

Civil War & Reconstruction Governors of Mississippi Tagging Protocols¹

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CWRGM's enhanced tagging features are designed to improve early access to the CWRGM digital collection before full annotations occur. In FromThePage, CWRGM tags words and/or phrases in documents that fall within the following nine categories:

- People
- Places (noting latitude & longitude when known)
- Organizations (noting latitude & longitude when known)
- Businesses (noting latitude & longitude when known)
- Events (noting latitude & longitude when known)
- Military Units
- Occupations
- Vital Statistics
- Social Identifiers

Most of those categories are self-explanatory and will help users with diverse research interests understand how the collection might be of use to them. The exception may be the “Social Identifiers” category, which was designed to spotlight the experiences of individuals whose voices are often unheard in history, including enslaved people, free and freed people of color, widows, veterans (especially enlisted men), and more. CWRGM also connects contemporary nineteenth-century terms—including those that are racially inappropriate—to contemporary terminology wherever possible. This helps site users to find documents they might otherwise miss if they are not well versed in nineteenth-century history, and it also helps inexperienced users, especially students, learn the proper terminology to use in their own work.

The Process

FromThePage—the transcription software used by CWRGM for all transcription work—helps users to make early connections to the documents by spotlighting people, places, organizations & businesses, events, occupations, military units, vital statistics, and social identifiers. This is done through the use of double braces `[[subject tag|term to be tagged]]` as well as the vertical bar `|` (sometimes referred to as the pipe character). These generate a sophisticated index that builds connections within the document collection between, for example, letters from a specific city or county, from or relating to a particular person or organization, or tied to specific events or social group.

Per CWRGM's policy, we do not ask volunteer transcribers to do any tagging; this important process is complex and needs to be done correctly, so it is done by CWRGM team members only during the Transcription Review process and, like all of our work, all tags go through a two-stage verification process after being created. Members of the Research team who tag documents are credited for their work on the website's [Project Team page](#) (hyperlinked) and under the “Contributors” field in the “Document Metadata” tab on each document's page. When a

¹ This is a working document; all final tagging decisions will be made by the CWRGM director and the senior assistant editor in consultation with the digital archivist as appropriate.

researcher adds or edits a subject tag, their name is added to this field, but in rare instances when a document must be re-uploaded due to technical issues, the contributor field data may be lost.

Whenever possible, tags must align with [Library of Congress authorities](#), the [LC Name Authority File \(LCNAF\)](#), or [LC Subject Headings](#). Some of these will already be correct (and checked) in the CWRGM metadata connected to your document, but you can double check to be sure. Streamlining our tagging with LoC authorities helps keep subject terms in line with field standards and enhances searchability between CWRGM and other Digital Documentary Editions.

IMPORTANT:

1. There is **no space** on either side of the pipe character:
 - a. Incorrect: `[[term | term]]`
 - b. Correct: `[[term|term]]`
2. There is **no space** next to the double braces:
 - a. Incorrect: `[[term|term]]`
 - b. Correct: `[[term|term]]`
3. Do **not** tag a term into more than one category.
4. Follow the **exact punctuation, capitalization, and spacing** protocols defined here and set forth by the LoC Authorities linked above, but **never** include a period at the end of a subject term even if one appears in the LoC Authorities.
5. Tag a person, place, military unit, occupation & business, organization, vital statistic, or social identifier only at its **first** appearance in the document regardless of how many pages a document contains. A tag should never appear within the same document more than once.
6. Always list the approved tag to the left of the pipe character, even if the term will appear the exact same way on the right side of the pipe character.
 - a. Incorrect: `[[Judges]]`
 - b. Correct: `[[Legal Profession--Judges|Judges]]`

Examples of Approved Tags grouped by Category

The following is a list of examples to aid in tagging. Copy and paste the tag into FromThePage from the Approved Tags document or the LOC Authorities to avoid any errors. Always double-check spacing after copying and pasting.

Please also review the file “Approved Tags” in the Google Drive. This file lists subject tags that appear in FromThePage and have been approved by CWRGM editors. Use this file to copy and paste subject tags as it provides a much more extensive reference file than these protocols.

PEOPLE:

LOC Approved Names: Follow the *LOC Approved* listing

- Governor `[[Pettus, John Jones, 1813-1867|J. J. Pettus]]`
- `[[Clark, Charles, 1811-1877|Charles Clark]]`
- Gov. `[[Sharkey, William Lewis, 1798-1873|William L. Sharkey]]`

Non-LOC Approved Names: [[Last Name, First Name]]

- Mr. [[Hopkins, Joseph|Joseph Hopkins]]
- [[Johnson, Frederick, Jr.|Frederick Johnson, Jr.]]
- [[Bauchman, Joseph|Jo^seph^ Bauchman]]
- [[Peterson, Stephanie?|Stephanie? Peterson]]²
- Mrs. [[Sparrow, Sally|Sally Sparrow]]
- [[Frederick, Mrs. John|Mrs. John Frederick]]³
- Mrs. [[Lincoln, Mary Todd, 1818-1882|Lincoln]]⁴
- [[Jones, Mary A. Meade|Mary A. (Meade) Jones]]⁵

NOTE I: If a person is only referred to by their title, is not referred to by name anywhere else in the document, and you are confident of their name, tag their title as their name. Preference adding the people tag over the organization or occupations tag. For example: The [[Pettus, John Jones, 1813-1867|Governor of Mississippi]] visited the [[Davis, Jefferson, 1808-1889|President of the Confederacy]].

