



The GUIDON Archives: Digitization and Processes



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This document acts as the primary documentation for The GUIDON Archives and is meant to be transitioned to all future Editorial Boards as it contains processes and details regarding its implementation. As original project owners, we request that due credit be given whenever necessary.

What is the Digital Archives?

The Digital Archives (formally known as The GUIDON Archives) is The GUIDON's very own initiative to digitize and compile all of its published content into a singular website accessible to all in order to create our own internal databases.

Original Proposal

The project started in late 2022 with its original proponent being Emman Evangelista, former Digital Development Editor for Technology 2022–2023 and former Design Executive Editor 2023–2024, with the help of Tricia Alcantara, former Externals Manager 2022–2023.

Since then, the project has undergone several changes until its completion and formal launch in June 2024.



Project Inspiration

The Digital Archives is heavily inspired by the TimesMachine of the New York Times.

In late 2022, Issuu started implementing restrictions for publications, prompting the start of development of the Digital Archives. Previously, the publication looked into posting its digital issues on Adobe given its outstanding performance and its support for animations.

In Partnership

The Digital Archives is executed in partnership with the University Archives, signed on June 14, 2024.

The partnership was announced on June 15, 2024 during Parallels: The GUIDON's 95th Anniversary Celebration and was posted on June 16, 2024 in the publication's social media platforms.



Architecture

The Digital Archives was built with ReactJS accessible via archives.theguidon.com on top of a headless WordPress Content Management System (CMS) accessible via api.theguidon.com/archives.

All digital issue PDFs are stored and can only be accessed via the publication's BlueHost account whereas all other information and other media can be edited through the CMS.



Data Structure

Each issue is stored internally as a WordPress post. All of the other metadata is either a standard WordPress field (i.e., title, date of publication, cover thumbnail) or a custom meta field (e.g., description, content, number of pages, etc.)

```
issue
fixed_slug      string
title           string
date_published  string, date in ISO format
description      string
is_legacy       boolean
unsure_date     boolean
num_pages       integer, nullable
shortlink       string, URL
volume_num      integer, nullable
issue_num       integer, nullable
cover           string, URL
cover_full      string, URL
cover_medium    string, URL
cover_thumbnail string, URL
full_issue      string, URL
issue_content   string, JSON
contributors    string, JSON
categories      string[]
```

Only the title, date_published, cover_x, and categories fields use WordPress's original fields. The rest are stored as custom post metadata.

Four different sizes of the cover photo are linked and are used in different instances in the website.

- **fixed_slug** - The **unique** identifier of the issue
 - The slug must be in lowercase and should only contain alphanumeric characters and dashes
 - Must be short, readable, and can easily be memorized
 - Usually just the lowercase version of its bitly link
 - General formats:
 - vol-[#]-no-[#]: For older issues without any identifiable names
 - [issue]-[year]: For newer issues (e.g., febmar-2024)
 - graduation-magazine-[year]
 - freshman-[year]
 - uaap-[season]-[first/second]-sem-primer

- title - The full title of the issue
 - General formats:
 - The GUIDON Vol. [#], No. [#]: For older issues without any known titles and had specific dates of publication
 - [month/cycle] [year]
 - Graduation Magazine [year]
 - Freshmanual [year]
 - UAAP Primer Season [#] [First/Second] Semester Primer
- date_published - The date and time of publication in ISO string format
- description - A short description of the issue

- **is_legacy** - Identifier whether the issue was taken from the University Archives or not
 - Legacy issues will only feature the cover page (front page) in the Digital Archives website
- **unsure_date** - Identifier for older/legacy issues that do not have specific dates of publication
- **num_pages** - Absolute number of pages in the PDF
- **shortlink** - Bitly link of the issue

- **volume_num - Volume number of the issue**
 - In press issues, these are printed out as Roman numerals
 - Other magazines and special issues generally do not have volume numbers and issue numbers
 - For searching purposes, the volume number may be added to non-press issues to determine which year it was published (i.e., Graduation Magazine 2024 will be in the 94th volume)
- **issue_num - Number of the issue in the current volume**
 - In press issues, these are also printed out besides the volume number
 - Both volume number and issue number must not be empty for it to appear in the Issue page on the Digital Archives

- cover - A link to a compressed (WordPress default large size, 1024px) cover photo of the issue
 - cover_full: Original dimensions
 - cover_medium: WordPress default medium size, 300px
 - cover_thumbnail: WordPress default thumbnail size, 150px
- full_issue - Contains the path of the PDF for the issue
 - This is automatically generated using the fixed_slug custom metadata and is not stored on WordPress

