

Washington State Historical Society

Civil War Pathways Read-In

This is a reference guide for the volunteer contributions during the 2013 Civil War Pathways Read-In citation database. This supplements the *Metadata Thesaurus* and shows examples for submitting contributions to the database. **Note:** Fields with asterisks* are mandatory. Please submit contributions online at pathways.omeka.net/contribution.

Metadata Thesaurus – Contribution Form Summary

Field	Dublin Core Field and Definition	Input instructions
Title or Article title* (e.g. E. Matthews letter to M. Saillet, April 5, 1865)	Title: The transcribed proper and designated title (i.e. formal) or a derived title.	<ul style="list-style-type: none"> Mandatory field, not repeatable Capitalize All Principal Words of the Title Take title from catalog, transcribe from item, or create own. Do not use quotes, do not leave blank. For items without a formal title, construct a succinct, descriptive title with elements such as publication title, article type, date or family name to make the title distinct. E.g. <i>Editorial about Secessionists in Seattle</i>
Alternative title	Alternative Title: Varying form of title	<ul style="list-style-type: none"> Not mandatory, not repeatable Same format as title Transcribe from catalog record.
Publication or Collection title* (Collection on Edward Matthews)	Source: collection or publication the item is part of or published in. E.g. title of the book or newspaper, archival collection name.	<ul style="list-style-type: none"> Mandatory if applicable, not repeatable Same format as title Transcribe from catalog record.
Author or Creator* (e.g. Last, First M., YYYY)	Creator: Person(s) or organization responsible for the creation of the item.	<ul style="list-style-type: none"> Mandatory and repeatable Last name, First M. Comma and Birth date – death date, if known. If no author, type <i>unknown</i>. Multiple authors are separated by semicolons. E.g. <i>Prosser, William Farrand, 1834-1911</i>
Contributor (e.g. Collector First M. Last)	Contributor: A person or organization that made significant contribution to the intellectual contribution of the material.	<ul style="list-style-type: none"> Not mandatory, is repeatable Add abbreviation or full title for type of contributor Name of editor, translator, collector, etc. Multiple contributors are separated by semicolons. E.g. <i>Ed. W.H. Lyman</i>
Other citation information or Vol., iss., edition, section, series	Bibliographic Citation: Original citation information such as volume, issue, edition, section, series of published items, record group, microfilm reel number, etc. Information that will aid aids researchers in finding the item.	<ul style="list-style-type: none"> Not mandatory, not repeatable Abbreviate or spell out each citation item Separate with a comma E.g. <i>Vol. 12., no. 4, Late ed., Business sec.</i>
Place published: publisher or Place issued or created	Publisher: This field is for other information pertinent to the publication or creation of the item, such as where it was created or published and who published or recreated it	<ul style="list-style-type: none"> Not mandatory, not repeatable City, State, Country (if other than US) Add publisher after place with : colon publisher E.g. <i>New York, NY: Harper Collins</i>
Date issued or Date published* (e.g. 1903)	Date Issued: Date the item was published or made available. Copyright date if	<ul style="list-style-type: none"> Mandatory if known, not repeatable Format YYYY-MM-DD

