

# Geographies of Religion - Spring 2014

## Data Collection Guide

This document will walk you through the process of collecting and entering data for our digital oral history project. All of the fields that you are responsible for completing have been highlighted in orange in the data collection spreadsheet.

### Useful Links

1. Data collection spreadsheet [link](#) (everyone will be able to add data directly here)
2. [Link](#) to sample data from Digital Portobelo

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[Additional Data Fields DIL will create \(hidden in spreadsheet\)](#)

## Data Fields

### **student\_first\_name**

**Definition:** Geo 423 student's first name (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** text

**Range of possible values:** undefined

**This field may contain multiple values:** no

**Example:** John

### **student\_last\_name**

**Definition:** Geo 423 student's last name (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** text

**Range of possible values:** undefined

**This field may contain multiple values:** no

**Example:** Smith

### **student\_biography**

**Definition:** Geo 423 student's brief biography (no more than a paragraph) (repeat for all of your rows)

**Required:** yes

**Format:** text

**Range of possible values:** undefined

**This field may contain multiple values:** no

**Example:** Pam Lach is the Manager of the Digital Innovation Lab. She is trained as a historian and information scientist. She loves cupcakes and puppies (but not necessarily at the same time).

### **interviewee\_first\_name**

**Definition:** Interview subject's first name (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** text

**Range of possible values:** undefined

**This field may contain multiple values:** no (if you worked with multiple subjects, see Pam)

**Example:** Jane

### **interviewee\_last\_name**

**Definition:** Interview subject's last name (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** text

**Range of possible values:** undefined

**This field may contain multiple values:** no (if you worked with multiple subjects, see Pam)

**Example:** Smith

### **interview\_date**

**Definition:** date of original interview (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** text

**Range of possible values:** dates

**This field may contain multiple values:** yes (if interview was conducted over several days) - use comma to separate each date.

**Example:** March 5, 2014

### **interviewer\_location**

**Definition:** Geo 423 student/interviewer's location where interview was conducted (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** City, State, Country

**Range of possible values:** City, State, Country

**This field may contain multiple values:** no

**Example:** Chapel Hill, NC, USA

### **interviewee\_location**

**Definition:** Interviewee's general location where interview was conducted (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** City, State, Country

**Range of possible values:** City, State, Country

**This field may contain multiple values:** no

**Example:** Boston, MA, USA

### **interview\_method**

**Definition:** method in which interview was conducted (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** text

**Range of possible values:**

- In person
- Phone
- Skype
- Google Hangout
- FaceTime
- Other web conferencing software

**This field may contain multiple values:** no

**Example:** Skype

## **affiliation\_birth**

**Definition:** self-identified religious affiliation at birth (i.e., religion interviewee was “born into”) (repeat for all of your rows)

**Required:** yes - unless interviewee “prefers not to answer” religious identification category questions, “rejects category questions,” or both (to be used as a map filter)

**Format:** text; capitalize first letter

**Range of possible values:** undefined, or

- Prefers not to answer
- Rejects category questions

**This field may contain multiple values:** yes – use comma to separate values (may be necessary if two parents raising a child practice different religions, or if interviewee both prefers not to answer and rejects religious category)

**Example:** Southern Baptist

**Example:** Prefers not to answer, Rejects category questions

## **affiliation\_now**

**Definition:** self-identified religious affiliation of interviewee at the time of interview (repeat for all of your rows)

**Required:** yes - unless interviewee “Prefers not to answer” religious identification category questions, “Rejects category questions,” or both (to be used as a map filter)

**Format:** text; capitalize first letter (illustrated in second example)

**Range of possible values:** undefined, or

- Prefers not to answer
- Rejects category questions

**This field may contain multiple values:** yes – use comma to separate values (may be necessary if two interviewee practices multiple religions, or if interviewee both prefers not to answer and rejects religious category)

**Example:** Orthodox Judaism

**Example:** Prefers not to answer, Rejects category questions

## **practicing\_status**

**Definition:** whether or not interviewee currently practices any religion(s) (repeat for all of your rows)

**Required:** yes - unless interviewee prefers not to answer religious identification category questions or rejects category questions (to be used as a map filter)

