Hints and Helps
Discovering and Documenting WWII Army Service

Handbook for WWII Army Research

Letters
HINTS:
- Color reproduction makes it almost like being there
- Place a transcription just before the actual letter
- Edit your transcription for clarity

Photos
HINTS:
- Use Microsoft Word drawing callouts to identify landmarks on photos
- Include all your photos; they were collected for a reason

Footnotes
HINTS:
- Use extensively to define terms. (If you don’t understand it, chances are neither will any other member of your family.)
- Use to expand on topics raised in your letters

Personal Stories
HINTS:
- Don’t quote interviews exactly; edit for clarity

Historical Context Narrative
HELP FINDING UNIT HISTORIES:
  - This book is available at the San Jose King Library reference desk.

HELP WITH COPYRIGHT SEARCHES:
Library of Congress
Copyright Office
101 Independence Avenue, S.E.
Washington, D.C. 20559-6000
[http://www.copyright.gov](http://www.copyright.gov)

Public Information Office at (202) 707-3000, 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday

Copyrighted Material - When you Need Permission to Quote
  - Prose quotations or the close paraphrasing of 300 words or more from any full-length book or play or 100 words or more from a short article, periodical piece or one-act play.
  - One or more lines of a poem or song
- Any photograph or illustration (including a cartoon)
- Any table, diagram, or map that is copied or closely adapted
- More than a single line or two from any unpublished letter, memo, diary, manuscript, or other personal document. (Guidelines for unpublished material are much more restrictive than that for published material.)
  - A conservative rule of thumb is to quote no more than 25 words of a book or article without getting permission
  - If the source is a song or poem, even a single line requires permission.

### Copyrighted Material - Requesting Permission to Quote

**HINTS:**
- Call the publisher first to get a contact name and their requirements
- Wait a month after sending your request, then follow-up by phone with your contact

### Index

**HINTS:**
- Keep the reader in mind
- Never more than two levels
- Capitalize first level entries
- No caps on second level entries, unless a proper name
- Distinguish type of indexed item (photo, letter, etc.) by different font type

### Maps

**HINTS:**
- If you create your own maps, don’t forget the mileage scale!

### Microsoft Visio®

Diagramming tool useful in creating:
- Timelines
- Organization charts
- Other diagram illustration

### Printing and Binding

**Printer**
- HP Photosmart 3210xi All-in-One
- Duplexer attachment (adds two sided printing capability to your printer)

**Paper**
- 70lb to limit ability to see through to text and photos printed on the reverse side
- I used *Domtar Titanium*, white. Same paper your handouts are printed on.

**Book Binder**