

Assignment and Grading: Each student is required to contribute a report to an online exhibition called *Medieval London* (at <https://medievallondon.ace.fordham.edu/>) about a medieval object in the collections of the Museum of London (MOL). You will be adding to an exhibition (begun during a Spring 2015 course at Fordham's London campus) that uses a web publishing platform called **Omeka**: free, open-source software that has been installed on Fordham's server. Omeka (from a Swahili word meaning 'to display' or 'to spread out'), is user-friendly and designed for online text and image exhibitions. The reports—called 'Collections' in Omeka—include three parts. (1) A written report about your chosen object of 750-1000 words that should draw on at least three and preferably four to six different sources. It is fine to use websites if they are sufficiently scholarly (we will have a discussion in class about how to discern which websites are acceptable), but consultation of printed books and articles (which means you have to go to an academic library, or consult such sources online) will more likely get you an A grade. The report concludes with a Bibliography of the items used. The instructor will also make available a bibliographic guide to help you find relevant sources and images. (2) At least three images (with captions) should accompany the report, one of which will be the image of the object downloaded from the Museum of London website. (3) Metadata about the report, the sources used, and the images must be entered on the online metadata form.

Due Date: All materials for the online report must be uploaded by Oct. 20 at 10 p.m. The text of the report should also be submitted via Safeassign on Blackboard. You are, however, strongly advised to start loading some files (such as a draft of your text or sample images) at least a week before the due date so that you can familiarize yourself with the technical steps involved. There will be 2 points deducted from the Report grade for every day it is late; difficulties with the technical steps of loading items online will not be considered an excuse for tardiness.

A Note on Plagiarism: Since many of these reports will be on topics unfamiliar to you, it may be tempting to copy large portions of text written by someone else. Doing so—even if you change one or two words in the sentence—is plagiarism. If you employ key phrases or whole sentences written by someone else, you need to put these borrowed words inside quotation marks and record in parentheses the author's name and exact page(s) where you found this wording, as in: (Kowaleski, 234). The work by Kowaleski you are citing will be in the Sources metadata field and in the Bibliography at the end of the report. You are, however, not allowed to use more than one quotation in each report. Other examples of plagiarism are claiming someone else's work as your own, or giving incorrect information about a source you cite. Failing to cite works that you used to write the text in the Sources field works will also be marked down. Each report will be sent through a plagiarism checker (SafeAssign in Blackboard); those caught plagiarizing will receive an F for this assignment and reported to the dean.

The Object Report: Look through the list of medieval objects below; to find out more about particular objects, go to the Advanced Search function of the MOL online: <https://collections.museumoflondon.org.uk/online/search#!/advanced> . Enter the name of your object in the Keyword box of the search form (or in the Object name box, which offers narrower results). Make sure the All Objects and Object only options are checked. Click on Search and you will get the objects under that name. Choose one—but make sure that the Production Date (which will be on the right side of the picture of the object screen, along with other information) is medieval (that is, between the year 500 and 1500, or in the period from the 6th to 15th century). You are strongly advised to spend some time searching the website and reading about different objects before making your choices. You then need to sign up to do one of the medieval Objects on the list below (no later than Sept. 21) by emailing the instructor with your first, second, and third

choices, or providing these choices on a piece of paper, dated, that you hand to the instructor before or after class; Objects will be assigned on a first-come, first-served basis.

The text of the Report should do the following:

- (a) describe the physical object (for example, its dimensions, materials used, color and appearance, and something about the manufacturing process if relevant)
- (b) describe how medieval people used the object (who used it, for what, when, and where?) and what the object may have meant to people
- (c) note its relevance for medieval London (was it found in London? Likely used or made in a particular London location? Associated with a particular person or group in London?)

Each object report needs to contain at least three images: the main image will be the photograph of the item downloaded from the Museum of London online catalog (URL above). Other images can be a map of London showing where the object was found, made, or used; or medieval manuscript images that depict the object; or pictures of the object in an archaeological excavation or museum setting. Do not load more than four images. Tips about finding images, maps, and sources, will be in the Guide that will be handed out.

Object	No. of items
adze-hammer	1
altarpiece	6
amphora	1
ampulla	50
aquamanile	9
arrowhead	132
awl	2
badge	8
balance: beam	2
beaker	5
belt: chape	2
belt: sword	1
billhook (weapon)	1
bit: cheekpiece	3
book	1
boot	6
bottle	21
bowl	32
brick	2
buckle: plate	46
candle holder	2
carving: boss	1
carving: Grocer's Co.	1
case: comb	1
case: writing tablet	1
chest	1
chisel	1
cistern	4
cleaver	1
cloth seal	10
collar	1
costrel	5
cup	12
die	24
dish	45
door frame	1
glass: beaker	20
finger ring	20
finial: roof	3

flask	61
glove	1
horseshoe	70
inkwell	3
jar: cooking pot	145
jug	741
key	468
lamp	15
loomweight	9
mirror case	3
monumental brass	4
mortar	2
mould	3
needle	2
patten	55
pen	5
pin	43
pitcher	53
pot: cooking	9
purse: frame	93
rattle	11
razor	1
scissors	1
seal matrix	25
sheath	83
spearhead	16
spindle whorl	2
spoon	8
stirrup	2
tallystick	1
tile: roof	5
tile: stove	1
vase	7
weaving comb	4
whetstone	1
writing tablet	2

