



## **Department of Maine Writing Contest Guidelines**

### **Post Yearbook History**

These guidelines have been developed from the National American Legion's Officer's Guide for 2020, as an outline for a Post Yearbook History. The guidelines are to be followed when writing a Post Yearbook History for submission to the Department of Maine Post Yearbook History Contest and to be helpful to the historian. It would be advantageous to check any submission against these guidelines as much as possible for contest consideration. The author must be sure to not mix up a submission for a Post Narrative History with a submission for a Post Yearbook History.

#### **1) Post Size Groups:**

There are four size groupings that will be used in the scoring process. Awards will be presented in each grouping unless there are no entries for a Post size. These are:

- a. Small Post - Membership of 1-100
- b. Medium Post - Post Membership of 101-200
- c. Large Post - Post Membership of 200+
- d. District

#### **1) Contests:**

There are several contest levels within the American Legion. All Department of Maine Posts are eligible to submit entries for consideration. The following contests are the steps to winning awards at the National level.

The National Historian's Contest is the highest award for American Legion writing contests. The awardees are chosen from all submitted Department histories. There are two categories for consideration. These are.

- a) Department of Maine, Post Narrative/Yearbook History Contests
- b) National Historian's Contest – Post Narrative History
- c) National Historian's Contest – Post Yearbook History

The Narrative and Yearbook Post History contests begin at the post level with their submission for one, or both, of the National Contests. Each Post Narrative History and Post Yearbook History will be submitted to the Department History and Media Committee (HMC) for judging. The Committee judging will select awards for each post category, as outlined above. Each Post Size winner will then be judged again for the Department of Maine Representative to the National

Contest. The National Scoresheet will be used for this judging. The highest score from the three submissions will be the overall contest winner and be forwarded to National Headquarters for consideration at the National Post Yearbook History Contest.

## **2) Awards:**

Plaques and certificates will be awarded to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place awardees at the National Post Narrative History and Post Yearbook History Contests. In addition, a Certificate of Honorable Mention may be awarded at the discretion of the National Historian. Certificates of participation will be awarded to all other participants.

Plaques and certificates will be awarded to 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Place winners at the Department of Maine Post Narrative History and Post Yearbook History Contests. In addition, a Certificate of Honorable Mention may be awarded at the discretion of the Media and Communication Committee. Certificates of participation will be awarded to all other participants.

## **Part 1 – Format**

## **40 Points**

A Post Yearbook History is a link in the permanent record of a post and its history. This should be followed as closely as possible. The guidelines will be used to score any Post Yearbook History submitted to the annual Department of Maine Post Yearbook History Competition.

The format outlined in the Officer's Guide will be closely followed and provides the basis for the Post Yearbook History scoresheet. A more detailed description of submission requirements is found in this guideline. The Scoresheet developed by the History and Media Committee (HMC) will only be used for the Post level Contest. The National Scoresheet will be used for the Department of Maine Contest. The winner of this contest will be submitted for the National Contest.

Use plain and unruled, 8 1/2x11 white and/or colored bond paper for your Yearbook binder filler. The Yearbook should be typed, or computer generated, on one side of the paper using black ribbon or printer. It is allowable to use a typewriter to produce a submission but not recommended. It is recommended that Microsoft Word be used for all typing and formatting. Margins are a must for neatness, readability and standardization.

Single sheets of paper may be placed back-to-back using transparent plastic protective covers, making the transparent sheets two-sided. Margins are a must for neatness, readability and standardization. Use a 1-inch margin on all sides (except one inch from the perforation side of paper, if necessary).

If you have any doubt of the spelling of a word, use a dictionary, if hand typing the submission. If using a computer, use a writing program that has spell-check, if possible. When using a printer, do not print double sided. Also double-check the spelling of all names.

For continuity throughout the Department of Maine, it is recommended to use the writing program MS Word. In addition, the document should be saved in PDF format to provide a proper viewing of the documents when being submitted for competition. If you have any doubt of the spelling of a word, use a dictionary, if hand typing the submission. When using a printer, do not print double sided. Also double-check the spelling of all names.

