

## Victorian Short Fiction Project Template Checklists

### Journal Introduction Template

- List title of the journal
- List editor of the journal
- List the publisher of the journal
- Insert your introduction
- Insert notes, if needed (see the transcription template for more information)
- Categorize page to the “Journals” category
  - Use sort key if journal title begins with an article (A, An, The)

### Bibliography Template

- Create page using naming convention
- List contents as ordered list (#)
- Create link to short fiction title, if applicable (check spelling!!!)
- Categorize bibliography to the appropriate journal category
  - Use Sort Key with appropriate number of leading zeros in the Volume and Issue number (all issue and volume numbers should be 3 digits long)

### Transcription Template

- Include “Introduction” heading
- Insert introduction text
- Include “Transcription” heading
- Include the title within three single quotation marks
- Upload and link PDF version of the scanned article
- Insert transcription text
- <ref></ref> around each individual notes (in line where the note indicator should show)
- Notes section
- <references/> tag to indicate where the endnotes go.
- Link to student editor page
- Link to appropriate bibliography page
- Categorize page to the “Short Fiction Titles” category
  - Use sort key if fiction title begins with an article (A, An, The)
- Categorize to the appropriate author category (last name first, first name last)
  - Use sort key if fiction title begins with an article (A, An, The)

**Author Page** (**Note:** Category page is created in the last step of transcription process if it does not already exist)

- Categorize to the “Authors” category
  - Use Sort Key with the Author’s last name first, if applicable.

**Student Editor Page** (Page is created when you add the link in all the other templates, Make sure you are consistent throughout so all links go to this one page)

- Add brief intro (as directed by the instructor)
- Add contributions as links:
  - Short fiction title
  - Bibliographies, and
  - Journal introduction
- Categorize to the “Student Editors” category