NOTE II: Do not include titles or honorifics inside the double brackets.

- Incorrect: [[Davis, Jefferson, 1808-1889|President Jefferson Davis]]
- Correct: President [[Davis, Jefferson, 1808-1889|Jefferson Davis]]

NOTE III: Do not include rank inside the double brackets.

- Incorrect: [[Forrest, Nathan Bedford, 1821-1877|General N. B. Forrest]]
- Correct: General [[Forrest, Nathan Bedford, 1821-1877|N. B. Forrest]]

NOTE IV: If the last name of an enslaved person is unknown, follow the above protocols but also make a note in the file “Unnamed Enslaved People List” including the MDAH identifier number, known name of the enslaved person with relevant details, and name of slave owner (if known). Do not automatically use the enslaver’s last name as the last name for the enslaved individual.

Remember: Check all names with the [Library of Congress authorities](#) and the [LC Name Authority File \(LCNAF\)](#). Use the format “Last Name, First Name” under the “Name Authorities” category for best search results. If you cannot confirm a subject tag with the LoC Authorities, you should still follow their format: Last Name, First Name. eg.: Peterson, Carol; Johnson, C. K.; Gleeson, Tom K.

² In cases where the name is unclear but you believe you have identified the likeliest name, include a ? (without brackets to avoid coding issues) next to the unclear name. eg. [[Peterson, Stephanie?|Stephanie? Peterson]]. If you are unsure on a name, replace the missing name with “Unknown,” eg. [[Unknown, Susan|Susan]] or [[Stanwick, Unknown|Stanwick]].

³ With people’s names, do not include “Mr.” or “Mrs.” unless a woman is only identifiable by her husband’s name, eg.: [[Smith, Mrs. George|Smith’s wife]].

⁴ If the text refers to a man’s spouse but not by name, and you know their name, tag with their known name. eg.: “Pres. [[Davis, Varina, 1826-1906|Davis’ wife]] visited the governor.” If you do not know her name, tag her via her husband’s name, eg. “Evan T. Jones had testified for his wife” would be tagged [[Jones, Mrs. Evan T.|wife]]

⁵ If a letter mentions a woman’s married and maiden name, include the maiden name in your tag following this format: [[Married Last Name, First Name Maiden Last Name]] eg.: If Mary’s maiden name is Meade and her married name is Jones, the tag would be [[Jones, Mary A. Meade]]

PLACES:

Domestic Towns & Cities: [[State--County. City]]

- [[Mississippi--Adams. Vicksburg|Vicksburg, Mississippi]]
- [[Mississippi--Hinds County. Jackson|Jackson]]
- [[Georgia--Fulton County. Atlanta|Atlanta, Georgia]]
- [[Mississippi--Adams. Vicksburg|Vicksburg, Warren Co., Mississippi]]
- [[Georgia--Fulton County. Atlanta|Atlanta, Fult. Co. Georgia]]⁶
- [[South Carolina--Unidentified County. Mount Milling|Mt. Milling]]⁷
- [[Missouri--Independent City. Saint Louis|St. Louis Mo]]⁸

Counties: [[State--County]]

- [[Mississippi--Jasper County|Jasp Cty, Mississippi]]
- [[Louisiana--Jefferson Davis Parish (La.)|Jeff Davis Parish, La.]]

States: [[State]]⁹

- [[Tennessee|Tenn. State]]
- [[New York|New York]]

Bodies of Water: [[Bodies of Water--Place. Name]]

- Mighty [[Bodies of Water--Interstate. Mississippi River|Mississippi]]
- [[Bodies of Water--International. Atlantic Ocean|Atlantic]]
- [[Bodies of Water--Florida. Jupiter Inlet|Jupiter Inlet]]

International Towns & Cities: [[Nation--City]]

- [[France--Paris|Paris]]

Countries:

- [[Great Britain|GB]]
- [[Nicaragua|Nicaragua]]

Military & Political Places: [[Type--Place. Name]]

- [[Military training camps--Mississippi. Camp Shelby|Camp Shelby]]
- [[Military Forts--South Carolina. Fort Sumter|Ft. Sumpter]]

NOTE I: When the latitude & longitude is known, include this in the tag. See instructions for how to do this at the end of this document.

