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:

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Estimated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/1968</td>
<td></td>
</tr>
</tbody>
</table>

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
09/1970

Estimated Date

**Year Only Listed:**
Place the year in the date field and check the estimated date box:

![Event Date](1966)

**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"]

**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](03/1968...05/1968)
**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:

```
Date Range: 1968...1969
```

**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.)
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:

*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