

Historic American Engineering Record

Guidelines for Historical Reports

**U.S. Department of the Interior
National Park Service
Heritage Documentation Programs:
Historic American Buildings Survey/Historic American Engineering
Record/Historic American Landscapes Survey**

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INTRODUCTION

The American Society of Civil Engineers, the Library of Congress, and the National Park Service founded the Historic American Engineering (HAER) in 1969 after it became apparent to many in the preservation community that industrial and engineering resources demanded a different sort of interdisciplinary approach from that applied to historic architecture. Modeled on the Historic American Buildings Survey (HABS, founded in 1933), HAER set out with historians, architects, engineers, and photographers to capture vanishing industrial and engineering treasures in rural and urban areas nationwide. In 1986, the American Society of Mechanical Engineers (ASME), the American Society of Chemical Engineers (ASCE), the American Institute of Mining and Metallurgical Engineers (AIMME), and the Institute of Electric and Electronic Engineers (IEEE) joined the American Society of Civil Engineers as signatories to HAER's mission.

HAER documentation becomes part of the collection at the Library of Congress and comes from three sources. The HAER Washington office produces documentation in-house and fields teams (made up primarily of students) all over the country, generally for twelve-week terms in the summer. HAER also receives documentation from the mitigation program satisfying National Historic Preservation Act Section 106 and 110 requirements to mitigate adverse impacts of Federal actions. Historians preparing mitigation documentation should contact the appropriate regional National Park Service office or HAER Washington staff for review of reports and to answer questions. HAER also accepts donated documentation from interested members of the public. The HAER Washington staff will assist authors in meeting requirements for transmittal to the Library of Congress.

FORMATS

HAER has developed a short format and two outline formats to guide historians in researching and writing reports. Historically, HAER reports have used the narrative format, and this may still be used if preferred. However, use of the outline formats is strongly encouraged. Deciding to use the short format or outline format should be based upon the complexity of the site or structure, the amount of information available, and the allocated time to work on the project. At a minimum, each site or structure should have a short format report accompanying the documentation.

The **short format** is a one to two page report with prescribed entries. It should be used in cases where little information is available about the site or structure or where limited time is available for research.

The **outline format** prescribes the aspects of the site or structure to be discussed, although sections can be expanded or deleted as appropriate. Two outline formats have been developed to address the different types of sites and structures HAER documents: the outline format for civil engineering structures and the outline format for manufacturing/industrial sites. The **outline format for civil engineering structures** can

be used when documenting bridges, machines, canals, dams, and roads, among other types of structures. The first section of the outline discusses the physical history of the structure, including its historical context. The second section considers design and structural information, including construction history and mechanics. Finally, a bibliography lists sources of information and other potential sources not investigated, if appropriate. The **outline format for manufacturing/industrial sites** considers, in addition to the physical history, context, and structural and design information, the operations and process that took place at the site. Manufacturing and industrial sites could include, but are not limited to, mining operations, factories, and other complexes of buildings related to manufacturing and industrial operations.

HAER reports should be written in simple language, without excessive specialized terminology. HAER follows the *Chicago Manual of Style* guidelines, which are simplified in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations* (6th ed., Chicago and London: University of Chicago Press, 1996). Indicate sources for all information in footnotes, formatted following *Chicago Manual of Style*. All historical reports are to be prepared on a computer using Microsoft Word or WordPerfect software and submitted in hard copy and electronic forms. Keep formatting simple, adding images, tables, or charts as appendices at the end of the report. If historic images are used, a copyright release form must be obtained from the repository or owner of the image in advance of submission. The copyright release form is included in Appendix E of this report. Contact the HAER Washington staff with questions about copyright.

SHORT FORMAT

The short format report uses the following headings and is generally only a few pages in length.

- Name:** The name section includes the full name of the program [in this case, Historic American Engineering Record], the name of the structure, and the HAER number centered on the top of the page. See Appendix A for information on the HAER number and assigning the name.
- Location:** This includes the address, city or town, county and state.

