

Francophone Music Criticism, 1789-1914

Notes for Managers and Research Assistants (Updated September 2016)

Please note that files already uploaded to SAS-Space might not exhibit all the features below but may nevertheless be used as a general model.

In the following guidelines, the term ‘metadata’ refers to the descriptive data which you enter into the online forms on SAS-space when you upload your reviews. ‘File-metadata’ refers to the bibliographic information in the table at the end of your word document.

Files: General

- Filenames: use a consistent format that includes a reference to the specific group of files, the journal title, and the date of the article (or initial date, if in instalments).
i.e. **Quotidienne_2fev1833.**
- Software: use Microsoft Word.
- Margins: 3cm top and bottom, 3.5cm for each side margin.
- Header: assemble in-file-metadata categories (see-below) of **journal title**, **date**, and **page numbers** into a header for the file, left-aligned and in bold, with the journal title in capitals and italicised.
i.e. ***REVUE DES DEUX MONDES*, 1 avril 1839, pp. 145-152.** This header should be used as a running-header on each page.
- Page No.: no document page numbers needed.

Files: Format

- Font: use Palatino Linotype, 12 point as standard, including quotations that may appear in a smaller font size in the original text.
- Line spacing: ‘exactly 13 point’. Format Paragraph to leave 12 points between paragraphs. Do not use extra carriage returns to separate paragraphs.
- Text should be justified
- Hyphenation off
- Indentation: indent all new paragraphs according to original and leave a single line between each. Use the format paragraph function for indentation; do not use tabs.
- Orthography: original. Italics, bold, upper case, superscript as in original.

Misspellings: for proper nouns, gloss them in square brackets [] using orthography in Grove online. For other misspellings, distinguish between those that are simply typographical errors and those that were common usage at the time of publication [i.e. ‘parens’ for ‘parents’]. For the former, emend the error silently; for the latter, retain the printed nineteenth-century form.

Musical signs: to insert sharp, flat and natural signs into text, use the following Unicode shortcut key combinations:

Flat: Type 266d then Alt-x [ie. press x whilst holding down the ‘Alt’ key]

Natural: 266e then Alt-x

Sharp: 266f then Alt-x

These symbols are only available in certain font styles and not in the Palantino Linotype you will be using for the rest of your document. The key combinations above will automatically produce the symbols in ‘MS Mincho’. Please change them to font style ‘Arial Unicode MS’.

Page Turns: indicate breaks precisely, followed by complete word in square brackets i.e. sym- // 46 // -phonie [symphonie]

Article breaks: follow any explicit signs used in the original.

Punctuation: retain original punctuation but rationalise spacing to a single space for double-component punctuation (! ; : ? and *guillemets*) . For dashes, use ‘space + two hyphens + space’ and the dash should form at the end of the next word (alternatively use ‘en-dash’ in the symbols menu).

Example:

On peut s’en rapporter au véridique, au docte, au vénérable chapelain chanteur de la chapelle pontificale. C’est de lui qu’on peut dire, et avec plus de raison, ce que La Fontaine dit des rois: «Jamais un roi ne ment!»

Do not include any form of signature since this is documented in file-metadata.

In-file metadata table

Include the file-metadata table below at the end of each transcribed article. Copy the exact format of the table and use French throughout unless stated otherwise. The table should appear **without** gridlines.

Journal Title: [In capitals]

Journal Subtitle:

Day of Week: [In English] If blank, fill in from *Gallica*.

Calendar Date: [In capitals]

Printed Date Correct: Yes/No/Correction

Volume Number: [i.e. TOME X, CINQUIÈME VOLUME]
Year: [i.e. 107^e ANNÉE]
Series:
Pagination: [i.e. 2 à 3] (Please indicate whether new year starts from 1 or whether numbers are continuous across years)
(n.p. = no pages)
Issue: [i.e. Livraison du 15 décembre 1895]
Title of Article: [In capitals; capitals take normal accents]
Subtitle of Article:
Signature:
Pseudonym:
Author: [Identity of the pseudonym]
Layout: Front-page feuilletton/Internal feuilletton/Front-page trailer/Front-page main text/Internal main text/Other (please clarify)
(please choose one)
Cross-reference: [Date of any other instalments]

Leave fields blank if you do not have the information or if the field is irrelevant.

Proof-reading and Manager Checks

Each file mounted on SAS-Space is a formal publication, so please follow the usual rules for accuracy and completeness in the preparation for uploading. Once mounted, we cannot amend files or delete/replace them unless the circumstances are exceptional. Similarly, although we can correct online metadata fields, we cannot do the same for the in-file metadata. So:

Check that all Word files are error-free before they are converted to PDF (see below).

Double-check for pseudonyms and alter the files accordingly (the FMC list at www.music.sas.ac.uk/fmc is incomplete, but helpful). It is also useful to add in the full name in the 'Author' field above, if the author signed the article with initials.

Managers will, at this stage, review the word files and recommend any changes, correct any proof errors. Researchers should expect a break of several weeks while managers review this stage of the work

Uploading the articles

Preparatory Stage

Convert files to PDF format for uploading.

Please note that SAS-Space does not handle French accents easily. The easiest way to type them into the online metadata fields is to type in Word and then copy/paste, or to copy/paste data from the metadata table at the end of your PDF file.

