DigDiv Timeline: Instructions for Creating Events

The purpose of this project is to source, from interested members across the various communities of scholars connected with the Digital Diversity conference, events that represent, for them, significant events related to digital diversity, whether these are moments in the history of diversity as it connects to the digital, milestones in the representation of or controversy over diversity, or lack thereof, in the digital sphere. Events will record the name of the contributor and will become part of an open-access collection housed in the Canadian Writing Research Collaboratory (cwrc.ca).

1. Gather the key information about your event. Aim for concision and focus. Try to include:
- A short descriptive title for the event
- The date on which the event occurred: be as specific as possible (2015-12-24). However if all you can get is a year, or a year and a month, use that.
- A specific location: for example, a city in a country, the location of a university or organization, etc. However, if all you have is a country, use that.
 - Record your sources of information, since the template makes provision for including the references.

2. A TEI document can be written in any XML editor or basic text editor. You can get further information on TEI here: http://www.tei-c.org/Guidelines/P5/ .

3. We recommend using Oxygen XML Author, which makes a 30-day trial version available. Download and install Oxygen XML Author at www.oxygenxml.com/download.html to create your TEI events. Here are some useful Oxygen tutorials to help you along:
- http://www.oxygenxml.com/demo/WYSIWYG_TEI_Editing.html
- http://www.oxygenxml.com/demo/Dockable_Views.html

4. Download and save the TEI template onto your desktop in a designated folder. You can get the template here: http://cwrc.ca/templates/digital_diversity.xml

5. To start a new entry, save the TEI template as a new file in your designated folder, using the year and short title of your event as the name of the file. For example: **2006_Jezebel_Blog_Created**