PREPARATION:

- Research your object and write the text in a word-processing file (such as MS Word).
- Write up the sources you used in the report for your Bibliography, following proper format (see below, under SOURCE).
- Find appropriate images and save each in a separate file (if needed, you can crop or enlarge them using graphics software such as Photoshop). You should also know about the historical context, original source of the image, and copyright information. You will also need to compose short captions for each image that you include.

LOGIN into the Omeka site at <https://medievallondon.ace.fordham.edu/admin/users/login>

Students have **Contributor** status, which means you can:

- add, edit, delete, and publish your items
- add, edit, delete, and publish Collections you create
- can create exhibits using any item in the archive
- may interact with certain plugins.

I. ...BUILD YOUR COLLECTION¹

- Click on “Collections” in the navigation bar on the left-hand side of the Dashboard and then click on the green button, “Add a Collection,” at the top left. You will be brought to an empty form titled “Dublin Core.”² You will fill out the fields with the following information about your object.
 - **TITLE:** The title of your object or name of the site. If it’s a jug, for example, just type Jug.
 - **SUBJECT:** If it’s a jug, type, for example, Household Items. The list of subject categories for objects and sites are at the end of this handout.
 - **DESCRIPTION:** This is where you will copy and paste the 750-1000 word description of your item that you wrote up in MS Word or another word processing program. After you’ve entered the text, check the “Use HTML” box at the bottom. Doing this will give you more formatting options (such as italicizing words).
 - **CREATOR:** Leave this field empty.
 - **SOURCE:** This is where you will copy and paste the bibliography you wrote up that helped you write the description of your object. Please check the “Use HTML” box at the bottom, as you will have to italicize names of journals or books. You must use the Turabian/Chicago notes-bibliography style to format your bibliography correctly (no MLA or scientific style); for a summary of the style rules, go to http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html or consult Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (any edition). You can include all the sources in the one Source box, or click on the green ‘Add Input’ button underneath Source to add additional sources. To italicize titles, check the ‘Use HTML’ box at the bottom so that you will have more formatting options. You also need to check the ‘Use HTML’ box at the bottom to insert a URL of any website you used; website sources need to include the date you last accessed the website in parentheses.
 - **PUBLISHER:** This is where you will write or, most likely, provide a link to the Museum of London website from where you took your main Object image. Please check the “Use HTML” box at the bottom so that you may use the link function.

¹ The *Medieval London* website has three **Exhibits:** Medieval Objects, Medieval Objects 2 (the one you will work on), and Medieval Sites). Each Exhibit is made up of a **Collection** (your report is a Collection). Each Collection/Report is made up of **Items**.

² **Dublin Core** is a standard vocabulary (developed during a big metadata conference in Dublin, OH in 1995) to describe resources on the web, as well as books, CDs, and images. The vocabulary or terms are also called **metadata** (data that gives information about other data).

- DATE: The date range of your object or site. If you do not know the exact date of the object, use one of the following conventions:
 - Early Medieval (500-1000)
 - High Medieval (1000-1300)
 - Late Medieval (1300-1485)
 - Late Medieval/Early Modern (1485-1600)
- CONTRIBUTOR: Your first and last name (as it will appear on the public web page)
- RIGHTS: For this field you must provide the URL link to the page on the website that details the sharing or distribution rights of the Museum of London image. Please check the “Use HTML” box at the bottom so that you may use the link function
- RELATION: Leave this field empty.
- FORMAT: Leave this field empty.
- LANGUAGE: Note the language that appears on your Object; if there is no writing on your Object, leave this field blank.
- TYPE: The type of media you are uploading to the system. Most of you will type ‘Still image’ because you will be uploading a photographic image of your object. If you are unsure, check “Item Types” in the left-side navigation bar, but not before saving your work.
- IDENTIFIER: Leave this field empty.
- COVERAGE: Leave this field empty.
- You can always return to your Collection to edit or delete item.. ***Just remember to click on ‘Save Changes’ before exiting!***
- After Dr Kowaleski edits and grades your Report, you will be required to go back online to make appropriate corrections (The more edits requested, the more likely it is that you will receive a lower grade).
- You can see how your Report looks online by checking the “Public” box at the top-right of the page and then clicking the green “Add Collection” button. Just remember to uncheck this box when you have finished looking at it since we do not want Reports permanently visible until they have been graded and edited.
- Once all of the necessary fields are filled out and all text is properly formatted and edited, check the “Public” box at the top-right of the page and then click the green “Add Collection” button. This will make your Report visible to the public on the website.
- Once you have published the Collection, you can go to this collection from the Collection list and click on Edit (which brings you back to the metadata fields so you can change things around) or Delete. ***Just remember to click on ‘Save Changes’ before exiting!***