NOTE II: Large geographic locations in the United States (such as the North, the South, the East, and the West) and the Confederate States of America, should **not** be tagged because they are so common and ill-defined that tagging becomes ineffective.

⁶ When a city is found in multiple counties, use the county that appears first in the alphabet.

⁷ When you cannot locate the county but know the state, use this format.

⁸ If the city is an independent city (does not belong to a county) use this format.

⁹ Do **not** tag the state of Mississippi because it is so common that tagging becomes ineffective.

Remember: Check all places with the [Library of Congress authorities](#) and the [LC Name Authority File \(LCNAF\)](#). Use the formats demonstrated above under the “Subject Authorities” category for best results. If you cannot confirm a subject tag with the LoC Authorities, you should still follow the format outlined above.

OCCUPATIONS:

Non-Military Related Occupations:

- Mississippi [[Tax Profession--Assessors|Tax ass]]
- U.S. [[Legislators|representative/s]]
- [[Medical Profession--Physicians|doctor]]
- [[Legal Profession--Lawyers|Esq.]]

NOTE I: Occupation tags are typically gender neutral unless the LOC Authorities denote otherwise.

NOTE II: Wherever possible, allow for individuals’ multi-dimensional nature. Documents may allow you to tag a person under people, as well as their store under location, but if possible, find a place elsewhere in the document to also tag the person’s name to capture their occupation. This avoids potential coding issues that may arise with multiple tags belonging to multiple categories in FromThePage and the transfer to Omeka-S, while capturing as much information as possible before the annotation phase.

Example: “I have known [[Margaret Henry|Mrs. Henry]] fifteen years and know her to be a correct and deserving woman. From appearances I would think \$50—would buy every thing [[Shopkeeper|Mrs. Henry]] has in her [[Stores, Retail|shop]]”

In the example, tag the first [[Margaret Henry|Mrs. Henry]] under “People,” [[shop]] under “Places,” and the second [[Shopkeeper|Mrs. Henry]] under “Occupation.”

Remember: Check all occupations with the [Library of Congress authorities](#) and the [LC Name Authority File \(LCNAF\)](#). Use the formats demonstrated above under the “Subject Authorities” category for best results. If you cannot confirm a subject tag with the LoC Authorities, you should still follow the format outlined above.

MILITARY UNITS:

When tagging military units, please reference the “Mississippi Military Units—Read Only” file in the Google Drive folder and the Dunbar-Rowland book. Copy and paste the tag into FromThePage from the Mississippi Military Units file to avoid any errors.

Mississippi State Units:

- [[Mississippi. Militia|state troops]]
- [[Mississippi. Militia. Infantry Regiment, 4th|4th Mis. Militia]]*

Confederate Units:

- [[Confederate States of America. Army. Mississippi. Infantry Regiment, 11th. Company A|Co. A 11th Mississippi]]¹⁰
- [[Confederate States of America. Army|Mississippi Inf. Reg.]]
- [[Confederate States of America. Army. Mississippi. Infantry Regiment, 20th|Russells Regiment]]¹¹
- [[Confederate States of America--Military Service (Branch Unspecified)|Confederate Service]]¹²

Federal Units:

- [[United States. Army|Federals]]
- [[United States. Navy|Enemy gunboats]]
- [[United States. Army. Illinois. Cavalry Regiment, 11th |11th Illinois]]
- [[United States. Army. Colored Infantry Regiment, 50th. Company A]]
- [[United States. Army. U.S. Colored Troops]]¹³

NOTE 1: Do **not** tag “volunteers,” “soldiers,” “officer,” etc. or “Confederate States of America” because these are so common that tagging becomes ineffective.

NOTE 2: If a document lists a specific unit and you cannot locate the tag in the “Mississippi Military Units—Read Only” file, tag the unit as [[Under Review]]. For example, Piney Woods Rangers is not listed in the file and therefore, should be tagged as [[Under Review|Piney Woods Rangers]].

Remember: Check all military units with the [Library of Congress authorities](#) and the [LC Name Authority File \(LCNAF\)](#). When searching for a branch or other kind of division, build search terms based on the government hierarchy for best results. For example, if you wanted to find a heading for Union Army cavalry: the United States is the highest overarching national entity; the army is a subdivision of that entity; cavalry is a subdivision of that army. Therefore, to find the correct heading, you can search *United States. Army. Cavalry*. If you cannot confirm a subject tag with the LoC Authorities, you should follow the format outlined above.

