

The Social Life of a Medieval Object in London

HIST 4654: Archaeology and History of Medieval London

Dr M. Kowaleski, Fall 2020

Object Report Assignment: Each student will 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). This year, a few objects of clothing that are depicted in manuscript illustrations made in medieval London will also be included (drawn from the Ellesmere manuscript of the *Canterbury Tales*, written by Geoffrey Chaucer, who was also a Londoner in the late fourteenth century). 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. Your report—called an 'Exhibition' in Omeka—includes 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 (almost all available electronically) will more likely get you an A grade. The report concludes with a Bibliography of the items used. The instructor will hand out a Guide to Research to help you find relevant sources and images; a detailed Instructions for the Object Report will also be distributed to students. (2) At least four 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.

Choosing an Object: Choose a medieval object from the list on p. 2, below. The online museum catalog has many examples of some of these objects (such as baluster jug, purse frame, and others), but the one linked in the list below is an especially good example of that type of object. Nonetheless, you can substitute your object for one *of the same type with the same name* as long as it dates from between the late twelfth and fifteenth centuries and if you let Dr Kowaleski know by email of your substitute choice a week before the first draft is due. Even if you do not make this substitution, it is a good idea to look at other examples of your type of object by using the Advanced Search function of the Museum of London (MOL) online at: <https://collections.museumoflondon.org.uk/online/search/#!/advanced>. Enter the name of your object in the Object name box, click Object with Media on the right side of the screen, and click All Objects on the list below the search form. Fill in the Date from box with 1100 and the Date to box with 1499. Note that the date search is not especially accurate, so be sure *not* to choose objects before 1100 or which date to the sixteenth century or later. Click on Search and you will get the thumbnails of objects under that name. You are strongly advised to spend some time searching the website and reading the object descriptions before making your choice. You then need to email Dr Kowaleski with your choice (note your first, second, and third choices since objects are assigned on a first come, first served basis) no later than Sept. 17.

What to Include in the Written Object Report: The text of the Report should address the following points although not necessarily in this order:

- (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?)
- (d) To what extent does this object have a 'biography'?

Each object report needs to contain at least four images: the main image will be the photograph of the item downloaded from the Museum of London online catalog (URL in table below). 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 six images. Tips about finding images, maps, and sources are in the Guide to Research.

Object	Material	Museum of London Link (*link to Ellesmere manuscript at the Henry Huntington Library)
baluster jug	Ceramic	https://collections.museumoflondon.org.uk/online/object/35343.html
belt	Leather; silk; copper alloy	https://collections.museumoflondon.org.uk/online/object/31229.html
boot	Leather	https://collections.museumoflondon.org.uk/online/object/297383.html
brooch	Copper alloy, iron	https://collections.museumoflondon.org.uk/online/object/309117.html
cistern	Ceramic	https://collections.museumoflondon.org.uk/online/object/35024.html
collar (chain)	Silver	https://collections.museumoflondon.org.uk/online/object/30441.html
door frame	Wood	https://collections.museumoflondon.org.uk/online/object/31645.html
glove	Leather	https://collections.museumoflondon.org.uk/online/object/30439.html
Guildhall common chest	Iron, steel	https://collections.museumoflondon.org.uk/online/object/38061.html
horseshoe	Iron	https://collections.museumoflondon.org.uk/online/object/33078.html
lid with bath scene	Lead alloy	https://collections.museumoflondon.org.uk/online/object/30215.html
lute pendant	Pewter; tin alloy; lead alloy	https://collections.museumoflondon.org.uk/online/object/147629.html
paten	Lead alloy	https://collections.museumoflondon.org.uk/online/object/529888.html
patten	Leather, wood, iron	https://collections.museumoflondon.org.uk/online/object/32321.html
pin	Bone	https://collections.museumoflondon.org.uk/online/object/35798.html
purse frame	Copper alloy	https://collections.museumoflondon.org.uk/online/object/32428.html
revetment timber	Wood	https://collections.museumoflondon.org.uk/online/object/318157.html
shears	Iron	https://collections.museumoflondon.org.uk/online/object/36145.html
spade	Wood	https://collections.museumoflondon.org.uk/online/object/739844.html
stove tile from Abbey	Ceramic	https://collections.museumoflondon.org.uk/online/object/731886.html
toy ewer	Lead alloy	https://collections.museumoflondon.org.uk/online/object/141983.html
Cook's apron*	fabric	https://hdl.huntington.org/digital/collection/p15150coll7/id/2459
Lawyer's robe*	fabric	https://hdl.huntington.org/digital/collection/p15150coll7/id/2466
Woman's jacket*	fabric	https://hdl.huntington.org/digital/collection/p15150coll7/id/2509/rec/1

