

Category:How to catalogue interviews

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Creating the wiki page



An example of a new wiki page.
Creating a wiki page is very easy.

Type the interviewee's name directly in the search box and press enter.

A new, editable page will open.

The interview's page title must be written as follows:

http://dpya.org/en/index.php/Domains,_Publics_and_Access

<http://dpya.org/wiki/index.php/>

http://dpya.org/wiki/index.php/FirstName_LastName

http://dpya.org/wiki/index.php/Adam_Green

To start editing just click on the "edit this page" link right under the new page title.

Filling out the index card



Example of a filled-out interview index card.
Each field is filled out manually following the criteria below.

Held between [Interviewer's Country] and [Interviewee's Country] by [Interviewer] on [month] [day], [year].

Interview: [BOLD]

Copy the interview's audio file from the Internet Archive.

Language: [BOLD]

Language the interview was conducted in.

Project: [BOLD]

Project Name (project URL)

Any other project related to forms of access where the interviewee has participated in should also be included here.

Collection: [BOLD]

URL address of the project or projects catalogued in the wiki that are part of the Collection where the interviewee also participates in.

Curriculum Vitae: [BOLD]

A summary of the interviewee's curriculum is included here.

Source: [BOLD]

The source of the interviewee's Curriculum is included here.

Cataloguing Interviews

```
[[Category:Interviews]]
[[Category:Language(s)]]
[[Category:Starting country(ies)]]
[[Category:Start year]]
[[Category:Authors]]
```

Interviews cataloguing should follow the next order.

```
[[Category:Interviews]]
[[Category:English]]
[[Category:USA]]
[[Category:2015]]
[[Category:Adam Green]]
```

The following are categories for Adam Green's interview. Cataloguing is done following the main menu's categories and subcategories.

This task is to be performed manually, typing in the corresponding categories and subcategories at the bottom of the page.

Interview cataloguing should follow the order described next.

1st Category ?Interviews?

This first category is fundamental. Without it the wiki will not be able to identify the interview's index card as part of Documentation and it will be lost to the wiki's records.

2nd Category ?Authors?

The interviewee's name is recorded here by First Name, Last Name. This allows the interview to be associated to the different authors that make up the subcategories in this section.

3rd Category ?Starting Language(s)?

The language in which the interview was conducted is recorded here. This allows the interview to be associated with the different languages that make up the subcategories in this section.

4th Category ?Starting Country(ies)?

The country where the interviewee was located in at the moment of being interviewed is recorded here. This allows the interview to be associated to the different countries that make up the subcategories in this section.

5th Category ?Starting Year?

The year the interview was conducted is recorded here. This allows the interview to be associated to the different years that make up the subcategories in this section.

Uploading the file

Follow the instructions on ?how to upload a file?: http://dpya.org/en/index.php/How_to_upload_a_file