¹⁰ Do **not** superscript the “th” “st” “nd” or “rd” in unit numbers in the subject tag (left of the pipe), but if the author superscripted or underlined it, duplicate their formatting in the text to the right of the pipe character. eg.: [[Confederate States of America. Army. Mississippi. Infantry Regiment, 20th|20th Mississippi Volunteers]]

¹¹ The LoC authority’s subject heading for this unit is [[Confederate States of America. Army. Mississippi Infantry Regiment, 11th. Company A]]. Note that CWRGM’s protocol does not conform with the LoC authority’s subject heading because CWRGM includes a period after the state, ie: [[Confederate States of America. Army. Mississippi. Infantry Regiment, 11th. Company A]] because this period allows military units to become nested according to state when transferred to Omeka-S.

¹² Use this tag when the branch (Army of Navy) is unclear.

¹³ If the author does not specify which regiment but you know the troops belonged to the U.S. Colored Troops, use this tag.

ORGANIZATIONS AND BUSINESSES:

Political & Government Organizations:

- Board of Trustees of the [[Universities and colleges--University of Mississippi|U of Miss]]¹⁴
- [[Mississippi--Treasury Department|state treasurers]]¹⁵
- [[United States--Bureau of Refugees, Freedmen, and Abandoned Lands|Freedmen's Bureau]]
- [[Mississippi--State Hospital|Ms. Lunatic Asylum]]
- [[Mississippi--State Penitentiary (Jackson)|State pen.]]

Ships & Water Vessels:

- [[Watercraft--A. G. Brown (Ship)|A G Brown]]
- [[Watercraft--Conestoga (Steamer)|Conestoga]]¹⁶
- [[Watercraft|boat]]

Clubs, Political Parties, Associations, etc.:

- [[Clubs and Secret Societies--Ku Klux Klan (19th century)|the three Ks]]
- [[Clubs and Secret Societies--Ladies' Memorial Association. Jackson, Miss.|Jackson LMA]]
- [[Political Parties--Democratic Party (U.S.)|Dem.]] candidate [[Jones, Jonathan K.|Jno. K. Jones]]

Other Organizations, Institutions, and Groups:

- [[Universities and colleges--University of Mississippi|U. of Ms]]
- [[Churches|church]]
- [[Plantations--Mississippi. Finch Kearney Plantation|Finch Kearney Plant.]]¹⁷
- [[Churches--First Baptist Church (Aberdeen, Miss.)|Aberdeen First Baptist]]

Remember: Check all organizations & businesses with the [Library of Congress authorities](#) and the [LC Name Authority File \(LCNAF\)](#). When searching for a governmental agency build search terms based on the government hierarchy for best results. For example, if you wanted to find a heading for the Mississippi Senate: Mississippi is the highest overarching national entity; the Legislature is a subdivision of that entity; Senate is a subdivision of that entity. Therefore, to find the correct heading, you can search *Mississippi. Legislature. Senate*. If you cannot confirm a subject tag with the LoC Authorities, you should follow the format outlined above.

¹⁴ Do not tag specific entities within an organization and the organization itself as one term. eg.: the board of trustees at the [[Universities and colleges--University of Mississippi|University of Miss.]] eg.: [[Mississippi--Holmes County|Holmes Co.]] [[Grand jury|Grand jury]]

¹⁵ If a document does not explicitly refer to an organization, tag references to members/employees to that organization. For example, [[Mississippi. Treasury Department|state treasurers]] or [[Confederate States of America. War Department|secretary of War]].

¹⁶ Tag water vessels by its name followed by the type of vessel in parenthesis. Vessel names change throughout the war as they change hands, so tag the vessel by the name the author uses in the document.

¹⁷ Include the most specific location information when known (county or town), ie: [[Plantations—Mississippi. James Featherston Plantation (Jackson)]]; If the location is unknown, include note as: [[Plantations—Unidentified. John Moss Plantation]].

BUSINESSES:

Businesses:

- [[Tredegar Iron Works (Richmond, Va.)|Tredegar iron works]]
- [[L.N. Dantzler Lumber Company (Moss Point, Miss.)|Dantzler Co.]]
- [[Peterson, Meyers & Company (Ala.)|Peterson, Meyers and Co.]]
- [[Retail Stores|shop]]
- [[Distilleries|distillery]]
- [[Breweries|brewery]]

NOTE I: Standardize business tagging by using ampersands (&) and writing out Company in the place of Co. Include the most specific location information when known (state, county, or town), ie: [[James Ford & Company (Jackson, Miss.)]]. If the location is unknown, include (Unknown) behind the tag, ie: [[Springer & Moss Company (Unknown)]].

NOTE II: Briefly research the business being tagged so it can be nested under the type of business it is. For example, newspaper offices will be nested under [[Newspapers]], for example: [[Newspapers--Brookhaven (Miss.) Advertiser]].