Throughout the uploading process, a pop-up box security warning will appear before each new screen. Always click 'no' in response to this.

Preliminary

Log in to your e-prints home page (<http://eprints.fmc.ac.uk/>) by clicking the 'log-in' button in the top left-hand corner. Enter your log-in details. You will be logged-in to the e-prints FMC homepage. Click 'manage deposits', located in the top right-left corner to the left of your log-in details.

Stage 1

Click 'New Item'.

Stage 2

Select item type 'Article'. Click 'Next'.

Stage 3

Upload the file by selecting the 'browse' button and navigating to the correct file on your local hard drive, which you can then double-click and the name will appear in the input box. Click 'Upload'.

Stage 4

If you cannot see a number of drop-down boxes on this screen, reveal them by clicking 'Show Options' on the right-hand side of the screen. Select the following options from the boxes:

Content: Unspecified

Format: PDF

Description: Leave blank

Visible to: Anyone

License: Unspecified

Embargo Expiry Date: Leave blank

The PDF file uploaded in stage 3 should appear towards the bottom of this screen under the 'Update Document' icon. Check that you have uploaded the correct file: the highlighted filename should match the date on your metadata; you can also click the file name to open the file in a new tab or window and check that it is correct. If you have uploaded the wrong file, click the delete icon next to the file name to remove the file and then upload the correct one. Click 'Next'.

Stage 5

Title: Enter the title of the **article**, ending with a full stop.

Abstract: Enter a description of the article using the following format:

Transcript of [ARTICLE TITLE in capitals] by [author], appearing in [JOURNAL TITLE in capitals], [date], [pg nos.]

e.g. Transcript of COURRIER DES THÉÂTRES by Henri de Curzon, appearing in LA GAZETTE DE FRANCE, 5 octobre 1895, pp. 3-4.

For unidentified pseudonyms, use the following format:

Transcript of SOIRÉES PARISIENNES signed 'Méphisto', appearing in LE JOUR, 5 octobre 1895, pp. 3-4.

For unknown authors use the following format:

Transcript of SOIRÉES PARISIENNES by anonymous author, appearing in LE JOUR, 5 octobre 1895, pp. 3-4.

If the date or page numbers are unknown, follow the format above but leave out the missing details.

Creators: Enter the full name of the author of the article, using the 'Family Name' box for surname and 'Given Name' box for first name. It is essential that you check your article author against the 'Authors' field on the FMC website (<http://fmc.ecs.soton.ac.uk/#m-columnbrowser@||m-informationcontrol@url=html/home.php>) to see whether any of them already appear. If so, enter the same form of their name in the online metadata so that searches group them automatically.

For critics writing under pseudonyms, enter the real surname in the 'Family Name' box and enter the real first name in the 'Given Name' box, followed by ', writing as [PSEUDONYM]'.
E.g. *Family Name:* Monnais *Given Name:* Edouard, writing as Paul Smith

For articles attributed to a particular author, enter the author's last name in the 'Family Name' box, and enter the first name followed by '[attrib.]' in the 'Given Name' box. If the article is unsigned and the author unknown, use 'Anonymous' in the 'Family Name' box.

Leave the 'Email' field blank.

Corporate Creators: Leave blank.

Divisions: Select 'Institute of Musical Research: Francophone Music Criticism Project' from the drop-down box.

Collections: Select 'Francophone Music Criticism 1789–1914' from the drop-down box.

Publication details:

Refereed: Select 'No this publication has not been refereed'

Status: Select 'Published'

Journal or Publication Title: Enter the **journal** title, omitting the definite or indefinite

article (e.g. ‘Ménestrel’, not ‘Le Ménestrel’)

ISSN: Leave blank

Publisher: Leave blank

Official URL: Leave blank

Volume: Leave blank

Number: Leave blank

Page Range: Leave blank

Date: Enter the date of publication of the article

Date Type: Leave blank

Identification Number: Leave blank

Related URLs: Leave blank

Funders: Leave blank

Projects: Leave blank

Contact Email Address: Leave blank

References: Leave blank

Keywords: Click the cross next to ‘Keywords’ to expand the field and reveal a box. Type the agreed short title for the collection of articles you are uploading. It is imperative that you use the same title, using the same punctuation, capitalisation and spacing, for every article in your collection so that the search function brings up the whole collection of articles on any particular topic. Click ‘Next’.

Additional Information: Enter the journal title, omitting the definite or indefinite article. Although you have already entered the journal title during the ‘Publication Details’ stage above, it is **essential** that you enter the journal title again here, as it is from this that the FMC homepage will harvest journal title information.

Comments and Suggestions: Leave blank

Stage 6

Double-check that the information you have added in Stage 5 is correct. Click Next.

Stage 7

Under the ‘Subject’ heading, click the ‘Add’ icon next to ‘Music’. Your selection ‘Music’ should now appear above the ‘Search for subject’ box. If you click the wrong subject, remove it using the ‘Remove’ icon and select the correct subject. Click ‘Next’.

Stage 8

Click ‘Deposit Item Now’.

What happens next

Each online entry now has to be checked and approved by one of the project directors before it can be mounted (you need to do nothing at this stage). For each new collection, the first item is checked extra carefully, so both managers and researchers please wait for feedback from either of the project directors via email before proceeding to upload the remainder. On approval, you can then complete the project