**Format:** text

**Range of possible values:**

- Practicing
- Not Practicing
- Prefers not to answer
- Reject category questions

**This field may contain multiple values:** No, unless interviewee prefers not to answer AND rejects category questions

**Example:** Prefers not to answer

**Example:** Prefers not to answer, Rejects category questions

## **prefers\_not\_to\_answer**

**Definition:** reflects whether the interviewee is willing to disclose any personal religious affiliation (repeat for all of your rows)

**Required:** yes

**Format:** text

**Range of possible values:**

- Yes
- No

**This field may contain multiple values:** No

**Example:** No

## **rejects\_category**

**Definition:** reflects whether interviewee is willing to identify within the constructs of religious categorization (repeat for all of your rows)

**Required:** yes

**Range of possible values:**

- Yes
- No (use by default if the interviewee discloses an affiliation with one or more religions)

**This field may contain multiple values:** No

**Example:** No

## **home**

**Definition:** where the interviewee considers home (repeat for all of your rows)

**Required:** yes

**Format:** City, State, Country

**Range of possible values:** City, State, Country

**This field may contain multiple values:** yes – separate with semicolon

**Example:** Raleigh, NC, USA

**Example:** Boston, MA, USA; Carrboro, NC, USA

## **present\_residence**

**Definition:** where the interviewee currently lives; may be the same as home category. Interviewee should determine one present residence (repeat for all of your rows)

**Required:** yes

**Format:** City, State, Country

**Range of possible values:** City, State, Country

**This field may contain multiple values:** no

**Example:** Philadelphia, PA, USA

## **audio\_filename\_wav**

**Definition:** filename of the audio file, as determined by the file naming convention detailed in the [Transcript Formatting Documentation](#) (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** StudentLastName\_IntervieweeFirstName-IntervieweeLastName\_InterviewYear-Month.wav

**Range of possible values:** must follow the naming convention provided; must correspond to the wav file

**This field may contain multiple values:** no

**Example:** Lach\_Jane-Doe\_2014-Feb.wav

## **audio\_filename\_mp3**

**Definition:** filename of the audio file, as determined by the file naming convention detailed in the [Transcript Formatting Documentation](#) (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** StudentLastName\_IntervieweeFirstName-IntervieweeLastName\_InterviewYear-Month.mp3

**Range of possible values:** must follow the naming convention provided; must correspond to the mp3 file

**This field may contain multiple values:** no

**Example:** Lach\_Jane-Doe\_2014-Feb.mp3

## **transcript\_filename\_timestamped**

**Definition:** filename of the timestamped transcript document (Word .docx), as determined by the file naming convention detailed in the [Transcript Formatting Documentation](#) (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** StudentLastName\_IntervieweeFirstName-IntervieweeLastName\_InterviewYear-Month.docx

**Range of possible values:** must follow the naming convention provided

**This field may contain multiple values:** no

**Example:** Lach\_Jane-Doe\_2014-Feb.docx

## **transcript\_filename\_complete**

**Definition:** filename of the complete, non-timestamped transcript document (Word .docx), as determined by the file naming convention detailed in the [Transcript Formatting Documentation](#) (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:**

StudentLastName\_IntervieweeFirstName-IntervieweeLastName\_InterviewYear-Month\_complete.docx

**Range of possible values:** must follow the naming convention provided

**This field may contain multiple values:** no

**Example:** Lach\_Jane-Doe\_2014-Feb\_complete.docx

## **restricted**

**Definition:** Indicate whether the interview subject (interviewee) does or does not want his/her interview included in the digital project (pulled from interview metadata; repeat for all of your rows)

**Required:** yes

**Format:** yes/no

**Range of possible values:** yes, no [yes = restrictions apply; no = no restrictions apply]

**This field may contain multiple values:** no

**Example:** yes

## **interview\_notes**

**Definition:** any additional notes you wish to record about the interview, such as details about where it was conducted, issues that arose, etc. (pulled from interview metadata)