SOCIAL IDENTIFIERS:

Familial Status:

- [[Smith, Mrs. Henry|Henry Smith's]] [[Marital Status--Widows|widow]]
- [[Orphans|orphan/s]]
- [[Military families|soldier's wife/child/mother/etc.]]¹⁸

Military Status:¹⁹

- [[Military Status--Military deserters|deserter/s]]
- [[Military Status--Military deserters|absent]] (this is appropriate if “absent” refers to a soldier/sailor being absent without leave)
- [[Military Status--Military stragglers|straggler/s]]
- [[Military Status--Prisoners of war|prisoner/s]]²⁰

¹⁸ If a document refers to a soldier's or sailor's widow, tag both of these social identifiers separately. Tag the term soldier/sailor using the [[Military families]] tag and widow using the [[Widows]] tag.

¹⁹ Do **not** tag military ranks and titles such as “volunteers,” “soldiers,” “officer,” “General,” etc. because they are so common and change so frequently that tagging becomes ineffective. Exception to this rule: References to Quartermasters are linked to [[Confederate States of America--War Department. Quartermaster Department]], ordnance officers are linked to [[Confederate States of America--War Department. Ordnance Department]], and commissary agents are linked to [[Confederate States of America--War Department. Commissary Department]] under Organizations.

²⁰ Use the [[Military Status--Prisoners of war]] tag when referring to military prisoners only. See the Crime Related Category under Social Identifiers for civilian prisoner tagging instructions.

Race and Free and Enslaved Status:²¹

- [[African Americans|black/s]]
- [[African Americans|mulatto]]²²
- [[African Americans--Enslaved people|negro servant/s]]
- [[African Americans--Historically free and newly freed African Americans|freedman/woman]]²³

Class/Ability Status/Ethnicity:

- [[Impoverished people|indigent/s]]
- [[People with disabilities|invalid/s]]
- [[Slaveholders|slave owner/s]]
- [[Nationality--Irish|Irish]]

Mental Health and Ability Status:

- [[Mental illness|lunatic/s]]
- [[People with disabilities--Blind persons|blind]]
- [[People with disabilities--Deaf persons|deaf]]
- [[People with disabilities--Mute persons|dumb]] (in reference to “deaf, dumb, and blind”)
- [[People with disabilities|cripple]]

Crime Related:

- [[Criminal Status--Fugitives from justice|fugitive]]
- [[Criminal Status--Prisoners|prisoner/s]]²⁴

NOTE: Unless the LOC Authorities term is singular, use the plural form of the term (as demonstrated below) in the subject tag regardless of whether the term you are tagging in the text is plural or singular.

Remember: Check all social identifiers with the [Library of Congress authorities](#) and the [LC Name Authority File \(LCNAF\)](#). Use the formats demonstrated above under the “Subject Authorities” category for best results. If you cannot confirm a subject tag with the LoC Authorities, you should still follow the format outlined above.

²¹ Do not tag “white” because it is so common and/or typically defaulted/assumed in the documents’ language that tagging becomes ineffective.

²² CWRGM recognizes that historically “mulatto” refers to a person with both white and black ancestry, but for the purposes of tagging in a project grounded in nineteenth-century history, we are connecting “mulatto” to the [[African Americans]] tag to ensure mixed race African American’s experiences are discoverable.

²³ If the document is referring to a runaway slave, use the [[African Americans--Enslaved peoples]] and [[Self emancipation]] tags instead, and if the document is referring to a military fugitive, use the [[Military Status--Military deserters]] tag instead.

²⁴ Use the [[Criminal Status--Prisoners]] tag when referring to civilian prisoners only. See Military Status category under Social Identifiers for military prisoner tagging instructions.

EVENTS:

Military Events:

- [[Military Engagements--Seven Days' Battles, Va., 1862|7 days campaign]]
- [[Military Engagements--Vicksburg, Siege of, Miss., 1863|Vicksburg Siege]]
- Men held [[Military elections|elections]] of officers²⁵

Political Events:

- [[Conventions--Mississippi. Convention (1861)|Secession Conv.]]
- [[Political elections--Election of 1876|election]] to the presidency²⁶
- [[Political elections|election]] as sheriff²⁷

Crime Related Events:

- [[Criminal Procedure--Arrest|arrests]]
- [[Crime--Murder|murdering]]
- [[Criminal Procedure--Pardon|pardoned]]
- [[Criminal Procedure--Trial|tried]]

Remember: Check all events with the [Library of Congress authorities](#) and the [LC Name Authority File \(LCNAF\)](#). Use the formats demonstrated above under the “Subject Authorities” category for best results. If you cannot confirm a subject tag with the LoC Authorities, you should still follow the format outlined above.

VITAL STATISTICS:

- [[Marriage|Marriage]]
- She [[Birth|gave birth]] to a son
- She [[Birth|delivered a baby]]
- [[Divorce|divorced]]
- [[Death|death]]
- [[Death--Suicide|killed himself]]
- [[Wounds and injuries|wounded]]
- [[Wounds and injuries|sprain]]
- [[Disease and illness|consumption]]
- [[Disease and illness|sick]]
- [[Disease and illness--Epidemic|smallpox epidemic]]

²⁵ Do not include the year, specific unit, or candidate within this subject tag.

