

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 [sample interview questions](#) from our website 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 whose name appears on the Biographical Data Form (p.7). Describe the most interesting/important topics and events mentioned in the letters or documents.

1. Name and address of donor.

Name of Donor: _____

Address: _____

City: _____ State: _____ ZIP: _____ - _____

Telephone: (_____) _____ Email: _____

Organization affiliation (if any): _____

2. Name and birth date of the veteran as it appears on the Biographical Data Form.

Name of Veteran: _____ Birth Date: _____

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.)

Manuscript Data Sheet (Please print, complete and submit with the collection)