

# JAPAN DURING WORLD WAR II

A HISTORY WORKSHOP

## Japan History Lab Reference Sheet

### A. LOGIN TO JAPAN HISTORY LAB FOR THE FIRST TIME

1. Navigate to [japanhistorylab.ca](http://japanhistorylab.ca)
2. Scroll down to the bottom of the Home page to find the login link.
3. Your username is the first letter of your first initial capitalized and your last name with it's first letter capitalized. (ie. JLegassie).
4. Your password is the last four digits of your student number.
5. Once you've logged in visit the 'My Profile' page and click on the "Edit" tab. Change your password to something more secure.
6. If you like click on 'main profile' and add an avatar, bio or social media links.
7. Spend some time exploring the site. Check out the list of stub articles in the Article Index (<http://japanhistorylab.ca/index>), and take a look at the short list of themes in the poll at the top of the page.

### B. WORKFLOW STATE AND CONDITIONS

The listed conditions must be completed before advancing to the next state.

#### 1. Publication Workflow (Articles)

- |   |   |
|---|---|
| i. Stub<br><i>Original State</i>  | vi. Edited<br><i>Author's final version saved in "Body" field</i>   |
| ii. Selected<br><i>Working Title Chosen</i><br><i>Contributions to Map and Timeline considered</i><br><i>Fit with Theme approved by 2 peers</i> | vii. HTML, Footnotes and Media<br><i>HTML added to "Body"</i><br><i>Media &amp; footnotes embedded in "Body"</i><br><i>Links with Articles and Events created</i> |
| iii. Assigned<br><i>Author assigned</i>   | viii. Proof Read 1<br><i>Detailed proofread Completed</i>   |
| iv. Drafted<br><i>Plain text draft saved in "Body" field by Author</i>  | ix. Proof Read 2<br><i>Second proofread completed</i>   |
| v. Reviewed<br><i>Peer review prepended to "Body"</i>   | x. Published<br><i>Instructor's check completed</i>   |

# JAPAN DURING WORLD WAR II

A HISTORY WORKSHOP

JHL Reference Sheet...2

## 2. Bibliography Checks (Biblio)

- i. Imported  
*Original State*
  
- ii. Proof Read 1  
*First proofread completed*
  
- iii. Media Digitized  
*Media Sources: Media located, digitized and saved to S drive.*  
*Textual Sources: Footnotes added to all Articles that cite the source (Skip to v.)*
  
- iv. Media Uploaded to Drupal  
*Media uploaded to Bibliography Entry on Japan History Lab*
  
- v. Footnotes and Visualizations  
*Media embedded in Articles.*  
*Footnotes added to Articles.*
  
- vi. Proof Read 2  
*Final proofread completed*

## C. ADD FOOTNOTES TO JAPAN HISTORY LAB ARTICLES

1. When you are signed in visit the page of an article on Japan History Lab and click the 'Edit' tab.
2. In a separate window or tab open up the Bibliography and copy the “citation key” of the Bibliography entry you are looking for. It is in square brackets at the beginning of the entry).
3. Locate the place in the “Body” field where you want to place the citation, and paste the citation key between the tags '[bib]' and [/bib] followed by the page number of the source material in brackets if applicable. ie. [bib]1234[/bib] (pg. 200).
4. Save the Article and check to see that the footnote was created correctly.

## D. UPLOAD A MEDIA FILE TO A BIBLIOGRAPHY ENTRY IN DRUPAL

1. Visit the Bibliographic entry's page on Japan History Lab and click on the 'Edit' tab.
2. Scroll down to the box labeled 'Media Upload.' Click browse and find the media file on your hard drive. Click 'Upload.'  
*The file must be under 2 MB, and be one of the following file types: .txt, .pdf, .mp3, .jpeg, .jpg, .gif, .png, .wav, .avi, .mp4, .mv. If your file doesn't meet these requirements let Joel know and he can help you edit it, or upload it in another way.*
3. When the file is uploaded. Note the filename and Click save.
4. The full path to the media file will be: /sites/default/files/*FILENAME*.  
Use this filename when you embed media in article pages, ie. 

## E. HTML ELEMENTS

1. `<h1>Oswald Heavy</h1>`
2. `<h2>Oswald Bold</h2>`
3. `<h3>Giambattista vs Petit</h3>`
4. `<h4>Oswald Regular</h4>`
5. `<p>Gandhi Serif</p>`
6. `<ul>`  
    `<li>Bulleted list and list items</li>`  
`</ul>`
7. `<ol>`  
    `<li>Numbered list and list items</li>`  
`</ol>`
8. ``
9. `<em>Text in italics</em>`
10. `<strong>Bold Text</strong>`
11. `<a href="link/url.html">Linked text</a>`
12. `<span>Text set off from surrounding text.</span>`
13. `</br>`  
    Following text starts a new line
14. `<div>Used to group different elements together</div>`

## F. CSS TAGS

- `<div class="ImgCapL">....</div>`  
*Division for horizontal (landscape) images and captions on the left side of the page.*
- `<div class="ImgCapR">...</div>`  
*Division for horizontal (landscape) images and captions on the right side of the page.*
- `<div class="VImgCapL">...</div>`  
*Division for vertical (portrait) images and captions on the left side of the page.*
- `<div class="VImgCapR">...</div>`  
*Division for vertical (portrait) images and captions on the right side of the page.*
- `<img class="art" ... />`  
*For images embedded in articles*
- `<p class="caption">Image caption text</p>`  
*For image captions*
- `<span class="longquote">Quoted text longer than three lines</span>`  
*For long quotations*

## G. EMBEDDING MEDIA

PUT THE FOLLOWING CODE IN THE ARTICLE WHERE YOU WANT THE MEDIA TO APPEAR:

```
<div class="IMGCAPL">
  
  <p class="caption">THIS IS A PLACEHOLDER IMAGE [bib]NID [/bib] (###) .</p>
</div>
```

Alternate between “IMGCAPL” and “IMGCAPR” so that media will appear alternately on the left and right hand sides of the page.

For vertically aligned (portrait) images replace “IMGCAPL” and “IMGCAPR” with “VIMGCAPL” and “VIMGCAPR” respectively.

Replace “PLACEHOLDER1.JPG” with the Name of the file uploaded to the bibliography entry.

Replace “THIS IS A PLACEHOLDER IMAGE” with a caption describing the media’s content (1-2 sentences).

Replace “NID” with the node id of the media’s bibliography entry.

Replace “###” with the page number in the source where the media can be found, if applicable.

To embed Youtube videos, copy the embed text provided by Youtube and put it in the code above in place of the <img /> tag. (ie. Replace everything from <img class... to .../>).