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**Serve, Preserve, Honor**

**Memoir Guidelines**  
**Veterans History Project at the American Folklife Center**  
**Library of Congress**

These Memoir Guidelines provide you with information to help you write your personal wartime recollections. If you have already written a memoir, or if you have a diary or a collection of correspondence to submit, you may use the forms and instructions suggested by these guidelines.

**Learn About VHP**

To learn about what we collect and our requirements, go to page 1 of our Field Kit, which is available at our Web site, [www.loc.gov/vets/pdf/fieldkit-2007.pdf](http://www.loc.gov/vets/pdf/fieldkit-2007.pdf)

**Guidelines for Writing Your Memoir**

The Veterans History Project accepts memoirs of at least 20 pages. Typewritten, double-spaced documents are easiest for researchers to read. Original photographs, letters, diaries, or other service-related documents may be included with your collection.

Spark your memory by gathering together any papers, photographs, or other materials that will help you remember specific incidents and details. Develop a timeline of where you served and for how long. Develop a list of topics you want to cover. Develop chapters or a table of contents to help researchers locate specific topics in your memoir.

Start with personal information about yourself and your family before you entered military service. Write about your early days in the military and your training. Follow through by recounting your active duty experiences, whether you served on the front lines or in support. Don't forget to include your final days in uniform and details of your homecoming, if applicable. A final brief statement of what your service meant to you is also important to include.

**Required Forms**

You must submit with your memoir these forms: Biographical Data Form and Veteran's Release Form. We urge you also to include the completed Manuscript Data Form and, if applicable, the Photograph Log. For copies of these forms, consult our Field Kit.

**How & Where to Send In Your Collection**

Due to security restrictions on mail coming to the Library of Congress, VHP prefers commercial carriers to the US Postal Service. For details, see page 4 of our Field Kit.

**What Happens to Your Collection at VHP**

The materials you donate will be available at the Library's American Folklife Center Reading Room. An advance appointment is required to view materials. For more details, consult page 4 of our Field Kit.



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