

Tribute Guidelines

We are heartened and touched by the many inquiries we receive from people who want to include loved ones who have passed on in the Project archives.

The following guidelines explain what is needed in order for us to include the tributes in our archives.

Our best Tributes include the following:

- Copies of documentation, i.e. Discharge papers, letters, journals, etc.
- A detailed summary of the Tribute Subject's life
- Photographs

Information Needed

Please feel free to fill out a "Pre-Interview Form" for the Tribute Subject; although they will not be interviewed, the form gives us insight to specific information about the Subject and their family.

We will also need a detailed summary of the person's life. Please include your own personal memories and thoughts, as well as those of other family members. The more information you include here, the richer the account that we can write.

Please be sure to include the following information in the summary:

- When and where they were born
- Education, what schools they attended
- If they were in the service, where they were stationed, branch and division
- If they married, who, when, and where they married (Please be sure to include maiden names, if applicable)
- Names of children, if any
- What *you* remember about them, and what other people thought about them (You're more than welcome to interview people who knew the Tribute Subject who could answer these questions)

Although we prefer typed information, we will also accept hand-written summaries. Please do not let worries about your writing style stop you from sending anything in. The summaries will be reviewed and edited so that we can print them in our newsletter, "Insider Narratives" and on our Web site. You will receive a copy of the re-written story for your approval before it is published.

Discharge papers, if applicable, are an extremely important part of the puzzle. These help us verify unit names and include information about their service in their story.

Relatives may request copies of discharge papers from the National Archives. Please visit their Web site for more information: (<http://www.archives.gov/veterans/>). We are aware that a fire in the 1973 destroyed many records. However, the Archives will send you whatever information they have on file.

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Please send any photographs, newspaper clippings, letters, etc. that you may have. This helps us flesh out the summary you send so that we may publish it.

Photos Needed

The easiest way to send photos to the Project is to contact us for a pre-paid FedEx waybill. You can use the waybill to send us your photographs and we will scan the items in our office and then return these items to you via FedEx.

If you prefer to scan these items yourself, please see our **"Photo Guidelines"** handout on our Web site. Because of our requirements, we cannot use jpegs or photocopied images.

We like to have at least one photo from the 1940s (especially if the Tribute Subject is in military uniform) as well as at least one more contemporary photo.

Please make sure to include with each photograph the year that it was taken (if you only know it was in the 1940s, you can say circa 1940); where the photograph was taken; identification of everybody in the photograph; and if they're doing something specific, a description of what they're doing.

Please do not write on the front of the photograph.

Instead, you may write the person's name lightly, and in pencil, on the back of each photo and attach a description.

You may email a copy of the summary to us at latinoarchives@www.utexas.edu.

We would also appreciate a physical copy of the summary as well that includes your contact information (name, mailing address, phone number and email address) so that we can send you the rewritten tribute, and ask any questions that we might have about their story.

Our mailing address is:

U.S. Latino & Latina WWII Oral History Project
1 University Station A1000
Austin, TX 78712

Please feel free to contact the Project office at 512.471.1924 for more information. We're happy to answer any questions that you may have.