

Bodies and Structures (Alpha): Master Style Sheet and Metadata Requirements

Revised for Student Projects

August 2018

I. Contents

1. Citations.
2. Media and geospatial metadata.
3. Primary sources and translations.
4. Other, general clean up.

II. Complete Citations

To create a source page:

1. For each source you cite, create a page in Scalar.
2. Title the page as follows: Author last name(s), Short title
 - Example: Ambaras, Japan's Imperial Underworlds

Use "and" to separate multiple author last names.

- Example: Ballantyne and Burton, "Introduction: The Politics of Intimacy in an Age of Empire"

3. Copy the title into the description bar as well.

4. In the body of the page, enter the complete bibliographic data, in Chicago Style footnotes format (not bibliography format).

- First Name, Last Name, *Full Title* (Place: Publisher, Year), PP-PP.
- First Name, Last Name, "Article Title," *Journal* [Vol#], no. [issue #] (Year): PP-PP.

5. Add any discussion of the source in a new paragraph on the same page -- e.g., "For the discussion of concept x, see pp. 124-45." Anyone else who cites the same source can add their own discussion on the same page, which is shared across all the modules. (In this way, it can become a kind of deep map of our collaborative work, should we draw on common sources.)

6. Go to "Relationships" at the bottom of the page. Add "References" to the "This page is tagged by..." (i.e., References should tag each source page.)

7a. If your author or title have macrons, circumflexes, or other special symbols, the automatic URL generator will drop those characters. To avoid this, go into "Properties" (next to relationships, styling, etc at the bottom of the page) and add a plain vowel, noun, etc., to take the place of the dropped character. Example: Kindai Nihonshi kenkyū josetsu will turn into Kindai-Nihonshi-kenky-josetsu, so just add a plain u to the url.

7b. If the work has multiple authors, please use hyphenation for the page url, but use "and" for the page title (E.g., Ballantyne-Burton for url; Ballantyne and Burton for page title). See the "References" tag page for examples.

8. Save the page.

To cite the source in your pages:

1. When editing a page of text, highlight the word(s) to which you want to attach the citation. (Scrivener users will be familiar with this method.)
2. In the edit toolbar, click on "Insert Scalar note" and select the page you want to use.
3. Once you've saved the page, the citation will appear as a note that pops up when you mouse over the selected word(s).

ALTERNATE METHOD: Create notes on-the-fly

You can also create a source note page on the fly, as you are editing another page. **BUT** you will then have to go back and clean it up.

1. When editing a page of text, highlight the word(s) to which you want to attach the citation. (Scrivener users will be familiar with this method.)
2. In the edit toolbar, click on "Insert Scalar note" and in the select page menu, choose "Create page on-the-fly" at the bottom left.
3. Enter the author name(s) and short title in the title and description bars, and add the full bibliographic entry in the main text box (you can always do this later, of course).
4. Save and continue working on whatever you were writing.

IMPORTANT:

5. You will have to then go to the source page and clean up the url (if macrons, etc. were involved), and then double-check that having done so, the note still appears when you mouse over the words. If not, you'll have to re-link it.
6. Be sure to clean up formatting (on-the-fly creation does not allow italics, for example).
7. Be sure to add "References" as a tag to the item.

III. Media and Geospatial Metadata

Titles for media pages:

Please keep media page titles short and descriptive. Remember that each media page will show up as a box in the complete grid visualization. The only info that pops up will be the title.

Fill in following metadata for media pages:

1. iptic:By-line [insert source info as Chicago style footnote here]
2. dcterms:source [name of archive or collection if applicable]
3. dcterms:coverage [geographic region covered]
4. dcterms:spatial [input georeference coordinates from Google maps (see info below)]

5. dcterms:temporal [YEAR or DD-MM-YYYY (if relevant)]
6. dcterms:contributor [module/media contributor's name]

Also just for your reference here's the DC terms page:

<http://www.dublincore.org/documents/dcmi-terms/>

Add any additional geospatial metadata to pages:

If you have pages where you can add geospatial metadata, please do so.

Open a page for editing. Click on "Metadata" in the tabs below, click "Add additional metadata," then choose "Featured -- dcterms:spatial" from the dropdown list. Fill in the appropriate geospatial data point for that page.

An easy way to get rough geospatial data is to create a My Map in Google Maps, pinpoint approximate locations (e.g., wherever Hoshi Pharmaceuticals HQ was located in 1925), and copy and paste the coordinates into Scalar. To create a "My Map," go to: <https://www.google.com/maps/about/mymaps/>. Click "create new map" button on left. Search for particular places using the search bar, then click "add to map" to save them to your map. Geospatial data will show up in grey toward the bottom of the resulting box.

IV. Translations

Please upload your primary source translations as PDF documents and link to them at the appropriate place in your text.

Be sure to include complete source information and your name on the translation.

V. Other General Clean Up

1. Please explicitly describe your module's pathways in your introduction. Throughout your module -- and especially at places where the pathways fork -- please include textual roadmaps to orient readers.
2. All modules should have an introduction and a conclusion. These pages should state clearly the spatial "stakes" of the module.