- **issue_content** - Table of contents for the issue in JSON string format
 - The structure for the JSON object is explained in the next few slides
- **contributors** - List of contributors in the issue in JSON string format
 - The structure for the JSON object is explained in the next few slides
- **categories** - An array of strings for the type of issue
 - Accepted values are: press-issue, graduation-magazine, freshmanmanual, uaap-primer, and other

```
issue_content: [  
  section: {  
    name          string  
    articles: [  
      article: {  
        page      integer  
        title      string  
        bylines: [  
          byline   string  
          ...  
        ]  
      }  
      ...  
    ]  
  }  
  ...  
]
```

The issue content is stored
as a JSON string on
WordPress and follows a
certain structure once
parsed.

```
contributors: [  
  group: {  
    name      string  
    people: [  
      person: {  
        byline  string  
        title   string, optional  
      }  
      ...  
    ]  
  }  
  ...  
]
```

The list of contributors is stored as a JSON string on WordPress and follows a certain structure once parsed.

Admin Dashboard

The admin dashboard of the Digital Archives can be accessed via api.theguidon.com/archives/wp-admin. Please ask the Executive Board, the Social Media Managers, or the Project Manager for the credentials.

The admin dashboard allows the user to add, modify, or delete any of the data shown on the Digital Archives.

Bluehost

Dashboard

Home

Updates 1

Posts

Media

Pages

Comments

Appearance

Plugins 1

Users

Tools

Settings

Collapse menu

Dashboard

Site Health Status



Good

Your site's health is looking good, but there are still some things you can do to improve its performance and security.

Take a look at the [4 items](#) on the [Site Health screen](#).

At a Glance

252 Posts

1 Page

WordPress 6.5.4 running [The GUIDON Archives CMS](#) theme.

Activity

Recently Published

May 7th, 12:00 pm	April-May 2024
Mar 14th, 12:00 pm	February-March 2024
Feb 23rd, 12:00 pm	UAAP Season 86 Second Semester Primer
Nov 28th 2023, 12:00 pm	November-December 2023
Sep 29th 2023, 12:00 pm	UAAP Season 86 First Semester Primer

Quick Draft

Title

Content

What's on your mind?

Save Draft

Your Recent Drafts

Graduation Magazine 2024 June 5, 2024

WordPress Events and News

Attend an upcoming event near you. [Select location](#)



WordPress Manila Meetup - JULY
Meetup • Caloocan, Philippines

Saturday, Jul 13, 2024
1:00 pm GMT+8

Want more events? [Help organize the next one!](#)

WordPress 6.6 Beta 3

Highlights from WordCamp Europe 2024

HeroPress: A Site For His Dad

WPTavern: #124 – Mina Tamang on SEO Techniques That Prioritise the User Experience

WordPress Foundation: Announcing the 2024 Kim Parsell Memorial Scholarship Recipient: Cynthia Norman

Meetups [↗](#) | WordCamps [↗](#) | News [↗](#)

Screen Options

Help

Drag boxes here

Given that we're only using WordPress as a headless CMS, majority of the pages/tabs in the admin dashboard is irrelevant to the Digital Archives. More specifically, most of the time, only the **Posts** page will have to be visited.

Adding Issues

Suggested Steps

1. Tell GD to export the cover page (front page) JPEG or PNG and the compressed PDF: maximum of 20 MB
2. Tell DD to upload it via CPanel (BlueHost)
 - a. The file name should be the same slug followed by .PDF (e.g., graduation-magazine-2024.pdf)
3. Tell SM to publish on WordPress



API Endpoints

The headless CMS contains several GET API endpoints for retrieving information. Each of these are designed for their own specific purposes and have their own parameters.