²⁶ Use [[Election of (insert year)]] if the election year is known and it is a national election (presidential or congressional). All other elections not at the presidential or congressional national level will be tagged using the [[Political elections]] tag.

²⁷ Use [[Political elections]] tag if the election is not a national election (presidential or congressional), election level is unknown, and/or election year is unknown.

NESTED TAGGING

Subject tags become nested when they are transferred to Omeka-S. They include different identifying components separated by punctuation and begin with broader components that become more specific: for example, [[Mississippi. Legislature. Senate]]. The subject term is found in each of these components' locations so only tag the most specific instance of a term in a document.

- Mississippi--Legislature
 - Mississippi--Legislature. Senate
 - Mississippi--Legislature. House

For example, “Mississippi Legislators from the House and Senate convened in Congress” would be tagged as “[[Legislators|Mississippi Legislators]] from the [[Mississippi--Legislature. House|House]] and [[Mississippi--Legislature. Senate|Senate]] convened in Congress.” “Congress” does not need to be tagged as [[Mississippi--Legislature]] because you already tagged different chambers (synonymous with Congress).

PLACING TAGS IN CATEGORIES:

You will place your tags into a specific category when you click "Save Changes" for this document and mark it "Needs Review."

For example, an excerpt from a letter might read:

Your petitioner [[Moore, Lambert E.|Lambert Moore]] [[African Americans|(colored)]] by his

In this case "[[Moore, Lambert E.|Lambert Moore]]" would be categorized under "People" and "[[African Americans|(colored)]]" would be categorized under "Social Identifier"

Another example:

[[Marital Status--Widows|widow]] [[Jones, Mary|Mary Jones]] [[Birth|delivered]] a baby last

In this case, "[[Marital Status--Widows |widow]]" is categorized under “Social Identifier,” "[[Jones, Mary|Mary Jones]]" is categorized under People, and “[[Birth|delivered]]” is categorized under Vital Statistics.

Leaving a Tag Uncatagorized: If you made an error on a subject tag and hit save, it will ask you to place the tag into a category. If the tag is inaccurate, do not place it into a category; rather, select save to place the incorrect tag into the “Uncatagorized” category to be deleted by editors.

Changing a Category: If a document is placed in the wrong category, go to that page of the doc where the error is located; make sure you are in the "overview" tab; hover your cursor over the erroneously categorized tag and click on it; in the pop-up box that appears click "Explore this Subject"; under "Description" click the hyperlinked "Edit the description in the settings tab"; go down to "categories" in the Settings tab; click on the "x" next to delete the incorrect category; in the drop-down menu that appears; select correct category.

EXAMPLE OF TAGGING:

To His Excellency W. L. Sharkey Governor of the state of Miss^{is} =

Your petitioner Lambert Moore (Colored) by his Attorney. Respectfully shows, that as evidenced by the enclosed receipt of J. R. McCarroll sheriff of Marshall County he has paid off & discharged the sum of Eighteen ²⁵/₁₀₀ dollars, the same being stated in said receipt as "Revenue tax on three hundred & sixty five dollars profits made during the war" Petitioner shows that during the war he paid his owner ~~Austin~~ Moore regularly a certain sum for hire, and continued said payment, until informed by his said owner that he must discontinue the same.

To His Excellency, [[Sharkey, William Lewis, 1798-1873|W. L. Sharkey]] Governor of the state of Miss=

Your petitioner [[Moore, Lambert|Lambert Moore]] [[African Americans|(colored)]] by his [[Legal Profession--Lawyers|Attorneys]] respectfully shows, that as evidenced by the enclosed receipt of [[McCarroll, Jonathan R.|Jonathan R. McCarroll]] [[Law Enforcement--Sheriffs|sheriff]] of [[Mississippi--Marshall County|Marshall County]] he has [[Taxation--Confederate States of America|revenue paid off & discharged the sum]] of eighteen ²⁵/₁₀₀ dollars, the same being stated in said receipt as "tax on three hundred & sixty five dollars profits made during the war"

Petitioner shows that during the war he paid [[Slaveholders|his owner]] [[Moore, Austin E.|Austin Moore]] regularly a certain sum for hire, and continued said payments, until informed by said owner that he must discontinue the same.

