

## Japan History Lab Editorial Team Checklist

### **A. SUB-THEME**

1. Write a sub-theme introduction (2-3 paragraphs: relate the larger theme to the sub-theme and to each article in the sub-theme)
2. Choose an image to represent the sub-theme on the home page.

### **B. BIBLIOGRAPHY**

1. Download and evaluate multi-media files.
2. Upload Multi-media files to bibliography entries
3. Embed Media in appropriate articles
4. Complete final proofread of each source cited by the team's articles.
5. Advance bibliography entries through workflow states as conditions are satisfied.

### **C. ARTICLES**

1. Add media, footnotes and HTML markup to each article.
2. Create appropriate links between articles.
3. Compile a list of major events covered by the team's articles.
4. Copyedit each article to conform to the style guide (see below)
5. Proofread each article.
6. Advance articles through workflow states as conditions are satisfied.

## Japan History Lab Style Guide

### A. AUTHOR ATTRIBUTION

1. Place author's full name at the top of each article's body field using `<h4>` tags.

*eg. <h4>Sam Spade</h4>*

2. Authors can choose to include an e-mail address at the end of the article's body. Use paragraph tags.

*eg. <p>sam@spade.com</p>*

### B. FEATURE IMAGE ATTRIBUTION

1. If the article includes a feature image, provide attribution of the source at the end of the article, just before the author's e-mail. Include a footnote linking to the source in the bibliography.

*eg. <p>Feature Image: <em>Short title</em>.[bib]1234[/bib]</p>*

### C. HEADINGS, LINKS, FOOTNOTES & QUOTES

1. If an article is divided into sections with headings enclose each heading within `<h3>` tags.

*eg. <h3>A Section Heading</h3>*

2. When linking to an article on Japan History Lab (an internal link) use the author's last name and a short title of the article. Enclose the link in brackets and ensure that the text just before the link makes it clear why the link is being made.

*eg. (<a href="URL to Article.html">Spade, Short Title</a>).*

3. The text used to construct an external link must clearly indicate where the link leads. Use the title of the destination web page, or a specific description of the content on the other end of the link. If linking to a pdf file or other document link to the page where a file can be downloaded rather than directly to the file itself, so the reader can see the source of the file.

*eg. <a href="website.com">Title of page that is linked.</a>*

4. Footnotes are created by putting `[bib]` tags around the Node ID of the source's entry in the JHL bibliography. Note the square brackets. Each footnote should be followed by the page number referred to in the source in round brackets.

*eg. [bib]1234[/bib] (pg. 123).*

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5. Short quotes (under three lines) should be included in the body of the text with quotation marks and a footnote. For longer quotes use a span tag with the class “longquote”, followed by a footnote.

eg. `<span class="longquote">`The quoted text... Should be longer then three lines.`</span>`

## D. MEDIA AND CAPTIONS

1. Each embedded multi-media file must include a caption that describes the file and provides a footnote linking to the source in the bibliography. Captions should be no longer then two sentences.

2. If an article includes more then one multi-media file the files should alternate between the left and right sides of the page.

See “Japan History Lab Reference”. Sections F-G, and “HTML Example” for examples of media and caption markup:

<http://japanhistorylab.ca/content/japan-history-lab-reference>

<http://japanhistorylab.ca/content/html-example>

## E. SPELLING, PUNCTUATION AND STYLE

1. Use Canadian spelling:

colour, ~~color~~,

labour, ~~labor~~,

litre, ~~liter~~

2. Spell out numbers that are less than 10 or that occur at the beginning of a sentence. Use numerals for numbers over 10.

3. Use the simple past tense whenever possible. Avoid passive constructions.

4. Use simple, direct language.

5. Foreign words not in common English usage should be enclosed in `<em>` tags so they appear in italics.

eg. `<em>`hibakusha`</em>`

6. Japanese names should be written family name first, given name last.