These are all accessible via
[api.theguidon.com/archives/wp-json/api/v1/\[endpoint\]](https://api.theguidon.com/archives/wp-json/api/v1/[endpoint])

GET /issues

The /issues endpoint is the primary endpoint used for retrieving lists of issues. It supports various filters that may be added as query parameters in the URL as shown below.

```
/**
 * GET /issues
 * ?legacy    boolean    true, false
 * ?categ     string     press-issue, graduation-magazine, freshmanal, uaap-primer, other
 * ?page      integer
 * ?order     string     asc, desc
 * ?volume    integer
 * ?search    string
 * ?year      integer
 * ?from      string     YYYY-MM-DD
 * ?until     string     YYYY-MM-DD
 *
 */
```

```
{
  "page": 1,
  "max_pages": 1,
  "order": "desc",
  "categ": "press-issue",
  "year": null,
  "from": "2000-05-10",
  "until": null,
  "volume": "90",
  "search": null,
  "found": 6,
  "issues": [
    {
      "fixed_slug": "marapr-2020",
      "title": "March-April 2020",
      "date_published": "2020-05-31T00:00:00+00:00",
      "description": "As the Ateneo community gears up  
shaped by the pandemic.",
      "is_legacy": false,
      "unsure_date": false,
      "num_pages": 20,
      "shortlink": "",
      "volume_num": 90,
      "issue_num": 6,
      "cover": "https://api.theguidon.com/archives/wp-",
      "cover_full": "https://api.theguidon.com/archive",
      "cover_medium": "https://api.theguidon.com/archi
```

The endpoint sends back the same filters that were used in

The list of issues have its own pagination, returning 20 issues per page.

GET /issue/:slug

The /issue endpoint is used for retrieving a single issue given the issue's fixed slug.

```
/**  
 * GET /issue/:slug  
 * :slug      string  
 *  
 */
```

```
{
  "titles": [
    "The GUIDON Vol. 10, No. 10",
    "March-April 2020",
    "November-December 2020",
    "The GUIDON Vol. 6, No. 7",
    "Alumni Homecoming Souvenir 1940",
    "The GUIDON Vol. 1, No. 15",
    "The GUIDON Vol. 5, No. 11",
    "The GUIDON Vol. 12, No. 8",
    "September 2013",
    "The GUIDON Vol. 1, No. 18"
  ],
  "authors": [
    "Isabel Candida Gonzales",
    "Julia Tyronne E. Simangan",
    "Euan Markus",
    "Eury See",
    "Joaquin Baang",
    "Jana O. Ang",
    "Ashley Pe",
    "Derreck De Leon",
    "Waleed Lugod",
    "Isabel Candida Gonzales"
  ],
  "volumes": [
    "3",
    "6",
    "10",
    "13",
    "12"
  ],
  "covers": {
    "press-issue": [
      "https://api.theguidon.com/archives/wp-content/uploads/2020/03/cover-2020-03-10.jpg"
    ]
  }
}
```

GET /random

The /random endpoint returns 10 issue titles, 10 authors, 5 volume numbers, and 5 cover photos. These are used in different parts of the Archives website.

GET /minmax

The /minmax endpoint returns date of publishing of the earliest issue, as well as the current date. These are used in the date range filters.

```
{  
  "min": "1929-06-22T12:00:00+00:00",  
  "max": "2024-06-20T11:18:53+00:00"  
}
```

GET /table/issues

The /table/issues endpoint returns formatted text that can easily be copied and pasted onto a Google Sheets file. This enables staffers to create a database and tracker containing all issues that are uploaded on the Archives website.

