



AMA History Project Company History Writing Guide



Thank you for your interest in helping to preserve the history of model aviation! We at the AMA wish to preserve the history of businesses that helped model aviation become what it is today. We would like to document these companies and make that information available to the public, especially with modelers in mind. We encourage you to participate in this documentation process by sending us company histories so that we may pass this knowledge to future generations.

The following information can be used as a guide to writing. Other assistance can be provided as well. Contact AMA's History Project staff if you have any questions or problems. Please send histories, any photos and copies of articles, and signed consent form to *AMA History Project, 5151 E. Memorial Drive, Muncie, Indiana, 47302* or email information to historyproject@modelaircraft.org.

Format Guidelines

- Typewritten histories are nice, but not required. Send us your information any way you can and we will format it to fit our needs. If you use a computer, send us the file either through email or on a CD/flash drive if possible.
- Include photographs of the company and its employees (past and present) and/or notable events. We will try to use as many as possible. If you send us photo prints and would like them returned to you, please make a note on the consent form at the end of this packet. Also, be sure to include information about the photos for captions.
- Magazine and newspaper articles about your modeling career are also beneficial. Include any pertinent articles or other materials and we will add them to your file. If you include information from an article in the history, please mention the article and send a photocopy of the article(s) with your submission. Please do not use articles word-for-word in your writing without citing the sources, as in the examples below.

For newspapers:

“John Doe was an excellent modeler who contributed to the community” (By Joe Schmoe, *The Daily News*, Modelville, Indiana, August 7, 1999, page 3A).

For magazines:

“This was a terrific year for John Doe. He won every event at the National Championships” (By Joe Schmoe, *Model Aviation* magazine, May 4, 1979, page 55).

For books:

“Model aviation has been changed forever by John Doe's invention” (By Joe Schmoe *Model Aviation: Up Close and Personal*, Copyright 1997, pages 53 – 55).

Writing Guide

Please note that this is only a guide and need not be followed precisely.

Make an outline using the headings that pertain to the company, such as:

- **The Beginning**
- **Employees**

- **Publications**
- **Awards/Honors**
- **Community Outreach**

Elaborate on each of the headings. For example, start with the questions listed below and expand upon them. You may make up your own questions to answer – and some questions below may not pertain to your company. Please note: You do not need to list the questions that you are answering in your writing.

The Beginning

- Who was involved in the start of the company?
- When was the company founded?
- Why was the company founded?
- What offices were established in the beginning?
- What kinds of products were created/manufactured/designed? Has that changed over the years?

Employees

- How many original employees were there?
- How many employees does the company currently have?
- What are the current employee positions?
- How have employee positions changed since the beginning?
- What are the main duties of the company's employees?

Publications

- What publications have been/ are being produced by the company? When were the first company publications produced? How often are publications produced?
- If possible, include a list of editors and the dates they were employed. This may be added as an addendum if it would interfere with the flow of the company history.
- What are some topics covered in the publications? (If you would like to have some publications preserved in the AMA archives, please submit them with this history)
- Have other magazines and/or newspapers written articles about the company? If so, what were the articles about? When were they printed? (Please include copies of articles if they are available.)

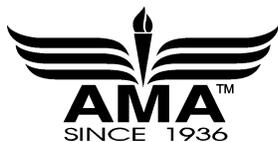
Awards/Honors

- What awards or honors have been presented to the company as a whole? Give details about when awards were received, who gave them to the company, and why the company received them.
- What awards or honors does the company give out? Give details about how often the awards are presented and why.

Community Outreach

- What sort of educational programming does the company present regularly? Where, when, etc.?
- How often does the company participate in trade shows, conventions, and other related shows? Which ones?
- Does the company hold any events in which the proceeds go to charity? If so, when, for how long, etc.?
- Is the company involved in sponsoring or helping with any regional, state, or national contests? If so, what contest(s), when, where, how, etc.?
- What annual local contests does the company hold? Include details of what time of year, location, what type of models, etc.

- Have company employees ever competed in National contests? If so, how many times, what years, and what events?
- Have company employees ever competed in FAI contests? Has anyone participated in international contests? If so, how many times, what years, and what events?



AMA History Project Consent Form



By filling out this form, I understand I am submitting the following material to the Academy of Model Aeronautics (AMA).

1.) Please check type(s) of material(s) submitted: (check all that apply)

Written biography or history

Paper Digital

Photographs (prints or negatives)

Prints/Negatives Digital

Moving Images

Film DVD VHS Other _____

Sound recording

Digital Analog cassette Other _____

2.) Indicate any special notes about material(s) submitted: (supplemental copyright info, return requests, etc.) _____

3.) Please check type of consent approval: (check one)

I am transferring to the AMA any copyrights I hold to any of the material indicated on this form and submitted. I also acknowledge, unless indicated above and pre-approved, the material may not be returned to me.*

I am not transferring to the AMA any copyrights I hold to any of the material indicated on this form and submitted. However, I approve the AMA to have the right to use this material. I also acknowledge, unless indicated above and pre-approved, the material may not be returned to me.*

* I understand that some uses of this material may include - but are not limited to - the following: use in physical displays for the AMA and its National Model Aviation Museum, in their publications, and in their websites, social media, and/or other digital resources.

4.) Please indicate any preferred citations below: (Ex. John Doe, *History of the ABC Club*, March 2010)

Signature: _____

Name (printed): _____ Date: _____

Preferred method of contact: Mail Phone Email (list below) AMA Number (if applicable): _____

Address/City/State/Zip: _____

Email address: _____ Telephone number: _____

Return this consent form with your historical information to:

Mail: AMA History Project, 5151 E. Memorial Drive, Muncie, Indiana 47302

Email: historyproject@modelaircraft.org **Fax:** (765) 281-7604

Need help? Contact the AMA History Project staff for assistance using the contact info above or by phone at (800) 435-9262 ext. 511.

Note: This form does not transfer rights to materials of which you do not own or retain copyright.