

Summary Style Sheet for Authors Contributing to *The Encyclopedia of the Industrial Revolution*

1. Please adhere strictly to word-count guidelines and deadline schedules.
2. Open your entry with a tight, introductory paragraph that makes clear the impact of your topic on the Industrial Revolution. Cast this in an anticipatory tone. For example: “In 1800, none of the people of Europe could have known *X*. Yet, because of development *Y*, by 1850 all of the major European urban centers had changed in *Z* basic ways...”
3. Remember that your target audience is American secondary and early college-level students.
4. Keep the narrative focused tightly on issues relating to industrial development. For example, many biographical entries will pose the temptation to add interesting but non-essential detail of the subject’s life. Resist this temptation.
5. In the body of the entry, place as many cross-references as you reasonably can. These cross-references should appear in SMALL CAPS. This option is available in the **Format > Font** option in *MS Word*.
6. Conclude your entry with a tight summary paragraph that makes clear the impact your topic has on the general theme of Industrial Revolution. Cast this in a legacy tone demonstrating the further impact of your subject beyond that which you portrayed in the opening paragraph.
7. At the end of the entry, create a “See Also” list referencing further headwords that could not conveniently or coherently appear in the body of the entry.
8. Include a “For Further Reading” list at the end of the entry. Be sure to reference books published within the last five years. You may well need to include older, standard works, but the list must include some recent references.
9. When in doubt on any issue, feel free to contact the editors for guidance. Be sure to pose your queries in specific language.
10. For technical points regarding *Facts on File* house style rules, please see the *Facts on File* style sheet which accompanied your contract.