

Australian Newspapers Digitisation Program



Australian Newspapers Search and Delivery System - Tagging Guidelines, Draft for public users

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During release of Australian Newspapers beta (August 2008- August 2009) members of the public asked for guidelines on tagging. This document has been drafted taking into account public feedback around tagging. It is intended that these draft guidelines will be used as the basis for help and FAQ on tagging in the Trove discovery service after December 2009.

Draft Tagging Guidelines v1 28 September 2009, written by Rose Holley

What are tags?

Tags are keywords or labels added by users to newspaper articles. They help you and other users find articles later. A tag can be anything you want it to be, for example it could describe a topic, a place, an event, a person, a feeling, your research progress. A newspaper article on the opening of the Sydney Opera House could be tagged with any of the following by users and a lot more besides:

Sydney Opera House
Sydney Opera House - Opening event
Jorn Utzon
modern architecture
ceramic tiles
Queen Elizabeth II
Inspiring
Exciting
not read
text correction complete
reading list

What can be tagged?

In the Australian Newspapers service tagging is at article level. Every single article can have multiple tags added to it. If you are browsing a newspaper at title, issue or page level you need to drill down to article view to be able to add a tag.

Who can tag?

Anyone using the Australian Newspapers service can tag articles. You do not have to be a registered user to do this.

What do I need to know about creating tags?

- You can choose to make your tags private (only you can see) or public (everyone can see). If you want to make your tags private you will need to register and login.
- If you don't want to register and login before creating tags you will be asked to verify a 'captcha' before being able to enter tags. This is to ensure that robots do not enter tags.
- Tags are useful if they are used to capture the concept you are searching for/finding.

- Tags can consist of multiple words or phrases and can contain numbers, hyphens and apostrophes.
- You can edit or delete your own tags if you are registered, but not other peoples.

Tag limitations

- An article can have an unlimited amount of tags added by an unlimited amount of users.
- A registered user has no limit on the total amount of tags they can create, however when logged in as themselves they can add no more than 50 tags to the same article.
- The length of a tag is limited to 60 characters.

How do I add tags?

When viewing an article image there is a column on the left hand side of the newspaper viewer which contains comments, tags and text corrections. If tags have already been added to an article they will display in this column. To add new tags click the 'add/edit tags' button. A pop up box will appear requesting you to login or enter the 'capture'. After doing this enter your tags in the box. Multiple tags need to be separated by using commas. The box will be checked to save your tags as public by default. If you uncheck the box the tag will be private. Then click 'OK'. Your tags will be saved immediately and viewable in the panel on the left.

Viewing Tags (who can see them)

Public Tags:

From the bottom of the 'home page' – view all tags link, recent tags added show.

From the 'browse page' – view top 10 most created tags, view all tags link.

From the 'article view' – view all tags added to that article

From the 'personal profile page' – (accessed by clicking your login name from the home page) shows all the tags you have created.

The 'View all tags link' – goes to a page showing list of most recent added, list of most popular (by number of times created), A-Z listing of all tags. Also has an option to view only your own tags if you are logged in.

Private Tags:

Are viewable from your personal profile page (when logged in) and the 'view all tags link' page (when logged in).

Editing/Deleting Tags

You can only edit/delete your own tags. Either:

- If registered you can edit your tags at any time
- If not registered you can only edit your tags within your same logon session

Editing or deletion of tags needs to be done at the article view level. If you are viewing your tags in a list/cloud you need to click the specific tag and then get to the specific article it relates to. Then click the add/edit tags button in the left hand column next to the newspaper image viewer. You can now either edit the tag name or to delete it just remove the name from the box and in both cases click 'OK'.

Searching Tags

Not yet enabled.

Tips for creating Tags (Guidelines)

- Use natural language order for names, subjects, places

e.g. John James Clark
e.g. Caulfield Grammar School
e.g. Japanese war crimes

- Don't join up phrases keep them separate
e.g. Sydney Opera House
- OK to use apostrophe's
e.g. St Helen's Orphanage
- OK to use hyphens – usually to convey subject hierarchy
e.g. socio-economics
e.g. Tramways – horse-powered -1856
e.g. Tramways – wooden – proposed
- If there are a lot of tags on the same topic try and be specific and use hierarchy with the main topic word appearing first
e.g. Soccer injuries 1894
e.g. Soccer injuries 1910
e.g. soccer players
e.g. soccer in victoria
e.g. soccer in WA
e.g. Tramways – horse-powered -1856
e.g. Tramways – wooden – proposed
- Upper/lower case does not really matter – no agreed rule here (but it will create different tags based on case)
- Try and use a term that will be logical and meaningful to others
e.g. Ticket of Leave
e.g. Jetties and piers
e.g. Turon River Goldfields
- With peoples names preferably put in full all the known first names, if not use all the initials
e.g. John Patient Smith
e.g. J S Smith
- If the name is common or duplicated it can be further qualified by a hyphen at the end and adding dates of life/birth/death and/or occupation
e.g. Edward James Clark – Architect
e.g. Rev A M Henderson 1820-1876
e.g. Thomas – Wright- Artist – 1830-1880
- Try not to use abbreviations unless really well known
e.g. WW2
e.g. RAAF
- OK to use numbers and dates in tags
e.g. 14th Battalion
e.g. 11 Manor Place
e.g. 18 October 1843

e.g. soccer injuries 1894

- OK to use tags to track research or text correction
 - e.g. done
 - e.g. not done
 - e.g. check
 - e.g. checked
 - e.g. completely corrected
 - e.g. mine
 - e.g. xx