**Modernist Magazines Timeline Workshop**

**Objective:** To gain proficiency in adding data to the Google Drive spreadsheet which powers the Modernist Magazines Interactive Timeline (<http://modernist-magazines.org/timeline.html>).

**Technology Background**

The interactive timeline is powered by a combination of free SIMILE interactive widgets provided by MIT and a Google Drive spreadsheet. Google Drive (formerly Google Docs) provides syndication feeds, APIs, and other communication avenues that allow you to push and pull data from the documents in your stash. In this case, the SIMILE Timeline widget uses an API key for our specific spreadsheet. Here are links for more information about these tools.

For more information, see the SIMILE Widgets website, with further links, at <http://www.simile-widgets.org/>.

**Ground Rules**

* Always check the timeline to see if an item you wish to add appears there already.
* If not, then go to the Google Drive spreadsheet, scroll to the bottom, and enter the item’s bibliographic data, plus your description and semantic tags.
* If the item does already appear, find it in the spreadsheet by going to View > Find and Replace… and searching for it. Then update the description, add tags, and correct bibliographic data if necessary.
* Do *not* ever edit or sort the head row of the spreadsheet.
* Do *not* ever sort the data in any way, shape, or form – period!

**Entering Data into the Timeline**

Instructions for entering data into the timeline can also be found on the How-To page of the course website: <http://www.modernist-magazines.org/content/how-enter-timeline-spreadsheet-data>.

Using the spreadsheet is easy, but it also requires the data to be input in a very particular way. For best results, follow these instructions exactly:

1. Always add your information to the BOTTOM of the spreadsheet. When other people are editing the spreadsheet simultaneously, you will notice several cells outlined in various colors. Yours will be the medium blue color. DO NOT ever edit the first row containing the fields between braces ({label}, {start:date}, etc.).
2. The first field, "{label}" is the title text that will be directly visible on the timeline. It should be the exact title of the item as given in the magazine. If there is no title, give a brief label of 3-6 words. To make a title appear italicized, type it exactly like this (without the quotation marks): " <i>Item Title</i>" Don't worry about the fact that it doesn't look italicized in the spreadsheet, and DON'T USE THE SPREADSHEET'S ITALICS FUNCTION!

Follow MLA conventions for punctuating the item title: poems, essays, reviews, and other small items go between quotation marks; novels, book titles, poems published as independent books, and plays are italicized.
3. The second field, "{start:date}" is mandatory: it is the date of the magazine issue in which the item appears. Fill this in: yyyy-mm-dd. You must use 2-digit months (01, 02, 03) and 2-digit days. If the publication is monthly, and no date is given, then enter it as the first day of that month. I.e. an issue of June 1919 would be 1919-06-01.
4. The third field, "{end:date}" is optional: If the event happened over a span of time, when did it end? Again, use yyyy-mm-dd format.
5. The fourth field, "{pages}" is where you should put the starting and ending pages of the item.
6. The fifth field, "{author}" is where you should put the author's name. If a known pseudonym is given, include the real name, if known, between parentheses; i.e. T.S. Apteryx (T.S. Eliot).
7. The sixth field, "{description:single}" is where you can describe or annotate the item.
8. The seventh field, "{image:url}" is where you copy-paste the url for a related image that you might want to include.
9. The eighth field, "{eventType}" is where you identify the topic or theme of the item: Nationalism, Empire, Gender, Politics, Aesthetics, Art, The City, Youth, etc. Make sure all terms begin with a capital. And make sure you SPELL IT CORRECTLY and DO NOT DUPLICATE a similar tag that's already in the column. I.e. don't write Cities if The City has already been used by someone else. You can add multiple terms in this field, separated by a semicolon: i.e. Aesthetics; Politics.
10. The ninth field: "{eventGenre}" is where you identify the literary genre of the item: Poem, Short Story, Essay, Novel, Advertisement, Painting, Drawing, etc. These should be capitalized and singular.
11. The tenth field: "{eventMagazine}" is where you should indicate the magazine in which the item appears. The magazine title should be written completely, including articles such as "The": i.e. The New Age, The Blue Review, etc.
12. The eleventh field "{studentNames}" is where you put your names, for ease of bookkeeping.
13. After you have entered your information in the spreadsheet, make sure that it is displaying properly on the timeline.