

ARCHIVES GRANT POLICY DOCUMENT

This policy document is intended to establish editorial norms across the Archives Grant project; it does not serve to function as a comprehensive guide on how to model. Advice on how to model within the Quill platform can be found within the [Data Entry Manual](#), and further help can be found by contacting your Team Lead(s) or Senior Editor(s).

Why this is important?

Adhering to these standards fosters consistency across projects, reinforcing our commitment to high standards as an academic research project, whilst also supporting users in transitioning between Conventions.

1. Editorial Conventions

Category	Explanation	Example
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General	<p><u>Formatting Dates</u></p> <p>North American spelling conventions and date format (MM/DD/YYYY) are to be used throughout to replicate the language of the subject matter.</p>	<p><u>American Spelling vs British</u></p> <p>American: “Realize”, “Color”</p> <p>British: “Realise”, “Colour”</p>
	<p><u>Formatting Numbers in Titles</u></p> <p>Numbers are to be written numerically (1, 2, 3) rather than alphanumerically (one, two, three) in titles.</p> <p>However, when referring to several amendments, differentiate by writing “First Amendment”, “Second Amendment” etc.</p>	<p>A correct title example: “Motion to Appoint 3 Printers”</p> <p>If several amendments are made to the same document, motion, or clause of a report—it is important to differentiate these. For example, if Smith proposes 3 separate amendments to a resolution, title these as “Smith’s First Amendment”, “Smith’s Second Amendment” etc.</p>
Page Numbers	<p><u>Formatting Page Numbers:</u></p> <p>Page numbers should be formatted as “p. X” when only one page is being referenced, and as “pp. X-Y” when multiple pages are being referenced.</p> <p>Please ensure that you use a small dash between numbers, such as pp. 1-5 and <u>NOT</u> pp. 1–5. Remember not to enter a space after the page numbers, otherwise Quill will produce a gap after the numbers and full stop in the citation.</p>	<p>If a debate takes place between pages 1-10, format as pp. 1-10.</p>

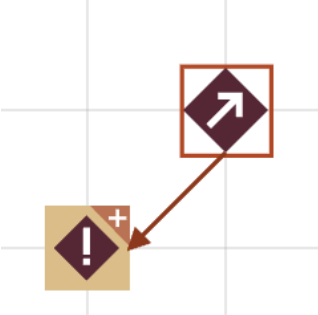
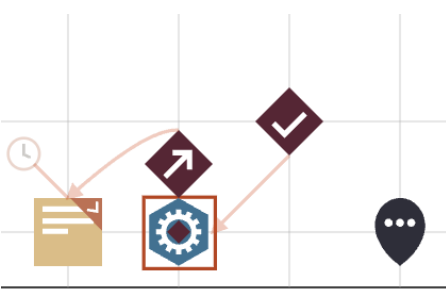
<p>Source Material</p>	<p><u>What to Include as the Source Material</u></p> <p>Every event must include source details. Ensure that the correct source is selected as the Quill platform will automatically select the top source.</p> <p>The origin of the description text is to be recorded in the source material box. If the origin of the document text differs from the origin of the description text, this is to be recorded as an additional description with the full text of the document (or the first paragraph with an ellipsis in square brackets if it is a long document) with the citation for the text as the source material.</p> <p>Please refrain from overuse of “Editorial Decision” for the source material. These can, at times, wrongly imply that the editor (you) produced the document! If ever unsure, contact your lead editor.</p>	<p>This is a fabricated example:</p> <p>“Mr. Smith offered a resolution. Rejected.” - <i>Debates and Proceedings</i>, p. 1.</p> <p>“Mr Smith offered a resolution, as follows: <i>Resolved, That the Convention postpone the consideration of the Banking Report until next Monday. This was rejected</i>” - <i>Journal pp. 1-2.</i></p> <p>In the example above, the journal offers important further context: the content of the resolution. But, since the primary source is the debates and proceedings, it is necessary to include this as an additional description.</p>
<p>Editors’ Notes</p>	<p>Editors’ notes function in a comparable manner to footnotes by providing further contextual information about a specific event. They should be formatted as: [Editors’ Note: XYZ.].</p> <p><u>To Remember:</u></p> <p>Write editors’ notes in the third person and in full prose.</p> <p>Never write editors’ notes in the document text box.</p> <p>Format the word editors in plural possessive form: Editors’ Note (and NOT Editor’s Note). This allows us to represent the several people involved in the making of one project.</p> <p>Capitalize the “E” and “N” for “Editors’ Note” throughout.</p>	<p>Where decisions on an event can be inferred from the proceedings, even if the source material does not explicitly state a particular outcome, there are two options for editors:</p> <ol style="list-style-type: none"> 1. If the source text explains how the delegates responded, it can be repeated for the decision event. <p>E.g., - “Upon motion of X, the Convention adjourned.” It is evident from the text that this decision to adjourn was adopted.</p> <ol style="list-style-type: none"> 2. If there is no explanatory text available to the editors, write an editors’ note with reference to the information from the source material which underlies the inference. For example, if a delegate calls for a motion to lay an article on the table and the other delegates do not respond and continue to discuss the article, it is implied that this motion was implicitly dropped. Use this sparingly.

