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**GWonline, the Online Bibliography, Filmography and Webography on
GENDER, WAR AND THE WESTERN WORLD SINCE 1600**

Guide for Work with GWonline

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1. General Information

Welcome to the Guide for the work with GWonline, the Bibliography, Filmography and Webography on Gender, War and the Western World since 1600. This project collects and organizes secondary literature, women's autobiographies, films and informative websites on this subject to make them available to the public. Alongside full-text searching, it allows users to explore the collections of curated sources through multiple entry points: author or director, publication or release date, collection, major wars, countries and regions or keywords.

GWonline is connected to the forthcoming Oxford Handbook on Gender, War and the Western World since 1600 (General Editor: Karen Hagemann). It also allows a literature search by handbook chapters. The project is supported by the University of North Carolina at Chapel Hill Department of History, College of Arts & Sciences, Institute for the Arts and Humanities, ITS Research Computing, and the UNC–Chapel Hill Libraries.

This guide provides information about all aspects of the work of project coordinators and project assistants with GWonline.

Aims and Tasks of Work with GWonline

Project Director:

In addition to directing and guiding the work of the project coordinator and the project assistants with GWonline, the project director Dr. Karen Hagemann is responsible for the further development of the project and the PR for it in collaboration with the project coordinator and UNC IT Research.

Project Coordinator:

In addition to directing, guiding and controlling the work of the project assistants with GWonline, the project coordinator is responsible for integration and editing of entries him/herself and for working with the project director and UNC IT Research on the further development of the project and the PR for it.

Project Assistants:

The main task of the project assistants is to update, enter and edit individual entries in GWonline as directed by the project coordinator or the academic director. This includes checking authors, titles, and other associated bibliographic information. Assistants are also responsible for tagging the entries with keywords, relevant wars, geographic information etc.

UNC IT Research:

The Systems Specialist from UNC Information Technology Services Research Computing William Schulz (email: wschulz@email.unc.edu) has agreed to continue to work on the regular update of GOnline. Furthermore, he has agreed to work on the transfer from Drupal 7 to Drupal 8. The project director and coordinator can contact him with any questions in respect of the website.

How to Access the GOnline

To access the GOnline, please go to <https://gonline.unc.edu/>. Find the login prompt at the bottom of the menus at left. For “username,” use your initials in upper case and as “password” your Onyen or last name in lower case. If you have trouble accessing the website or working with it, please contact the project coordinator or Systems Specialist from UNC IT Research William Schulz at wschulz@email.unc.edu.

2. Integrating and Editing Entries

This section describes two separate workflows: one for integrating new entries and another for claiming and editing entries uploaded by the project coordinator(s) but hitherto unclaimed by another assistant. For each case, this section provides only a brief outline of criteria for integrating entries and tagging keywords, places, wars etc. appropriate to each entry. For a more detailed explanation of these procedures, and for information on issues specific to one or more kinds of entries, see section 3 of this guide on tags and section 4 on abstracts.

2.1 Integrating New Entries

Workflow

If you receive a new title to add to the bibliography, such as from the bibliography of a chapter of the Oxford Handbook or a list of newly published titles on the subjects covered by the handbook, or if you researched new entries that need to be integrate in the process of the updating of the content, you will most likely follow the workflow below.

Integrating a New Entry

- a. Click on the Search by Keyword feature of GOnline. Searching by Title, verify that the book, article, film etc. is not already present in the bibliography.
- b. Click "**Add Content**" on top left.
- c. Click "**Biblio entry.**"

- d. Select appropriate "**Publication Type**" in the drop-down menu (Book, Book Chapter, Film, Journal, Journal Article, Magazine Article, Thesis or Website).
- e. On "**Create Bibliography Entries**" page, fill in full Title, and name of Author(s), Director(s) or Editor(s) (Last Name, First Name). If possible, provide as much identifying information as possible, including middle initials. If the name appears on the drop-down list when you begin to type, select it.
- f. Claim the entry by selecting your username under "**Entry by GWC Assistants.**"
- g. Click "**Abstract**" and fill in the abstract [See Guidelines for Abstracts for details].
- h. Click "**Publication**" and fill in all information you are able to find. At minimum, this should include the year of publication, release etc.
- i. Click "**Publisher**" and fill in name of Publisher and City, Country of publication. If the city is globally recognized, (e.g., London, Cape Town, Moscow) no country or US state is necessary. If there is more than one major city with that name (e.g., Manchester, Cambridge), do specify the country. (If entering an Article, Thesis or other non-book format, skip this step).
- j. Click "**Locators**" and enter the URL of the publication, if it is available online. Otherwise, skip this step.
- k. Click "**Alternate Titles**" and enter Short Title (title before the colon, without any introductory articles (i.e. "a," "the," and foreign language equivalents)), Translated Title (in English), and—for translated books—Original Publication (in foreign language), if applicable.
- l. Now, scroll down to "**Type of Literature**" and select appropriate category in the drop-down menu: Anthologies (which have an editor(s) and different authors for each chapter); Book Chapter; Bibliographies (a published list of books on a particular subject); Journal Articles; Monographs (a book published on a specific topic, based on original research, usually but not always one author); or Textbooks/Surveys (covers a topic broadly, intentionally designed to give an introduction). In addition, there are entries for films, websites, and rarely encountered formats. For more on each of these, see section 3 below.

