

# MANUSCRIPT DATA SHEET

(REQUIRED with memoirs, letters, diaries or other written materials)

## Guidelines for Writing a Memoir

Typewritten, double-spaced documents are easiest for researchers to read. Spark your memory by searching your home for documents and photographs from your service days. Use the interview outline (p. 2) as a guide for developing chapters or a table of contents to help researchers locate specific topics in your memoir.

## Guidelines for Submitting Letters and Other Written Materials

Identify, by name, the writers and recipients of the letters and other documents and their relationship to the veteran or civilian whose name appears on the Biographical Data Form (p. 5). Describe the most interesting/important topics and events mentioned in the letters or documents.

1. Name and address of contributor.

Name of Contributor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ - \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_

Organization affiliation (if any) \_\_\_\_\_

2. Name and birth date of the veteran or civilian professionally supporting the war as it appears on the Biographical Data Form.

Name of Veteran/Civilian \_\_\_\_\_ Birth Date \_\_\_\_\_  
month/day/year

Type of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity \_\_\_\_\_ Number of Pages \_\_\_\_\_

Type of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity \_\_\_\_\_ Number of Pages \_\_\_\_\_

Type of Item: \_\_\_\_\_

Topic: \_\_\_\_\_

Description: \_\_\_\_\_

Quantity \_\_\_\_\_ Number of Pages \_\_\_\_\_

3. Other location(s) these materials have been donated: \_\_\_\_\_

*(Use additional data sheets as needed.)*