II...ADDING ITEMS

- Click on “Items” in the navigation bar on the left-hand side and then click on the green button, “Add an Item,” at the top. You will be brought to an empty form titled “Dublin Core,” which will be highlighted at the top. You will fill out the fields with the following information about your object. For this assignment, Items refer primarily to the images that you add to your report (each image will have its own Dublin Core metadata). The first Item you enter should be the image you downloaded from the MOL website.
 - TITLE: The title of your object. For the MOL photo, insert the name of the object. For other images (such as maps or manuscript illuminations), you might want to insert a more descriptive title.
 - SUBJECT: For the main image, use the same Subject Categories as you used for the Collection

- DESCRIPTION: This will be a description of the image that you will be loading, generally one to two sentences long; this caption will appear below your image on the website. Information on size, color, and the *specific* use or historical context of the object, could be included here for the MOL photo and other images you insert. Check the entries done by previous students, and by the teachers (E. Cuenca and M. Kowaleski) for examples of the types of information to add in this field. Since your final Report will contain a number of images, try not to use the same captions for each image.
- CREATOR: If you do not know who created your object, skip this field. If you are loading a photo, insert the name of the photographer here if you know it. If you are loading a medieval painting or manuscript illumination or engraving and know the artist, enter his/her name here. If you are loading a map by a known cartographer, enter his/her name here.
- SOURCE: Since your bibliography is already in Collections, skip this field, unless you used different sources to write the description of this particular item, in which case you need to put in the specific source(s) you used. For scans or photos taken from a printed source, enter that source and page number here.
- PUBLISHER: Where the image is published online. This is where you will write or, most likely, provide a link to the website from where you took your image. Please check the “Use HTML” box at the bottom so that you may use the link function.
- DATE: Enter the date of the the object for the MOL image. If you are also using modern maps or photos, focus on the date that the map or photo (or manuscript illumination or other artistic image) depicts, not the date that the modern map was drawn or the photo taken. If you do not know the exact date of the image, use one of the following conventions:
 - Early Medieval (500-1000)
 - High Medieval (1000-1300)
 - Late Medieval (1300-1500)
 - Late Medieval/Early Modern (1485-1600)
- CONTRIBUTOR: Your first and last name.
- RIGHTS: Who owns rights to the image? Sometimes you need to search for this information since not all websites which reproduce images are diligent about listing original owners. You can link to the page on the website that details the sharing or distribution rights of the museum in which your object is currently housed. Check the “Use HTML” box at the bottom so that you may use the link function.
- RELATION: Leave this field empty.
- FORMAT: Leave this field empty.
- LANGUAGE: Unless the image has writing on it (such as a medieval manuscript or seal), you will leave this empty.
- TYPE: The type of media you are uploading to the system. Most of you will type ‘Still image’ because you will be uploading a photographic image of your object. If you are unsure, check “Item Types” in the left-side navigation bar, but not before saving your work.
- IDENTIFIER: Leave this field empty.
- COVERAGE: Leave this field empty.
- Next, you will scroll to the top of the page and click on “Item Type Metadata.”
 - ITEM TYPE: Select from the drop-down menu the Item Type. It will most likely be ‘Still image.’

- ORIGINAL FORMAT: What type of object is this? For the MOL website image, if it's a jug, type Jug. But the original format for other images could be a map, or a piece of embroidery, or a manuscript illumination, etc...
- PHYSICAL DIMENSIONS: Provide here the measurements of your object.
- Next, scroll to the top of the page and click on "Files."
 - Upload the file image(s) here.
- Next, scroll to the top of the page and click on "Tags."
 - Enter here, separated by commas, the title of your object, and the subject category to which it belongs (please use at least one of the subject categories below, although you may also add your own subjects if you feel it necessary).
- Once all of the necessary fields are filled out and all text is properly formatted, use the drop-down menu in the right-side navigation bar to select the Collection to which this object belongs.
- Check the "Public" box.
- Then click on the green "Add Item" button.
- Repeat this process for all images that you add to your Report; any and all objects that belong to your Collection must have separate metadata entered using the above Items form.

NOTE: You may choose to do part II (Items) before part I (Collections). If you do it this way, however, please make sure to go back to your Item to choose from the drop-down menu the Collection to which it belongs.

SUBJECT CATEGORIES for Objects: (in addition to the type or name of the object; you may choose more than one, or add your own subject categories after choosing at least one of the following)

Building Materials
 Civic and Guild Culture
 Clothing and Personal Accessories
 Devotional Objects
 Ecclesiastical Objects
 Equestrian Items

Household Items
 Jewelry
 Money and Finances
 Recreation and Games
 Tools
 Weapons and Armor
 Writing Materials