Tagging a New Entry

- a. Select the "**Time Period**" that the source's content covers (select more than one if applicable). If you select either/both of the two tags "1650s–1775" and "1775–1830s," then also select the overarching tag "1650s–1830s."
- b. Select the "**Major Wars**" that the source's content covers (more than one if applicable). (NB: "Cold War" can include smaller conflicts during the period of the Cold War, such as the Lebanese Civil War. "Wars of Globalization" refers to wars that cross national boundaries, such as the Global War on Terrorism or the War on Drugs.)
- c. Now select the "**Keywords**." This is one of the major ways that users find sources, so it is very important. Select at least 5 keywords for each source if possible. Using the title, abstract, and other information you can find about the source, be as specific as possible without guessing. If you are unable to make a judgment about appropriate Keywords for a particular source, consult with the Coordinator.
- d. Select the relevant "**Regions**" that the source's content covers. You will often select numerous regions and sub-regions as well as "Transatlantic Connections" or "Global

Connections." Only if a source takes a specifically "Transatlantic" or "Global" approach without mentioning specific regions or countries should you select those categories alone.

- e. Select the "**Countries**" discussed in the source. This may be one country, several, or many. Leave blank only if you are certain that no country is examined in particular.
- f. Only if you are inputting an entry from a **Chapter Bibliography or Selected Bibliography** associated with the Oxford Handbook should you tag it for a "Chapter" or "Selected Chapter." Otherwise, skip this step.

Last Steps

- a. Under "Library Location," select "WorldCat" and copy and paste the OCLC number from the WorldCat entry for the source. (This information is not available for journal articles). This is very important because it allows users to check if the item is in their nearest library.
- b. If relevant, copy and paste "Related Websites": the publisher's site for the book, an author's page discussing the work, etc.
- c. Click "Save."

You will be redirected to the finished entry, which you should proofread before moving on.

2.2 Editing Existing Entries

In some instances, the project coordinator(s) will upload a substantial number of entries at once. These entries will not be automatically assigned to an individual project assistant. Project assistants may claim these entries using the procedure in this section, subsequently verifying the information included, contributing additional basic information and tagging entries with appropriate keywords.

Work by Project Assistants

Claim Entries to Work on

- a. Log into the website with your assigned username and password.
- b. Locate the "Assistant Menu" on the left side of the screen.
- c. Select the "Unassigned Entries" link.
- d. Claim an entry to work on. To claim entries:
 - Click on the title of an entry you wish to claim.
 - Click on the "Edit" tab that appears directly beneath the title.
 - Scroll down to the "Entry by GWC Assistants / Work by GWC Assistants" section of the form. Choose your initials from the list.
 - Scroll down to the very bottom of the screen, and click the "Save" button.

Repeat Steps 1.d.i – 1.d.iv to claim additional entries.

Note: you may save and re-edit an entry as many times as you like; you do not need to complete all tasks in a single session. If you need to come back and work on an entry later, simply skip Step 2.i. Perform Step 2.i only when you are completely finished with your work on an entry.

Once they have claimed an entry, assistants need to:

- a. Verify any information already present:
 - Check if the entry of authors / editors is correct (editors will only display correctly if marked as “secondary” and “editor”) and appropriately labeled.
 - Ensure that the title of the entry is correct regarding punctuation (commas and colons) and is in title (not sentence) case.
 - Check if the entry for the place is correct; make sure that the place follows the Oxford/Chicago Style guidelines, i.e. for entries published in cities of the United States which are little-known add the state (e.g. Chapel Hill, N.C.), but only if the state’s name is not part of the publisher’s name (e.g. Chapel Hill: University of North Carolina Press).
 - Check if the publisher, and year of publication are correct; you can simplify the name of the publisher slightly if no meaning is lost. Thus “& Co.,” “Press,” and the like can be dropped, but not from university presses, where it may be necessary to distinguish “University of California” from “University of California Press.”
 - Check if the pages of the book chapter / journal article is included; the page number field should be populated with the total number of pages, such as listed in Amazon rather than the format with maps, illustrations, etc.
 - Make sure the edition number is added if the book is a second or higher edition.
 - Delete unnecessary quotation marks of book chapter and journal article titles (the GWC Online Bibliography adds them automatically).
 - Delete any information on a publication series.
- b. Check for abstracts and add them to entries according to the procedure located in section 4 of this guide.
- c. Check if a book / article / etc. is available full text online. If it is, include a link under the “locators” tab on the bibliographic edit screen.
- d. Assign the information on the time period, keywords, regions and countries etc. according to the guidelines in section 3 of this guide.
- e. Add your name under “Entry by GWC Assistant / Work by GWC Assistant.”

Once you have completed all tasks, ,make sure to click “save” at the bottom.

Additional Work on Claimed Entries

In some cases, entries need additional work. In such cases, the editors can assign entries back to assistants (see REVIEW WORK BY EDITORS below). These tasks can vary depending on the entry and the editor’s needs. If an editor reassigns an entry to an assistant, the assistant needs again to re-check the

“What to do” box and/or the “Comment by Editors” box to see the additional instructions.

Work by Project Coordinator

One of the main tasks of the project coordinator is the review of entries by project assistants, which allows to give feedback:

- a. Log into website with assigned username and password.
- b. Find the “Editor Menu” block on the left side of the screen.
- c. Click the “Entries for Review” link.
- d. Click on the title of an entry. The entry will load.
- e. Click on the “Edit” tab that appears directly beneath the title.
- f. Verify that all information is correct.
- g. **If additional work is needed**, the coordinator will do this work.
- h. **If the coordinator has questions**, he/she will send an email to the academic director **Karen Hagemann**.
- i. **If additional is not needed**, scroll to the “State of the Work” section, and set the value to “Finished.”
- j. Scroll down to the very bottom of the screen, and click the “Save” button.

3. Tagging Entries

General Guidelines

What to do when it is not clear which label to assign to a title because more than one label seems appropriate? Bear in mind that GWonline is a search tool; the aim of tagging entries is not to find the one, ideal label that perfectly covers a title’s content or character. The aim is to enable users to find what they are looking for. This means that if a title potentially fits into two or more categories you should assign more labels, but in doing so keep in mind that the aim of using the bibliography is to make a selection. Adding too many labels can be counter-productive, so please consider carefully whether it is necessary to assign more than one label and whether it will help the user to find what s/he is looking for.

Time Periods

The time periods correspond with the time periods around which the handbook is organized. They each represent a key period in the history of modes of warfare and military culture. Please note that most labels have been defined in terms of decades (1600s, 1940s). This expresses the awareness that the periods cannot be strictly separated: the origins of some transformations date back to earlier periods, the effects of others make themselves felt in later periods. Keep this in mind when assigning labels. But be careful here: bear in mind the general rule that having too many labels might run against the aim of a bibliography.

Titles on the period **1600s-1830s** will usually get two labels; one for the entire period, and one for a sub-period ('1600-1775', '1775-1830'). If a title deals with the entire period it just gets the label '1600s-1830s'.

'**1910s-1940s**' refers to the period of the two worlds wars, 1914-1945, whereas '1830s-1910s' refers to the period up to World War I, and '1940s-present' to the post-war period. Books about the making or origins of World War I should come under '1830s-1910s' and '1910s-1940s'; and a book that looks at World War II and its legacies should be listed under '1910s-1940s' and '1940s-present.'

Use '**Long-term**' only for those books that deal with the entire (or almost the entire) time period covered by the handbook.

Regions and Countries

Titles will usually get two labels for region; one for the continent, and one for a part of that continent ('Africa' and "North Africa"). Titles that deal with an entire continent get just one label ('Europe').

What to do if a title deals with two or more regions or countries? A book on the Napoleonic Armies and the Haitian revolution is about both France and Haiti. It should get both labels (and the appropriate labels for the larger regions). In situations where titles deal with multiple regions, consider whether you should add the label 'transatlantic connections' or 'global connections'. In the case of the book about Haiti 'transatlantic connections' is appropriate, as it deals with the links between the two regions crossing the Atlantic. In case of a title that compares, but does not connect two or more regions, however, this label is not relevant. Note that 'transatlantic connections' and 'global connections' may also be used independently, i.e. without a label for a specific region.