- [[Sharkey, William Lewis, 1798-1873|W. L. Sharkey]] would be categorized under People
- [[Moore, Lambert|Lambert Moore]] categorized under People
- [[African Americans|(colored)]] categorized under Social Identifier
- [[Legal Profession--Lawyers |Attorneys]] categorized under Occupations
- [[McCarroll, Jonathan R.|Jonathan R. McCarroll]] categorized under People
- [[Law Enforcement--Sheriffs |sheriff]] categorized under Occupations
- [[Marshall County (Miss.)|Marshall County]] categorized under Places
- [[Taxation--Confederate States of America|revenue paid off & discharged the sum]] categorized under Events
- [[Slaveholders|his owner]] categorized under Social Identifiers
- [[Moore, Austin E.|Austin Moore]] categorized under People

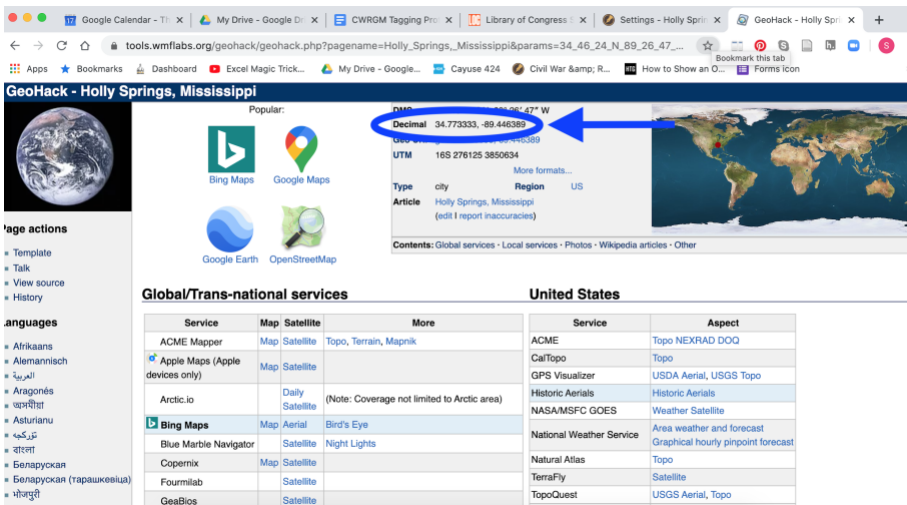
INCLUDING LATITUDE AND LONGITUDE, WHEN KNOWN:

When tagging your transcriptions, there is a chance the author of the document will give the name of a location or that you can deduce this. Sometimes this location is a military fort or encampment, a named plantation, a city, county, or even just a state. It is important to remember that the names of places and geographical boundaries can change over time. In order to facilitate mapping technology with CWRGM, you will need to insert latitude and longitude information for all specifically names locations in the Places category. To insert this information, follow the subsequent steps:

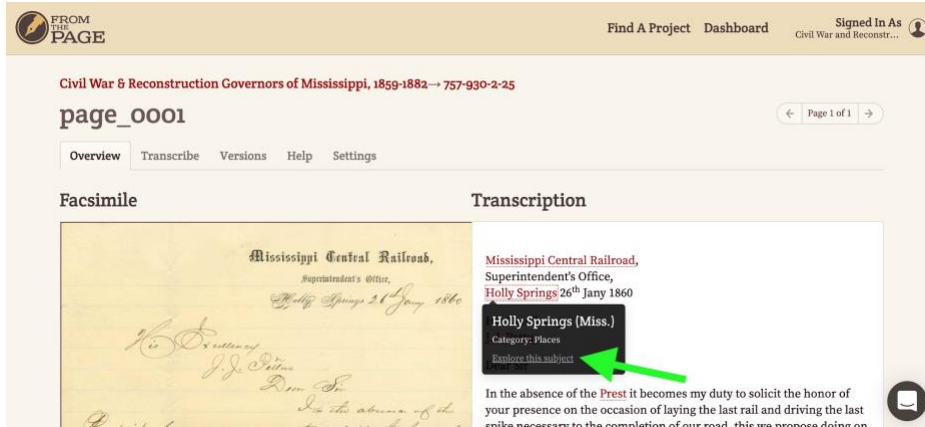
- You only need to enter in latitude and longitude for those subject terms that you personally put into the “Places” category. If when you select “Save Changes” in FromThePage, you are asked to put a term into a category, you will then need to go enter latitude and longitude information for that subject term but only if it was put into the Places category.
- Before finding the latitude and longitude of the location or event in the document, check Wikipedia to see if your location, organization or event has been renamed or relocated. If something about your region has changed and you are unsure of how to locate a proper coordinate, message Susannah Ural or the Senior Assistant CWRGM Editor for advice or assistance.
- Also use Wikipedia to look up the names of forts, camps, plantations, homes, a major entity like a state or permanent military hospital, etc. that are listed in the document. Use the most specific coordinates available; for example, if you cannot find the specific coordinates for the Rienzi Ladies Aid Society, use the coordinates for Rienzi instead. If there is no information available on these places, do not tag a coordinate.
- To locate the proper coordinate for the location in the document go to www.wikipedia.org. In the search box, search for the city or county and include the state. Example: Holly Springs, Mississippi. Remember, multiple states can have the same city and county name. Double check that the Wikipedia page for your county or city is for the correct state.
- At the top right corner of the Wikipedia page, you will see a link that says something similar to Coordinates: 34° 46' 24" N, 89° 26' 47" W . Click the coordinate link indicated by the blue arrow on the image below:



- This will take you to the GeoHack page where you need to locate the “Decimal” coordinate, which is directly underneath the DMS coordinate. See blue oval and arrow on the image below: The first half of the decimal coordinates are the latitude. The longitude comes after the comma.



