



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



**Instructions for Contributors
of Fact Sheets**

March 1997

97-18

Fact sheets are processed and distributed by the Natural Resource Information Division. Hard copies are mailed to all National Park System units with significant natural resources and to various offices throughout the service. Copies are also posted on the Internet and on the Natural Resource Bulletin Board.

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.

Suggestions for Topics of Fact Sheets

The Natural Resource Information Division is soliciting fact sheets from National Park Service staff about natural resources in the National Park System. Fact sheets may be, for example, about restorations of plants, re-introductions of plants and animals, improvements of any kind of techniques or tools, new methods, geologic processes, air quality, water, partnerships, unusual occurrences, and a myriad of other topics that would be of interest to other National Park Service staff and the general public. Potential contributors who cannot spare the time or are not comfortable with writing formal reports are invited to submit rough drafts that NRID staff writers can turn into polished reports. This solicitation of fact sheets is in direct

response to inquiries from other staff and the general public.

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 is the name of the topic of the fact sheet (e.g., Soil Mapping, Bibliographic Database). Subsequent major headings may include but are not 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 contact's address.

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.

A reader-friendly text without jargon is very important for the transfer of information about our missions, programs, functions, and accomplishments to a wide circle of

readers on the Internet. Contributors should feel free to avail themselves of assistance from our editors.

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.

For further information contact:

Dr. Richard W. Gregory
Chief, Natural Resource
Information Division
National Park Service
1201 Oak Ridge Drive,
Suite 350
Fort Collins, CO 80525
Telephone: (970) 225-3557

You may also consult our worldwide
webpage at: <http://www.aqd.nps.gov/natnet/>