PLEASE NOTE: If a country is missing **send an email to the project coordinator and director**, the coordinator will add country name to the list.

Types of Literature

- **Anthology** – refers to an edited collection of essays;
- **Autobiographical account** – refers to a self-authored account of one's own life; we plan to create a **sub-site** focusing especially on **autobiographies written by women** that focus on their war experiences in military and war.

- **Bibliographies** – refers to a book that lists literature on a particular topic;
- **Biographies** – refers to an account of a life of a person;
- **Book Chapter** – refers to an chapter in an edited collection of essays;
- **Exhibition Catalogues** – refers to an edited collection published on the occasion of a major exhibition;
- **Journal Articles** – refers to an article published in a journal;
- **Monograph** – refers to a book on a historical subject, based on one’s own research (for example a dissertation or a habilitation), usually written by a single author.
- **Textbooks/Surveys** – refers to a book that offers a general introduction to a topic, written for a more general audience and usually not based on research using primary sources;
- **Primary Source Collections** – refers to an edition of historical documents produced during a certain time period.

Assistants are kindly asked to send all questions, comments and suggestions to the project coordinator and director. We will address them asap.

4. Writing and Revising Abstracts

The following guidelines contain information on the required format of abstracts for every type of source that GWonline provides. Please refer to this closely as you work on writing or verifying/revising abstracts for **secondary literature, autobiographies, film, or websites.**

Guiding Principles for the Writing and Editing of Abstracts

- Your **starting question** should be: What would a **teacher, student, or researcher** need to know to decide whether to consult this source?
- Because only **4-5 lines are visible on the first glance on the website**, the most important information on the text/film/website needs to be presented in the first 2-3 sentences, i.e. c. 50 words.
- **In total each abstract should not be longer than one paragraph of c. 100-150 words.**
- All abstracts should be in **English**. If the original is in another language you need to work on a **translation** or ask the **Project Coordinator** for help.
- Under each sub-heading (Secondary Literature, Autobiographies, etc.) we provide reliable resources to search for abstracts. Often you will be able to use one of these abstracts with little or no revision. If you do use a prewritten abstract from one of these sources, please **give credit** at the end.

Example:

"...unarmed conflict. [Library of Congress]"

Responsibilities:

- **Undergraduate assistants** will only revise and write abstracts for **secondary literature**. **Graduate assistants** will revise and write abstracts for **autobiographies, films and websites**, as well as for **secondary literature** if necessary.

Guidelines for Secondary Literature Abstracts

Please make sure that your abstract addresses all the following questions:

What is the main historical topic that the book covers?

- Is the book a work of historiography (examining trends and competing interpretations of history) or is it based on original research?
- If the book is a work of original research, what are the major sources? (If you can determine this).
- What is/are the war period(s) that the book covers?
- What is the book's major argument?

Example:

"This book fills in a significant gap in the study of psychological trauma wrought by war by focusing not on soldiers, but on the men and women who fought to save them in casualty clearing stations, hospitals, and prison camps. Through a rich analysis of both published and unpublished personal accounts by doctors, nurses, ambulance drivers and other medical personnel from the major wars of the twentieth and early twenty-first centuries, the authors uncover a spectrum of responses to what was often unimaginable suffering, which ranged from breakdown to resilience, from exhausted resignation to firmer belief in humanity despite the brutalities of unarmed conflict." (104 words)

Resources:

The resources for a good online abstract that we recommend to use are:

- Library of Congress online catalog: https://catalog.loc.gov/vwebv/ui/en_US/htdocs/help/searchBrowse.html
- WorldCat online catalog of global libraries: <http://www.worldcat.org>
- UNC-Chapel Hill libraries online catalog: <http://search.lib.unc.edu/>

Guidelines for Autobiography Abstracts

Please make sure your abstract answers the following questions:

- Who is the author, and what do we know about her position in society (social class, political power, etc., if you can find this information)?
- What is/are the main topics covered in the memoir (if you can determine this)?
- What is the war period, or the specific event during a war period, that the autobiography takes place in?
- What is the language that the book is published in?
- Is there any other information that makes the memoir or the author herself especially noteworthy (for instance, one of the few women officers in an army during a particular war, or a woman who served in the military disguised as a man, etc.)?