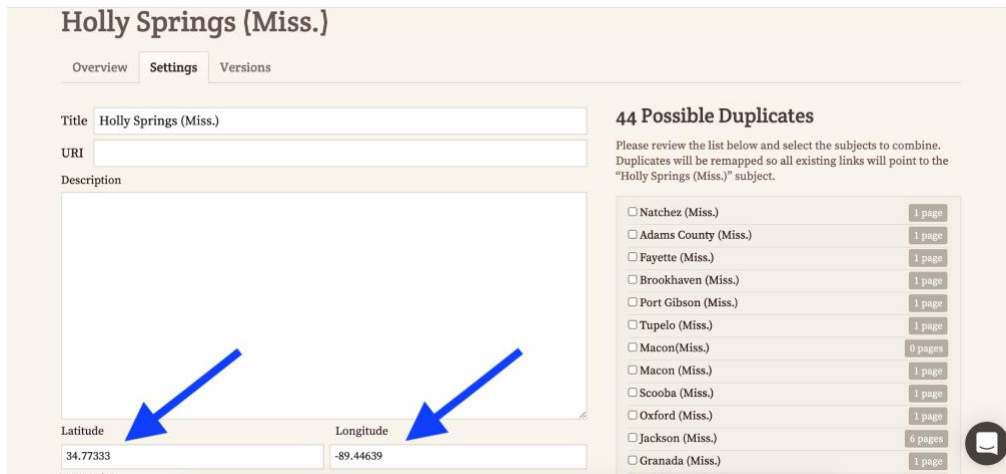
- **Go to your document in FromThePage:** When entering a new category to FromThePage for a new location, go to the document that has the place for which you know you can enter latitude and longitude. Look at the document in the “Overview” tab and click on the linked location (already tagged), such as “Holly Springs” in the document below. In the black pop-up box that appears, click “Explore this subject” indicated by the green arrow in the image below:



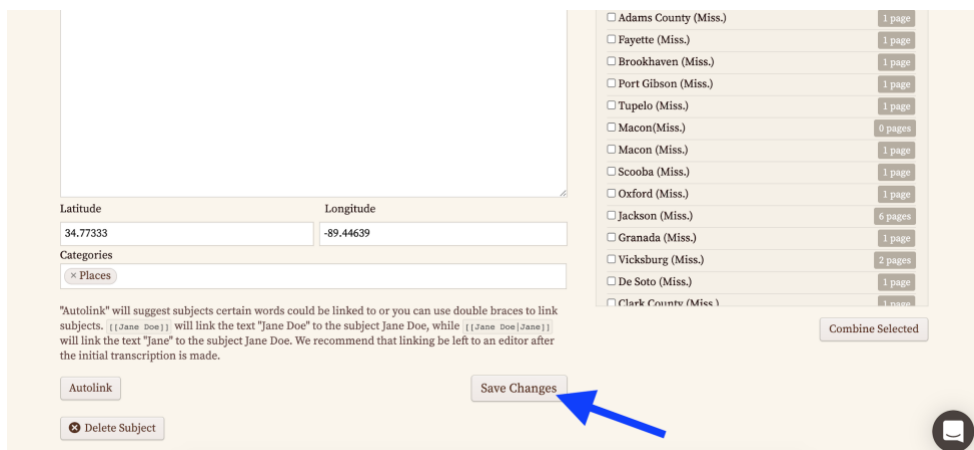
- This opens the exploration page with more details on Holly Springs, (Miss.) and all documents connected to it in CWRGM documents that have completed transcriptions and tags. On this page, click “Edit the description in the settings tab” indicated by the blue arrow in the image below:



- In the Settings tab, enter your decimal coordinates from the Geo Hack page. In the case of Holly Springs (Miss.) this would be: 34.773333, -89.446389 in the blanks indicated by the blue arrows in the image below:
 - For Latitude you would enter: 34.773333
 - For longitude you would enter: -89.446389



- **Be careful** to include **all** digits and symbols when filling out the latitude and longitude in FromThePage. Anything accidentally left out of the coordinates will result in an error and the coordinate will not be logged in the final project and it will not work for any mapping features.
- After copying and pasting the latitude and longitude in for your tag, and double checking to be sure you have it correct, be sure to click “Save Changes” indicated by the blue arrow in the image below:



- Your document’s place subject tag now has latitude and longitude included; you can move on to the next document.