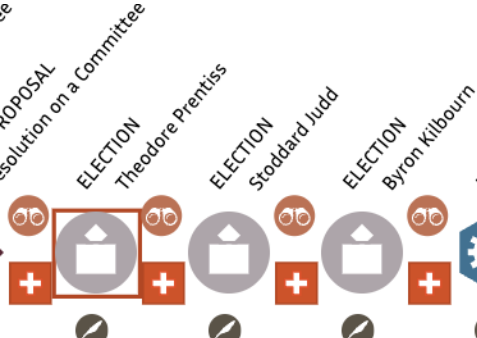
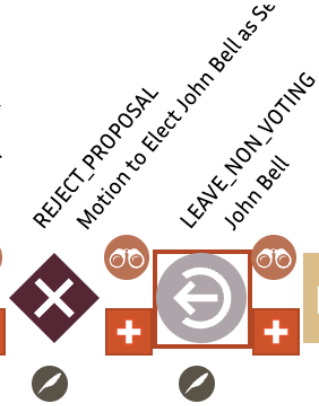
<p>Common Editors' Notes</p>	<p>Broadly, editors should refrain from relying heavily on standardized editors' notes as each event usually calls for a specific explanation, but there are some instances where standardized editors' notes may be used:</p> <ol style="list-style-type: none"> 1. <i>Editorial call to order</i> 2. <i>Two document method</i> 3. <i>A Section agreed without amendment</i> <p>It is also important to bear in mind that for an editorial call to order, the note given is dependent on the adoption of the previous rules. Please always check if this is the case, if their rules dictate this, or if they are working according to a different set of rules. Adjust based on the circumstances of the Convention being modeled.</p>	<p><u>1. Editorial Call to Order:</u> [Editors' Note: The delegates provisionally agreed to use the standing rules of the last House of Representatives of the Territorial Legislature to direct the proceedings of the Convention. Under these rules the president must call the members to order, hence the addition of an editorial call to order despite the omission of this motion in the record.]</p> <p><u>2. Two Document Method:</u> [Editors' Note: The Committee of the Whole considered and voted on each section separately. To facilitate the modeling of this process, an editorial copy of the document has been created wherein each section is modeled as a separate amendment to the document.]</p> <p><u>3. A Section Agreed Without Amendment:</u> [Editors' Note: The Committee proceeded to consider Section X, indicating that Section Y was implicitly adopted.]</p>
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2. Modeling Conventions

Category	Explanation	Example
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<p>Session Descriptions</p>	<p>Session descriptions should be written in full prose, in past tense, and provide a concise overview of that session's happenings. This is to be written as soon as the editor has completed modeling that session.</p> <p>Please refer to the training and resources provided for guidance. When you are writing a session description, remember to avoid repetition of "The Convention"; vary sentence type; refrain from using sequencers such as then, next, afterwards, finally; summarize the proceedings without just listing off the events; and analyse the causality between events.</p> <p><u>Some other points to remember:</u></p> <p>It is unnecessary to mention the Committee name during its session. For example, "Smith was appointed to the Committee on Accounts" is appropriate for the Convention, but within the Committee itself, this is already understood.</p>	<p><u>Positive Examples:</u></p> <p><i>A Convention session:</i></p> <p>"The Convention held an afternoon session to further consider and amend Article 2 of the Constitution as reported by the Judiciary Committee. Paragraph 4 on qualification for jury members occasioned the most debate and, after multiple propositions of the amendment, was eventually reported back to the committee for further consideration."</p> <p><i>A Committee Session:</i></p> <p>"Pursuant to Graham's order on July 11, 1859, the Committee drafted a report comprised of two articles: one on corporations, and the other on banking and currency."</p> <p><u>Negative Examples:</u></p> <p><i>A Convention Session:</i></p> <p>"The delegates met and formed a convention. The delegates presented credentials and held elections. The delegates spent the rest of the afternoon discussing and debating documents."</p> <p><i>A Committee Session:</i></p> <p>"3 people were appointed to the Committee on Schedule. The Committee on Schedule discussed and then reported to the Convention."</p>
<p>Session Times</p>	<p>Typically, sessions would have occurred at regular times, often recorded in the Convention or Committee rules. As such, if the time of a session is unknown, the rules should be consulted in the first instance to determine if it seems plausible that the session occurred at the regular time.</p> <p>If the time of a session is truly unknown, editors should set the session time to 00:00:00 and record this in the session description as: [Exact time of session is unknown]. Please remember to use the 24-hour clock (military time). The 24-hour clock uses the numbers 00:00 to 23:59 (midnight is 00:00).</p>	<p>"In pursuance of the law, the Convention met for organization this day 12 o'clock, M.," - In this example, the time of meeting is clear: 12:00:00.</p> <p>"The committee shall meet at such hour and place as shall be appointed by the chairman of the committee on the part of the House requesting such conference." – The Rules and Orders of the Legislative Assembly in this instance specify that the chairman will dictate a regular hour of meeting. It would therefore be necessary to seek this information out to determine the time.</p>