Example:

"Glenda Dugar served for twenty years with the U.S. Army Airborne. She has served in various key positions and in many countries throughout the world. She became the first African-American female Airborne Policewoman in her Fort Bragg, N.C. 118th MP Airborne Unit, and became the Assistant Airfield Manager at Stuttgart Army Airfield, Germany, assisting many dignitaries from the U.S. President to local nationals. The author's memoir focuses mainly on her military experiences. " (72 words)

Resources:

The resources for a good online abstract that we recommend to use are:

- Library of Congress online catalog: https://catalog.loc.gov/vwebv/ui/en_US/htdocs/help/searchBrowse.html
- WorldCat online catalog of global libraries: <http://www.worldcat.org>
- UNC-Chapel Hill libraries online catalog: <http://search.lib.unc.edu/>

You might need to edit the abstract text of these sources according to our needs.

Guidelines for Film Abstracts

Please limit the plot summary to 1-2 sentences if at all possible. Ideally, film abstracts should be written for a scholarly audience, and **not read like a film review** for a general audience. Please address all the following questions in your abstract:

- In what country or countries does the film take place?
- What is the genre of the film?
- What is the war period, or specific event during a war period, in which this film takes place?

- Are there any other factors making this film especially noteworthy (for example, the director's first film, an early sound movie, the first film to portray this particular war or event, etc.)?

Example:

"A six-hour long epic (original director's cut) about the life of Don Cossacks in a village in southern Russia between 1912 and 1922. The leading character Grigori Melekhov is a rugged Cossack, who is torn between his first and true love Aksiniya, and his wife Natalya. Grigori Melekhov's personal life is shown as a rough journey through the experiences of World War One, the Russian Revolution, and the following Civil War. The Cossacks are shown as traditional farmers and workers, who are suffering through the most dramatic events in the history of Russia." (93 words)

Resources:

The resources for a good online abstract that we recommend to use are:

- UNC-Chapel Hill Media Resources Center (MRC), searchable filmography: <http://search.lib.unc.edu/filmfinder/>
- Internet Movie Database: <http://www.imdb.com>
- English Wikipedia: <http://en.wikipedia.org> (and relevant foreign language Wikipedias)

You might need to edit the abstract text of these sources according to our needs.

Guidelines for Website Abstracts

Please focus on information, rather than strictly archival materials: **public institutions and projects on an academic level**, with emphasis on core museums and libraries. Make sure that your abstract addresses all of the following questions:

What is the goal or aim of the website/institution?

- Who is/are the website's institutional sponsor(s)?
- What is the war period, or specific event in a war period, that the collection covers?
- What kind of primary sources are included in the collections (e.g., diaries, photographs, government documents, newsreels, etc.)?
- What is the country(ies) and language(s) of coverage of the collection, if this is not already obvious from the title?
- What is the time period covered?

Example:

"The Abraham Lincoln Brigade Archives (ALBA) is an educational non-profit dedicated to promoting social activism and the defense of human rights. ALBA's work is inspired by the American volunteers of the Abraham Lincoln Brigade who fought fascism in the Spanish Civil

War (1936-39), and presents an extensive collection of letters and personal papers of several volunteers. Drawing on the ALBA collections in New York University's Tamiment Library, and working to expand such collections, ALBA works to preserve the legacy of the Abraham Lincoln Brigade as an inspiration for present and future generations." (92 words)

Resources:

Here you will have to create an abstract based on the text of the website. Usually the text of the welcome/homepage helps. Online newspaper articles about the launch of the website might be helpful as well.

5. Updating the Content

This guideline section will instruct Project Coordinator and Assistants how to update GWonline with the latest relevant historical scholarship and recent primary sources. The workflow for each kind of source is presented, then a list of resources for finding the new content.

General Principles

- The central goal of the updating is to keep GWonline as current as possible with recent publications of secondary literature, women's autobiographies, films, and institutional/academic websites on the topics of military history, the history of war, and gender, and the intersections between them, from 1600 to the present.
- Our three target audiences are undergraduate and graduate students, scholars, and teachers at high schools, community colleges, colleges and universities. Every new entry added to GWonline should be useful to one or more of these groups.
- The goal of metadata (e.g., publication information, Keywords) that you enter is to provide users as many entry points as possible to locate sources through the search functions.
- Before entering any new source, first ensure it is not already on the website by searching Search Options > Full Text Search > [search by full title or author's last name].
- NB: In all drop-down menus, if you select a sub-category (ex. North Africa "Regions"), you must also select the category it corresponds to (ex., Africa), or it will not display properly.

Collaboration with UNC Libraries

We agreed on a collaboration with UNC Libraries who will forward us all new acquisitions in the field

of gender, military and war , which we will integrate in GWonline. We are currently working on the best way how to organize this.