Some entries would have a better chance in a contest as a yearbook, even though it may be submitted as a Post History. Consider your entry. Is it a narrative or a yearbook? There is a

difference. Read the outlines for each category. Once submitted, the contest that is submitted on the entry form cannot be changed. Remember, if an obvious Post Yearbook History is submitted as a Post Narrative History, it will be disqualified for Post Yearbook History consideration.

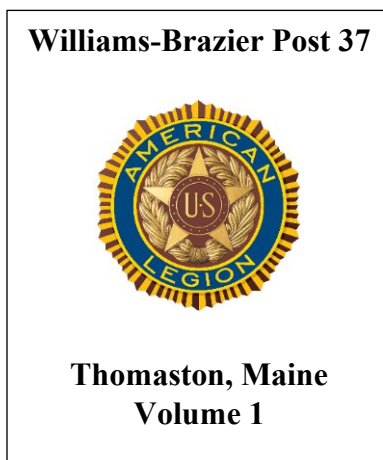
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|--|-----------|
| 1. <b>Binder:</b> Standard three-ring binder. 8 1/2 x 11 bonded paper              | 5 Points  |
| 2. <b>Name/Address of Compiler:</b> Inside cover/ lower left corner                | 3 Points  |
| 3. <b>Title Page:</b> Centered in logical arrangement, double space or more        | 5 Points  |
| 4. <b>Introduction:</b> Post background, tie to Department and National, community | 5 Points  |
| 5. <b>Table of Contents:</b> Page references articles, chapters, appendices, etc.  | 5 Points  |
| 6. <b>Preamble:</b> Includes Preamble to National and Department Constitution      | 2 Points  |
| 7. <b>Index:</b> Comprehensive alphabetical listing at end of book                 | 10 Points |
| 8. <b>Page Numbering:</b> Table of Content, chapters, appendices index             | 5 Points  |

### **Binder – 5 Points**

A standard three-ring binder, or similar type, to accommodate 8 1/2 x 11 bond paper, must be used with the American Legion emblem centered (left to right and top to bottom) on the cover. If the author prints the binder cover sheet the name and number of the post, as well as the town or city will be placed above and below the Legion emblem. Binders with embossed American Legion emblems are available through Emblem Sales.

Each binder must be no narrower than one inch and is not to exceed three inches between the front and back cover. If you submit two or more binders, you must indicate on the cover and title page the wording "Volume 1," "Volume 2," etc. A binder can be used in a spiral form, meeting the thickness requirements stated above. Use the example format below.

The size of the yearbook cover must not be smaller than a standard three-ring binder or larger than 12x15 inches, with The American Legion emblem centered (left to right) on the cover with the post's name and number. Each book is not to exceed three inches between the front and back cover.



**Name/Address – 3 points**

The full name and complete mailing address of the yearbook author should appear on the inside front cover on the lower left corner. It will be neatly typed, or computer generated and centered on a 3x5 index card.

### **Title Page - 5 Points**

This should be the first page facing the reader as the yearbook is opened. It should be centered on the page (left to right, top to bottom) and be in a logical arrangement with double spacing or more and contain as a minimum the following:

Yearbook of (Name of post) Post No. \_\_\_\_\_ (Number of post)

The American Legion

(city and state)

For 20\_\_\_\_ - 20\_\_\_\_

By (person compiling yearbook)

### **Introduction – 5 Points**

Every yearbook should have a forward or introduction, setting forth the reasons for the organization, and may include:

- Mention of the national organization's founding with a tie-in of the department and post. (See [www.legion.org/history](http://www.legion.org/history) or "Capsule History of The American Legion," listed earlier, as a possible beginning, and see your department historian for a capsule history of the department.)
- Selection of the post name. If named for a departed comrade or comrades, include a short biographical sketch of their lives and include available photographs.
- If possible, a brief résumé of your community's history, especially the part played by that locality in furnishing men and women during wars and conflicts.
- A photograph of the post and street address if your post has a post home.
- A biographical background of the current post commander and/or the author of the history with photographs included.
- Acknowledgment of any assistance or contributions used in compiling the history.