<p>Multiple Sessions in a Day</p>	<p>Many Conventions held morning and afternoon sessions. Where these sessions are divided by an adjournment they should be modeled as separate sessions; where they are divided by a recess they should be modeled as a single session, unless the text strongly suggests otherwise.</p>	<p><u>Examples to indicate the session should be split across a morning and an afternoon:</u></p> <p>Session headings, calls to order, and the amount of time that passes can indicate whether a session should be divided.</p>
<p>Committee Sessions</p>	<p>The first session of a committee should be modeled on the same day it was created; this may not be the first day the committee sat.</p> <p>Members must be appointed before any matters are copied into the committee.</p>	<p>N/A</p>
<p>Referring Documents</p>	<p>If it is not clear from the record when a document was created, model it as having been created in a parallel session to the session in which it is first noted in the source material.</p> <p>It is imperative that we accurately represent how a document is referred: via a procedural motion or stand-alone refer decision.</p> <p>If a referral takes place with no motion preceding it, this should be a single decision event. However, if a member proposes that it should be referred, or if the Convention resolves into the Committee of the Whole to take up consideration of a certain document, then the document should be referred via a procedural motion which refers the relevant document.</p>	<p><u>When to Use a Procedural Motion vs a Stand-Alone Refer Decision:</u></p> <p><i>Stand-alone referral</i> “The resolution was referred to the Committee on the Legislative Department.”</p>  <p><i>Procedural motion</i> “On motion by Mr. SLOUGH, the Convention resolved itself into a Committee of the Whole House (Mr. Thacher in the Chair), and took up the consideration of this report, and it was ordered to be considered by the sections separately.”</p> 

<p>Join Events</p>	<p><u>Non-Voting Individuals:</u></p> <p>The most common non-voting individual is an employee of the Convention who is often in attendance but does not have the right to vote or influence the decision making. For example, secretaries, door attendants, and firemen. Please remember that the President of the Convention should never be included as a non-voting individual!</p> <p><u>Multiple Join Events:</u></p> <p>If multiple individuals join a session at the same time, join events should be ordered in the sequence given by the record.</p>	<p><u>Non-Voting Individuals Example:</u></p> <p>On motion of Mr. SECOR,</p> <p>WILLIAM W. TREADWAY was appointed assistant secretary pro tem.</p> <p><u>Multiple Join Events Example:</u></p> <p>The PRESIDENT announced the appointment of the following committee under such resolution, to wit: Messrs. PRENTISS, JUDD AND KILBOURN.</p> 
<p>Leave Events</p>	<p>There are only three instances when a delegate should be modeled as leaving the negotiation: death, resignation, or dismissal.</p> <p>If an individual takes a leave of absence, regardless of length, this should be noted in the roll call, but not entered as a 'leave event,' as they do not lose the right to vote.</p>	<p>The PRESIDENT informed the Convention that JOHN BELL has declined the office of Sergeant-at-Arms.</p> 

<p>Debates</p>	<p><u>Singular Debate:</u></p> <p>If a debate is not interrupted by any proposals, it should be modeled as a single event. Be sure to list all the participants of the debate in the proposer drop-down list in the order in which they contributed.</p> <p>Read carefully to check whether something is a debate or an explanation which should be modeled as part of the original event.</p>	<p><u>Debate or Description Text?</u></p> <p>“Mr. Smith submitted the following:</p> <p>[...]</p> <p>Mr. Smith. I wish to state for the Convention, that I am informed, that unless we adopt some such resolution—the secretary would not be able to sustain himself.”</p> <p>Here, we would model Smith’s resolution and his further explanation as part of the same event rather than a resolution with a debate event attached to it.</p>
<p>Freestanding Debate</p>	<p>Occasionally, delegates may debate something that is unrelated to a document or procedural motion. When this happens, it should be modeled as an agenda item entitled ‘Agenda Item: Topic of Discussion.’</p> <p>Use agenda items sparingly and check with your lead editor if you are unsure.</p>	<p>N/A</p>