6. Open Oxygen and then open your newly created file. Follow the built in instructions within the file to create your digital diversity event. Here is an example of an event as rendered in Oxygen:
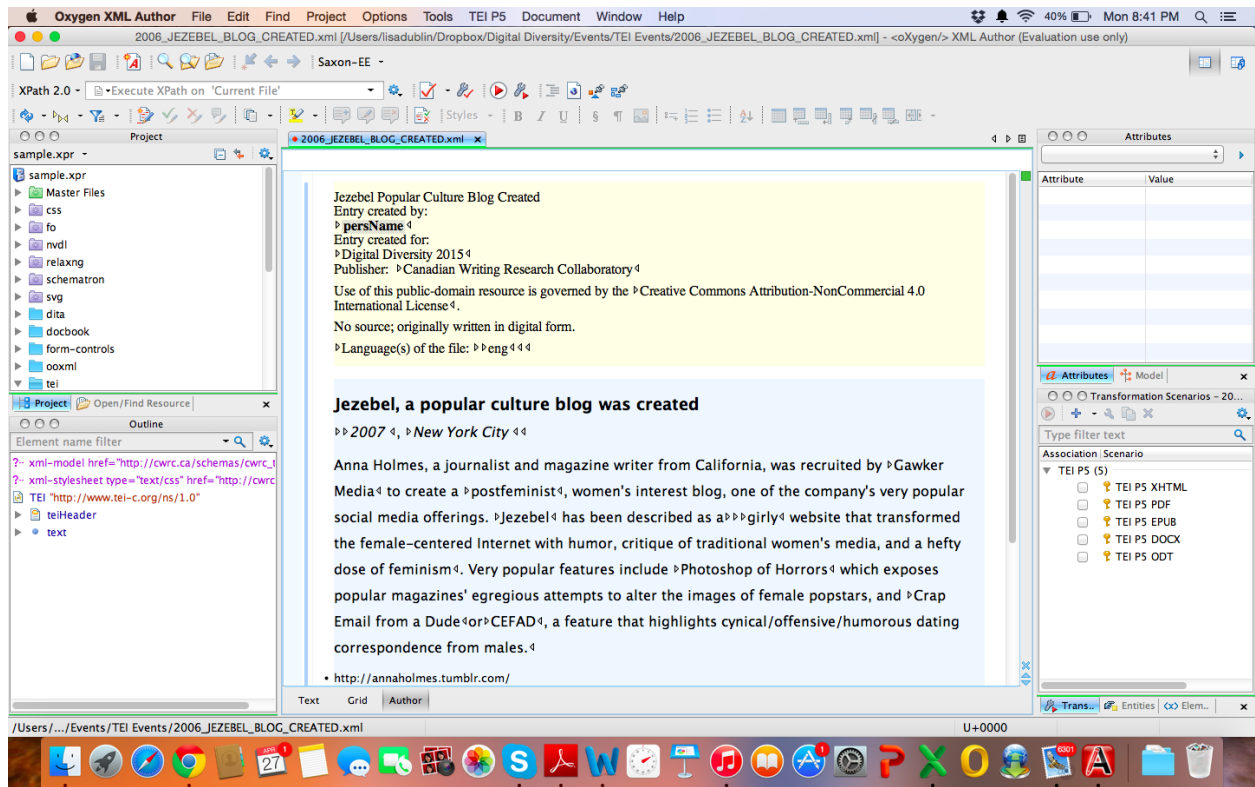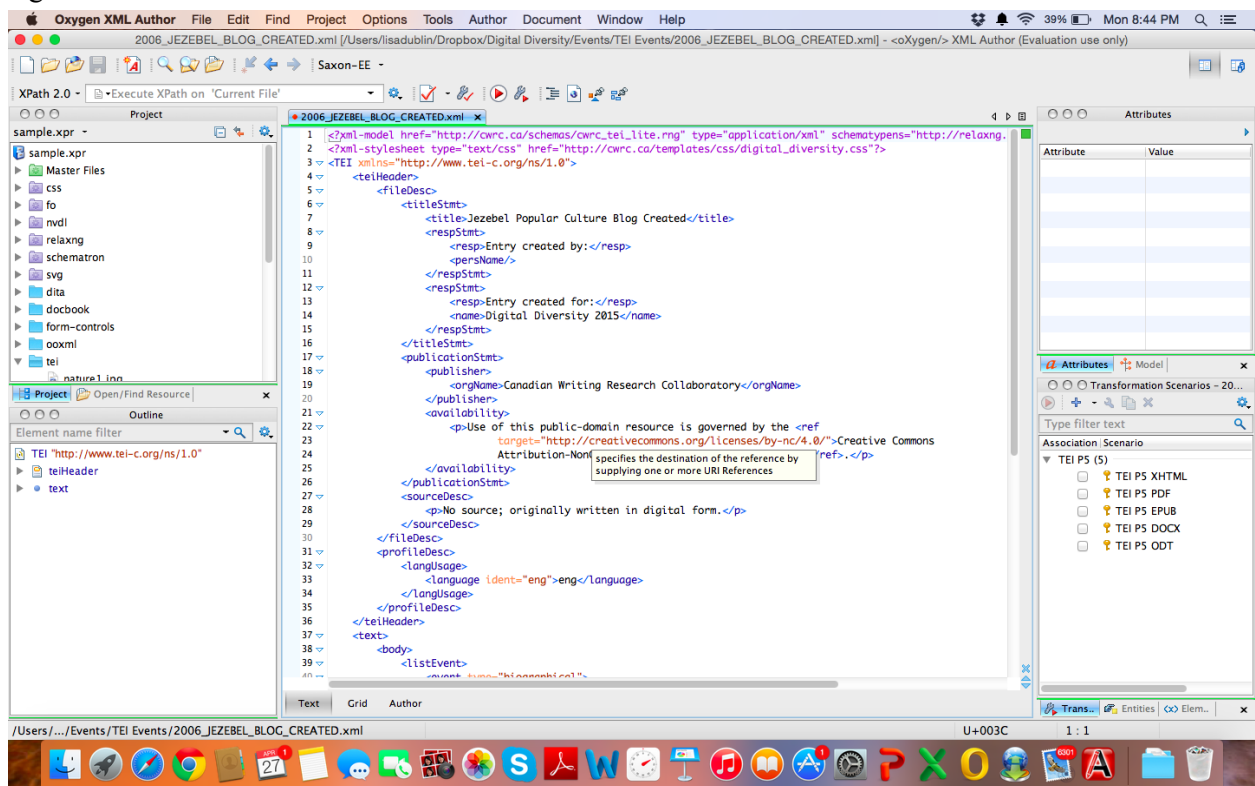
Fig. 1 Browser view of event

Fig. 2 Source view of same event.

7. Use the necessary tags available to describe your event. We require at least one citation to include an event on the Digital Diversity timeline, and will edit tags and make other changes necessary to get events working in the CWRC - Writer.

8. Delete all research notes once you are finished with the document.

9. If you don't want to use Oxygen or another XML editor, you can work in a plain text editor. Just be careful not to delete any angle brackets ("<" or ">") or any text between them as you work.

10. Email the file to digdiv2015@gmail.com with the subject heading: **"DigDiv Timeline Submission".** This is necessary in order to receive a confirmation message that your submission was received.

11. Once you have submitted your event, you should be able to view it in Plot-It in a few days. You can also simply browse the Timeline to learn more. Here is the link: http://cwrc.ca/digitaldiversity2015/

12. A note to all contributors: While we are grateful for your contributions, we reserve the right to omit any materials that we deem inappropriate.