Dates for Object Report:

Sept. 17: Confirm your choice of medieval object with Dr Kowaleski. On Sept. 17, class time will be devoted to introducing students to Digital Humanities and showing how to work on the Omeka platform.

Sept. 28, by 6 pm EST: Email to Dr Kowaleski a Word copy of a draft of the text of your Medieval Object Report, including (1) an outline of your text, (2) bibliography you have used [indicate with a *] and other relevant bibliography you have yet to consult, (3) copies of images, and (4) metadata for each image (worth 5% of the Report grade). A form for you to fill out with the metadata will be made available.

Oct. 17: (Saturday), by 6 pm EST: Email to Dr Kowaleski a full draft in a Word file of your Medieval Object Report, including these sections: (1) full report with footnotes; (2) bibliography of printed or online sources used in the report and captions, all in one Word file. You must have also loaded the following onto your Omeka page: (3) four or more images (numbered as Fig. 1, Fig. 2, etc...) and (4) captions for each image; and (5) metadata for each image. Worth 5% of the Report grade.

Oct. 31 (Saturday), by 6 pm EST: Your final Medieval Object Report must be uploaded to Omeka, including (1) full text of report; (2) footnotes to text; (3) bibliography of works cited in text and captions; (4) at least four images; (5) captions for each image; (6) and metadata for the central report and each image. Send a Word copy of your written report, notes, bibliography, and captions to your images to kowaleski@fordham.edu (15% of Report grade)

Proper Bibliographic Format: 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).

Footnote Format: You can use short formats for footnote references that include the surname of the author (or authors), a short title, relevant page numbers. Full publishing information will be in the Bibliography that follows the footnotes. Instructions for the Object Report will include tips on doing footnotes in Omeka.

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Instructions for Working with Omeka

You will receive an email the weekend of Sept. 18-20 inviting you to be a Contributor to the website. You can then **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 and Collections you create, and can create exhibits using any item in the archive. To complete the last stage where you upload and confirm the metadata, content, and design of your report, you will be given **Administrator** status.

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. If it’s the baluster jug, for example, just type Baluster Jug.
 - **SUBJECT:** Choose one of the Subjects below that fits your object. If it’s a jug, for example, type in: Household Items. You can choose more than one Subject. If you find the list insufficient, you can add another more suitable Subject—as long as you choose at least one of the Subjects in this list.

Building Materials	Jewelry
Civic and Guild Culture	Money and Finances
Clothing and Personal Accessories	Recreation and Games
Devotional Objects	Tools
Ecclesiastical Objects	Weapons and Armor
Equestrian Items	Writing Material
Household Items	

- **DESCRIPTION:** Simply insert a short description of your collection. For example, for the baluster jug, the description could be simply “Ceramic baluster jug” or “Decorated Mill Green ware baluster jug.” The information you need for the description will be at the link given for your object in the Medieval Object Assignment handout.
- **CREATOR:** Leave this field empty.
- **SOURCE:** Leave this field empty
- **PUBLISHER:** Leave this field empty.
- **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)

¹ The *Medieval London* website has five main **Exhibits:** Medieval Objects, Medieval Objects 2, Medieval Objects 3, Medieval Objects 4 (the one you will work on), and Medieval Sites. Each student has his/her own **Exhibit page**, which includes all the **Items** (individual images, text) you have gathered for your **Collection**.