**Required:** no

**Format:** text

**Range of possible values:** undefined

**This field may contain multiple values:** not applicable

**Example:** Interview was interrupted for about 30 minutes while subject took a phone call; stopped tape for that time.

## **biography (csv\_post\_post)**

**Definition:** biographical sketch about the interview subject (interviewee) (repeat for all of your rows)

**Required:** yes

**Format:** paragraph text

**Range of possible values:** see Prof Olson for specifications

**This field may contain multiple values:** not applicable

**Example:** Helen Lewis was born on October 2, 1924, and she grew up in Forsyth County, Georgia. In the 1940s she attended Georgia State College for Women, where she was involved in the campus YWCA and interracial organizing. After graduating in 1946, Lewis entered Duke University, where she met and married Judd Lewis. The two of them moved to Charlottesville to attend the University of Virginia, where Lewis earned her master's in Sociology and wrote the thesis "The Woman Movement and the Negro Movement: Parallel Struggles for Rights." In 1955, Helen Lewis took a job at Clinch Valley College in Wise, Virginia, where she conducted research on life in the coal fields and was part of the burgeoning Appalachian Movement to address the unequal power dynamics in the coal fields. She eventually developed curriculum for an Appalachian Studies program. Lewis left formal academia in 1976 and continued her commitment to democratic education as a staff member at the Highlander Research and Education Center in New Market, TN. There she worked on economic education programs, women's cooperatives, and environmental justice issues.

## excerpt\_description

**Definition:** brief description of the portion of the interview represented in this excerpt; corresponds to the section of transcript contained between the starting and concluding timestamps for this row of data

**Required:** yes

**Format:** paragraph text

**Range of possible values:** undefined

**This field may contain multiple values:** not applicable

**Example:** In this excerpt, Chavarría talks about the importance of the Congo tradition and Congo dance to the community's sense of pride and self. He urges young people to maintain the power of their traditions and to stay anchored to their sense of "place" and home.

## material\_places

**Definition:** things that we can locate on a map

**Required:** yes (to be used as a map filter)

**Format:** text

**Range of possible values:**

- Traditional religious spaces
- Spiritual spaces
- Hierophany
- Public places
- Private places
- Body
- Work
- Education
- Cartesian-based references



**This field may contain multiple values:** yes -- use a comma to separate entries; first one listed will determine the default appearance for the marker

**Example:** Hierophany, Body

## **spatial\_processes**

**Definition:** created spaces, emergent spaces, or spaces that are in different locations or difficult to locate

**Required:** yes (to be used as a map filter)

**Format:** text

**Range of possible values:**

- Movement/migration
- Sites of transition
- Gendered/sexualized space
- Racialized space
- Political space
- Secular space
- Encountering religious others

**This field may contain multiple values:** yes -- use a comma to separate entries; first one listed will determine the default appearance for the marker

**Example:** Secular space, Sites of transition

## **timestamp**

**Definition:** starting point and ending point of the excerpt being corresponding to this marker (or this row of data)

**Required:** yes

**Format:** start timestamp-end timestamp [do not use spaces between the two timestamps]

**Range of possible values:** start timestamp-end timestamp

**This field may contain multiple values:** no

**Example:** 00:14:27.5-00:17:42.9

## **lat\_long\_coordinates**

**Definition:** the latitude and longitude coordinates for the marker; each lat/long pair that you provide must be unique. Lat/long can be derived by navigating to the location in Google Maps (use the classic view - screenshot 1), right-clicking on the marker, selecting “What’s here?” (screenshot 1) and copying the latitude/longitude coordinates from the search bar (screenshot 2)\*

