

USING NATIONAL REGISTER NOMINATIONS IN PREPARING HALS SHORT FORMAT HISTORIES

These instructions are intended to explain how National Register nominations can be used to facilitate the preparation of Historic American Landscapes Survey (HALS) documentation using the [HALS Short Format History Template](#). The short format is required to enter the annual HALS Challenge, a national competition related to a selected historical or cultural landscape theme. Often, a property associated with the theme has been listed in the National Register. The nomination can be used to prepare the short format documentation. These instructions are intended to facilitate the conversion of the information contained in National Register nominations to HALS documentation.

HALS and the National Register: A Logical Partnership

Owners of historic properties may be interested in the documentation of their property for the HALS program. The documentation is submitted to the Library of Congress and provides a permanent record of the history of the landscape and its appearance at the time of documentation. State historic preservation offices are in a good position to inform their constituents of this option, and consultants may be interested in offering HALS documentation as an addition to preparation of a nomination. Many owners would be delighted to have documentation about their landscape filed at the Library of Congress.

Well-prepared National Register nominations contain a wealth of information, and HALS documentation can make it accessible to a wider audience. HALS documentation is copyright free and preserved in perpetuity and made publicly accessible online by the Library of Congress. The HABS/HAER/HALS Collection is one of the largest and most heavily used collections in the Prints and Photographs Division and constitutes the nation's largest archive of historic architectural, engineering, and landscape documentation.

HALS provides baseline documentation for practical and academic pursuits such as rehabilitation and interpretation. HALS documentation is not a listing, nomination, or designation, so please do not cite National Register criteria as part of a HALS report.

Using the HALS/National Register Comparison Table

The official [HALS Guidelines](#) should be followed for any HALS documentation project. HALS requires several fields not listed in the table below, which focuses on fields the National Register and HALS have in common. Some National Register documentation will not be needed or may need recrafting for HALS purposes. Note that neither program has length requirements or restrictions, but both types of documentation are intended to be summaries. For fairly recent listings, the National Register photographs and site plans may be usable, but all graphic materials should be field checked for accuracy. Please see the HALS instructions about potential copyright issues with graphics.

Table: HALS/National Register Comparison, Using Nominations as a Source for HALS Documentation

HALS Field	HALS Subfield	NR Section Number and Name	NR Section Content	Notes
Historic Name		1 Name of Property	Historic Name	If the property is located within a historic district, see the inventory in Section 7 of the nomination for the name of a specific property.
Secondary Name		1 Name of Property	Other Name/Site No.	Other Name and Secondary Name may or may not be completed; this depends on the property.
Location	Street address/no.	2 Location	Street & number	
	City or Town		City or Town	
	State		State	
	County		County	
	Zip Code		Zip Code	
	Name of Park	See Historic Name or Other Name” (Sec 1)		If the park to be documented is located in a historic district, see the inventory in Section 7 for information about the park.
	Name of District	See Historic Name or Other Name” (Sec 1)		If the property to be documented is located in a historic district, the name of the district is primary, but the name or address of the subject property should be in the Section 7 inventory. In some cases, the district may be the documented HALS property.
	Geospatial point coordinates	10 Geographical Data	UTM or Lat/Long Coordinates	HALS requires data in decimal degrees. The National Register also allows UTM coordinates, so a conversion to decimal degrees may be necessary.
Significance		8 Statement of Significance	Summary Paragraph	HALS is interested in the historic importance of the site and landscape architectural and historical reasons why this site is worthy of documentation. DO NOT cite National Register criteria, the period of significance, the area of significance, or criteria considerations. Do reference the National Register nomination in the introduction if it was the primary source.

HALS Field	HALS Subfield	NR Section Number and Name	NR Section Content	Notes
Description		7 Description		HALS requires “a description of the physical characteristics of the site, including a discussion of past and present features and how they relate.” HALS also requires “a candid assessment of the current physical condition of the site,” which should be linked to the property’s historical evolution. Only use National Register information that corresponds with the HALS requirements.
History	Site evolution	8 Historical Background or		HALS requires “information that includes dates, builders/designers, owners, uses, and some discussion of the site evolution.” This often corresponds with background information in Section 8 of the nomination.
	Context	8 Historical background and statements for areas of significance		HALS requires a discussion of the context in which the property was created and later evolved. This includes the context for development of the particular landscape type. National Register contexts often focus on the level of significance of the resource—whether of local, state, or national significance. For the HALS documentation, it may be informative to either narrow or broaden this focus.
Sources		9 Major Bibliographical References		Include a consistently formatted list of the sources used, including books, articles, surveys, reports, brochures, websites, and other material related to this site. The National Register and HALS encourage use of the <i>Chicago Manual of Style</i> (most recent edition). Do not include the entire bibliography of sources listed in the National Register nomination; focus on those that were clearly used, as evidenced by footnotes. Cite the National Register nomination in the Sources section.

HALS Field	HALS Subfield	NR Section Number and Name	NR Section Content	Notes
Historian		11 Form Prepared By	Name, organization, street, number, city, email, telephone, and date	HALS requires the name of the person(s) who prepared the HALS document; professional affiliation is acceptable. If the nomination is the primary source of information, credit the nomination author (this person is named in “Form Prepared By” section) as a co-author in the “Historian” section.
Graphics		Figures and Photos		All HALS graphics must be free of all copyrights. Additional signed copies of the Release and Assignment form are necessary to cover graphics not created by the author and thus covered by their signed form unless they are clearly within the public domain. Figures and photos lifted from National Register nominations must be accompanied by Release and Assignment forms. Be aware that National Register graphics may have copyright issues.

Additional Guidance on Using National Register Nominations for HALS Documentation

1. **Copyright cautions.** Include National Register figures and photos very selectively. The HALS program will assume there are copyright issues with submitted graphic materials unless they are clearly in the public domain or are covered by a signed copy of the HALS Release and Assignment 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.
2. **Release and Assignment Form.** Completed copies of the HALS Release and Assignment Form(s) must accompany all donated HALS histories to cover the author's (historian's) written work and graphics. The form is provided in the HALS Short Format History Template. If the nomination is the primary source of the HALS documentation, a signed copy of the HALS Release and Assignment form from the nomination author is required. If the nomination is one of many sources for the HALS report, it can be listed in the "Sources" section, and the nomination author will not be required to sign the Release and Assignment form.
3. **Plagiarism cautions.** Do not plagiarize. Information taken verbatim from someone else's work, must be put it in quotes, with the source footnoted. Information should only be put in quotations if it presents information as an original thought, idea, or voice, or serves to underscore the point being made; otherwise paraphrase the information. Quotes should not be used merely to avoid writing the information.
4. **Lifting material from National Register nominations.** National Register text can be quoted from a nomination with appropriate citations, or information may be used as a source for new text. In either case, it is important to credit the nomination author. If the nomination is the primary source of information, credit its author (this person is named in "Form Prepared By" section) in the "Historian" and "Sources" sections of the HALS report or in the introduction to the report. For example, this might be stated:

Except where noted, this report has been adapted, with minor additions and updates, from the National Register of Historic Places Registration Form for (Property Name) written by (Nomination Author's Name, Year) by (HALS Report Author's Name).

5. **Scholarly standards apply.** Both the National Register and HALS require sources of documentation to be consistently cited via footnotes and Bibliography/Source entries. Footnotes are preferred to endnotes, and the format of all citations should follow the *Chicago Manual of Style* (latest edition). Please convert to *Chicago* if another style guide was used in the National Register nomination.