

The History Nook Content Submission Guidance and Templates

When making a content submission, please keep the following in mind:

- Provide only information you are willing to share and to have shared publicly on the History Nook website, in future History Nook publications, and on our social media
- Your submission will not be shared by the History Nook website, in future History Nook publications, and on our social media if you retract your submission
- After submission, you have 21 days to retract your submission
- Your contact details will not be saved
- This is entirely voluntary, and you will not receive payment for your submission
- Making a submission does not guarantee its inclusion on the History Nook website, in future History Nook publications, and on our social media
- Only submit content for which you hold the copyright
- Do not submit personal or identifying information about people other than yourself without their consent

Please use the following templates when making a submission

Gallery Object Submissions

- Name to be used for the photo credit: You may choose to submit anonymously
- Object name
- Original or Replica

- Time period or production date if original: Be as accurate as possible
- Short description of the object
- Confirm that the object is in your personal collection or that you have permission from the owner to share the object:
- Provide 1-4 clear photos of the object

Example:

- **Name to be used for the photo credit:** Signa
- **Object name:** 1916 Trench Whistle
- **Original or Replica:** Replica
- **Short description of the object:** A replica of a trench whistle stamped with the year 1916. The whistle is silver in colour and made of an unidentified metal. Roughly 3 inches in length.
- **Confirm that the object is in your personal collection or that you have permission from the owner to share the object:** I confirm that I own this object.

Time Capsule Story Submissions

All of the following are optional; you may be as vague or as specific as you wish. Only provide what you are comfortable with sharing. If you wish to provide further demographic information, feel free to do so, but you are under no obligation.

- Name: You may choose to submit anonymously
- Event: This will help us to put your submission in the right time capsule
- Timeframe: The timeframe in which your story takes places
- Location: Where the story takes place, country, town, city
- Age during the event: examples: child, young adult, between 20-30, exact age.
- Occupation
- Gender identity
- Any other details that may be relevant

- Don't forget to attach your story

Example:

- **Name:** Signa
- **Event:** COVID-19
- **Timeframe:** February 2020 - October 2021
- **Location:** England, Sheffield
- **Age during the event:** Early 30s
- **Occupation:** Unemployed
- **Gender identity:** Female
- **Any other details that may be relevant:** I am visually impaired

Family History Submissions

If you wish to provide further demographic information about anyone mentioned, feel free to do so, but you are under no obligation.

- Your name: You may choose to submit anonymously

If you are telling the story of an ancestor, please provide the following:

- Their name
- Their date of birth
- Their place of birth
- Their date of death
- Their place of death

Remember: Relatives can be found and traced online. If you wish to remain anonymous, please **DO NOT** include the following in your story:

- Their relation to you
- Any identifying details such as full names or dates of birth (see the example below)

Example:

- **Their name:** Alice G
- **Their date of birth:** 1931
- **Their place of birth:** England
- **Their date of death:** 2023
- **Their place of death:** England