In the second paragraph, a coordinate should be provided that locates the structure or site. See Appendix A for information on assigning coordinates.
- Significance:** This brief statement presents the rationale for recording the structure or site, emphasizing its significance in the local, regional or national context. It should highlight relevant historical and engineering aspects that make the structure or site unique or are defining characteristics.
- Description:** The description should cover the physical characteristics of the structure or site, in both its current and as-built conditions (if information is available).
- History:** Include in this section the date of construction, the architect, engineer, builder or manufacturing company, the use of the site or structure, etc. If the subject is a manufacturing or industrial site, any information on the manufacturing operations, processes, or techniques should be included here.
- Sources:** Citations of sources used.
- Historian:** In addition to the name(s) of the author(s), include author affiliation(s) and the general completion date of the report.
- Project Information:** This is a summary of those involved in preparing the documentation, including the measured drawings, photographs, and historical report. Sponsor and cooperating organizations/institutions should also be named here.

OUTLINE FORMAT-CIVIL ENGINEERING STRUCTURE

The headings used in the following outline format for civil engineering structures may be deleted or expanded as necessary depending on available information.

(First Page)

Name: The name section includes the full name of the program [in this case, Historic American Engineering Record], the name of the structure, and the HAER number centered on the top of the page. See Appendix A for information on the HAER number and assigning the name.

Location: This includes the address, city or town, county, and state.

In the second paragraph a coordinate should be provided that locates the structure, see Appendix A for information on how to assign coordinates.

Present Owner:

Present Use:

Significance: This brief statement presents the rationale for recording the structure, emphasizing its significance in the local, regional, or national context. It should highlight relevant historical and engineering aspects that make the structure unique or are defining characteristics.

Historian(s): In addition to the name(s) of the author(s), include author affiliation(s) and the general completion date of the report.

Project

Information: This is a summary of those involved in preparing the documentation, including the measured drawings, photographs, and historical report. Sponsor and cooperating organizations/institutions should also be named here.

(Subsequent Pages)

Part I. Historical Information

A. Physical History:

- 1. Date of Construction:** This refers to the initial date(s) of construction. If unknown, state "Not known." If no exact date can be determined, but a general date is known, indicate by using "ca." Include sources for all dates cited.

2. **Architect/Engineer:** State “Not known” or “None,” if necessary. A brief biographic entry is appropriate here, especially if the architect or engineer is not well known or is a local figure. The heading can be changed to reflect the appropriate title of the designer of the structure.
3. **Builder/Contractor/Supplier:** State “Not known,” if necessary. This section can include information such as the construction firm, supplier of the building materials, etc. The heading can be changed to reflect the appropriate title of those involved.
4. **Original Plans:** Include a capsule description of the structure’s original appearance. Original drawings, perspectives, early views, etc. should be described. Contemporary descriptions from newspapers, contracts, letters, etc. can be quoted or summarized. Physical examination of the structure may contribute to the narrative on its original appearance.
5. **Alterations and Additions:** Dates of alterations and additions are included here, along with a description of the changes and the person(s) responsible. Deal with this material chronologically and devote a separate paragraph to each major change. Not all information comes from documents; the physical structure can provide valuable information. Note if an alteration is based on physical evidence and estimate the date, if possible, noting that it is an estimation. Use graphic sources as well; old photographs and drawings can be a valuable tool.

B. Historical Context: The context of a structure can vary tremendously and is essentially what you make it. This section develops the brief significance statement given at the beginning of the report by examining the structure’s place in the larger context of national and local history as well as engineering history/history of technology. Consider not only the general history of the structure, but also its relationship to the surrounding area and the persons/events associated with its establishment and development.

Part II. Structural/Design Information

A. General Description: This should be a description of the current condition of the structure and move in a logical progression, such as from upper chord to lower chord, exterior to interior, front to rear, etc.

1. **Character:** In this section, a statement about the architectural/engineering interest or merit of the structure should be provided with particular emphasis on unusual or unique features. Information included in this section should help answer the question: what makes the structure unique in terms of design?

2. Condition of Fabric: A detailed assessment of the condition of the fabric, such as those found in Historic Structures Reports, is not necessary. Rather, a general assessment of the condition of the structure at the time of the research should be provided. Information on specific features can be detailed under an appropriate heading.

B. Construction: Provide information on construction methods used.

C. Mechanicals/Operation(?): If the subject is a machine, this section could be used to describe how the machine operated. It can also include information on the mechanical systems and/or mechanical processes contained within the structure. If known, indicate manufacturer names.

