



“. . . and departing leave behind us, footprints in the sands of time.”

The Palm of Life by: Henry Wadsworth Longfellow

You and your family are important to the Charlotte County Heritage Book Committee.

We cordially invite you to participate in the publication of our county heritage book.

I. Who is eligible to participate?

- A. Present residents of Charlotte County.
- B. Former residents of Charlotte County.
- C. Those with roots in Charlotte County.

II. How much may I submit, and what is the cost?

- A. Each household is encouraged to send in 500 words of their family genealogy/history and one picture. **OR**
- B. If your ancestors were in Charlotte County by or before 1870, you may submit a 1000 word pioneer genealogy/history and two photographs.
- C. Additional words are 10¢ per word. Extra photos are \$12.50. Double wide or double deep photos are also \$12.50 additional.
- D. Abbreviations/numbers above five letters equal two words, and punctuation does not affect this.

III. What can I write?

- A. Ancestors.
 - 1. Why and when they came to Charlotte.
 - 2. Dates and locations of birth, marriages, death and burial.
 - 3. Family stories.
- B. Yourself and your family.
 - 1. Childhood, school days, and other events.
 - 2. Jobs, residences, hobbies and past-times.

IV. Article format.

- A. Double-space type or word processing on bond paper. We cannot accept articles which are typed in ALL CAPS. Upper and lower case must be used!

We will also accept text on diskettes, using MS Word or Word Perfect. Please include a printed hard copy.

- B. Include at end of article:
 - 1. Word count.
 - 2. Sources, if available.
 - 3. Name, address, and phone number of story submitter.
 - 4. Caption to appear with photograph (see paragraph V.C).
 - 5. A list of all names, **last, first, maiden or middle**, please! (see par. IX.)

V. Photograph directions.

Note: Do not submit original irreplaceable photos! We make very effort to return them, but cannot be responsible for loss or damage!

- A. Types and size.
 - 1. Glossy photos are best! Black and white are preferred, but we accept 35mm color and studio quality prints. **Laser copies do not reproduce well, so please don't submit them! We will accept .jpg or .tif photos on a separate diskette or CD. Please also send a glossy print of the photo.**
 - 2. **The following are not acceptable: Xerox® copies, negatives or faded Polaroids.**
 - 3. Any size up to 8" x 10".
 - 4. All photos will be reduced to one column - 2½" wide x 1¾" high, with standard cropping as a bust shot. You must pay extra, as detailed in II.C., for larger sizes.

B. Identification.

- 1. Place a return address label with tele-

phone number on the back or (not as desirable) print this information lightly with soft lead pencil on back of photo.

- 2. Include stamped, self-addressed envelope.

C. Captions.

- 1. Limited to 10 words or less.
- 2. Type at end of article.

VI. Topical articles (to be used at book committee discretion).

- A. Communities and major topics.
 - 1. Each allowed 750 or 600 words and one photo. (Ask committee for info.)
 - 2. Additional words and/or photograph see Paragraph II.C.
- B. Histories of churches and clubs.
 - 1. Each allowed 250 words & one photo.
 - 2. Additional photos see Paragraph II.C.
- C. Military service biographical sketch.
 - 1. Each allowed 100 words and 1 photo.
 - 2. Additional photo; see Paragraph II.C.
- D. 50-year-old businesses may submit 250 words and one photo.

VII. Writing assistance.

- A. Contact committee members.
- B. Attend our writing workshop.

VIII. Restrictions.

- A. Articles cannot harm or embarrass another individual.
- B. No genealogical charts or tabular material can be used.

IX. Index.

Please help prepare an every name index: List **last, first, maiden** or **middle** names. Type on a separate sheet of paper and staple to your story.

X. No email submissions. Sorry!

ORDER FORM

DEADLINE: JAN. 25, 2007

PLEASE ENTER MY ORDER FOR:

_____ Copy(ies) Heritage of CHARLOTTE COUNTY, VIRGINIA - 2006 @ \$55.00 **picked up in Charlotte County** (includes tax).

_____ Copy(ies) Heritage of CHARLOTTE COUNTY, VIRGINIA - 2006 @ \$62.00 **shipped to the address at right** (includes tax and shipping).

_____ My story is over the 500 FREE WORD limit. Enclosed is \$ _____ for _____ additional words @ 10¢ per word. QTY.

_____ In addition to my free picture, I want _____ photos printed for \$12.50 each. QTY.

\$ _____ TOTAL AMOUNT ENCLOSED

Name _____

UPS Address _____ (NO P.O. BOXES, PLEASE)

City _____

State, Zip _____

SEND CHECK OR MONEY ORDER TO:

**Charlotte County Heritage Book
P.O. Box 5
Charlotte C.H., VA 23923**

Enclose self-addressed, stamped envelope for the return of your photographs.

Deadline for stories & pictures: Jan. 25, 2007