Contacts in the UNC library are:

- **Renée Bosman**, Government Information Librarian, email: rbosman@email.unc.edu
- **Kristan Shawgo**, Social Sciences Librarian and Liaison to Public Policy, Sexuality Studies, Sociology, and Women's & Gender Studies, email: shawgo@email.unc.edu.

Update by Regular Searching Selected Catalogues and Websites

For Secondary Literature and Women’s Autobiographies

Resources:

- Catalogues of the [Library of Congress](#)
- [The British Library](#)
- [WorldCat](#) and
- [Deutsche Nationalbibliothek](#)

For Films:

Resources:

- [WorldCat](#)
- [IMDb](#) (Internet Movie Database)

For Website:

Resources:

- Google

6. The Style Sheet for the Entries

As a general rule, we will adhere to the **Chicago Manual of Style, 16th edition** while also following **additional recommendations by Oxford University Press**. We will use the following citation format.

BOOKS:

One author

Trexler, Richard. *Sex and Conquest: Gendered Violence, Political Order, and the European Conquest of the Americas*. Ithaca, N.Y.: Cornell University Press, 1995.

Two authors

Braybon, Gail, and Penny Summerfield. *Out of the Cage: Women's Experiences in Two World Wars*. London: Pandora, 1987.

Three or more authors

Bartimus, Ted, Denby Fawcett, Jurate Kazickas, Edith Lederer, and Ann Mariano. *War Torn: Stories of War from the Women Reporters Who Covered Vietnam*. New York: Random House, 2002.

Editor, translator, or compiler, in addition to author

Machiavelli, Niccolò. *The Art of War*. Translated by Christopher Lynch. Chicago: Chicago University Press, 2003.

EDITED COLLECTIONS AND SPECIAL ISSUES OF JOURNALS:**One editor:**

Friedberg, Emil, ed. *Corpus iuris canonici*, 2 vols. Leipzig: Brockhaus, 1879–81.

Two editors:

Watelet, Marcel, and Pierre Couvreur, eds. *Waterloo, lieu de mémoire européenne, 1815–2000*. Louvain-la-Neuve: Roland, 1999.

Three or more editors:

François, Etienne, Hannes Siegrist, and Jakob Vogel, eds. *Nation und Emotion: Deutschland und Frankreich im Vergleich 19. und 20. Jahrhundert*. Göttingen: Vandenhoeck & Ruprecht, 1995.

Special issues of journals:

Mjøset, Lars, and Stephen van Holde, eds. The Comparative Study of Conscription in the Armed Forces, special issue of *Comparative Social Research* 20 (2002).

CHAPTER FROM A BOOK BY ONE AUTHOR:

Little, Ann M. *Abraham in Arms: War and Gender in Colonial New England*, pp. 12-54. Philadelphia: University of Pennsylvania Press, 2007.

CHAPTER OR OTHER PART OF AN EDITED VOLUME:

Hughes, Michael J. "Making Frenchmen into Warriors: Martial Masculinity in Napoleonic France." In *French Masculinities: History, Culture and Politics*, edited by Christopher E. Forth and Bertrand Taithe, pp. 51-66. Basingstoke: Palgrave Macmillan, 2007.

JOURNAL ARTICLES:**Article in a print journal**

Gullace, Nicoletta F. "White Feathers and Wounded Men: Female Patriotism and the Memory of the Great War." *Journal of British Studies* 36.1 (1997): 178-206.

Article in an Online (only) journal

Include either a DOI (Digital Object Identifier) or a URL. Do not include an access date.

Neptune, Harvey. "White Lies: Race and Sexuality in Occupied Trinidad." *Journal of Colonialism and Colonial History* 2 (2001). <http://muse.jhu.edu/journals/cch/v002/2.1neptune.html>.

ARTICLE IN A POPULAR MAGAZINE OR NEWSPAPER:**Article in a popular magazine**

Davidson, Amy. "Can a Film About Rape in the Military Win an Oscar?" *New Yorker*, February 23, 2013.

Article in a newspaper

"Women Fire-watchers." *Coventry Evening Telegraph*, August 7, 1942.

THESES, DISSERTATIONS, AND OTHER UNPUBLISHED SOURCES:

Citations of theses and dissertations should include the degree and full name of the institution to which they were submitted. National practice will vary here, but please follow the examples below as closely as possible:

American dissertation:

Carter, Louise. "British Women during the Revolutionary and Napoleonic Wars: Responses, Roles and Representations." PhD diss., University of Chicago, 2005.

British dissertation:

Carter, Louise. "British Women during the Revolutionary and Napoleonic Wars: Responses, Roles and Representations." D.Phil. thesis, University of Cambridge, 2005.

