

Goin' North Biographical Sketch Style Guide

Setting up your Exhibit

- Use your narrator's name as the title for the exhibit
- the slug should be in this format: beulah-collins
- Put your name (as you like to be professionally credited) in the credit field; if two of you are sharing an exhibit, add both names in alphabetical order
- Description field will hold a 100 word succinct biographical overview of your narrator's life. **Look at models for this.**
- Add 3 tags that will indicate to readers 3 essential aspects of this narrator's life experience
- Leave theme as "Current Public Theme"
- Check box for "Use Summary Page"
- Do not check "public" or "featured" -- **we will publish it for you**
- Add the first page to your exhibit and select the template for your first content block **(refer to good models for this)**

Exhibit Description field:

- ~100 words
- include birth-life years after name (1904-1990)
- Type size: `your text`

Type size for body text: large

`your text here`

Type size for caption text: medium

`your text`

Quotations in gray italic

`your text`

Direct quotation attribution:

When narrator has multiple interviews: -- James Plunkett, August 4, 1983

When narrator has only one interview: -- Utensie Hillian, 1984

Images captions:

creator, title, date. Text relating the image to the individual.

Example:

Marion Post Wolcott, "A Negro church in a corn field, Manning, S.C.," 1939. A rural church, approximately 150 miles away from Child's home, similar to the Norris Chapel of Greenwood, South Carolina, where Childs attended service as a youth and young adult. The Morris Chapel of Philadelphia would later be founded upon the premises of the Norris Chapel, and Childs would be influential in the founding of the Philadelphia branch of the congregation.

Example:

"Domestic Service," *Philadelphia Tribune*, May 17, 1924. Collins had close contact with the Richard family as she kept their house and raised their two boys, demonstrating the benefits and hindrances of domestic service to progressive race relations.

Newspaper articles:

should not have full article. Make jpg of teaser or relevant headline or image. Upload file to Omeka item. Reorder the files so that the jpg you wish to feature in the bio is first.

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

South/ern North/ern

He went south.

He migrated from the South.

She moved north.

She moved to the North.

northerners and southerners -- lowercase

N.A.A.C.P. (with periods)

O.P.s (with periods)

Proofread everything carefully! Have another member of the class read it, read it outloud, do whatever it takes! Use the [Writing Guidelines](#).