Goin' North OHMS Index Style Guide

Use of African American and Black:
capitalize both Black and White
African American and Black may be used interchangeably
African-American=adjective
African American=noun

Partial Transcript: OHMS recommends the first 140 or so characters of the segment, but just from the first speaker. You do not need to identify the speaker. Do not use quotation marks.

Segment Title: A brief description that serves as a chapter title. See Indexing Interviews in OHMS: An Overview page 8-9 for title best practices. You do not need to use the narrator's name. For example: "Childhood in the South" is sufficient, instead of using "Collins's Childhood in the South." We use sentence case, rather than title case.

Subjects: We will leave this blank for Nunn Center for Oral History archivists to fill in using Library of Congress Subject Headings.

Keywords: Provide words that you think would help someone search for a topic within this interview. Try to use words found within the interview (like "live-in" or "nursing" to describe work as a domestic) as well as words someone searching might use ("domestic" or "housekeeper"). Separate keywords with semicolons. When possible, use the suggested terms provided by the keyword thesaurus. They will auto-suggest for you in OHMS if the platform is functioning correctly. See more suggestions for creating keywords in Indexing Interviews in OHMS: An Overview pages 11-12.

Segment Synopsis: Write 3-5 sentences briefly describing the content of this section. Refer to the interviewee and interviewer by last name. Use active voice, following the Writing Guidelines.

GPS Coordinates: When the interviewee mentions specific locations, find the GPS coordinates using Google Maps and enter those here. Find GPS coordinates by using Google Map. Find an address, city, intersection, etc, right click on the spot, and select <What's Here?>. Under the search box, an info card with coordinates will appear. **Provide Professor Hardy with a**

list of place names that you cannot find, such as churches or businesses, that may no longer exist on a Google map.

GPS Zoom: Defaults to 17. Increase number if you need to zoom in tighter (you can adjust this after previewing).

GPS Description: The label for the GPS coordinates you have provided. This does not need to be more than the name of the place linked, unless it merits some explanation.

Example: University of Pennsylvania (Philadelphia, Pa), Isadore Martin's alma mater.

Hyperlink: Use this field to link to any external resources, including Omeka items, websites, newspaper articles, primary sources, Wikipedia entries, or images.

- For images and primary sources, you must first load the image as an item in Omeka. That said, first search in the Omeka archive on Goin' North in order not to duplicate items. You might find what you are looking for. Once you have created an item, view the public image, click to enlarge it, right click (PC) or Control click (Mac) on the image to select <Copy Image Address>. This url should end in .jpg.
- For newspaper excerpts, create an Omeka item of the newspaper PDF. Create an appropriate and legible crop of the newspaper PDF using PhotoShop, removing pink highlighting from yoru ProQuest search (if you don't know how, please ask). Save the cropped version as a jpg. Add the jpg as a second file associated with the same Omeka item. Then you can treat it as an image, as above. Below are a good and poor example of newspaper articles in the Omeka Digital Archive:
    - ["Don't Like Service, You Can Stay Out"](#) (nicely cropped, easy to read)
    - ["Citizens Republican Club has Long Colorful History"](#) (too lengthy, illegible)

- For websites where users can learn more about the subject, simply add the link to the website.

Hyperlink Description: The text here will serve as the linkable text to the resource. You must include a proper and full citation to the resource and credit line for images.

Examples:

Website:
Charlene Mires, "National Freedom Day," The Encyclopedia of Greater Philadelphia, 2012.

Image:

"Citizens' and Southern Bank and Trust Company, Board of Directors," c. 1920. William Still Collection, Charles L. Blockson Afro-American Collection, Temple University Libraries.

Newspaper article (***please note -- Tribune articles **MUST** include the credit line listed below):

"The Moral South," Philadelphia Tribune, April 25, 1914. Used by permission of the Philadelphia Tribune Company, Inc. All rights reserved. The Philadelphia Tribune, with 130 years of continuous publication, is the oldest newspaper in the United States serving the African-American community.