D. Site Information: Include a description of the landscape surrounding the structure and how the structure is sited, if relevant.

Part III. Sources of Information

This is an essential section of the historical report that directs subsequent researchers to all pertinent sources. Be sure to include complete information on every source you locate. For primary sources, it is helpful to include the institution or archives at which the document is housed.

A. Primary Sources

B. Secondary Sources

C. Likely Sources Not Yet Investigated

OUTLINE FORMAT-MANUFACTURING/INDUSTRIAL SITES

Organization of manufacturing/industrial sites can take one of two forms: an overview report of the site as a whole with individual historical reports pertaining to specific structures in the complex or one report that combines an overview of the site with more detailed information about its individual components. The outline format for manufacturing/industrial sites should include the following, although the headings may be deleted or expanded as necessary depending on available information.

(First Page)

Name:

The name section includes the name of the program [in this case, Historic American Engineering Record], the name of the site, and the HAER number centered on the top of the page. See Appendix A for information on the HAER number and assigning the name.

Location:

This includes the address, city or town, county, and state.

In the second paragraph a coordinate should be provided that locates the site, see Appendix A for information on how to assign coordinates.

Present Owner:

Present Use:

Significance:

This brief statement presents the rationale for recording the site, emphasizing its significance in the local, regional, or national context. It should highlight relevant historical and engineering aspects that make the site unique or are defining characteristics.

Historian(s):

In addition to the name(s) of the author(s), include author affiliation(s) and the general completion date of the report.

Project Information:

This is a summary of those involved in preparing the documentation, including the measured drawings, photographs, and historical report. Sponsor and cooperating organizations/institutions should also be named here.

(Subsequent Pages)

Part I. Historical Information

- A. Physical History of Buildings** If the report includes both a site overview as well as discussion of the buildings making up the site, this section could be organized so that each building has the following headings.

1. **Date of Construction:** This refers to the initial date(s) of construction. If unknown, state “Not known.” If no exact date can be determined, but a general date is known, indicate by using “ca.” Include sources for all dates cited.
2. **Architect/Engineer:** State “Not known” or “None,” if necessary. A brief biographic entry is appropriate here, especially if the architect or engineer is not well known or is a local figure. The heading can be changed to reflect the appropriate title of the designer of the site(s).
3. **Builder/Contractor/Supplier:** State “Not known” if necessary. This section can include items such as the construction firm, supplier of the building materials, etc. The heading can be changed to reflect the appropriate title of those involved.
4. **Original Plans:** Include a capsule description of the site’s original appearance. Original drawings, perspectives, early views, etc. should be described. Contemporary descriptions from newspapers, contracts, letters, etc. can be quoted or summarized. Physical examination of the site/structure(s) may contribute to the narrative on its original appearance.
5. **Alterations and Additions:** Dates of alterations and additions are included here, along with a description of the changes and the person(s) responsible. Deal with this material chronologically, devoting a separate paragraph to each major change. Not all information comes from documents; the physical site itself can provide valuable information. Note if an alteration is based on physical evidence and estimate the date, if possible, noting that it is an estimation. Use graphic sources as well; old photographs and drawings can be a valuable tool.

B. Historical Context: The context of a site can vary tremendously and is essentially what you make it. This section develops the brief significance statement given at the beginning of the report by examining the site’s place in the larger context of national and local history as well as engineering history/history of technology. Consider the general history of the site and process occurring there, as well as the persons/events associated with its establishment and development.

Part II. Site Information

A. General Description: This should be a description of the current condition of the buildings making up the site. It should move in a logical progression,

for example, following the process from building to building, exterior to interior, one direction to another, etc.

1. **Character:** In this section, a statement about the architectural/engineering interest or merit of the buildings making up the site should be provided with particular emphasis on unusual or unique features. Information included in this section should help answer the question: what makes the site unique in terms of design?
 2. **Condition of Fabric:** A detailed assessment of the condition of the fabric, such as those found in Historic Structures Reports, is not necessary. Rather, a general assessment of the condition of the structures at the time of the research should be provided. Information on specific features can be detailed under an appropriate heading.
- B. Site Layout:** The site layout is important in terms of how structures are grouped and their relative proximity to one another. The natural environment can also be a contributing feature to the site.