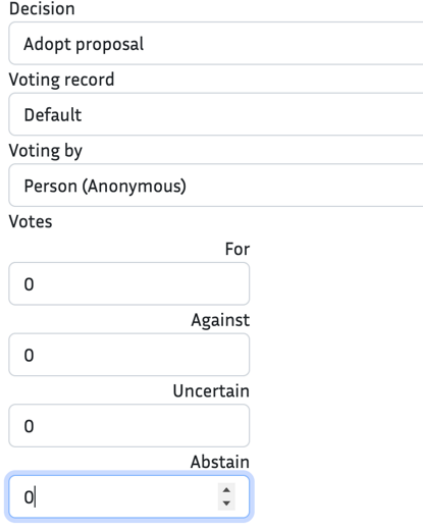
3. Committees

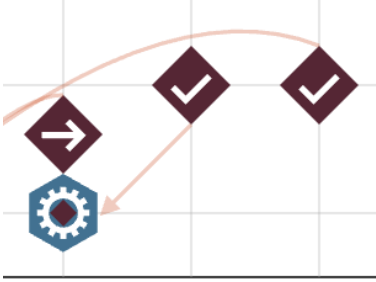
Category	Explanation	Example
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<p>Committee Appointments</p>	<p>Committee appointments should be modeled using ‘person election’ events in the committee they are appointed in, and ‘person join’ events in the committee that they are appointed to. Only model the election in both the Convention and the relevant committee if an individual is appointed to a significant position, such as chairperson.</p> <p>When creating an election event, it is important to correctly name the office that the delegate is in. If they are being elected to a committee, please format it “Member of the Committee on X”.</p> <p><u>Chairman:</u></p> <p>The Chairman of a Committee should be titled ‘Chairman’; not ‘The Chairman’, or ‘The Chairman for the Committee on X’</p> <p>The records may omit the announcement of a Chairman; however, their name will often sign off a report as ‘Chairman’. On this occasion, please remember to include an election event in the Committee for this member to be Chairman. Add an editors’ note to explain the source of the information (e.g. the signature on a Committee report).</p>	<p>“The President announced the standing committee on printing and preservation of the records to be—Messrs. Ross, Townsend and Barton.”</p> <p>In the Convention, create 3 election events: Ross, Townsend, and Barton. As ‘Member of the Committee on Printing ‘</p> <p>In the Committee of the Whole, add the same individuals as join events.</p>
<p>Joint Committees</p>	<p>Committees may decide to hold joint sessions with other committees to discuss a particular document. In this instance a new committee should be created entitled ‘Joint Committee of Committee X and Committee Y’. All shared meetings should be modeled in this committee. All the members of both existing committees should join the new joint committee at the beginning of the first session and leave at the end of the last session.</p>	<p>N/A</p>

4. Voting

Category	Explanation	Example
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<p>No Objection Decisions</p>	<p>A no objections vote is self-explanatory: it signifies when there is no real probability of a rejection. Most other events are subject to debate and will be routinely opposed. The two main motions that require a 'no objection' decision are a 'Call to order' and 'Prayer'.</p> <p>Unless otherwise dictated, these will have the voting record of 'Person (anonymous)' with zeroes (0) in each column.</p>	<p>The main motions that require a 'no objection' decision are for 'Call to Order' and 'Prayer'.</p>
<p>In the Case of Absence</p>	<p>If an individual is absent from a session during a vote, their vote should be recorded as 'uncertain'.</p>	<p>N/A</p>
<p>A Lack of Voting Data</p>	<p>If the records note a decision to adopt/reject/withdraw without data on how many people voted or who voted, the editor should input this decision as 'Person (anonymous)' with zeroes (0) in each column.</p>	 <p>Decision Adopt proposal</p> <p>Voting record Default</p> <p>Voting by Person (Anonymous)</p> <p>Votes</p> <p>For 0</p> <p>Against 0</p> <p>Uncertain 0</p> <p>Abstain 0</p>
<p>Decision by Chairpersons</p>	<p>If a delegate proposes a resolution, they have the authority to accept amendments to their own proposal, this would be registered as a "decision by chairperson" in the voting records.</p> <p>The other instance is, as the name suggests, when a chairperson or President rules on a matter.</p>	<p>[This is a fabricated example]</p> <p>"Mr. BLUNT. I propose the following resolution:</p> <p><i>That the General Assembly shall pass no special act conferring corporate powers.</i></p> <p>Mr. SMITH. I propose to strike out the words "General Assembly" and insert "House of Representatives</p> <p>Mr. BLUNT. I accept"</p> <p>Because Blunt is accepting an amendment to his resolution, his acceptance would be a 'decision by chairperson'.</p>

