, the editor will insert the heading *For further information call* and the author's address and, if appropriate, Internet site and associated worldwide web page addresses.

Language and Usage

Standard formal English is most suitable for fact sheets because it minimizes inadvertent ambiguities and eases communication between the contributor and readers of different disciplines. Do not be wordy. Avoid overly long and complex sentences, colloquial expressions, sexist words and phrases, and jargon. If jargon must be used, define it at the first use.

Illustrations

Contributors are encouraged to provide or suggest illustrations. Digital illustrations should be scaled to a width of no more than 2 inches. Hard copies may also be submitted.



Processing

The division chief or his/her representative reviews the draft fact sheet and may ask you to make revisions. When the division chief or his/her representative is satisfied with the content, the fact sheet is forwarded to NRID. The NRID editor edits the sheet and may make or request revisions of the organization of material, diction, syntax, usage, or punctuation. If major revisions seem necessary, the editor will coordinate the revisions with the author.

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You may also consult our
worldwide web page at:
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