

Submission Checklist for WFPP Profile

Did you?

- Include birth and death dates, if known.
- Under full name, list any others in the “Also Known As” section.
- Italicize book titles, film titles, and foreign words; put plays in quotation marks.
- Provide English translations for all foreign phrases and quotations.
- Follow American English usage (e.g., color, center, recognize).
- Set quotations within double inverted commas, quotations within quotations in single inverted commas (quotations more than six lines long should start on the next line and should be indented).
- Place images, using Fig. 1, Fig. 2, and so on, in text with captions and sources in English (see models).
- Use MLA (Modern Language Association) style for in-text citations and Bibliography.
- All categories at end of Profile in this order:
 - Bibliography
 - Archival Paper Collections– with full name of collection, archive, and link to finding aid/collection page, if applicable.
 - A. Archival Filmography: Extant Film Titles- see models following FIAF standards.
 - B. Filmography: Non-Extant Film Titles – list films (with year) only.
 - C. DVD Sources – provide distributor info, when available.
 - D. Streamed Media—apply links, when available.
 - Credit Report (optional)

To Submit

After reviewing the Submissions Checklist, submit profile as Microsoft Word document. Title it with pioneer’s name and your own:

Example: Stamp.Weber.docx

Submit profile and high-resolution jpegs (300-600 dpi) to: wfpp@columbia.edu