<p>Calls for the Yeas and Nays</p>	<p>When there is a motion to call the yeas and nays, it is important that we import the voting data for the correct event. Model a procedural motion, such as “Motion to Demand the Yeas and Nays” with an ‘other’ sub-decision attached to the event they are calling the voting record for.</p> <p>This ‘other’ decision allows the event to be reconsidered in Quill, meaning it can be voted on more than once. Accept this motion for the ‘other’ sub-decision to take effect. The vote for the motion to demand the yeas and nays will almost always be ‘Person (anonymous)’ with zeroes (0) in each column. The voting data (which delegates vote for or against) should only be included for what they are voting on.</p>	<p><u>Example in the Timeline:</u></p> <p>In this example there is a demand for the yeas and nays, this is adopted, and finally the document that was initially up for debate (a resolution) is also agreed on.</p> 
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5. Motions

Category	Explanation	Example
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<p>Formatting Motion Titles</p>	<p>Title case is to be used. E.g., ‘Motion to Appoint Smith as Assistant Secretary.’</p> <p>Broadly, every motion should begin with ‘Motion to’ but there are some exceptions as evident in the column below.</p> <p>Never include “Mr., Mrs., Or Messrs.” Instead, just write the surname of the delegate. Include initials if there could be any confusion on which delegate is speaking.</p> <p>A motion to accept/reject/drop/refer/postpone should be referred to by the topic rather than the name of the proposer.</p> <p>Ensure consistency in titles for reoccurring motions such as ‘Motion to Suspend the Rules’. This can vary by project, as we want to represent the language used in the source. E.g., “Motion to Demand the Yeas and Nays” or Motion to Demand the Ayes and Noes” depending on the terminology used by the source. The important thing is that we maintain the same style throughout.</p>	<p>Positive Examples:</p> <p>“Motion to Adopt the Resolution to Prohibit Smoking in the Hall”</p> <p>“Motion to Refer the Resolution on State Boundary Lines to the Committee on the Northern Boundary”</p> <p>Negative Examples:</p> <p>“Motion to Reject Smith’s Resolution” – do not refer to resolutions by the name of the proposer in motion titles.</p> <p>“Motion to Call the Yes and No's” - reflect the language of the text: if it said “Yeas and Nays”, write it as such.</p> <p>“Motion For Mr. Steve Smith to be Appointed as Assistant Secretary of the Convention” – use only surnames in titles, omit “Mr”.</p> <p>“Motion to adopt the standing rules” - titles should be written in title case</p>
<p>Common Errors in Motion Titles</p>	<p>When the Committee of the Whole “rise and report progress and ask leave to sit again” you must NOT model a “Motion to Ask Leave to Sit Again” in the Convention.</p> <p>The Convention permit or deny and therefore the title in the Convention would be “Motion to Grant Leave to the Committee of the Whole”.</p> <p>Do not merge two motions together; a “Motion to Rise and Report Progress” takes place in the Committee of the Whole, and a “Motion to Grant Leave to the Committee of the Whole” takes place in the Convention. Do not model a “Motion to Rise, Report Progress, and Ask Leave to Sit Again”.</p>	<p><u>Example of what the source might say when the Committee of the Whole finish their consideration of a report:</u></p> <p>“On the motion of Mr. HUTCHINSON the Committee now rose and the Chairman, under instructions reported progress to the Convention and asked and obtained leave to sit again.”</p>

