

# Instructions

## About the Written History Project

Written submissions (minimally edited for grammar or sense) will be collected and, along with the Oral History Project videos, will become part of an archive in the Manuscripts and Archives division of Sterling Memorial Library at Yale where they will be available to library users and researchers. We also expect to publish the written submissions in digital or book format (and potentially both) for limited distribution to classmates and others.

Among the goals of the history projects is to educate the broader Yale community as well as others about coeducation and the era in which it occurred. In addition to the uses mentioned above, select edited portions of individual essays also may be used on a Yale website - most likely the *50WomenAtYale150* website - or in a printed format where material will be accessible to the general public.

## About Your Submission

The content of your essay or reflection is yours to determine. We want you to share memories/tell the stories about coeducation and its context that you feel are important.

- **Style:** You may submit one comprehensive essay, or several anecdotes, with a focus on your years at Yale, or context about where you came from before Yale, or what you have done since Yale (whether thanks to or despite your Yale experience).
- **Historical Context:** For modern readers, it may be appropriate to describe your recollections about the time and context in which coeducation took place – e.g., no email or internet, much more prescribed roles for women, etc.
- **Original work:** Of course, anything you submit should be YOUR original work.
- **Truth:** Although we do not want fiction, we recognize that your memories may have evolved over the past fifty years. We like the standard used by NPR's The Moth radio show, "True, as remembered and affirmed" by the author.
- **Format:** Your submission should be written in Word. Once it is in final form, **you should copy and paste the text of your Word document into the box on the survey form.** Please do not attach documents here. We suggest you also save a copy for your records. We plan to undertake only minor editing – for grammar and sense.
- **Length guidelines:** There is no maximum length, but as a general guideline, we expect that submissions will not exceed 3-5 pages. If your submission is longer, we reserve the right to excerpt from it. Of course, you are welcome to submit something much shorter.
- **Photos:** If appropriate, you may submit photographs or copies of other documentation directly relevant to your submission. Photographs must be identified in some way (who is in the photo, where or when it was taken) and preferably taken by the donor. Any supplemental information should be submitted in .jpg or .pdf format to [yalecoeducation50@yale.edu](mailto:yalecoeducation50@yale.edu) with a cc to [yalewomen71to3writtenhistories@gmail.com](mailto:yalewomen71to3writtenhistories@gmail.com)
- **Permission and License:** We need a **signed release form** to be able to use your material. [Download the form here.](#)  
Please send this signed release form to [yalecoeducation50@yale.edu](mailto:yalecoeducation50@yale.edu)

If you have any questions, you may email [yalecoeducation50@yale.edu](mailto:yalecoeducation50@yale.edu). with a cc to [yalewomen71to3writtenhistories@gmail.com](mailto:yalewomen71to3writtenhistories@gmail.com).

Thank you for participating!