**Required:** yes

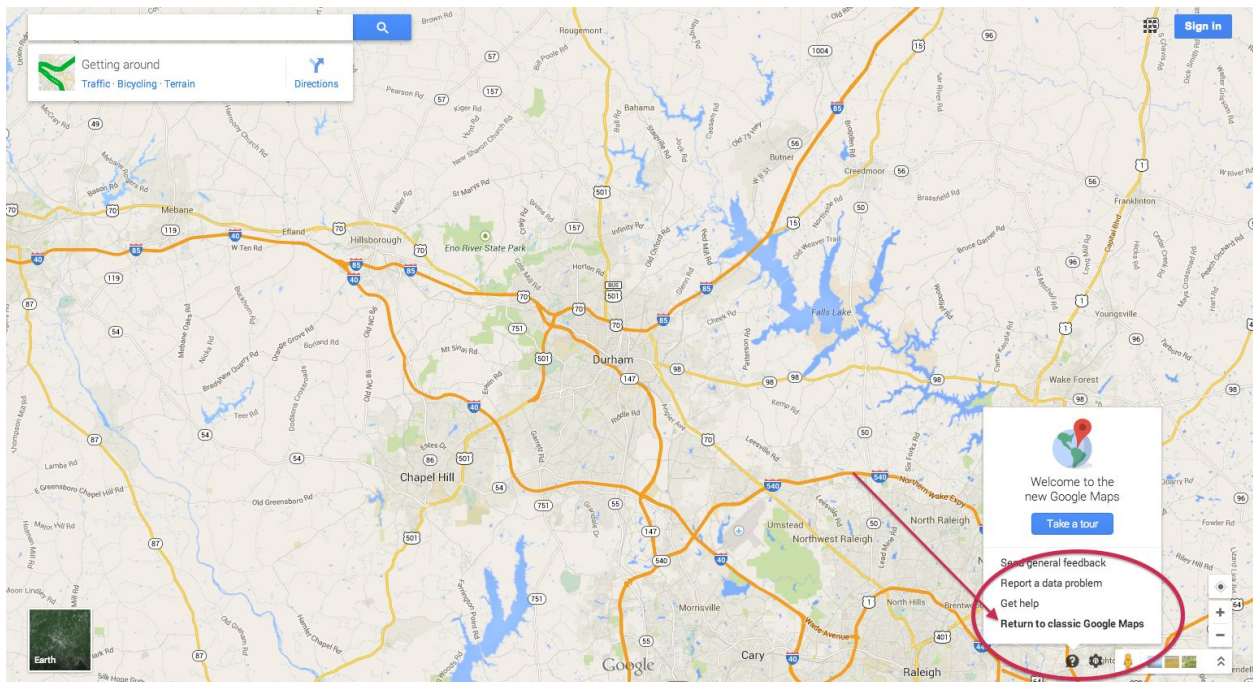
**Format:** latitude,longitude [no space is required between lat and long; latitude must be listed first]

**Range of possible values:** must be lat/long coordinate

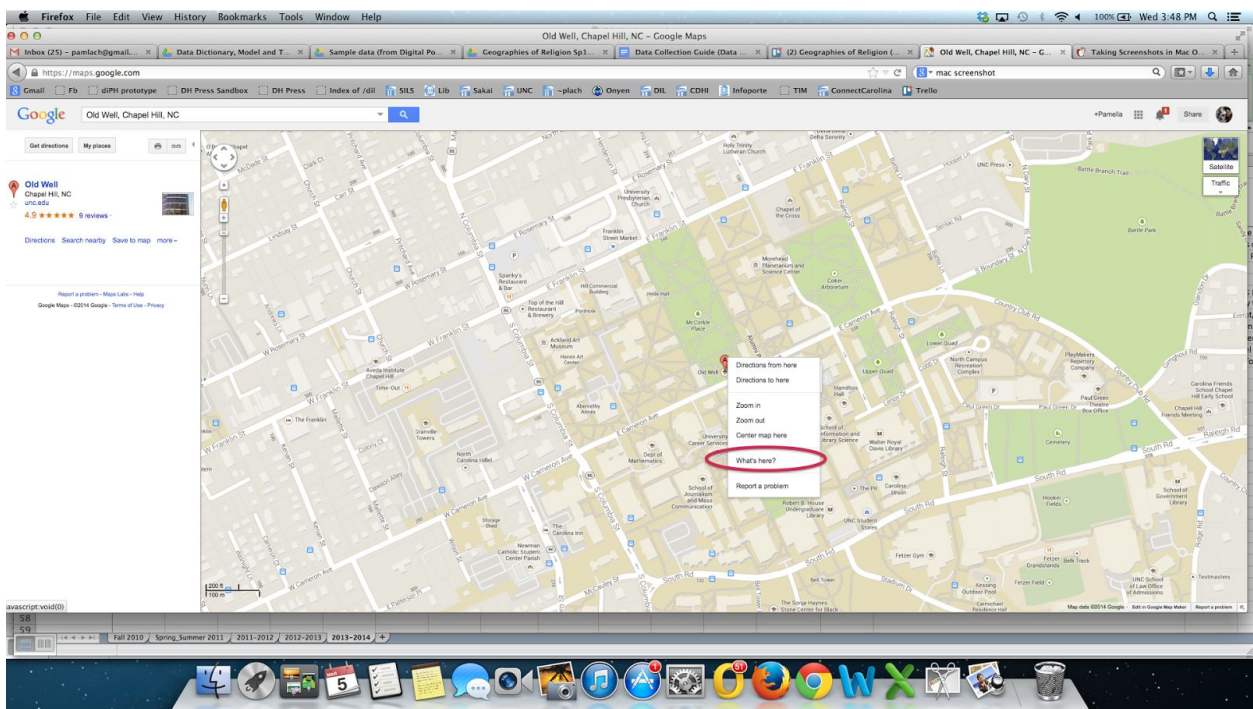
**This field may contain multiple values:** no