Exceptions	<u>Exceptions when Formatting Motion Titles:</u> Prayers = Model as “Prayer” even if the record refers to this as an “invocation.” Call to Order = Model as “Call to Order.” Point of Order = Model as “Point of Order: Topic of Discussion.”	N/A
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<p>Motion Texts</p>	<p>Where possible, editors should use verbatim text from the source material in the motion text box. Clip the quotation so that only the procedural section is included.</p> <p>If using verbatim text is not possible, editors may describe the motion in third person in the form “That the....” in square brackets.</p> <p>For calls to order and prayers, an actual motion in the record is infrequent. If all we have is “The Convention met at [X o’clock]. Prayer by Chaplain”, then our motion text should be:</p> <p><u>Calls to Order</u> [That the Convention come to order]</p> <p><u>Prayers</u> [That prayer be offered.]</p> <p>If you are able quote directly from the source in your motion text, remember the following:</p> <ol style="list-style-type: none"> I. Retain the capitalization from the source. If, for instance, the journal states “Mr. SMITH called for the Convention to adjourn.” Smith will need to be in all capitals in both the motion <i>and</i> the description text. II. Add an editorial ellipsis if you select words from the middle of a sentence. If the description text is “Mr. President, I do not believe that is sustainable, I therefore move that the Convention reconsider the vote”, the motion text would be formatted as follows: “[...] I therefore move that the Convention reconsider the vote.” 	<p><u>Using Third Person Text:</u></p> <p>Original text:</p> <p>“Mr. SLOUGH. Mr. President, the committee was about equally divided between these two plans, the minority and majority, and, for the purpose of bringing the matter before the Convention, I move the adoption of the latter.”</p> <p>Motion text:</p> <p>[That the majority report from the Committee on Printing be adopted.]</p>
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Types of Motion	<p><u>Motions Pertaining to the Journal:</u> Only model the journal as a document if it is amended.</p> <p><u>Motions to Introduce:</u> Unless the text explicitly states that a motion to introduce occurred, do not model an introduction as a procedural motion; join events will suffice.</p> <p><u>Editorial Motions:</u> Editors may add editorial calls to order and adjournments if these events are not explicitly noted in the record, as technically the delegates could not meet or leave without these motions.</p> <p><u>Agenda Items:</u> This sub-type should be used to model freestanding debate unrelated to the topic or documents under discussion. They should be formatted as: "Agenda Item: Topic of Discussion" E.g., "Agenda item: Finance"</p>	N/A
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6. Documents

Category	Explanation	Example
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<p>Document Text</p>	<p>When entering text into the document text field, correct any misspellings that occur in the source; however, you must ensure that this is a genuine typographical error and not an archaic spelling. A misspelled word should only be included if a delegate later corrects this mistake via an amendment. Misspellings were likely introduced by the printer in error and were not intended by the delegates. Should the delegate later correct a misspelling ensure to include an editors' note in the corresponding description text field.</p> <p>Retain the placement of the original text where possible. This involves formatting the document in Quill to match the alignment in the original source text. Similarly, if the source text is underlined, struck out, italicized, in bold, or capitalized, mimic this formatting in the document text.</p> <p><u>Editorial Reports:</u></p> <p>When a report is made in the Committee of the Whole for the concurrence of amendments, maintain the format "First Amendment -" rather than "1st Amendment". An example is attached to the right.</p>	<p><u>Formatting the Placement of Document Text:</u></p> <p>As per the source text, all the names from this article are aligned to the right:</p> <p>the convention, the accompanying article:</p> <p>F. S. LOVELL, RUFUS KING, D. G. FENTON, HOLLIS LATHAM, STODDARD JUDD, O. COLE, H. G. TURNER.</p> <p>ARTICLE.</p> <p>ADMINISTRATIVE.</p> <p>Sec. 1. There shall be elected at the times and places of choosing the governor, a secretary of state, (who shall ex-officio, be the auditor,) a treasurer, and an attorney-general, who shall severally hold their offices for the term of two years.</p> <p>F. S. LOVELL, RUFUS KING, D. G. FENTON, HOLLIS LATHAM, STODDARD JUDD, O. COLE, H. G. TURNER.</p> <p>ARTICLE.</p> <p>ADMINISTRATIVE.</p> <p>Sec. 1. There shall be elected at the times and places of choosing the governor, a secretary of state, (who shall ex-officio, be the auditor,) a treasurer, an attorney-general, who shall severally hold their offices for the term of two years.</p> <p><u>Formatting an Editorial Report in the Committee of the Whole:</u></p> <p>First Amendment -</p> <p>Second Amendment -</p> <p>Third Amendment -</p> <p>Fourth Amendment -</p>
<p>Missing Document Text</p>	<p>If the document text is not available to the editors, a note must be written in square brackets. This note should be written in the form "[The text of this document was not available to the editors]" and should provide any available context. This ensures that if the document is taken up for debate in a different session the user does not need to go to the previous session for context. Refrain from asserting something is missing and, instead, explain that the editors did not have access to it.</p>	<p>E.g., [The text of this document was not available to the editors; it is a petition from X concerning XYZ.]</p>

