

NATIONAL DIGITAL NEWSPAPER PROGRAM (NDNP)
Title Scope Notes: Content Elements

In an essay of 250-500 words, provide a summary description of the scope, content, and significance of the newspaper title. If you are digitizing two or more related titles, they may be combined in a single essay.

Title scope notes should contain basic information about the paper including (if possible):

- Place of publication (if not already evident)
- Dates and schedule of publication (e.g., weekly, daily, morning, or evening)
- Geographic area covered and circulation statistics
- Political, religious, or other affiliation and reason for publication
- Specialized audience (e.g., ethnic, occupational group)
- Physical attributes
- Changes in name, format, ownership

In addition, title scope notes usually discuss:

- Editors, publishers, or reporters of note
- Significant events covered by the paper in the relevant time period (a short quote from the paper itself can help provide a sense of the paper's voice).
- Special features such as poetry or fiction, women's section, sports, society, etc.
- Relationships with other area newspapers
- Innovations or advances in newspaper production and technology

Finally, title scope notes may also include:

- Related references (bibliographies)
- Newspaper morgue file description and location, if relevant

For guidance on appropriate style see:

<http://www.loc.gov/ndnp/pdf/07EssayStyleGuidelines2008.pdf>

Completed essays should be forwarded to:

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