

Formatting for the Boston News Project

Dates

When possible please type in the exact date (mm/dd/year):

Event Date

06/10/1968

Month and Year Only:

When there is just a month and a year list the month/year – for example September 1970 will be listed as 09/1970 and please check the estimated date box:

Event Date	Estimated Date
10/1968	<input checked="" type="checkbox"/>

More Than One Date Listed:

Please list them both with a comma in between the dates (ie: 11/12/1974, 11/13/1974):

Event Date

09/18/1970,
09/19/1970

General Time Listed:

Ex: Late September 1970 – put month/year (09/1970) and in the description field in brackets write [card reads late September 1970] and check the estimated date box:

Description

[Card reads "late Sept. '70"]

Air

Event Date	Estimated Date
09/1970	<input checked="" type="checkbox"/>

Year Only Listed:

Place the year in the date field and check the estimated date box:

Event Date	Estimated Date
1966	<input checked="" type="checkbox"/>

Span of Time:

Eg: Fall 1970: in the date field – put a range in the date field (09/1970...11/1970) and in the description field please write in brackets [card reads Fall 1970] and check the estimated date box.

- Fall: September, October, November
- Winter: December, January, February
- Spring: March, April, May
- Summer: June, July, August

Description

Night accident
Crane overturned on expressway
[Date listed as "Spring 1968"]

Event Date	Estimated Date
03/1968...05/1968	<input checked="" type="checkbox"/>

Multiple dates in description:

Insert the years covered by the dates in the description with a comma between each year. Also check the estimated date box:

Event Date	Estimated Date
01/06/1968, 01/11/1968, 04/01/1968, 05/01/1968	<input checked="" type="checkbox"/>

Date Range:

For date ranges, in the description field in brackets list the date information given on the card. In the event date, list the date range with “...” between the first and last date. Check the estimated date box:

Description	
air controllers feature	
may be from WEH show	
[date listed as "68-69"]	
Event Date	Estimated Date
1968...1969	<input checked="" type="checkbox"/>

Abbreviations**Abbreviation in the description field:**

In brackets add the full name after the abbreviation For example: B.R.A. [Boston Redevelopment Authority]

Names in the description field:

If only the last name is listed, add the first name BEFORE the last name and place the name in brackets. Eg: [Ted] Kennedy

Other**Initials:**

Please place your initials in the “Initials” field

Card is Unreadable:

Make your best effort and check the problem box on the side of the entry. Also, so the card can be found again, write the filename and the page number of the .pdf in the field “Filename (if card is unreadable).”

(Make sure the .pdf is being viewed in adobe rather than preview, in order to keep all the page numbers consistent.)

Filename (if card unreadable)

indextowhdhtvreel3pt2 902

Problem?

Two Can Numbers:

Each can number should have its own entry. Cards that have more than one can number will have multiple entries. In the description field in brackets please note the other can number associated for cross-reference purposes.

Can Number Missing:

Leave that field blank and in the description in brackets note that the can number is not listed

Compilation stories:

A card that list multiple pieces of footage relating to a story. This description may also include multiple dates. Transcribe the contents into the description of the card and then create a date range using the dates in the description:

Description

-5/27/68 with Arm. Pope air & cuts 60'
 -'67 aboard "New Boston" boat with infirm :45
 -6/6/68 Robert Kennedy service clip Volpe with glasses in church
 -Stock footage June '68 RFK :15
 -196 with Bill Graham b&w mag sof 800'
 -6/23/68 at St. Stephens ordaining missionaries air 50' then cuts 500' sil & sof, then air clips :30 & 3:00 |

Event Date **Estimated Date**

1967, 05/27/1968, 06/06/1968, 06/23/1968	<input checked="" type="checkbox"/>
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***When you are finished your internship, please let your supervisor know the exact reel you were working on and the page number you finished ***

Helpful Hints

- MOS: stands for "Mit out Sound" – means the footage is silent
- SIL: Means silent – in the audio dropdown, select "MOS"
- SOF: Sound on Film, select "sync" from the audio dropdown

Use the abbreviation "MA" for Massachusetts