	published.	<ul style="list-style-type: none"> • Add question mark for circa • Separate two dates with hyphen for date range or period • E.g. 1857? - 1869? • E.g. 1857? • E.g. 1857-12-30 • E.g. 1850-10
Date created* (e.g. 1850-04-15)	Date Created: Date the item was created.	<ul style="list-style-type: none"> • Mandatory if known, not repeatable • Same format as Date issued
Start page	Page the citation starts on	<ul style="list-style-type: none"> • Not mandatory, not repeatable • As printed on page, otherwise you may count or leave blank.
End page	Page number the citation ends on – not necessary if ends on start page	<ul style="list-style-type: none"> • Not mandatory, not repeatable • As printed on page, otherwise you may count or leave blank.
Medium*	Medium: in what medium or form the reading is in	<ul style="list-style-type: none"> • Mandatory, not repeatable • Select medium of the reading • Note: this should describe how you are reading it (not always the original or what you uploaded).
Genre	Type: literary form or nature of contents	<ul style="list-style-type: none"> • Not mandatory, not repeatable • Select the genre of the reading from the dropdown menu
Topic	Subject: terms used to describe the main topic of the reading	<ul style="list-style-type: none"> • Not mandatory, not repeatable • Select the term that describes the main topic • Reader may suggest new or multiple topics in suggestion form
Time period described	Temporal Coverage: date or date range (e.g. a span of dates that cover a season or time period) that the item primarily describes or discusses.	<ul style="list-style-type: none"> • Not mandatory, not repeatable • Follows same date format YYYY-MM-DD • An example could be a letter that discusses an important event in the past.
Place described	Spatial Coverage: place that is mainly discussed or is the primary subject of the reading.	<ul style="list-style-type: none"> • Not mandatory, not repeatable • Select the place that is the main subject of the reading. • Reader may suggest a new or multiple places in suggestion form
People described	References: name of the person who is mainly discussed or the primary subject of the reading	<ul style="list-style-type: none"> • Not mandatory, not repeatable • Select the person that is the main subject of the reading. • Reader may suggest a new or multiple names in suggestion form
Reader's annotation	Description: notes from the reader's perspective about bias, context of article, important quotes.	<ul style="list-style-type: none"> • Not mandatory, not repeatable • Maximum of 30 words
Abstract*	Abstract: succinct summary of the chapter or citation.	<ul style="list-style-type: none"> • Mandatory, not repeatable • Maximum of 50 words
Library or database name*	Provenance: The name of the library, archive, or database where the reading was accessed.	<ul style="list-style-type: none"> • Mandatory, not repeatable
Unique ID (e.g. 2011.24.10 [Catalog ID Number])	Identifier: a unique id for the item given by the owning institution or database.	<ul style="list-style-type: none"> • Not mandatory, not repeatable • Add the id type in brackets.
URL* (e.g. http://collections.washingtonhistory.org)	Web address for item (part or whole), catalog record, owning institution or database.	<ul style="list-style-type: none"> • Mandatory if applicable, not repeatable • Include http:// or https:// • Make sure the URL works • Try to find a permanent URL • If the URL is not a permanent, reduce it to its domain and subdomain

Upload a file	Add an electronic copy of your reading to the database	<ul style="list-style-type: none"> • Mandatory if possible • Only one file allowed • Use PDF or jpg format • Read the copyright and use conditions of commercial databases • Locate where you saved the document file on your computer and click upload to attach it to the citation.
Find A Geographic Location For The Archival material	Map representation of <i>Place described</i> this feature will put coordinates and add the item to the Pathways map browse feature	<ul style="list-style-type: none"> • Not mandatory but encouraged • One per citation • Type city, state • Click “Find” • Verify placement of marker
Personal Information	Note: none of the personal information will go online or be shared outside of project staff	
Name	Your name	<ul style="list-style-type: none"> • Mandatory READER’S FIRST AND LAST NAME
Email Address	Your email address	<ul style="list-style-type: none"> • Mandatory • Email address you’d like project staff to contact you with • Phone number if you do not have email

Version 2

Email address: info@laurajeanrobinson.com

[illegible]

Example 2 – Book (part): Case Study 2 – Prosser chapter

Washington
Secretary of State
Kim Wyman

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Record: [Prev](#) [Next](#)
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Author [Prosser, William Farrand, 1834-1911](#)

Title **A history of the Puget Sound country [electronic resource] : its resources, its commerce and its people : with some reference to discoveries and explorations in North America from the time of Christopher Columbus down to that of George Vancouver in 1792, when the beauty, richness and vast commercial advantages of this region were first made known to the world / by William Farrand Prosser ; illustrated**

Pub Info New York : Lewis Pub. Co., 1903

Click on the following to:

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Descript 2 v. : ill., ports

Other

Author [Washington State Library. Classics in Washington History](#)

Notes Electronic data
Includes index
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Subjects [Puget Sound \(Wash.\) -- History](#)
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HISTORY OF THE PUGET SOUND COUNTRY. 205

CHAPTER XXVIII.

POLITICAL SKETCH OF WASHINGTON TERRITORY.

