# Historic American Landscapes Survey

## Primary Site Name

**(Secondary Site Name, if applicable)**

**HALS No. XX-##**

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| **Location:** | Provide the street address or a location description when appropriate (e.g., “Bounded by …”); followed by the city/town or vicinity, county, and state.  List the name of the park or district, if the site is located within a national, state, or city park, and/or a historic district.  Enter one set of geospatial point coordinates in **decimal degrees** for the site and record a description of the point’s location (e.g., center of site, southeast corner of site, or northwest corner of a specific building, etc.), followed by the source (such as a GPS unit or an application such as Google Earth) and the datum (e.g., NAD27, NAD83, WGS84, etc.).  Example:  42.32529, -71.13233 (Center of Olmsted House, Google Earth, WGS84) |
| **Significance:** | Include a brief statement of the historic importance of the site. This should be a concise statement as to the landscape, architectural, and historical reasons why this site is worthy of documentation. This statement will form the basis for the development of the historical context (History Section) and the landscape’s character defining features (Description Section). |
| **Description:** | Describe the physical characteristics of the site, including a discussion of past and present features and how they relate. Include a candid assessment of the current physical condition of the site and integrate the description with historical evolution. |
| **History:** | Provide information that includes dates, builders/designers, owners, uses, and some discussion of the site evolution and the context in which it was created and later evolved. Be sure to include information about the context for the development for your particular landscape type. |
| **Sources:** | Include a consistently formatted list of the sources used, including books, articles, surveys, reports, brochures, websites, and other material relating to this site. Please provide footnotes when and where relevant (Ctrl-Alt-F). |
| **Historian(s):** | Enter the name of the person(s) that prepared this documentation and professional affiliation if desired.  Enter the date the form was completed. |

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| Insert JPEG or TIFF  Images may be up to 6.5 inches wide and 8 inches tall to fit within the table. You may insert more rows as needed with photos and captions in separate cells. There is no set requirement for graphic resolution or dpi, but they should be clear and legible for printing and web viewing. Preferably 2 photographs with captions will fit on one page. All graphics must be free of any copyright restrictions. Historical report graphics are inserted at the end of the report and are **NOT** [HABS/HAER/HALS Large Format Photography](https://www.nps.gov/subjects/heritagedocumentation/upload/HDP-Guidelines-Photography_508.pdf) (pdf). |
| Insert Caption  Include a descriptive caption for each inserted JPEG or TIFF digital, graphic with parenthetical citation (Photographer or Delineator, Date). |

**TIPS FOR COMPLETING HALS SHORT FORMAT HISTORICAL REPORTS**

**Detailed Guidelines**

See the [HALS History Guidelines](https://www.nps.gov/subjects/heritagedocumentation/guidelines.htm) for preparing Standard and the Short format HALS documentation. Instructions for the Standard Format are provided in Section 2 (page 9) of the Histories link, and instructions for the Short Format are provided in Section 3 (page 22). This digital MS Word template for the Short Format HALS History is also available on HDP’s website to help get you started.

**Completion Checklist**

* Proofread for spelling and format. Font: 12 Times New Roman with 1-inch margins.
* Save and print a copy for your records.
* Be sure to include completed a [Copyright Release and Waiver (pdf)](https://www.nps.gov/subjects/heritagedocumentation/upload/Copyright-Release-and-Waiver_508.pdf) for your donated history. Submit additional forms as needed for graphics (see page 5 for more information).
* Email your completed short format HALS history to HALS: [scott\_keyes@nps.gov](mailto:scott_keyes@nps.gov)
* HALS will assign and add the HALS number directly to the final document and transmit it to the Library of Congress.

**Formatting**

Please do not stray from the formatting supplied in the HALS Short Format History Template. This digital template is intended to maintain consistency among all donated HALS short format historical reports and simplify the process for you.

The template is a table, and you may enter text and graphics in the appropriate cells. If you do not see the table’s gridlines, you may select *View Gridlines* under the *Table Layout* tab. The gridlines are set to not print. You may insert additional rows as necessary depending on the number of graphics/captions by right clicking your mouse/cursor in a row and selecting *Insert Row Below* or *Insert Row Above*.

Please delete the provided instructions from the template as you complete each box or cell.

The header should appear on every page except page 1 (Under the *Header and Footer Tools*, check the *Different First Page* box to remove it from the first page. Please do not add section breaks.

**Graphics**

It is recommended that no more than ten (10) digital graphics be included at the end of each HALS Challenge report. Preferably these should consist of existing conditions digital photographs taken by the author(s) of the site being documented. Your research should still include analyzing historic drawings and photos of the landscape you are documenting. Historic graphics are often the most important primary source for analytically writing about a historic landscape. Due to complex copyright restrictions, we recommend not reproducing historic graphics within HALS Challenge entries. The graphics may still be referenced and described in the text with their repository source named. A thoroughly written analysis is even more useful to readers than a copy of historic graphic itself, and all copyright issues may be avoided.

**Copyright Release and Waiver Form**

Materials must be copyright-free to be included within the Library of Congress collection. The HABS/HAER/HALS collection is in the public domain, therefore, the authors/delineators, although given credit for their work, do not retain copyright. A completed copy of our HALS Release and Waiver must accompany all donated HALS histories to cover the report written by you the historian(s) (author) and the accompanying graphics with captions you reproduced in the report, if any. If you reproduced any graphics from other sources, not in the public domain, please provide additional signed copies of our form from authorized representatives of those sources. When in doubt, please leave graphics out – you may write about them analytically and cite them instead without reproducing them.

**TIPS FOR ENTERING THE HALS CHALLENGE COMPETITION**

**Avoid Duplication of Efforts**

Please contact your state ASLA Chapter's volunteer HALS Liaison when you have selected a site to document for the HALS Challenge to be sure no one else is already preparing a HALS historic report for it. [HALS Chapter Liaison Contact Information](https://www.asla.org/uploadedFiles/CMS/Professional_Resources/HALS/HALS%20Chapter%20Liasions.pdf) may be found at the ASLA HALS webpages. If your chapter's volunteer HALS Liaison position is vacant, please consider volunteering yourself or suggesting it to a colleague who may be interested.

**HALS Challenge Competition Judges**

The jury will consist of historians and/or landscape architects from the NPS programs of the Cultural Resources, Partnerships and Science Directorate.

**HALS Challenge Competition Rating Scale**

(100 POINT MAXIMUM + up to 5 BONUS points)

* + Appropriate Statement of Significance and Site History (25 Point Maximum)
  + Appropriate Physical Description of Landscape (25 Point Maximum)
  + Clarity and Supporting Nature of Graphic(s) and Caption(s). Typically, no more than 10 existing conditions photographs taken by the author(s) of the site. (10 Points Maximum)
  + Depth of Research and Proper Citations/Sources (20 Points Maximum)
  + Overall Quality and Clarity of Writing (20 Points Maximum)
  + Bonus Points (5) - Measured/Interpretive Drawings and/or Large Format Photography prepared according to *HALS Drawing Guidelines* or *Photography Guidelines* to accompany the history

**HALS Challenge Competition Submission / Entry**

Email the following materials to HALS: [scott\_keyes@nps.gov](mailto:scott_keyes@nps.gov) by midnight in your time zone each July 31st before the close of the annual HALS Challenge:

1. Short format HALS history (this Microsoft Word file)
2. Signed [Copyright Release and Waiver (pdf)](https://www.nps.gov/subjects/heritagedocumentation/upload/Copyright-Release-and-Waiver_508.pdf)

If your history is too large to email, please try reducing the size of the inserted graphics. If you have any questions, please contact Scott Keyes, NPS-HALS.