Part III. Operations and Process

This section describes the manufacturing process or operations occurring at the site.

- A. Operations:** Describe the process that created the end product.
- B. Machines:** An inventory of extant machinery should be included here with descriptions and its purpose in the operation specified. If known, indicate manufacturer names. If machinery has been removed, research can indicate what was formerly used and can be explained in this section. Changes in types of machines used can be traced here as well. Indicate sources of information.
- C. Technology:** This section should include the technology used to create the end product and how changes in technology impacted both the built environment of the site and the processing of material.
- D. Workers:** If information is available about the workers employed on the site, include it in this section. Topics could include the types of jobs, the ways they were performed, and demographic information on the work force.
- E. End Product:** Describe the product produced at the site, with information on how and where it was shipped.

Part IV. Sources of Information

This is an essential section of the historical report. It is important to refer the researcher to all pertinent sources. Be sure to include complete information on

every source you locate. For primary sources, it is helpful to include the institution or archives at which the document is housed.

A. Primary Sources

B. Secondary Sources

C. Likely Sources Not Yet Investigated

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APPENDIX A: GENERAL GUIDELINES FOR HAER DOCUMENTATION

HAER Number

Every structure is assigned a HAER number, which becomes its identifying number within the HAER collection. The number consists of the two-letter state abbreviation, hyphen and number. Contact the team leader, HAER Washington office, or regional office to receive a HAER number and for additional guidance. The HAER number must appear on every piece of documentation sent to the Library of Congress, including all items sent in the field records. The HAER number goes in the header of every page of your report, right justified, using the following format.

SITE NAME [written in all capital letters]
HAER No. XX-#
(Page #)

The HAER number is always preceded by “HAER No.” to differentiate it from the HABS and HALS collections.

If a complex is being documented, the site as a whole will receive a HAER number, such as: Southern Pacific, Sacramento Shops, HAER No. CA-303. Each building that is part of the complex will receive a subsidiary number, such as: Southern Pacific, Sacramento Shops, Erecting Shop, HAER No. CA-303-A.

Assigning Names to Structures and Sites

When assigning the primary name to a structure or site, use the *historic* name, which will not change with each new owner or use. Often, this will require research to determine the name. Occasionally, the historic name is not well known, and researchers using HAER records may not be able to identify a structure using that designation. Secondary names, which are often common or current names, are included to aid in the use of HAER records. More than one secondary name can be included.

Pacific Creosoting Plant
(Wyckoff Facility)

Old Corinth Road Bridge
(Hadley Parabolic Bridge)
(Bow Bridge)

Statements such as “Now the” or “Currently” with a name as part of the title are unnecessary since this will eventually be outdated. Avoid using words such as “Old” in the name, unless it is part of the recognized name.

If the original name cannot be determined, the address, qualified by a general designation, is used as the name.

3705 Alpine Street, Southwest (House)
411 Piquette Avenue (Industrial)
600 Lincoln Street (Commercial)

In the case of complexes containing several buildings, the overall complex name is used in the first part of the name, followed by the individual structure.

Alcoa-New Kensington Works, Finishing & Shipping Building
Arroyo Seco Parkway, Meridian Avenue Bridge
Stockham Pipe & Fittings Company, Tapping Room

Determining Location

The location of the structure includes the street, the city or town, county and state.

For urban areas, use the number and street, such as 512 Main Street. If the street name is a number, use the local convention to determine whether to write it in digits or words.

35 E. 42nd Street
566 Seventh Avenue

If the site is large, the streets bounding it could be used.

Main Street, between Pearl & Water streets
Bounded by Voyager Circle & Mariner Drive

In small towns or rural areas, a more descriptive address is required. Structures can be located within one-tenth of a mile from the nearest intersection or they can be located in relation to a natural landmark or nearest road.

3 miles northwest of Naturita, between Highway 141 & San Miguel River
Route 88 on west bank of Monongahela River
South bank of Indian River, 1 mile east of Breached Mill Dam

The location of bridges includes what they span and gives the name of the road they carry, if applicable.

Spanning west fork of White River at County Road 48
Spanning Frazer Creek on Schoodic Peninsula Road
Spanning Maryland Route 5 at Spring Gap
Spanning Conrail Railway, eastbound, at US-10

In general, ships should be located in the body of water in which they are docked.