As the early settlers of the Puget Sound country were chiefly men of high character and noble purposes, whose ideas had been broadened by the long journeys or voyages that were necessary to reach this part of the north-west coast, and whose patriotism had been deepened by practical knowledge of the extent of their country and the certainty of its future greatness, so the political history of this region is of more than ordinary interest. Even in those exceptional cases, where men of prominence were found whose devotion to correct moral principles did not correspond with their intellectual capacity or their personal endowments, they were yet men of unusual ability, who made their mark not only at home but elsewhere, and their influence was felt in many parts of the country. During the long period of thirty-six years which elapsed between the time in 1853, when the territory of Washington was organized, until in 1889 it was admitted as a state, of course all of its principal officers were appointed by the national government, but the great majority of those appointees were men of excellent character and were well fitted in a variety of ways for the several positions in which they were placed, and usually gave entire satisfaction to all concerned, in the territory as well as at the seat of the national government. As a matter of fact some of these appointees, as for example Governor Isaac I. Stevens, the first governor of the territory, was singularly well qualified by education, by temperament, by experience and natural ability to discharge the responsible and multifarious duties imposed upon him, in a most creditable, patriotic and

Title*: Chapter XXVIII: Political Sketch of Washington Territory**Publication title*:** History of the Puget Sound Country, Its Resources, Its Commerce and Its People; With Some Reference to Discoveries and Explorations in North America from the Time of Christopher Columbus down to that of George Vancouver in 1792, When the Beauty, Richness and Vast Commercial Advantages of this Region were First Made Known to the World**Author*:** Prosser, William Farrand, 1834-1911**Vol., iss, edition, sec:** Vol. 1**Place published: publisher:** New York: Lewis Pub. Co.**Date published:** 1903**Start page:** 205**End page:** 213**Medium*:** Web**Genre:** history**Topic:** Politics and government**Time period(s) described:** 1853 - 1889**Reader's annotation:** "During the civil war and for several years thereafter political feeling ran high in the territory, including the Puget Sound country, because of the number of secession Democrats, either private citizens or holding official positions, but the Union men were at all times in the majority."**Abstract*:** This chapter describes chronologically the political players of the Washington Territory, including governors, legislative, and judiciary bodies as well as the political persuasions of the men who held these positions. Also included are a few accounts of important historical events in the state from 1853-1889.**Library or database*:** Washington State Library, Classics in Washington History**Unique ID:** 55052959 [Bib Util#]**URL:** <http://www.sos.wa.gov/history/publications.aspx>**Personal Information****Name:** Laura Robinson**Email address:** info@laurajeannerobinson.com

Example 3 – Archival material: Case Study 3 – Gholson letter

https://eservices.archives.gov/orderonline/start.swe?SWECmd Article 1

THE NATIONAL ARCHIVES

Home Order Reproductions Microfilm Frequently Asked Questions

Publication Summary

Publication Number: M26

Publication Title: State Department Territorial Papers, Washington, 1854-1872

Record Group Number: 59

Record Group Title: General Records of the Department of State

Number of Rolls/Fiche/Disks: 2

Form: Microfilm, 35mm

For Sale: Yes

For Rent: No

Subject Term(s): Washington (United States, North and Central America) state; Jurisdiction; Territorial

Title*: R.D. Gholson to Hon. J. Black, State Department, Washington City, DC, Feb. 14, 1861

Collection title*: State Department Territorial Papers, Washington, 1854-1872

Creator*: Gholson, Richard D., 1802-1861

Other citation information: RG59, M26, roll 1

Place issued or created: Woodville, KY

Date created: 1861-02-14

Medium*: Microform

Genre: letter

Topic: Resignations

Abstract*: The resignation of Richard D. Gholson, Governor of the Washington Territory.

Library or database*: The National Archives (NARA)