French dissertation:

Rogers, Dominique. "Les livres de couleur dans les capitales de Saint-Domingue: fortune, mentalités et intégration à la fin de l'Ancien Régime (1776–1789)." Thèse du doctorat, University of Bordeaux III, 1999.

German dissertation:

Hütte, Werner O. "Die Geschichte des Eisernen Kreuzes und seine Bedeutung für das preußische und deutsche Auszeichnungswesen von 1813 bis zur Gegenwart." Phil. Diss., University of Bonn, 1968.

UNPUBLISHED PAPER PRESENTED AT A CONFERENCE:

Chambers, Sarah. "Los mapuche: los iconos de la americanidad o los seguidores salvajes del Rey?" Paper given at the 52nd Congress of Americanists, Seville, Spain, July 17-21, 2006.

INTERNET SOURCES:

Jourdan, Annie. "Napoleon et ses images." *H-France Napoleon Forum*, edited by David K. Smith, December 13, 1997. <http://www2.h-net.msu.edu/~france/reviews/napoleonjourdan1.html>.

Appendix: Working with Zotero

Although this approach to adding entries to GWonline was more commonly used at earlier stages of the project, this procedure remains in place as an option. It may be particularly useful when the project coordinator(s) wish to add a large number of entries relatively quickly.

Aims and Tasks of the Work with Zotero***Project Coordinator:***

The task of the project coordinator is to oversee the work with the GWC Zotero Group Website and its library. The project coordinator is in charge of transferring items from the GWC Zotero Library to GWonline.

Project Assistants:

Project Assistants add, if asked by the Project Coordinator or the director, selected lists of literature to Zotero.

Getting Started with Zotero

For a general overview and more detailed information, including a “Quick Start Guide,” please consult the general Zotero website at: <https://www.zotero.org/support/>

Accessing the GWC Zotero Group Website and GWC Zotero Library

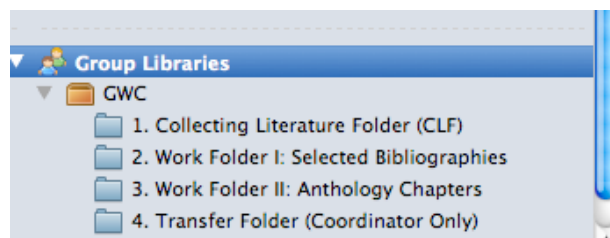
The GWC Zotero Group and GWC Zotero Library can be accessed through the general Zotero website (<https://www.zotero.org/groups>). The project coordinator(s) and assistants have access to both the GWC Zotero Group and GWC Zotero Library. For access, contact the **project coordinator**.

The most efficient way to collect and add literature to the library is to use Zotero’s *Firefox add-on* or the *Zotero Standalone*. If not already installed, go to <http://www.zotero.org/download/> and download the version associated with your operating system. Once installed, open the program. (If you use Zotero’s *Firefox add-on* you have to open Firefox and then you will find the Zotero sign at the bottom-right.)

In order to use the Zotero GWC Group Library, the program needs to always be synced. If you use Zotero’s *Firefox Add-On*, open your Zotero Firefox pane. Click on the icon at the top of the left column, and select the “Preferences...” option, then click on “Sync.” Provide the username and password of your Zotero account to enable data syncing. We recommend enabling automatic syncing. You should disable the option “Automatically tag items...” (you will find this under “General”).

Once logged in and added to the GWC bibliography, you should be able to see a new link under your **Zotero Groups** in the left column: “GWC.” Under the “GWC” folder you will find four folders:

- **Collecting Literature Folder (CLF)**
(for all individual titles)
- **Work Folder I: Selected Bibliographies** (only for books with selected bibliographies whose titles need to be integrated in CLF)
- **Work Folder II: Anthology Chapters** (only for anthologies whose chapters need to be integrated in CLF)
- **Transfer Folder (Coordinator only)**



Collecting Literature / Adding New Literature to Zotero

Options of the Project Director:

With the three Collecting Folders the editors have three options to enter new titles and tell the GWC Project Coordinator and the GWC assistants what to do with the titles:

- **Collecting Literature Folder:** includes only individual titles, which need to be transferred and edited in the GWC Online Bibliography.
- **Work Folder I: Selected Bibliographies** (only for books with selected bibliographies, titles that need to be integrated in the Zotero Collecting Literature Folder); includes only books with selected bibliographies that the assistants should use to integrate their items in the Collecting Literature Folder. When the assistant is ready he/she deletes the book title in this folder.
- **Work Folder II: Anthology Chapters** (only for anthologies, chapters need to be integrated in the Zotero Collecting Literature Folder): includes only anthologies, from which all individual chapters should be included by a GWC assistant in the Collecting Literature Folder. When the assistant is ready he/she deletes the book title in this folder.