Hyde Street Pier
Hawaii Maritime Center, Pier 7
James River Reserve Fleet

If the structure or site is not located within the boundaries of a city or town, it is located in reference to the nearest city or town. Always include the word “vicinity” with the town name to clarify the location, such as “Hyattsville vicinity.” Generally, the vicinity is the nearest city or town that has a zip code. Consider local usage and custom here. Keep the vicinity in the same county as the property.

The location also includes a coordinate that locates the structure. The coordinate should be expressed in decimal degrees using North American Datum 1983. If your data is not in decimal degree format, visit the FCC’s DDD MM SS and Decimal Degrees Conversions Web site: <http://www.fcc.gov/fcc-bin/convertDMS>. Alternatively if your data is in UTM format, visit West Virginia Department of Environmental Protection’s Web Lon/Lat UTM converter site: http://gis.wvdep.org/convert/llutm_conus.php.

Additionally, information about the source of the coordinate should be provided: 1) identify the location of the coordinate relative to the structure; 2) indicate the date the coordinate was obtained; 3) identify the method by which the coordinate was obtained; 4) provide an estimate of the coordinates accuracy expressed in +/- meters; 5) specify the coordinates datum; and 6) indicate any restrictions on releasing the structure’s location to the public. Examples are provided below.

Bennett's Mill Bridge is located at latitude: 34.60251, longitude: -50.69997. The coordinate represents the structure’s northeast corner. This coordinate was obtained on February 10, 2003 using a GPS mapping grade unit accurate to +/- 3 meters after differential correction. The coordinate’s datum is North American Datum 1983. The Bennett’s Mill Bridge’ location has no restriction on its release to the public.

Mascot Roller Mills is located at latitude: 40.06281, longitude: -76.1573. The coordinate represents the main entrance point of the mill house. This coordinate was obtained on April 2, 1996 by plotting its location on the 1:24000 Leola, PA USGS Topographic Quadrangle Map. The accuracy of the coordinate is +/- 12 meters. The coordinate’s datum is North American Datum 1983. Mascot Roller Mills’ location is restricted pending concurrence of the owner to release its location to the public.

APPENDIX B: SOURCES OF INFORMATION

The following is a list of potential sources that may be helpful when researching a structure or site.

Company records provide some of the most detailed information. Records can include a wide range of materials: engineering drawings and reports, payroll records, time study sheets, annual reports, collections of photographs, minutes from board meetings, etc. If it is an operating concern, assure the company of the historical nature of your research and scrupulously avoid any material that may compromise current operations.

Construction records for the national parks are often held by the park offices. Another source of documents is the National Archives, especially Record Group No. 79 (National Park Service records) held in College Park, Maryland, and the Technical Information Center, Denver Service Center, P.O. Box 25287 (12795 W. Alameda Parkway), Denver, CO 80225-0287.

Trade and manufacturers catalogs, such as those for pipe foundries and bridge companies, can yield important technical information. There are several repositories with specialized collections, such as the Hagley Museum, the Smithsonian Museum of American History, the University of Michigan, and the University of California at Santa Barbara.

Sanborn Fire Insurance Maps can be found in local government or municipal agencies and local archives. These can also often be found in digital form.

U.S. Census of Manufactures, particularly those published for 1880, 1890, and 1900, contain in-depth reports written by experts on special industries, power and machinery.

Reports by state bureaus of industry will go by different titles depending on the state. These also contain lengthy treatments of special industries and industrial processes.

Annual reports of the Commissioner of Labor provides details on cost of production and regulations. For example, the seventh annual report includes cost of production for textiles and glass while the eleventh report treats regulation and restriction of output. Other published reports of various government agencies, such as those of the U.S. Tariff Commission, the Department of Commerce, may also be useful.

Records of the U.S. Patent Office provides both illustrations and written descriptions of significant engineering achievements and industrial processes. The patents are indexed by year. If the patent number is known, it can be accessed via the Patent Office website at: <http://www.uspto.gov/>.

Journal articles are invaluable, but often difficult to access since many did not produce their own indexes. The best tool for tapping into this source is the *Engineering Index* (New York: Engineering Index, Inc.), 1890 ff.

