**Sappho Schema**

Document to act as a key for Sappho metadata and future work.

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| **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) |

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| **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 |