title	fixed_slug	date_published	description	is_legacy	unsure_date	num_pages	shortlink	volume_num	issue_num	cover	cover_full	cover_medium	cover_thumbnail
full_issue	categories	has_content	has_contributors										
The GUIDON Vol. 1, No. 1	646x1024.jpg	1, No. 1	vol-1-no-1	1929-06-22T12:00:00:00:00	1929-06/IMG_1285.jpg	true	false	0	1	1	https://api.theguidon.com/archives/wp-content/uploads/1929/06/IMG_1285-189x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/06/IMG_1285-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/06/IMG_1285-150x150.jpg				/issues/1929/vol-1-no-1.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 2	656x1024.jpg	1, No. 2	vol-1-no-2	1929-07-06T12:00:00:00:00	1929-07/IMG_1286.jpg	true	false	0	1	2	https://api.theguidon.com/archives/wp-content/uploads/1929/07/IMG_1286-192x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/07/IMG_1286-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/07/IMG_1286-150x150.jpg				/issues/1929/vol-1-no-2.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 3	646x1024.jpg	1, No. 3	vol-1-no-3	1929-07-20T12:00:00:00:00	1929-07/IMG_1287.jpg	true	false	0	1	3	https://api.theguidon.com/archives/wp-content/uploads/1929/07/IMG_1287-189x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/07/IMG_1287-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/07/IMG_1287-150x150.jpg				/issues/1929/vol-1-no-3.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 4	675x1024.jpg	1, No. 4	vol-1-no-4	1929-08-03T12:00:00:00:00	1929-08/IMG_1288.jpg	true	false	0	1	4	https://api.theguidon.com/archives/wp-content/uploads/1929/08/IMG_1288-198x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/08/IMG_1288-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/08/IMG_1288-150x150.jpg				/issues/1929/vol-1-no-4.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 5	664x1024.jpg	1, No. 5	vol-1-no-5	1929-08-17T12:00:00:00:00	1929-08/IMG_1289.jpg	true	false	0	1	5	https://api.theguidon.com/archives/wp-content/uploads/1929/08/IMG_1289-195x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/08/IMG_1289-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/08/IMG_1289-150x150.jpg				/issues/1929/vol-1-no-5.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 6	710x1024.jpg	1, No. 6	vol-1-no-6	1929-09-02T12:00:00:00:00	1929-09/IMG_1290.jpg	true	false	0	1	6	https://api.theguidon.com/archives/wp-content/uploads/1929/09/IMG_1290-208x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/09/IMG_1290-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/09/IMG_1290-150x150.jpg				/issues/1929/vol-1-no-6.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 7	659x1024.jpg	1, No. 7	vol-1-no-7	1929-09-14T12:00:00:00:00	1929-09/IMG_1291.jpg	true	false	0	1	7	https://api.theguidon.com/archives/wp-content/uploads/1929/09/IMG_1291-193x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/09/IMG_1291-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/09/IMG_1291-150x150.jpg				/issues/1929/vol-1-no-7.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 8	710x1024.jpg	1, No. 8	vol-1-no-8	1929-10-01T12:00:00:00:00	1929-10/IMG_1292.jpg	true	false	0	1	8	https://api.theguidon.com/archives/wp-content/uploads/1929/10/IMG_1292-208x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/10/IMG_1292-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/10/IMG_1292-150x150.jpg				/issues/1929/vol-1-no-8.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 9	691x1024.jpg	1, No. 9	vol-1-no-9	1929-10-15T12:00:00:00:00	2024/06/IMG_1293.jpg	true	false	0	1	9	https://api.theguidon.com/archives/wp-content/uploads/2024/06/IMG_1293-202x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/2024/06/IMG_1293-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/2024/06/IMG_1293-150x150.jpg				/issues/1929/vol-1-no-9.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 10	665x1024.jpg	1, No. 10	vol-1-no-10	1929-11-01T12:00:00:00:00	1929/11/IMG_1294.jpg	true	false	0	1	10	https://api.theguidon.com/archives/wp-content/uploads/1929/11/IMG_1294-195x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/11/IMG_1294-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/11/IMG_1294-150x150.jpg				/issues/1929/vol-1-no-10.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 11	669x1024.jpg	1, No. 11	vol-1-no-11	1929-11-15T12:00:00:00:00	1929/11/IMG_1295.jpg	true	false	0	1	11	https://api.theguidon.com/archives/wp-content/uploads/1929/11/IMG_1295-196x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/11/IMG_1295-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/11/IMG_1295-150x150.jpg				/issues/1929/vol-1-no-11.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 12	656x1024.jpg	1, No. 12	vol-1-no-12	1929-12-02T12:00:00:00:00	1929/12/IMG_1296.jpg	true	false	0	1	12	https://api.theguidon.com/archives/wp-content/uploads/1929/12/IMG_1296-192x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1929/12/IMG_1296-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1929/12/IMG_1296-150x150.jpg				/issues/1929/vol-1-no-12.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 13	670x1024.jpg	1, No. 13	vol-1-no-13	1929-12-21T12:00:00:00:00	2024/06/IMG_1297.jpg	true	false	0	1	13	https://api.theguidon.com/archives/wp-content/uploads/2024/06/IMG_1297-196x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/2024/06/IMG_1297-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/2024/06/IMG_1297-150x150.jpg				/issues/1929/vol-1-no-13.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 14	691x1024.jpg	1, No. 14	vol-1-no-14	1930-01-10T12:00:00:00:00	1930/01/IMG_1298.jpg	true	false	0	1	14	https://api.theguidon.com/archives/wp-content/uploads/1930/01/IMG_1298-202x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1930/01/IMG_1298-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1930/01/IMG_1298-150x150.jpg				/issues/1930/vol-1-no-14.pdf	press-issue	false	false					
The GUIDON Vol. 1, No. 15	666x1024.jpg	1, No. 15	vol-1-no-15	1930-01-25T12:00:00:00:00	1930/01/IMG_1299.jpg	true	false	0	1	15	https://api.theguidon.com/archives/wp-content/uploads/1930/01/IMG_1299-204x300.jpg		
https://api.theguidon.com/archives/wp-content/uploads/1930/01/IMG_1299-150x150.jpg	https://api.theguidon.com/archives/wp-content/uploads/1930/01/IMG_1299-150x150.jpg				/issues/1930/vol-1-no-15.pdf	press-issue	false	false					

GET /table/content

The /table/content endpoint returns formatted text that can easily be copied and pasted onto a Google Sheets file. Compared to the /table/issues endpoint, this also lists down all article titles, credited authors, and its page number.

