

Hints and Helps

Discovering and Documenting WWII Army Service

Handbook for WWII Army Research

Gawne, Jonathan. *Finding Your Father's War : A Practical Guide to Researching and Understanding Service in the World War II US Army*. Casemate, 2006.

Letters

HINTS:

- Color reproduction makes it almost like being there
- Place a transcription just before the actual letter
- Edit your transcription for clarity

Photos

HINTS:

- Use Microsoft Word drawing callouts to identify landmarks on photos
- Include all your photos; they were collected for a reason

Footnotes

HINTS:

- Use extensively to define terms. (If you don't understand it, chances are neither will any other member of your family.)
- Use to expand on topics raised in your letters

Personal Stories

HINTS:

- Don't quote interviews exactly; edit for clarity

Historical Context Narrative

HELP FINDING UNIT HISTORIES:

- Controvich, James T. *United States Army Unit and Organizational Histories: Vol. 2, World War I to the Present*, 2003.
This book is available at the San Jose King Library reference desk.
- <http://usawc.ipac.dynixasp.com/>, US Army War College Library at Carlisle

HELP WITH COPYRIGHT SEARCHES:

Library of Congress
Copyright Office
101 Independence Avenue, S.E.
Washington, D.C. 20559-6000
<http://www.copyright.gov>

Public Information Office at (202) 707-3000, 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday

Copyrighted Material - When you Need Permission to Quote

- Hudson, Robert (editor). *The Christian Writer's Manual of Style*. Zondervan, 2004.
 - Prose quotations or the close paraphrasing of 300 words or more from any full-length book or play or 100 words or more from a short article, periodical piece or one-act play.
 - One or more lines of a poem or song

- Any photograph or illustration (including a cartoon)
 - Any table, diagram, or map that is copied or closely adapted
 - More than a single line or two from any unpublished letter, memo, diary, manuscript, or other personal document. (Guidelines for unpublished material are much more restrictive than that for published material.)
- Strom, Kay Marshall. *The Art of Researching the Processional Way*. Santa Barbara: Santa Barbara Literary Service, 1993.
 - A conservative rule of thumb is to quote no more than 25 words of a book or article without getting permission
 - If the source is a song or poem, even a single line requires permission.

Copyrighted Material - Requesting Permission to Quote

HINTS:

- Call the publisher first to get a contact name and their requirements
- Wait a month after sending your request, then follow-up by phone with your contact

Index

HINTS:

- Keep the reader in mind
- Never more than two levels
- Capitalize first level entries
- No caps on second level entries, unless a proper name
- Distinguish type of indexed item (photo, letter, etc.) by different font type

Maps

HINTS:

- If you create your own maps, don't forget the mileage scale!

Microsoft Visio®

Diagramming tool useful in creating:

- Timelines
- Organization charts
- Other diagram illustration

Printing and Binding

Printer

- HP Photosmart 3210xi All-in-One
- Duplexer attachment (adds two sided printing capability to your printer)

Paper

- 70lb to limit ability to see through to text and photos printed on the reverse side
- I used *Domtar Titanium*, white. Same paper your handouts are printed on.

Book Binder

- Acme Bookbinding, Massachusetts <http://www.acmebook.com/>