**Sappho Lab Notebook**

Document to act as a key for Sappho 426 project and future work. Includes file names and information, alongside a key for the metadata recording process.

**Sappho Files**

Data vol1

* Sappho\_2024\_12\_vol1\_data.xlsx (2 spreadsheets on Excel: Volume 1 metadata processed, alongside issue information table)
* Contents Title.csv (Contents column from metadata table to input in Voyant)
* SapphoIssueMetadata\_GitHub.csv
* SapphoPagesMetadata\_GitHub.csv

Reading

Reading notes, bibliography and lab notebook for Sappho projects.

* Finding Fireweed PDF
* Sappho Methods Reading
* Sappho Lit Review Reading
* Lab Notebook Sappho 426
* Bibliography 426

Sappho Vol 1 PDF

All Sappho Volume 1 PDFS saved.

* 1.1 SAPPHO vol1 issue1
* 1.2 SAPPHO vol1 issue2
* 1.3 SAPPHO vol1 issue3
* 1.4 SAPPHO vol1 issue4
* 1.5 SAPPHO vol1 issue5
* 1.6 SAPPHO vol1 issue6
* 1.7 SAPPHO vol1 issue7
* 1.8 SAPPHO vol1 issue8
* 1.9 SAPPHO vol1 issue9
* 1.10 SAPPHO vol1 issue10
* 1.11 SAPPHO vol1 issue11
* 1.12 SAPPHO vol1 issue12

**Metadata Table Headings**

Tables to act as keys for what data should be recorded under each heading for both the Issues and Pages spreadsheets.

Table , Heading information for Issue spreadsheet.

|  |  |  |
| --- | --- | --- |
| **Heading** | **What recorded** | **How recorded** |
| Volume | Volume number of magazine (all 1) | Number |
| Issue | Issue number of magazine (1-12) | Number |
| Date Published | Year published, and month if recorded on issue | Date as year or month/year |
| Editor | Editor from ‘Credits’ page | Names listed in order, copied directly from magazine |
| Credits | Names from ‘Credits’ page | Names listed in order, copied directly from magazine |
| Total Pages | Number of pages in issue | Number |
| Price | Price from front cover of each issue | Number with quantity symbol (p= pennies) |
| Published by | Publishing information from ‘Credits’ page | Company name (all Sappho Publishing) |
| Printed by | Where printed, from ‘Credits’ page | Address (all Maylands Printing Services) |

Table , Heading information for Pages spreadsheet.

|  |  |  |
| --- | --- | --- |
| **Heading** | **What recorded** | **How recorded** |
| Issue | Issue number | Number |
| Page no. | Page number | Number |
| Scan Quality | What condition is the PDF scan in? | Good, Ok, Poor |
| Contents Title | What is the title of the page given in the ‘Contents’ of the issue? | Contents name copied exactly |
| Author | Author of page | Author name copied exactly |
| Form | Category for what content is on the page | Interpretative to the page, best fit. E.g. essay, poetry, story, etc. |
| Page Layout | How is the page formatted? | Interpretative to the page, best fit. Limited categorisation: paragraph, columns, text box, box, cover, divided, random and crossword. Multiple can be used to describe one page. (explain options in text more as less straight forward) |
| Illustrated | Is the page illustrated? | Y for yes, N for no. |
| What Illustration | If Y, what is the illustration? | Limited categorisation: cover, border, title, writing, photograph, graphic, comic, advert, and recurring named comics such as Mabel and Mildred. |
| Advertisement | Does the page feature an advert? | N for no, Y- for yes and after the dash is an explanation of what it advertises. This is a limited categorisation including: other magazines, bookshop, restaurant, events, groups and Sappho self-promotion. |
| Interactive | Is there something on the page which creates an interaction with the reader beyond reading? | Y for yes, N for no. |
| What Interaction | If Y, what is this interactive element? | Limited categorisation: reader letters and replies, subscription, sapphoscope, crossword, quiz, competitions. |
| Event | Does the page advertise an event for the reader to attend? | N for no, answer for yes. Limited categorisation: meetings for Sappho, groups and address to join, socials |

**Metadata Comments from Work Process**

Records of comments added to Excel sheet ‘Sappho\_2024\_12\_vol1\_data.xlsx’ from metadata recording process. Comments have since been removed from the spreadsheet, so only recorded here. Contextual information is provided where necessary for comment.

Listed in date/time order, under subheading of respective spreadsheet.

Issue Spreadsheet

16/12/24, 16.17: Table recording info about the overall issue: price, pages, date published…

Pages Spreadsheet

16/12/24, 16.24: Comments used to explain data, Notes used to flag problems!

16/12/24, 16.09: Scan Quality=Good, Ok, Poor, Very Poor: limited options

16/12/24, 16.09: Contents Title= What is the title of the section on the contents page of magazine?

16/12/24, 16.11: Form=Essay, Photography, Poetry, Comic, Art, Comedy, Story…

16/12/24, 16.12: Page layout=Columns, Paragraphed, etc.

16/12/24, 16.12: Illustrated= Are there any illustrations present on the page? Y/N

16/12/24, 16.12: What Illustration= If Y, what?

16/12/24, 16.14: Advertisement= Does this page have an obvious ad? Y- detail or N

16/12/24, 16.14: Interactive Does this page have an interactive element for the reader? Y/N

16/12/24, 16.15: What Interactive=If Y, what? Crossword, competition, etc.

16/12/24, 16.23: Is there a specified author for this page? Copy as presented in mag.

16/12/24, 16.26: Event=Does this page mention an event- what is it? N or details of event

16/12/24, 22.07: Form=Maybe have this as ‘Sappho’ when the section is focused on discussing the magazine

16/12/24, 22.15: R.A.D=Radical Alternatives to Prison

16/12/24, 22.29: Issue 1, Page 15, Has Sappho meetings, advertisements, groups and organisation info… Should this be recorded further?

17/12/24, 20.49: Use commas to separate two simple entries

19/12/24, 09.01: Report=Reviewing/ discussing queer and activist groups

19/12/24, 09.04: Illustration writing= ‘Tell your friends about Sappho please.’

19/12/24, 09.31: Issue 2 focused on Women’s Liberation Groups

19/12/24, 09.33: What Illustration=Graphic for doodle- comic for writing and drawing

19/12/24, 09.34: Issue 3 focused on religion

19/12/24, 09.41: Issue 3, page 7- Reprint from another mag.

19/12/24, 09.40: Need to explain the difference in using report or essay: report= clear events, names, groups reviewed, call itself a report. Essay= narrative flow and less specific

19/12/24, 09.46: Create a visualisation that cross-references the form and whether it is illustrated and has ads or not. Be interesting to see the association of material.

19/12/24, 09.56: Form, Issue 3, page 13= Come back to this as unsure? see what others flag as?

19/12/24, 12.12: Form=Change anecdote to discussion: but again make sure to distinguish between essay and report?

19/12/24, 12.15: Form=Change competitions and crossword to puzzles? unify sections?

19/12/24, 20.02: What Interactive= filled in quiz, would be good to flag as an example!!

20/12/24, 11.08: Event= Gaiety Night with Maureen Duffy

20/12/24, 11.50: What illustration= large graphic=More than half page