

## National Weather Service Heritage Projects Story Contributors Guide

As we continue to explore the depths of our storied past as an agency, we at the NWS Heritage Project can't complete such an enormous task without you! Whether you're a current or former employee of the NWS, your memories and stories help us better understand the history of our agency, how we got to where we are today, and where we will go next. If you're interested in writing a story or even providing us with some background information on an event, technology, era, or other memory from your time at the NWS, this is your guide!

### Writing a Story for the Heritage Site:

If you want to commit to writing an entire story for our site -- great! Here are a few tips to get started:

- Target the length for about **500 words**--a little more than a single-spaced page. Be thorough, but don't feel that you need to include every single detail if it isn't necessary. You can provide links to additional information at the end of your story (see below)
- Provide a one to two sentence summary of your story. We will use this to create social media posts and/or a Heritage timeline abstract.
- **Photos** are critical. Please provide at least one! These pictures need to be in the public domain in order for us to use them -- please make sure they are before sending them, or if you created the photos, you will need to waive potential copyright and related rights in the photos worldwide through the [Creative Commons Zero 1.0 Universal Public Domain Dedication](#). Photos with people in them will require a [photo release](#). Send us an [email](#) if you are not sure about either of these requirements.
- If you quote or reference any outside research for your story, please include those links in an "Additional Reading" section at the bottom of your article. Try to limit these links to .gov websites, some .orgs will be okay but will need to be verified.
- Have fun with it! The entire purpose of this project is to engage NWS employees with our past as an agency -- remembering unique, lighthearted, or revolutionary moments from your time at the NWS should be a walk down memory lane. Personal anecdotes and remembrances are encouraged.
- All submissions for the National Weather Service Heritage website will be reviewed by members of the National Weather Service Heritage Projects Team for appropriateness and suitability, and may be edited.

### Submitting "In My Own Words" Accounts

If you would like to submit a story for the "In My Own Words" page, please follow the guidelines above, placing special emphasis on material that recounts your time working with the NWS, a specific remembrance about a weather event during your tenure with the NWS, or perhaps a thought about why you entered the field you're in. These perspectives are designed to give you an outlet to share your own history with the NWS, which will serve as inspiration for future generations.

- Please note we have a bit more leeway with regard to story length for “In My Own Words” submittals. We can accept articles with as few as 150 words; articles longer than 1,000 words may be edited for brevity.

*Note: Material submitted for publication on the NWS Heritage website by current federal employees is considered a “work” product and are in the public domain, not subject to copyright protection. Material submitted by retirees and/or members of the general public will require the submitter review and sign our submission [terms and conditions](#), which requires the submitter to waive potential copyright and related rights in the materials worldwide through the [Creative Commons Zero 1.0 Universal Public Domain Dedication](#).*

### **Providing Us With Information for a Story:**

If you’re too busy or don’t feel comfortable writing an entire full-length story for the Heritage site, that’s okay too! If you have a specific topic that you want us to write about, you can send us some background information. Remember to still include photos wherever possible! Here are some potential points to make note of when compiling your information:

- Identify the “who, what, where, when, why, and how” of your topic/moment
  - Who were the key players?
  - What moment are you discussing?
    - A momentous weather event or scientific development
    - The creation or use of technology
    - A period of time/era in NWS history
    - A specific project or experiment/its outcomes
    - Other (these are just a few possibilities!)
  - Where did this moment occur?
    - Why is this significant?
  - Provide a timeline for your topic:
    - About when did this event, development, era, or moment in time begin?
    - When did it end?
  - Why is this moment a significant part of NWS history?
    - What did this moment mean?
    - Was this moment a part of a larger transition?
    - Did it set anything into motion?
  - How did this moment or topic impact the NWS long-term?
    - In what ways did this moment affect how the NWS functions and works today?
    - How did this moment affect those outside of the NWS? (General public, WFOs, etc.)

Please send all contributions and questions to: [nws.heritageprojects.team@noaa.gov](mailto:nws.heritageprojects.team@noaa.gov). All contributions will be attributed to their creator -- this is a group effort! For inspiration or some examples of stories we have posted, visit <https://vlab.ncep.noaa.gov/web/nws-heritage>.