<p>Partial Missing Text</p>	<p>If the editors are missing a page or pages of a document, the document should still be modeled with the insertion [This page of the document was not available to the editors.] in the document text at the relevant section of the document. For instance, if the document's final page is missing, the note would be inserted at the end of the text.</p>	<p>N/A</p>
<p>Sub-Headings</p>	<p>Only include sub-headings in the description text the first time that they appear. It is not necessary to repeat these titles on several events. Similarly, when in a committee, do not include the sub-headings which announce the name of the committee.</p> <p>The only exception would be election events where it is otherwise unclear who is being appointed.</p>	<p>In this example, the sub-heading “NEBRASKA DELEGATES.” only needs to appear once: when Townsend first presents the credentials.</p> <p>NEBRASKA DELEGATES.</p> <p>Mr. TOWNSEND. Mr. President, I send up the credentials of the delegation to this body from the Territory of Nebraska, and ask their reference to the committee on credentials.</p>
<p>Formatting Document Titles</p>	<p>These must be written in title case (i.e. capitalize the first letter of the first word and all other major words but do not capitalize short prepositions and conjunctions.)</p> <p>Do not change the capitalization of quotations if they are included in a title.</p> <p>Moreover, if a title is edited, ensure that all connected events (such as amendments and motions) are updated manually to reflect this change.</p> <p><u>Other Tips on Writing Titles:</u></p> <p>Be precise. Avoid vague titles: our goal is to represent the subject and argument of an event. Equally, overly verbose titles are also unhelpful.</p> <p><u>Names in Titles:</u></p> <p>Use the last name of individuals, without any titles such as Mrs., Mr., etc. If there could be confusion over which individual is being referenced, include their initial(s).</p>	<p><u>Petitions:</u> “Petition from X”</p> <p><u>Messages:</u> “Message from X”</p> <p><u>Resolution:</u> “Resolution to/on/ XYZ”</p> <p><u>Two document method:</u> “Name of Original Document: [As Amended by X Committee]”</p> <p><u>Academic papers:</u> Use the original title</p> <p><u>Newspapers articles:</u> Use the original title</p> <p><u>Articles:</u> “Article on XYZ”</p> <p>Negative Examples of Titles:</p> <p>Too vague: Resolution on Smoking</p> <p>Too verbose: Resolution to Inquire into the Expediency of Prohibiting all Convention Members from Smoking in the Hall.</p> <p>Positive Examples of Titles:</p> <p>Resolution to Prohibit Smoking in the Hall</p>

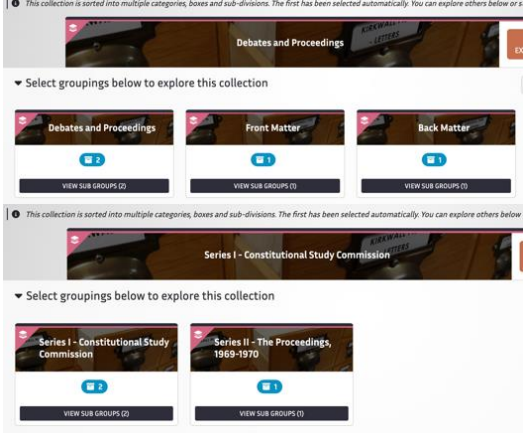
<p>Common Errors in Titles</p>	<p>Maintain consistent names for reoccurring procedures. Some examples include: “Motion to Divide the Question”, “Motion to Demand the Yeas and Nays”, and “Motion to Suspend the Rules”. If an event occurs frequently, please make sure to use a standardized title format. Consistency is integral!</p> <p>When a delegate moves to lay an item on the table, use the format “Motion to Lay X on the Table” and <u>avoid</u> using “Table” as a verb (E.g., “Motion to Table the XYZ”)</p>	<p><u>Examples of Erroneous Titles:</u></p> <p>“Motion to Table Smith’s Amendment” – do not use table as a verb</p> <p>“Motion to Appoint Mr. Smith” – omit titles such as “Mr.”, “Mrs.” or “Messrs.”</p> <p>“[Name of report]: Section 1: Smith’s Amendment to Smith’s Amendment” - if someone is amending their own amendment, please title it “[X’s] Amendment to his/her Amendment”</p>
<p>Amendments</p>	<p>In cases where the intermediate text that an amendment is being proposed onto, and the amendment text, contain small editorial discrepancies in punctuation and capitalization, do not include these changes in the amendment. Consider what changes were under consideration and propose only the substantive amendments.</p>	<p><u>Source text:</u> “The Legislative power of this State shall be vested in a Senate and Assembly”</p> <p><u>Amendment:</u> To strike out Assembly and replace it with “House of Representatives” so it reads: The Legislative power of this State shall be vested in a Senate and house of Representatives.”</p> <p>This was adopted.</p> <p>Although this amended version includes a lowercase “h” for “House of Representatives”, this does not alter the content of the section. Therefore, it can be inferred that this a minor typographical discrepancy and we would like to maintain the capitalization as per the language of the original section.</p>