**Example:** 35.912333,-79.051235

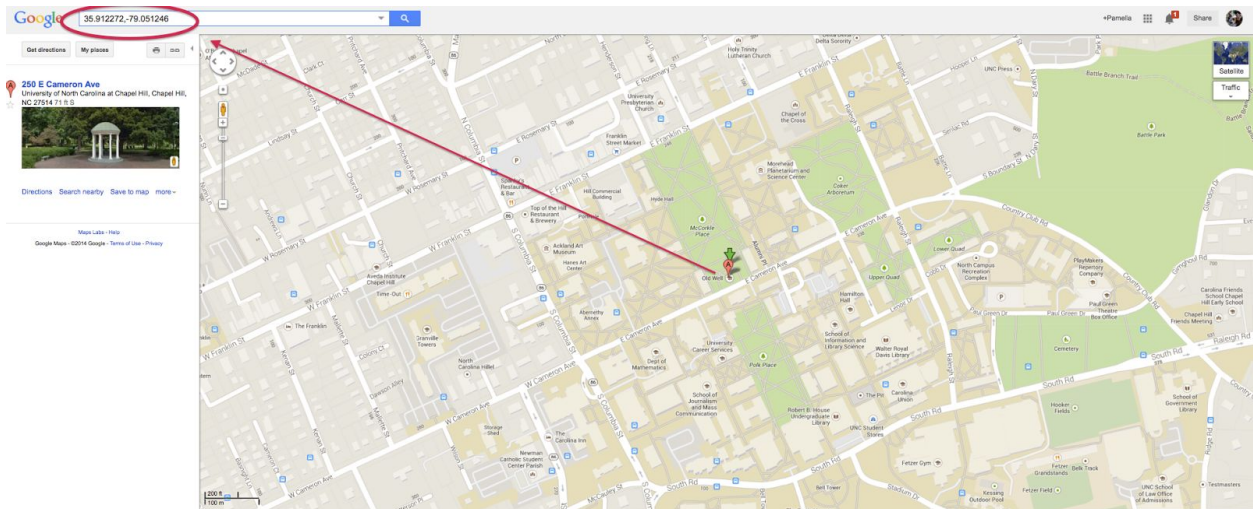
## Screenshot 1



## Screenshot 2



## Screenshot 3



## image\_caption

**Definition:** if you want to include an image of your subject, please submit the image to Sakai. The DIL will provide the image URL for the image. Please include a caption for the image you wish to include

**Required:** no

**Format:** text

**Range of possible values:** undefined

**This field may contain multiple values:** no

**Example:** Jane Doe with her dog, Hugo.

## Additional Data Fields DIL will create (hidden in spreadsheet)

- csv\_post\_title (interview name + very brief description)
- csv\_post\_type (dhp-markers)
- project\_id
- semester
- audio\_url (from SoundCloud)
- transcript\_url (once loaded into DH Press)
- image\_url (DIL to load and provide image URL for modal)
- image\_html (DIL to load and provide URL with appropriate embed code for marker post)
- conceptual\_lat\_long