

## Endings: How to End (and Archive) your Digital Project

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### Ontology of Digital Projects, or Learning About Your Project

Your first exercise is to describe your project (proposed, in progress, finished, or in remediation).

NAME: What is the name of your project (if it has one)? \_\_\_\_\_

FOCUS: What is the focus of your project? An author, a work, a body of work, a genre, a language, a community, materials by people (or data about people) with certain characteristics/identities/politics, materials or data from a place or places, physical objects (books, witnesses, media), types of documents, or texts or data associated with a historical event/phenomenon?

SCOPE: Where are the edges of your project? Answering this question helps you “know your yes” so you can ignore the rest. Some possible parameters include: years (e.g., not before or not after certain dates), genre (e.g., Shakespeare’s plays but not his poetry), geography or region, material form (e.g., podcasts and not all scholarly audio). Useful words:

- In [place]
- From
- To
- Except
- Excluding/including
- By [adjective] writers

RESEARCH QUESTION(S): What research questions does your project enable?

SCALE OF PROJECT: Where does your project fit on these or other continuums (add your own)?

Single text/item/edition ↔ small collection ↔ large anthology/collection/exhibit

Unannotated/Uncontextualized ↔ Lightly annotated/contextualized ↔ richly annotated/densely contextualized

DIGITAL OBJECTS: What are the components of your project? Check off all that apply.

Images (digital surrogates, photographs, etc)

Audio

Video

Transcriptions

Large datasets

Editorial and supplementary materials

Knowledge mobilization (e.g. blog pages, essays)

Prosopographies

Bibliographies

Gazetteers

Maps

Other: \_\_\_\_\_

USEFUL ADJECTIVES: Check off all that apply.

Peer reviewed

Open access

Crowd-sourced

In beta

Prototype

In progress

Finished

Grant funded

Student-driven

Pedagogical

Scholarly

USEFUL VERBS:: <https://janellejenstad.com/teaching/resources-for-students/critical-verbs/>

**Now put it all together. If this formula works for your project, use it.**

NAME OF PROJECT focuses on FOCUS in/from/to/except/excluding/including/by SCOPE.

To help answer RESEARCH QUESTION(S), NAME OF PROJECT offers TYPE OF

EDITION/PROJECT/DATA, including DIGITAL OBJECTS. The project USEFUL VERB that

ANSWER TO RESEARCH QUESTION. [Add in the useful adjectives where appropriate.]