Trade publications, such as the *Commoner and Glass Worker*, *Iron Age*, etc. contain significant information but were rarely indexed.

Contemporary engineering and industrial texts, handbooks and materials will not only contain detailed descriptions of a variety of industrial processes, but are also usually copiously illustrated.

Relevant scholarly secondary sources, particularly monographs, will often provide important interpretive materials and detailed bibliographies.

Local newspapers should be consulted for targeted dates. They can often be time-consuming to use.

Vertical files in local historical societies and libraries can be timesaving resources, often consolidating items from local papers and other difficult-to-access sources.

APPENDIX C: GRAMMAR AND PUNCTUATION NOTES

There are some common issues with terminological definitions, formats, spellings and dates that are particular to architectural and engineering history. This section provides established HAER conventions.

YEARS:

1930s

not Thirties and *never* 1930's using an apostrophe

1856-90, 1850-1940

do *not* repeat the century unless it changes; always include the decade, i.e. 1850-57, not 1850-7

first quarter of the nineteenth century

not first quarter of the 1800s

spring 1888, December 1900

do *not* use a comma, as in "spring, 1888" or "December, 1900"
also, do *not* use "December of 1900"

DATES:

July 4, 1776, was a great day, or 4 July 1776

either is acceptable, note comma after year

ca. 1850

not c. or circa written out

NUMBERS and NUMERALS:

All numbers from one to ninety-nine are written out; 100 and above are cited as numerals, *except* in the case of ages, street numbers, dimensions, and millions.

For example:

"In 1850-60, an estimated forty-seven miners traveled more than 650 miles across the western states. Many did not live past the age of 40, although one 89-year-old man lived into the twentieth century. He lived at 37 Gold Rush Avenue. The frame dwelling was a 10'-4" x 12'-0" space and cost only about \$577.00 when the old man bought it in December 1898, yet legend says he was worth \$2 million."

centuries

the nineteenth century *but* nineteenth-century dogma

not 19th century or 18th-C

percentages

0.7 percent; 50 percent

always use numerals, and spell out "percent" unless in a chart or graph

when “%” may be used

money

\$5.87, \$24.00, \$24.25, \$234.98, 1 cent, 10 cents, 99 cents

use numerals, except in the case of millions or larger (\$5.87 million)

dimensions

Measurements and dimensions are *never* written out, they always appear as numerals, and feet or inches are always indicated using technical symbols, with two types of exceptions.

20’-7” x 18’-0”, 6’-3-1/2”

use lower case x, *not* “by”

use apostrophe and quotation marks for feet and inches respectively

hyphenate all feet and inch numerals, and any fractions

indicate an even foot measurement with –0” if known to be exact

NOTE: when punctuating dimensions, commas fall *outside* the feet/inches marks, i.e. “The planks measured 10’-6”, 5’-1-1/2”, and 2’-0”.

Exceptions:

1. 10 cubic feet and 10 square feet, *not* 10 cubic’
2. approximate measurements do *not* require the –0”, i.e. “The three storefronts measure about 20’ wide and 40’ deep.”

STREETS/ADDRESSES:

222 Packard St.

capitalize and abbreviate street, avenue, boulevard, etc. but *not* short items such as road or lane, when the number prefaces the street name

Sam lived on Packard Street.

write out and capitalize street when no number is given

It is at the confluence of Packard and Mill streets.

when two proper names (also true of companies, rivers, etc.) are listed, do *not* capitalize street

The houses surveyed are No. 15 and No. 27 Mill Street.

The deed cites lot No. 146.

“number(s)” is always capitalized and abbreviated as No. or Nos.

Interstate 66, U.S. 30, Route 30

write out and capitalize “interstate” on first reference; subsequent references are abbreviated, i.e. I-66

ABBREVIATIONS/ACRONYMS:

United States

U.S. government, U.S. Department of the Interior, U.S. exports
write out “United States” when it is a noun, but *not* when it is an adjective;
do not place a space between U. and S., i.e. U. S.

technical abbreviations

do not abbreviate technical terms unless spelled out at first reference, i.e.
revolutions per minute (rpm) or horsepower (hp)

acronyms

write out the complete name on first reference, putting the proper name’s
parentheses afterward; thereafter use the acronym only
“The U.S. Department of Agriculture (USDA) and Society of
Architectural Historians (SAH) have an agreement to study barns in the
United States, but the SAH thinks little of such an investigation;...to study
U.S. barns.”

