

# HMD Newspapers: Histories template

1. BIBLIOGRAPHIC INFORMATION			
Title (including changes and dates):		Start and End Year:	
Numeration (with dates):		Holdings:	
Place of publication:		Frequency (including day of publication):	
Editions (list when relevant):			
Size:		Price:	
Editor(s):			
Printer(s):			
Publisher(s):			
Proprietor(s):			
<b>LINKED TITLES</b>			
<b>CONTENTS</b>			
Contributors:			
Political orientation:			
Illustrated (y/n):			
Advertising (y/n):			
2. SUBJECTS COVERED (x)			
Politics		Religion	
Foreign news		Fiction	
Crime		Poetry	
Sport		Fashion	
Theatre		Travel	
Industry/Trade/Commerce		Imperial news/content	
Agriculture		Other (list)	
3. ONE-TWO LINE SUMMARY			

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<b>4. HISTORY (100-500 words)</b>

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5. Sources			
6. TAGS (corresponding to research themes. See separate document)			
Key political movements or groups			
Short lived (less than five years)			
Unstamped			
Crime			
Women			
Transport and international/Imperial networks			
Industry, trade, commerce and agriculture			
Advertising			
Sport			
Theatre			
Aimed at particular class of audience (list)			
Penny/halfpenny (list)			
Religious title (list religion/denomination)			
Key people (list)			
Key events (list)			
Key elements of content (list)			
7. DIGITISATION INFORMATION. This to be filled in after digitization is complete.			
System number:		Batch no:	
Number of pages digitised:		Editions digitised:	
Selected due to condition:		Complete run digitized (y/n)	
Pre-1800 run in Burney (x)		Scanned from Print or Microfilm? (P/M)	
Scanned in colour (x) (List issues if whole not scanned in colour)			

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8. NOTES

<b>Title History completed by (name)</b>	
<b>Title History checked and approved by (name)</b>	

### Notes and Methodology

#### **Bibliographic information:**

This should be our own work, using the original documents. Waterloo and the BL catalogue can be used as a guide, but information must be checked to make sure it is correct.

First and last issues should be checked, as should issues where there is a title change. For runs of 1-2 years, all volumes should be consulted. For 3-10 years check the first and last volumes, if there are notable changes (publishers, printers, format, frequency, etc.), check 1 or 2 volumes for the intervening period. For 10-20 years check first and last and the middle volume, and again if there are notable changes, check some intervening volumes. For anything over 20 years, sample in 10 year intervals, and only check extra volumes if there are really crucial alterations to the newspaper. Make note if there are smaller changes, and we can always do more thorough investigations if there is time later on in the project. Always aim to sample dates that are different from those sampled by Waterloo.

**Title (including changes and dates):** List each title and subtitle here, and record the dates of any changes.

**Start and End Year:** Add additional years if there is a break and the title restarts, for example 1838-1840; 1841.

**Numeration (with dates):** Volume and issue number with dates. This box is for the numeration and dates of the complete run, regardless of our holdings. List this as best you can, and add notes at the end where any uncertainties exist.

**Holdings (list missing issues/dates):** Volume and issue number with dates. This box is for listing the library's holdings, use the catalogue record to fill this in. If while consulting any volumes you notice discrepancies, please record these in the notes field, but the catalogue holdings information will also be checked against the digital output to check for missing issues.

**Editions:** Multiple editions haven't been recorded on the BL catalogue in the past, but we are discovering that a number of our titles have two or three editions, at least for parts of their runs. If you find multiple editions (or if it appears duplicate copies have been collected) please make note of this, but also inform Beth and Stephen, as this needs to be checked, and the imaging team notified.

**Linked Titles:** (delete if not relevant)

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This section should be used for any titles that are not direct continuations, but which have shared or linked histories. This is particularly useful when titles were closed down, but where those involved founded a new title on the same grounds.

### **Subjects covered:**

This section is used to indicate the contents of a newspaper, based on a defined list which matches our research themes. Those subjects listed should appear regularly in the publication, but do not have to form a significant portion of the newspaper or be a particular focus. The 'other' box should only be used for significant and regularly appearing subjects, that don't fall under any of the other headings.

### **One-two line summary:**

One or two lines which sums up the important features of the title. This should link to what is covered in the history of the title.

### **History:**

A 100-500ish word history of the newspaper, including information on changes of title and mergers, ownership and production situation, important events in the history of the newspaper, anecdotes and anything particularly interesting about the publication.

For some linked titles it will be necessary to create shared histories, which can be adapted to fit each individual publication. This is particularly true for those titles which were produced by publishing dynasties or political movements, where a repeated element explaining the shared history should be created.

### **Tags:** (Delete those not appropriate)

These should be used to capture any important information, particularly anything that isn't covered by other sections of the template. These should fit in with our research themes.

For any of those tags which are followed by (list) please add the political party, price, name etc.

### **Digitisation Information:**

This section provides information relating to the digitisation process. Some of this cannot be added until the title has been digitised (e.g. number of pages digitised). For editions digitised, this will be 1 unless the title included multiple editions. If this is the case, please list the number of editions digitised, and where known the edition details (Morning edition, Evening edition, Saturday edition, etc.)

### **Notes:**

This section can be used to add any additional information that you feel it is important to record. For those titles where we are producing case studies, or where large amounts of information or interesting stories appear, we will create folders on the system and their location can also be recorded here.