[illegible]

Masterfile



The GUIDON

Digital Archives Masterfile

ORIGINAL PROJECT OWNERS

Emman Evangelista

Project Manager and Lead Developer, The GUIDON Archives
Digital Development Editor for Technology 2022–2023
Design Executive Editor 2023–2024

Taffi Ong

Designer, The GUIDON Archives

Razel Tan

Designer, The GUIDON Archives
Digital Development Editor for Design 2023–2024

Josh de Vera

Designer, The GUIDON Archives
Digital Development Editor for Design 2022–2023

LIST OF ISSUES

1. Open link from <https://api.theguidon.com/archives/wp-json/api/v1/table/issues>
2. Copy all text (Ctrl+A, Ctrl+C)
3. Delete all text (Ctrl+A, Delete) from the **issues** sheet
4. Highlight the cell **A1** and paste without formatting (Ctrl+Shift+V)

LIST OF CONTENT

1. Open link from <https://api.theguidon.com/archives/wp-json/api/v1/table/content>
2. Copy all text (Ctrl+A, Ctrl+C)
3. Delete all text (Ctrl+A, Delete) from the **content** sheet
4. Highlight the cell **A1** and paste text without formatting (Ctrl+Shift+V)

A masterfile containing all of the issues and their contents has been created to easily track the publication's progress in scanning and transcribing. The same masterfile may be used by the Externals staff in order to track future digital issue releases.

Older Issues (c/o UA)

1. Get the title
2. Scan the front page
3. Get published date, volume num, issue num, etc.
4. Transcribe titles
5. Transcribe authors

Do not get the list of contributors for older issues

Digital Issues

- Figure out how you will collect the table of contents and list of contributors during each cycle
- Figure out internal procedures (i.e., who will do these tasks) for uploading

On Scanning

- Suggested to use iPhone cameras due to the image quality
- Top-down view of the entire cover
- All corners must be seen
- Avoid shadows from the spine and from the staffer's hand/phone as much as possible
- Do not use flash
- Avoid creases and folds
- Use any application (e.g., CamScanner, iOS Notes App, etc.) that can help with scanning the covers

On Table of Contents

- All article titles, authors, and page numbers must be listed down the way they are presented in the issue
 - This includes italicizations and title cases
 - Italicized words in the titles must be wrapped in `<i></i>` (e.g., “Launching the `<i>raket</i>` era”)
- In older, legacy issues, Filipino headlines are not italicized
- All issues are split into sections
 - For issues with indeterminate sections (or no sections at all), all content must be listed down in a singular section called “All articles”

- Sections and articles are stored based on order of appearance
 - In the order of top to bottom, left to right (F-order) per page
- Standalone graphics and photosets must be included despite not being articles
 - In these cases, the photographer or the illustrator is credited as the “author”
 - For A-VOICE, the interviewers are considered the authors
- Page numbers are absolute, use 1-based indexing, and may not always follow the page numbers on the print issue
 - In magazines, the cover page is considered the 1st page

On Collaborators

- General rule for collaborators is that every byline (or sourced contributor) that appears on the printed issue must show up either as a credited author on the table of contents or as a contributor
- A general order of groups must be followed:
 - Executive Editors with titles (EIC, Assoc, MEd, then DE)
 - Section Editors with titles
 - Photos (editors, staffers, then sourced)
 - Graphic Design (editors, illustrators, then layout artists)
- Miscellaneous groups

- In magazines, the masthead containing all contributing bylines should be a good example of how the contributors are laid out on the Digital Archives
 - Writers, however, will no longer be listed under contributors as they are already credited in the table of contents
- Bylines must be in title (formal) case in alphabetical order based on surname with the exception of the Executive Editors
- Postnominals may be added (e.g., in A-VOICE Interviewees)

For a full list of instructions, including special cases and exemptions, please check the guide for transcribing and data collection.