Work of the Project Coordinator and Assistants:

There are multiple ways to add entries to the library. For a tutorial, visit:

http://www.zotero.org/support/getting_stuff_into_your_library

The best way to add entries is the “web translator.” The editors and assistants will collect new literature and put it into the **Collecting Literature Folder** or **Work Folders I and II**, depending on the editor’s assignment.¹

In order to add a title with the relevant information, use either [WorldCat](#), which works well with Zotero, or the your research institution’s **library catalogue, such as those of the UNC Libraries system, as well as Duke University**. Please avoid Amazon or similar websites because the entries are usually quite incomplete.

Make sure to sync your Zotero account periodically to ensure coordination with other assistants and the editors. When opening the Zotero click on the round, green arrow on the top-right. Depending on the speed of your Internet connection and the amount of work done by other users, this might take some time. When the update completes, if there are no warning signs, you are good to go. If a warning sign (such as a red exclamation mark) appears next to the green arrow, click on it to read the error message. If necessary, contact the **GWC project coordinator**.



Once your account has successfully synced, you can start adding entries. Before adding a new item, always check if the item is already in the **GWC Online Bibliography**. To do so, go to the GWC Online Bibliography and perform a title search.

¹ If editors ask student assistants to add literature for them, it is of vital importance that these students follow this description too.

If a title does not yet exist in GWonline, add it to Zotero, using WorldCat. Use the web translator, to add the document's bibliographic information to the correct folder (**Collecting Literature Folder or Work Folders I or II**). Here is a detailed description of how to add books or articles:

Book Sources

- a. Check if the title exists in the **GWC Online Bibliography** (by doing an author or title search)
- b. If the title doesn't exist in the GWC Online Bibliography, use a library catalog of your choosing to find the book.
- c. Select the appropriate folder in Zotero and use the Web Translator (the blue book icon in your address bar)_to add the relevant document.
- d. After you added the title, check for editor/author/contributor mix-ups. If Zotero does not identify authors or editors correctly you have to edit this manually. **This is very important! Please make sure that the title is complete and correct.**
- e. Go to the "tags" tab and add your initials (e.g. SD, KH)



Journal Articles

- a. Check if the title exists in the **GWC Online Bibliography**
- b. If the title doesn't exist in the library, search either the UNC Library Article Search or Google Scholar for the relevant bibliographic information.
- c. Select the appropriate Zotero folder to add information to ("**Collecting Literature Folder**")
- d. Looking back at the library entry/website, to the right of the URL bar, there will be a *little white page* - click on this. (If you did it correctly a window will pop up saying where Zotero is saving the item.)
- e. Examine the Zotero entry for quotation marks: if they are around article title, delete them.
- f. Go to the "tags" tab and add your initials.



If you have any questions or problems, please contact the project coordinator.

Transferring Literature from Zotero to GWonline (Project Coordinator only)

The Zotero “Transfer Folder”

The project coordinator is responsible for transferring entries from our GWC Zotero Library Website to the GWC Online Bibliography Website. Before transferring entries from Zotero to the GWC Online Bibliography Website, the GWC project coordinator needs to move the relevant entries from the **Collecting Folder 1** to the **Transfer and Work Folder**:

Select the **Collecting Literature Folder**. Mark the relevant entries that you need to move and then click on the icon for “add to collection” and chose the collection **Transfer and Work Folder**. After you have successfully added the entry to the assistant’s folder/collection, delete it from the **Collecting Literature Folder** using the icon “Remove from collection.”

Transfer from the Zotero Transfer Folder to GWC Online Bibliography Website

The GWC project coordinator will have to access the GWC library through the Zotero Firefox pane/ Zotero Stand-Alone.

The steps for the transfer are:

- a. Right-mouse-click on the **Transfer Folder**. Click on “Export Collection” and chose 'RIS' as the file format. Save the file on your computer or any other device.
- b. Visit the GWC website. In the left Navigation menu, click the GWC Bibliography link, then click "Import.'
- c. Click the 'Choose File' button and navigate to the file you created in Step 1.
- d. Make sure the 'Batch Process' box is checked.
- e. Click on 'Taxonomy Settings.'
- f. **Make sure that the 'Copy these terms to the biblio keyword database' box is NOT checked.**
- g. Click the 'Import' button at the bottom of the page.
- h. Review the resulting data.