

## Protocol for Uploading a New Ad

### What is an in-scope ad?

We define as in-scope all ads for lost family members published in African-American newspapers between 1865 and 1920; those few that may not pertain to families separated during slavery nonetheless document how slavery's long aftermath continued to impact African-American families.

### What does LSP mean by "family"

LSP employs a capacious definition of "family" to include any and all loved ones, kin, or others with whom searchers shared affective/emotional relationships. Enslaved men, women, and children were separated from their biological families through the Domestic Slave Trade or other means of forced relocation documented in Last Seen and Information Wanted ads. As a result, many enslaved people adapted by establishing non-biological familial relationships. Hence, the term "family" is not used to apply normative standards.

### Note on Language:

LSP language choices reflect our focus on the human being and their actions: "enslaved people" instead of "slaves," "enslaver" instead of "master" or "mistress."

### Imaging, Archiving, and Uploading Instructions:

- 1) When you find an ad:
  - Create a high-resolution TIFF (try to get the clearest image possible)
  - Assign a title to the file using our naming taxonomy, **which begins with a standard abbreviation of the newspaper, followed by the date (YEARMONTHDAY) of the ad, full name of the searcher, and initials of the staff member who found the ad.**
    - o An 1890 ad taken out by Elizabeth Pettiford in the Washington Appeal scanned by Judy Giesberg becomes: WA\_18900712\_ELIZABETHPETTIFORD\_JAG.
- 2) From this TIFF file, **create a duplicate that is cropped, rotated, and modified to enhance readability.**
- 3) Save the cropped/modified version as a JPEG. (Same name, different format) Save this to Dropbox.
- 4) Upload the JPEG file to the website, then enter the basic Dublin Core metadata (see below).
- 5) Assign the ad a temporary [untranscribed](#) tag, allowing it to be identified by a transcriber.

### Dublin Core Metadata Instructions:

Follow these guidelines when you upload a new ad to the website.

**TITLE:** Enter the name of the person who placed the ad or is searching... followed by who they are looking for... **use relationship descriptors** and **first/last names of both parties** when possible.

Example: Robert F. Smith searching for his daughter Patty Smith

- If someone has changed their name or indicates a former name, enter it like this:  
Example: Jenny Murray (formerly Eliza Mitchell) seeking her daughter Jane Murray
- When entering someone's name that appears as initials, put spaces between the letters.

Example: R. F. Smith not R.F. Smith

- Do not use “is searching” or “is looking” instead use “searching,” “looking,” “seeking information,” etc.
- If there are too many people being searched for to include all of them in the title, identify one or two and then include more in the Description.
- Use “Mrs.” and/or “Miss” if those appear in the ad.
- *Do not use a period here—this is a short phrase, not a complete sentence.*

**SUBJECT:** What type of ad is it? What’s the column heading that it appears under or generic article type (Information Wanted, Dear Editor, Lost Friend(s), etc.)

**DESCRIPTION:** This should be 1-2 sentences. Give a short summary and include some extra details—not a long paragraph.

Example: Robert F. Smith searching for his daughter, Patty Smith, who was last seen in Richmond, Virginia in 1858 when she was sold to John Ross.

Example: Robert Smith searching for his daughter, Patty Smith, who was formerly enslaved by John Ross. Patty was last seen in Richmond, VA.

- Use language like “enslaver” instead of master (even if “master” appears in the ad)

**SEARCHER LOCATION—the person placing the ad or doing the searching**

- This information often appears at the *end* of the ad.
  - o Use this format:
    - When it is only a state mentioned—ENTER: VA (Virginia)
    - When it is a county & state—ENTER: Caswell County, NC
    - When it is a city, county, state—ENTER: Houston, Harris County, TX

**SEARCHEE LOCATION(S)—the person who is being sought**

- Enter the places named in the ad, starting with where the searchee was last known to be or thought to be... then add other locations. If there is more than one location, click on the “Add Input” icon to create new places to enter additional locations. Each location should be in a separate text box.
  - o Use this format:
    - When it is only a state mentioned—ENTER: VA (Virginia)
    - When it is a county & state—ENTER: Caswell County, NC
    - When it is a city, county, state—ENTER: Houston, Harris County, TX
    - When no specific place is mentioned—ENTER: None
      - UNLESS you can infer from the ad, such as “in this city” appears—then enter the searcher’s city
  - o Put each location in a new box by clicking on add location.
  - o Do not include other geographic references, like Ohio River, Piney Woods, etc...
  - o Use correct spelling—since this is not a transcription but is going to be used for plotting the ads on our map, spelling should be the current accepted spellings... I’ve had to do quite a bit of google searches to verify spelling, city names, etc.

**COLLECTION:** Click on the drop-down menu "Collection," scroll down to the newspaper and add it.

**CONTRIBUTOR:** Your name

**DOUBLE CHECK:** Double check all the information you added.

- **Spelling**—use correct spelling for all words even if they are misspelled in the ad.
- **Punctuation**—check use of commas in Title and Description.
- **Date**—in DD MM, YEAR format
- **Is the newspaper titled correctly**—"The" or no "The" in the title?

**TAG:** Click on Edit. Click on Tags.

Label the ad "**Untranscribed**" – no other tags are necessary at this point. Do not add # or any other symbols to the tag because that will create a new tag.

**SAVE.**