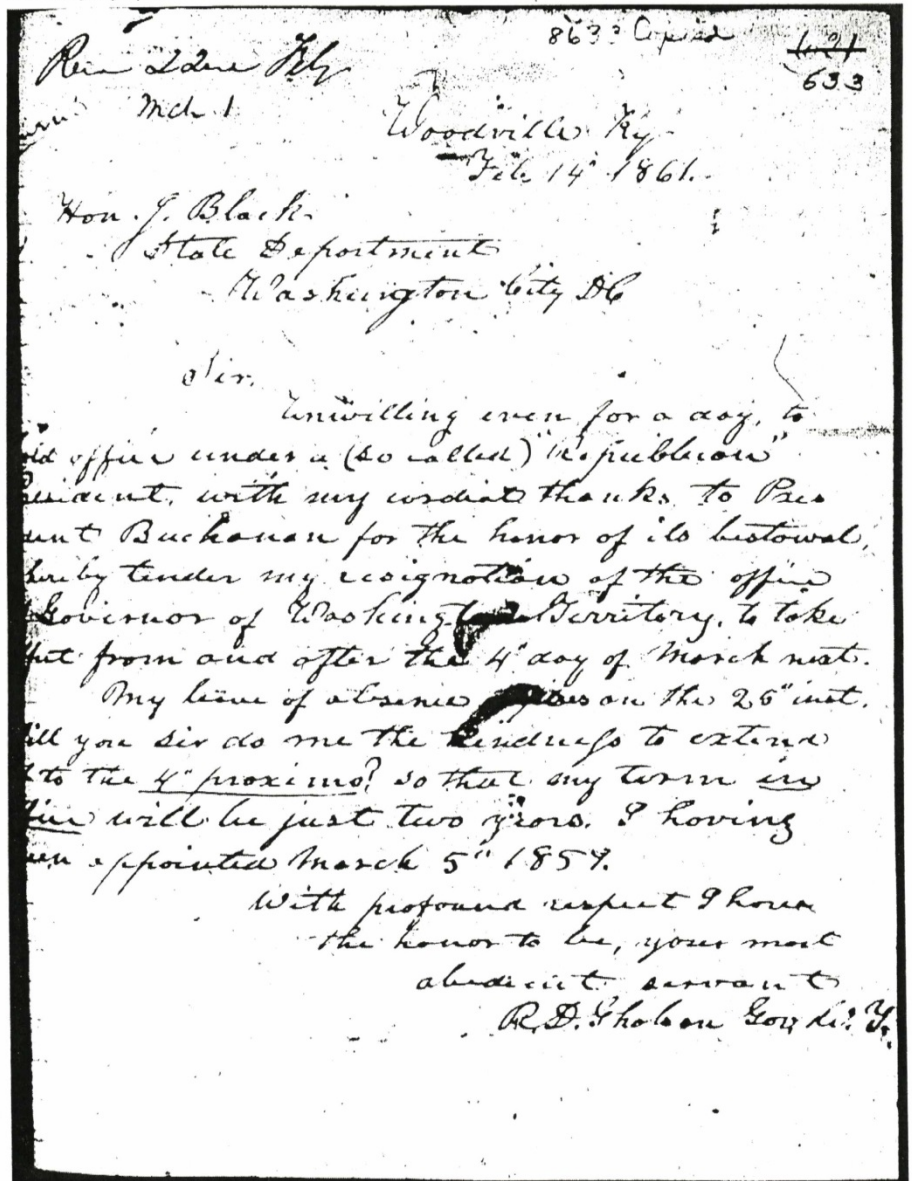
Unique ID: M26 [Publication Number]

URL: <http://eservices.archives.gov>

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Advice for readers before submitting contributions

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2. Create a bookmark or an electronic or paper copy of the bibliographic record of your reading. This will aid you in creating and submitting your contributions.
3. To upload your contribution, you will need access to a) your digital image file(s) and b) the internet – specifically the Omeka contribution form: <http://pathways.omeka.net/contribution>
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3. If scanning from microform readers, solicit the advice of the library staff regarding how to use the microfilm scanners and create and save pdfs. This will save you time and give you a chance to introduce yourself and what you are doing. Library staff love being helpful, give them the opportunity!
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Keys (Windows, Mac)	Shortcut name	Description
click and drag mouse	Select	This will highlight text or images on the screen and select them
right click (Windows), click + ctrl (Mac)	Shortcut menu	Displays helpful shortcuts
ctrl + C (Windows), command ⌘ + C (Mac)	Copy	To copy text or images on the screen, select and then press the control key and C at the same time.
ctrl + V (Windows), command ⌘ + V (Mac)	Paste	To paste copied text or images press the control key and V at the same time.
fn + prt sc (Windows), command ⌘ + Shift + 3 (Mac)	Print screen – i.e. screen capture	This will capture an image of your screen onto your clipboard. Paste the image somewhere to see it. For Macs, you will find a capture of the screen on your desktop named 'Picture _'
ctrl + X, command ⌘ + X (Mac)	Cut	This will copy your select to your clipboard and delete it from the screen. Different then delete because you can paste the selection somewhere else.
ctrl + Z, command ⌘ + Z (Mac)	Undo	This will undo your last command.
Ctrl + alt + delete (Windows), command ⌘ + Q (Mac)	Task manager or quit application	This is helpful if your computer freezes. You can open the task manager and close the offending application. Pressing command ⌘ + Q on a Mac will quit the application running.