### **Table of Contents – 5 Points**

This is a "must" for any good history, which will list the pages of the chapters and appendices and should be in the front of the history immediately following the introduction. If there is more than one volume, each should contain a complete table of contents.

### **Preamble – 2 Points**

In Identifying the principal aims of The American Legion, the preamble is a fitting introduction and should follow the table of contents. It should be centered on the page and spaced in a neat and logical arrangement. Multicolored 8½ x 11 prints of the preamble may be purchased through Emblem Sales.

### **Index – 10 Points**

The alphabetical index is a "must" for any good history. This comprehensive index of names, places and events mentioned in your history, with page references, shall be at the end of the history

following the appendices. Be sure to include every person and activity in the history. If there is more than one volume, each volume should contain a complete index.

### **Page Numbering – 5 Points**

Do not forget to number the pages. Be consistent in placing page numbers, either at top or bottom of pages. Numbering will start with the title page. Order of page numbering The above pages should appear in order with Arabic or Roman numerals: Title Page 1 or i Introduction 2 or ii Table of Contents 3 or iii Preamble 4 or iv The following units will list each page in consecutive order using Arabic numerals. If you use Arabic numerals, the next number will follow your last number (e.g. if the preamble is 4, the first page of the history is 5). If you use Roman numerals, then the first page of the history is 1 (e.g. if the Preamble is iv, then the first page of the history is 1).

### **Part 2 – Graphic Accountability/Readability**

#### **40 Points**

**Programs and Activities / Readability** The yearbook material for your post programs and activities will follow the preamble and precede the index.

The yearbook is to cover one year, from the installation of officers up to and including the installation of the next year's officers. This timeframe may vary in some departments.

#### **Chapters**

Following the preamble, the chapters may be sequenced in this suggested manner:

**Chapter 1 – Roster of Post Officers** Photographs of current post officers should be included in the history. If it is not possible to obtain photographs of every officer, make a special effort to include photographs of the commander and the adjutant.

**Chapter 2 – Roster of Post Chairmen** Include a roster of post chairs with photographs, if available.

**Chapter 3 – One-Year Post History** This should be a one-year post history.

A record as vitally important as the history itself is a complete and accurate yearbook containing all newspaper clippings, photographs, copies of programs, tickets, badges and other items pertaining to the post and its activities.

All material recorded in the yearbook must be in chronological order with a systematic and logical arrangement. The reader must be able to follow the meaning of the illustrations (news clippings, photographs, etc.) with little difficulty and confusion.

All newspaper clippings must include the name and date of the publication. Individuals in photographs must be identified by full proper names (nicknames in brackets), from left to right. Captions should also identify the occasion, dates and source. You may know who is in the photograph and why, but the reader may not.

Be sure all photographs are clear and sharp, as blurry or fuzzy prints will take away from rather than enhance your yearbook. Proper arrangement with captions is a "must" for an eye-catching yearbook. Avoid using pictures with alcohol or cigarettes in them.

Neatness and originality are even more important for the yearbook than the narrative history, since all the material in the yearbook must be properly identified to make it worthwhile.

If the compiler cannot type or print well, he or she should have an experienced person do the printing or type inserts. It is recommended to print out a copy of the Post Yearbook History to meet scoring requirements for a submission.

### **Part 3 - Judges Option/Originality**

#### **Originality**

Judges will consider a number of qualities or items of content in the yearbook that are not readily catalogued under the preceding headings. Some yearbooks have features that make them especially attractive, useful and of historic value.

By the same token, if inaccuracies should come to the attention of the judges, they will have a negative scoring effect on your entry.

#### **National Judging Standards**

You will note that Part I, Part II and Part III, as identified, coincide with the categories of the national judging standards. The “etc.” listed after several of the scoring elements shows that there are additional requirements necessary to achieve total score points. It is suggested that you re-examine the outline, using the standards as a checklist, before submitting your contest entry.

**THESE GUIDELINES WERE LAST UPDATED ON December 14, 2021**