



September 2005

# The Union Standard

<http://unionguard.cciu.org>



**Newsletter and Journal of the Lancaster County Civil War Living History Association**

\*\*\*\*\**The Lancaster County Civil War Living History Association exists as a non-profit organization dedicated to preserving and recreating the Civil War history of Lancaster County, Pennsylvania, with an emphasis on authentic portrayals of the Patriot Daughters of Lancaster and Co. B, 1<sup>st</sup> Pennsylvania Reserves—the “Union Guards.”*\*\*\*\*\*Editors: Lindsey Koch ([lj176@psu.edu](mailto:lj176@psu.edu)) and Vince Slauch ([vws102@psu.edu](mailto:vws102@psu.edu))\*\*\*\*\*

## **INFORMATION AND PROCEDURES**

Welcome to the new *Union Standard*—newsletter and journal of the Lancaster County Living History Association! The purpose of this paper is to provide the information about policies and procedures that you need to get the most out of the newsletter. The first issue of the new *Union Standard* will be November/December 2005, to be completed by November 1. We hope these pages will afford all of us the opportunity to share our diverse interests in the Civil War Era and further the cause of Civil War history and Civil War reenacting (and ensure those two items are not mutually exclusive).

LINDSEY KOCH AND VINCE SLAUGH, EDITORS

### **ABOUT THE *UNION STANDARD* AND THE EDITORS:**

The *Union Standard* is published bimonthly as the newsletter of the Lancaster County Civil War Living History Association—known more commonly as the Patriot Daughters of Lancaster or Company B, 1<sup>st</sup> Pennsylvania Reserves. Many thanks are extended to the previous editors, Janice Grove followed by Pam Groff and Heidi Applegate, for their considerable efforts. The newsletter serves two main roles: (1)providing information about upcoming events and activities and (2)providing a forum for interesting and informative research about Civil War history and reenacting. The current tandem of editors consists of two Penn State students who continue their involvement in the unit remotely. Lindsey, a junior majoring in theater/costume design, focuses her energies on material culture, especially civilian fashions. Vince, a sophomore majoring in history and industrial engineering, is fascinated by the war’s military, political, and social aspects, especially as seen through the lens of Lancaster County.

### **STANDARD FORMAT AND FEATURES:**

Each issue of the newsletter will keep to a standard format. Beginning the issue will be a table of contents, followed by “Opening Shots”—some opening remarks by the editors or officers. Following that will be space for one or two feature articles on various topics. For example, the feature article for the first issue will be a review of complaints about young people during the Civil War. The rest of the newsletter will be divided into three sections:

- The **CIVILIAN PAGES** will focus on civilian aspects of the Civil War. Articles shorter than the feature article will appear here. Also, an in-depth look at period images could be a constant feature. Reprints of interesting civilian primary sources (letter, newspapers) and reviews of books or products specific to civilian reenacting could be found here.
- The **MILITARY PAGES** will focus on military topics. Again, articles too short to be feature articles will be found here. Also, primary sources such as soldiers’ letters or excerpts from drill manuals along with advice specific to military reenacting would be welcome in this department.
- The **REENACTING PAGES** will focus on upcoming events and activities and the business of the unit. Included in this section would be items like directions to events, committee reports, a treasurer’s report, and a calendar will likely be constant in this department.

Although many items will straddle the line between two or even three of the categories, these divisions within the newsletter should help provide a logical arrangement. Submissions of all types (listed above or otherwise) are welcome, encouraged, and essential to the newsletter. See below for specific instructions regarding submissions.

## PUBLICATION INFORMATION:

Members of the Lancaster County Civil War Living History Association may choose to receive their newsletter by mail or email, or both. ??? will be responsible for keeping track of who receives what and at what address. Hopefully, the option will provide maximum accessibility to the newsletter with minimal costs.

For those who chose electronic copies, an email will be sent upon the newsletter's completion and posting to the website. Once on the website, the newsletter can be viewed or printed as one large document, or it can be viewed as a series of connected links, with each article being a separate page (this will help for those of you with slower internet connections.) To view the newsletter as whole, you will need software that reads PDF files, a form of electronic publication widely used by government, academic institutions, and businesses. The free software most commonly used to view these files is Adobe Acrobat Reader, available at:

<http://www.adobe.com/products/acrobat/readstep2.html>

Visit this site of the U.S. Census Bureau for more information about these files and how to view them:

<http://www.census.gov/main/www/pdf.html>

Six editions of the newsletter will be printed each year: Jan/Feb, Mar/Apr, May/June, Jul/Aug, Sep/Oct, and Nov/Dec. The editors have established a deadline of the first day of every other month for the newsletter to be mailed or posted online. In other words, the Nov/Dec 2005 issue will be published by November 1, 2005.

Also, we are exploring the possibility of using printed copies of the newsletter as a promotional tool by planting copies in public locations (with permission, of course), such as a public library. Hopefully, this would help educate about Civil War, attract attention to our group, and maybe even attract new members.

## HOW TO SUBMIT MATERIAL:

The quality of the newsletter depends on submissions by the membership, and we encourage submissions of all varieties—from musings about reenacting as a hobby to in-depth looks at specific historical topics. Please do not feel intimidated, and we will be happy to answer any questions. Here are a few basic standards and guidelines:

- **DEADLINE AND SUBMISSION PROCEDURE:** Please submit articles in electronic form to Vince Slauch at [vws102@psu.edu](mailto:vws102@psu.edu) by the 15<sup>th</sup> of the month prior to publication. If a problem exists with submission by email, an alternative should be possible if you contact either of us. For example, submit articles for the Jan/Feb 2006 newsletter by December 15<sup>th</sup>, 2005. If you know in advance that the article will be submitted late, please contact us, and we might be able to work around that. Please note that submission before the deadline does not guarantee publication in the next issue, as the editors must consider spatial requirements.
- **LENGTH:** Articles of various lengths are welcome, although longer articles might be split into multiple parts or have parts published directly on the website. Our current formatting allows for about 800 words per page, so the maximum length for an article to be published as a whole will probably be around 3,000 words, although this will vary by issue. The total length of the newsletter will be eleven pages, allowing for the fronts and backs of six 8.5"x11" pieces of paper (to meet first-class stamp weight requirements) with the back of the last page reserved for the address.
- **PHOTOS:** Photos and images will be included with the newsletter in a limited form to make downloading the files as easy as possible. However, extra photos can be posted on the website for viewing with a link to the photos placed in the article. To submit photos, simply place them in the body of the submission or send them as attachments with a caption, and the editors will take care of the rest.
- **CITATIONS:** We encourage you to acknowledge all sources of information in articles to establish credibility and avoid plagiarism. Generally, you may do this with footnotes or a list of sources at the end of your article. If you want to learn more about formally citing your sources (although informal citations are acceptable for the purposes of the newsletter, too), please visit this site and use the "Humanities" style: <http://library.osu.edu/sites/guides/chicagogd.html>
- **EDITING:** The editors will change submissions for grammatical and typographic errors at the request of the person submitting the article. Also, we will contact you if we think the article can benefit from such revisions and ask for permission to change it.

Again, please feel free to contact the editors with any questions (the contact information is listed in the header above). We hope that you will enjoy the newsletter and look forward to preparing our first issue!