

Marker Submission Guidelines

Applications for a Historic Marker may be submitted digitally or in hard copy, but must include all of the following parts for consideration:

1. Completed *Organization Information* form
2. *Cover Letter* detailing project mission statement and prefacing the proposed marker. This letter must justify the marker in the following ways:
 - a. Significance: the site must have significant historical reference to Seminole County, places within the county, or persons impacting county history.
 - b. Veracity: historical information associated with proposed site must be verifiable through previous written documentation, with preference given to published sources. Oral history alone is not enough to constitute prior documentation.
 - c. Accessibility: the site must have a designated area of public property with public access, and must be located within Seminole County.
 - d. Uniqueness: the Commission will consider the site's proximity to other markers or sites which tell a similar story.
3. Proposed marker text*
4. Works Cited page with Bibliography

All of these pieces together comprise the Historical Marker Application. You may develop your own *Cover Letter*, or use the template and questionnaire provided. The marker text must conform to our style standards below. Source citations must be provided, and must include documented and verifiable source material. Oral history alone is insufficient. Please consult and include multiple primary and secondary sources. Expect that this text will be revised to conform to the Seminole County Historical Commission's scholarly and formatting standards.

*Marker Text Standards - Following these rules can expedite the revision and review process:

- The completed character-count for the historic marker cannot exceed 900 characters, including spaces.
- Do not use superlative terms like "first" unless you can establish without a doubt the accuracy of the claim.
- Do not make any "current" observations. These markers are meant to be permanent, and current features will inevitably change over time.
- Do not editorialize or assign value-judgements to people, places, or events.
- Numbers between one and nine may be spelled out. Numbers greater than or equal to 10 will be written numerically.
- Grammatically, *Chicago Manual of Style* is preferred for consistency with other markers. Oxford commas will be added. Everywhere. To all things.
- The SCHC will revise and edit all marker texts prior to approval, both for consistency with other markers and to maintain verifiable historical accuracy.