<p>Missing Amendments</p>	<p>Occasionally, the source material will note that an amendment was proposed without providing text.</p> <p>If the record gives some indication of what this amendment proposed to change, the editors can reconstruct the amendment in square brackets in the document text and explain this choice using an editors' note in the description text.</p> <p>If there is no indication what the amendments proposed to change, the editors may model a blank amendment with an editors' note explaining that the text of this amendment was unavailable to the editors.</p>	<p>N/A</p>
<p>Format of Amendments</p>	<p>Amendments should be formatted as: "Document Name: X's Amendment" or "Document Name: X's Amendment to Y's Amendment" if it is an amendment to an amendment.</p> <p>E.g., "Bill of Rights: Balcombe's Amendment"</p> <p>If the proposer of an amendment is unknown it should be formatted as: "Document Name: Anonymous Amendment" or as "Document Name: Amendment to XYZ" where the purpose of the amendment is known.</p> <p>E.g., "Bill of Rights: Anonymous Amendment" OR "Bill of Rights: Section 4: Anonymous Amendment"</p>	<p><u>Single Amendment:</u> X's Amendment</p> <p><u>Amendment to another person's Amendment:</u> X's Amendment to Y's Amendment</p> <p><u>Amendment to their own Amendment:</u> "[X's] Amendment to his/her Amendment"</p> <p><u>Multiple Amendments by the same person to one item:</u> If a delegate proposes multiple separate amendments to one event, such as a resolution, we should distinguish these by: "[X's] First Amendment," "[X's] Second Amendment" etc.</p>
<p>Shadow Documents</p>	<p>Shadow documents are not referred out to the receiving committee alongside the document that the shadow document is attached to. This means you must ensure that when a document is referred with a shadow document that a new one is added to the copied version if necessary.</p>	<p>N/A</p>

<p>Description Text</p>	<p><u>Omitting Text:</u></p> <p>Quill's purpose is to record the process of a negotiated text; therefore, every word of the available source material should be recorded in the model. Where certain sections are not specific to a particular event an ellipsis in square brackets should be used to excise this text from the description, provided that this text is present elsewhere in the model.</p> <p>When continuing an individual's speech in a new event, add the individual's name in square brackets followed by a colon, e.g. [Mr. BALCOMBE:]</p>	<p>N/A</p>
<p>Section Markers</p>	<p><u>Ellipsis marker</u> – Use this marker to indicate that the Convention resolved into an alternative committee and vice versa. In the source details the page numbers should specify the entirety of the absence from the Convention/Committee. E.g., The Convention met for 10 pages, then from pages 11 to 21 they were in the Committee of the Whole. The source details for the ellipsis in the Convention would be pp. 11-21.</p> <p><u>Section markers</u> – Use this to indicate an interruption in the proceedings, such as a recess or people bursting into the Convention Hall. We use this where further explanation is needed to orient the user.</p> <p><u>External event</u> – Use this to indicate wider local or national events that may not directly influence the Convention's proceedings but nonetheless are events the delegates would have been aware of. E.g., a presidential election.</p>	<p>N/A</p>

7. Resource Collections

Category	Explanation	Example
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<p>Naming categories & boxes</p>	<p>For resource collections intended to house the Journal or the Debates and Proceedings, split the items into three categories: “Front Matter”, “Debates and Proceedings” OR “Convention Reports”, and “Back Matter”. These categories can be split further if necessary. For example, the “Debates and Proceedings” can be further divided into boxes which correspond to months of the Convention.</p> <p>For resource collections intended to replicate state archives, follow the structure of the archive.</p>	
<p>Citation</p>	<p>At the collection level, cite the source according to the Chicago bibliography format.</p> <p>In cases where any information is absent, reach out to your lead editor.</p>	<p>Surname, First name. <i>Title of Book</i>. Place: Publisher, year.</p>
<p>Copyright notice</p>	<p>If in contact with another institution to acquire rights, be sure to reach an agreement in terms of “words of acknowledgement”. If the institution fails to provide specific language, adapt the standard notice found in the example box.</p>	<p>“The images in this collection are provided courtesy of [insert institution].”</p>
<p>Titling resource items</p>	<p>Use the source to principally direct the titles of items. Typically, the Journal and the Debates and Proceedings will title each respective day of the Convention as: “First day, Monday, July 13, 1857”. Where it does not, use the format found in the example box.</p>	<p>“[Day of the week] [month] [date], [year]”</p> <p>E.g., “Monday, July 13, 1857”</p> <p>Note – Dates should be written alphanumerically to distinguish between British and North American date formats.</p>
<p>Splitting PDFs</p>	<p>This pertains to collections intended to house the Debates and Proceedings and the Journal only. Split the source into relevant PDFs, whereby each PDF corresponds to a full day of Convention proceedings. Do not split afternoon and morning sessions as it is more intuitive for users to have access to the happenings of the full day as sessions are often linked.</p>	<p>N/A</p>

ARCHIVES GRANT POLICY DOCUMENT 1

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