

Manuscript Data Sheet (Required with memoirs, letters, diaries or other written materials)

Guidelines for Writing a Memoir

Typewritten, double-spaced documents are easiest for researchers to read. Spark your memory by searching your home for documents and photographs from your service days. Use the [interview questions from our website](#) as a guide for developing chapters or a table of contents to help researchers locate specific topics in your memoir.

Guidelines for Submitting Letters and Other Written Materials

Identify, by name, the writers and recipients of the letters and other documents, and their relationship to the veteran whose name appears on the Biographical Data Form (p.7). Describe the most interesting/important topics and events mentioned in the letters or documents.

1. Name and address of donor.

Name of Donor: _____

Address: _____

City: _____

State: _____

ZIP: _____

-

Telephone: _____

(_____)

Email: _____

Organization affiliation (if any): _____

2. Name and birth date of the veteran as it appears on the Biographical Data Form.

Name of Veteran: _____

Birth Date: _____

Type of Item: _____

Topic: _____

Description: _____

Quantity: _____

Number of Pages: _____

Type of Item: _____

Topic: _____

Description: _____

Quantity: _____

Number of Pages: _____

Type of Item: _____

Topic: _____

Description: _____

Quantity: _____

Number of Pages: _____

3. Other location(s) these materials have been donated:

(Use additional data sheets as needed.)