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).

- 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: Leave this field empty
- TYPE: Leave this field empty
- IDENTIFIER: Leave this field empty.
- COVERAGE: Leave this field empty.
- You can always return to your Collection to edit or delete items. ***Just remember to click on ‘Save Changes’ before exiting!***
- NOTE: The directions for Medieval Objects 4 differ slightly from those for the other class exhibitions, which include a longer description in Collections and fills in more metadata fields than for this class.

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 or the Ellesmere Chaucer manuscript 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 should insert a more descriptive title.
 - SUBJECT: For the main image, use the same Subject Categories as you used for the Collection; other images may use the same or different Subject Categories depending on what they depict. As long as you use at least one of the assigned Subjects, you can also add other subjects not on the list, if you feel a different category/subject better describes this particular Item.
 - 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 for examples of the types of information to add in this field. Since your final Report will contain a number of images, do not use the same captions for each image.
 - CREATOR: If you do not know who created your object, skip this field (it is very rare to know the actual name of the individual who created a particular medieval object, even if it is an artistic production). 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: Note where you found the image (usually a URL, accompanied by the name of the publication or website and author or compiler). Check the “Use HTML” box at the bottom so that you may use the link function to hyperlink the URL. For scans or photos taken from a printed source, enter full bibliographic information of the source here, along with the page number.
 - 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 to hyperlink the URL.
 - DATE: Enter the date of 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 to hyperlink the URL that takes users to a page that spells out the copyright for this image.
- 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 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 listed above, although you may also add your own subjects if you feel it necessary).
- Once 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. All Items 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 (Collection). 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.

III. ...ADDING YOUR PAGE TO MEDIEVAL OBJECTS 4

Note: You will need Administrator status for this stage; Dr Kowaleski will give students this status by October 17.

- On the left navigation menu, click on “Exhibit”
 - You will see five available exhibitions; please do not fool around with any of the other Exhibits since you could mistakenly delete the work of other students. And please be careful to only deal with your Items, Collection, and Exhibit page.
 - Go to *Medieval London Object 4* and click on “Edit” to edit the exhibition.
 - The next screen will bring you to the settings for the Exhibition; make sure you do not change the preselected settings.
 - Navigate all the way to the bottom of screen and click on **Add a Page**.
 - You will be redirected to a new screen which prompts you to add more information. Here you will only add:

