

National Digital Newspaper Program (NDNP) TITLE SCOPE NOTES: CONTENT ELEMENTS (250-500 words)

The scope notes should include about three paragraphs that begin with an introductory statement and then move successively from the most basic, specific, and important information to the broadest and most contextual information.

First paragraph: elements that might be included

This paragraph covers basic information (some of these elements may readily be combined in a single sentence, and the order need not be absolute):

- Introductory context, conceptualization, or thesis statement (one or two sentences to introduce, identify, and/or place the title in its historical context)
- Where published (if not already evident)
- Dates of publication for that title, and schedule of publication (if daily, morning or evening)
- Geographic area covered
- Political, religious, or other affiliation, and reason for publication, if applicable
- Specialized audience, if relevant (for example, ethnic group)
- Circulation information (if relevant)
- Basic physical attributes (if relevant)

Second paragraph: elements to include if relevant

This paragraph covers background/discursive information: e.g. (and again, the order need not be absolute):

- Editors, publishers, or reporters of note
- Significant events
- Publisher's (or publishers') names and dates of tenure (if applicable)
- A quote from the paper itself, to provide a sense of the paper's voice. Even a small quote from an editorial or motto can be very telling.
- Innovations in journalism, if any. (Include special features, such as poetry or fiction, women's section, sports, society, etc.)
- Production/technology advances, if any
- Related references (bibliographies)
- Newspaper morgue file description and location, if relevant
- Additional information on any of the areas covered in the first paragraph

Third paragraph: elements to include if desirable (optional)

If not already included in the opening paragraph, this section may briefly describe the title's significant relationships to other newspapers of its place and/or era. Examples of such relationships include the following:

- Ownership (e.g., other newspapers owned by the same individual/company)
- Local or regional overlap (e.g., other newspapers in the same city or region)

- Political affinities or contrasts (e.g., other area newspapers supporting the same party; or area newspapers supporting the opposite party)
- Other ethnic newspapers (if applicable)
- Circumstantial relationships (e.g., other newspapers that employed a given writer)
- Conclusion (what happened to the title? Did it cease publication, change names, or is it still published?)

NOTES ON STYLE

- The creation of each text should be guided by two major needs:
 - for authoritative information that is essential but concise
 - for maximum ability to make keyword searches
- Newspaper titles, **including location**, should be rendered in italics (e.g.: *Washington Evening Times*, not “Washington Evening Times,” or Washington *Evening Times*).
- When a newspaper other than the main subject of the scope note is mentioned for the first time, the reference should be followed immediately by the most appropriate LCCN, in the following format - [LCCN: sn12344444].

For information, contact:

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