HYPHENATIONS:

Many phrases are clarified when augmented by a hyphen; the following architectural
terminology is clarified by employing the general rules of hyphenation:

1. In general, hyphenate an adjectival construction, one which precedes the
subject and modifies it.
2. In general, do *not* hyphenate an “ly” word with another word, including
“federally”.
3. Do *not* hyphenate “late” or “early” before a century.

one-over-one-light double-hung sash
write out the numbers, *not* 1/1 double-hung sash

bird’s-eye view; bull’s eye window

load-bearing brick wall; BUT the brick wall is load bearing

stained-glass windows; BUT the windows contain stained glass

side-hall and center-hall plans; BUT the house has a center hall

rough-cut stone

five- and seven-course bond; BUT American bond is laid in five or seven courses

single-family and multi-family dwelling

gable-end chimney; BUT the chimney is on the gable end

side-gable roof

canal-era, Civil War-era structure
not Civil-War-era

bead-and-reel molding; BUT the molding motif is bead and reel

standing-seam (metal roof)

nineteenth-century lighthouse
do *not* hyphenate a “late” or “early”, i.e. a late eighteenth-century
springhouse

cold-blast furnace

cast-iron bearing shoe; BUT the bearing shoe is cast iron

wrought-iron rod; BUT the rod is wrought iron

Palladian-style, a Mission-style roofline
append “-style” to an established architectural term if your subject is
reminiscent of the original but not an example the actual model; this is not
to be confused with proper names such as International Style, which take
capital letters and would *not* be hyphenated

APPENDIX D: SPELLING AND CLARIFICATIONS

SPELLINGS, SINGLE WORD

beltcourse, stringcourse
courthouse
gristmill, sawmill; BUT steel mill
hoodmolds
Neoclassical, *not* neoclassical or Neo-classical
sidelights
wraparound porch
powerhouse; BUT power plant
jerkinhead (roof)
latticework
whitewash
beehive (oven)

SPELLINGS, TWO WORDS

row house
bell tower
concrete block, concrete-block base
main line
water table

CLARIFICATIONS

façade vs. elevation
a façade is the wall of a building; an elevation is a drawing of that wall

interior vs. inside; exterior vs. outside
interior and exterior connote defined boundaries, while the others are nonspecific

concrete vs. cement
cement is the dry mix that water et al. is added to in the making of concrete

storefront
the first floor only of a commercial structure, *not* the entire front façade

glazing, light, panes, sash, windows, fenestration
windows can be described in general as glazing; units of window glass *before* installation are panes—once installed, glazing units are lights, *not* panes; lights grouped into a frame are sash; fenestration indicates a number and arrangement of window openings in a façade

L-plan vs. ell

buildings take the form of T-plans, H-plans, and L-plans for their resemblance to those letters; and “ell” is the wing or block, usually a rear add-on, that is the three dimensional version of the wing indicated on the L-plan

molding vs. moulding

in England, carved mouldings are commonplace, but in America, they are moldings

mantel vs. mantle

a mantel is the structural support above and the finish around a fireplace; a mantle is an outer wall of casing composed of a separate material than the core apparatus, as in a blast furnace, and it is the feature on a gaslight from which the flame emerges

cinder block vs. concrete block

cinder block is made with a lightweight concrete aggregate and is widely used for interior partitions; concrete block is heavier, stronger, and used in structural walls

wood vs. wooden

wood is wood, or frame; wooden may be hard, durable, and stiff like wood, but it is not necessarily wood (this principle also applies to oak vs. oaken, etc.)

historic vs. historical

historic is the adjective used to denote something that is old and presumably important i.e. historic preservation, historic building fabric; historical is the adjective used when the subject relates to history, i.e. historically significant house

lath vs. lathe

lath is a strip of wood used as the groundwork for plaster, as applied to walls (plural laths); a lathe is a machine tool for shaping circular pieces of wood or metal

APPENDIX E: COPYRIGHT RELEASE FORM

The form must be used as written below. Send the completed form with the final historical report.

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