- **PAGE TITLE** (which is the name of your main object, such as “Baluster Jug”)
 - **SLUG** is the abbreviated exhibit name which appears in the url, for example it would be balaster-jug for <https://medievallondon.ace.fordham.edu/exhibits/show/medieval-london-objects-4/baluster-jug>. You can leave this blank since it will automatically be filled in.
- Then click on **Save Changes** to add your page to our class exhibit.
- You are now ready to select the design of your exhibition. Pages are made up of combinations of smaller content units called 'blocks.' There are four basic kinds of blocks: item(s) with text, an item gallery, text only, and file only. Each page can have one or more content blocks. The Medieval Londoners exhibit normally starts with File with Text in which the text is wrapped around your main image (e.g. the picture of your object from the MOL or the Ellesmere Chaucer manuscript). Thereafter you can choose to incorporate other design features if you want for other parts of the report. You can put all of the report text, footnotes, and bibliography in one block, followed by the images and their captions, but that design is not as attractive or user friendly as other options.
 - The **File with Text** block allows you to pair fullsize or thumbnail files of your items with a block of text. The item files will all be the same size. Text will appear either to the right or left of the item(s). You can use a single item file paired with text or have multiple item files to the right or left of a block of text.
 - The **Gallery** block creates a gallery of item files, generally large square thumbnails. You can add text to the gallery, which will display left or right of the gallery. In a gallery block, you can specify a showcase file, which will appear fullsize either to the right or left of the text. The other gallery images can be placed below the showcase image or beside it, over the text.
 - The **Text** block allows you to create a section of text which spans the width of the entire page.
 - The **File** block allows you to add larger files as a separate block
 - **YouTubeImport:** it is possible to import a You Tube video as one of your images.
 - Neatline is a special Plugin that allows you to create a map. You do not have to worry about this block.
- Once you select the design, you are ready to start adding your Items and Text. The first Item you add should be the main image of your Medieval Object. After you add the image, click on the Edit link at the bottom of the image box to get to the screen to add the caption to the image in the TEXT box. Use the Text Editing toolbar to format the text of the caption. Add other Items with images in this or other design blocks you choose. Note that it is possible to change the image in a particular location by clicking on Edit beneath the Item box and then clicking on the arrow at the top right of the box that says Change Selected Item. Remember to click on the green **APPLY** button to save your work.
- Insert the main text of your Word report into the TEXT box. Use the Text Editing toolbar to format your text. Note that you can put all your text in the same Text box, or you can break the text up into different content blocks. You can also have content blocks that have only images or only text. It is best to put the Footnotes and Bibliography in their own Text blocks.
- **LAYOUT OPTIONS** can be set for each content block. Click the arrow to see the options.
 - **Showcase File:** position as right or left if you have a showcase file.
 - **Gallery Position:** right or left or taking up the entire page (if there is no showcase file)
 - **Gallery File Size:** thumbnail or square thumbnail
 - **Captions Position:** right, left, or center
- Remember to click on the green button **Save Changes** at the top right to save your work (do this regularly, such as before you add a new content block)
- **VIEW PUBLIC PAGE:** this green button at the top right allows you to see what your exhibit page will look like when it is published. Remember to **Save Changes** before clicking on View Public Page.
- *Do not* click the **Publish** or **Featured** blue boxes below these green button commands; Dr Kowaleski will ‘publish’ your exhibition after all edits have been made. Once it is published, you can list the title and URL of your specific exhibition on your resume/cv if you wish.

FOOTNOTES back up the facts, claims, or opinions you make by pointing to an authoritative source which provides specific evidence to support specific statement(s) you are footnoting. They are not needed for references to people, events, dates, or facts that are widely known and accepted. Footnotes

- show readers where you found the material you are citing
- convince the reader that you can back up your claims
- lend credibility to your analysis
- indicate the depth of your research and analysis

Use short formats for footnote references that include the surname of the author (or authors), a short title, and relevant page numbers. Full publishing information will be in the Bibliography that follows the footnotes. Please do proper linked footnotes in your Omeka report; see <http://ahis290.maevekane.net/tag/footnotes/>).

BIBLIOGRAPHY: Your bibliography should be headed as Works Cited (and thus only include works that you use in the footnotes). Alphabetize the order of works in the bibliography according to the surname of the author. 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). For a quick guide to bibliographic format and citations, see the Purdue University Citation Guide at: https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html . Check the menu at the left to find specific guides to citing websites and multimedia such as online videos.

If you are having trouble deciding on what to use as the author, title of the website, and its publisher and date published, check out the useful site at <https://www.easybib.com/guides/citation-guides/mla-format/how-to-cite-a-website-mla/> (though the formatting is for MLA, not Chicago Style).

If you have read a print publication online, please do cite the DOI (Digital Object Identifier) if it is available. If the website is freely accessible (such as British History Online), then you should include the URL (if not the DOI) and date accessed. But if your source is on a subscription-based site (such as JStore, EBSCO Host, etc...), DO NOT site the URL since it is useless for readers who do not have access to this material. But you can cite at the end of your entry the name of the subscription-site; see the Chicago Style guide to websites for more information.

Omeka Classic has a very helpful **online user manual**; see <https://omeka.org/classic/docs/Content/Items/>