Civil War & Reconstruction Governors of Mississippi Tagging Protocols[1]
Established: June 1, 2020
Revised: July 12, 2022
Review Date: January 1, 2023

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 eight categories:

- People
- Places (noting latitude & longitude when known)
- Organizations and 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.

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

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[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.

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 **<u>no space</u>** on either side of the pipe character:
   a. Incorrect: [[term | term]]
   b. Correct: [[term|term]]
2. There is **<u>no space</u>** next to the double braces:
   a. Incorrect: [[term|term]]
   b. Correct: [[term|term]]
3. Do **<u>not</u>** tag a term into more than one category.
4. Follow the **<u>exact punctuation, capitalization, and spacing</u>** protocols defined here and set forth by the LoC Authorities linked above, but **<u>never</u>** 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 **<u>first</u>** 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: [[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—Read Only" 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 and as a more extensive reference file.

<div align="center">

PEOPLE:

</div>

Mississippi Governors:
- Governor [[Pettus, John Jones, 1813-1867|J. J. Pettus]]
- [[Clark, Charles, 1811-1877|Charles Clark]]
- Gov. [[Sharkey, William Lewis, 1798-1873|William L. Sharkey]]
- [[Humphreys, Benjamin G. (Benjamin Grubb), 1865-1923|Benjamin G. Humphreys]]
- Hon. [[Ames, Adelbert, 1835-1933|Adelbert Ames]]
- [[Alcorn, J. L. (James Lusk), 1816-1894|James L. Alcorn]]
- Honorable [[Powers, Ridgley Ceylon, 1836-1912|Ridgley Powers]]
- [[Stone, John Marshall, 1830-1900|John M. Stone]]

NOTE: 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. eg. The [[Pettus, John Jones, 1813-1867|Governor of Mississippi]] visited the [[Davis, Jefferson, 1808-1889|President of the Confederacy]].

Frequently Recurring Politicians:
- [[Davis, Jefferson, 1808-1889|Jeff Davis]]
- President [[Lincoln, Abraham, 1809-1865|Abraham Lincoln]]
- Pres. [[Johnson, Andrew, 1808-1875|Johnson]]
- [[Grant, Ulysses S. (Ulysses Simpson), 1822-1885|U. S. Grant]]

  NOTE: Do not include titles or honorifics inside the double brackets, because titles change over time.
  - Incorrect: [[Davis, Jefferson, 1808-1889|President Jefferson Davis]]
  - Correct: President [[Davis, Jefferson, 1808-1889|Jefferson Davis]]

Military Leaders:
- BG [[Osterhaus, Peter, 1823-1917|Peter Osterhaus]]
- General [[Forrest, Nathan Bedford, 1821-1877|N. B. Forrest]]
- Private [[Baskins, C. F.|C. F. Baskins]]

  NOTE: Do not include rank inside the double brackets, because ranks change over the course of the war and often disappear from use as people muster out of service.
  - Incorrect: [[Forrest, Nathan Bedford, 1821-1877|General N. B. Forrest]]
  - Correct: General [[Forrest, Nathan Bedford, 1821-1877|N. B. Forrest]]

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

  *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]].

  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.

**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]].

***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]]

****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]]

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.

PLACES:

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

Cities:
- [[Vicksburg (Miss.)|Vicksburg]], Mississippi
- [[Alta (Iowa)|Alta]], [[Iowa|Iowa]]
- [[Washington (D.C.)|D C]]
- [[Nashville (Tenn.)|Nashville]]
- [[Richmond (Va.)|Richmond]]
- [[Atlanta (Ga.)|Atlanta]], [[Georgia|Georgia]]
- [[Holly Springs (Miss.)|Holly Spgs.]]
- [[New York (N.Y.)|New York City]]
- [[Vicksburg (Miss.)|Vicksburg]], [[Warren County (Miss.)|Warren Co.]], Mississippi

Counties:
- [[Madison County (Miss.)|Madison Cty]], Mississippi
- [[Jefferson Davis Parish (La.)|Jeff Davis Parish]], [[Louisiana|La.]]
- [[Buena Vista County (Iowa)|BV County]]
- [[Mobile (Ala.)|Mobile]], [[Mobile County (Ala.)|Mobile Co.]], [[Alabama|Alabama]]

States:
- [[Tennessee|Tenn. State]]

- [[Florida|Fl.]]
- [[Maryland|MD]]
- [[New York (State)|New York]]
NOTE: Do **not** tag the state of Mississippi because it is so common that tagging becomes ineffective.

Geographic Places:
- Mighty [[Mississippi River|Mississippi]]
- [[Missouri River|Mo. Riv.]]
- [[Appalachian Mountains|Appalachians]]
- [[Lake Pontchartrain/Lake Maurepas Estuarine Complex|Pontchartrain]]

Countries:
- [[Great Britain|GB]]
- [[Nicaragua|Nicaragua]]
- [[Canada|Canada]]
- [[Mexico|Mex.]]

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

Military & Political Places:
- [[Military training camps--Camp Shelby (Miss.)|Camp Shelby]]
- [[Forts--Fort Sumter (Charleston, S.C.)|Ft. Sumpter]]
- [[Forts--Fort Massachusetts (Ship Island, Miss.)|Ft. Mass.]]

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 [[Legislators|Senator/s]]
- U.S. [[Legislators|representative/s]]
- [[Farmers|farmer/s]]
- [[Laborers|worker/s]]
- [[Teachers|teacher/s]]
- [[Planter|planter/s]]
- [[Judges|judge/s]]
- [[Distillers|distiller/s]]
- [[Historians|historian/s]]
- [[Housewives|housewife/ves]]

- [[Seamstresses|seamstress/ed]]
- [[Students|student/s]]
- [[Shopkeeper|Mrs. Henry]]*

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

    *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|militia]]
- [[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]]*
- [[Confederate States of America. Army|Mississippi Inf. Reg.]]*
- [[Confederate States of America. Army. Mississippi. Infantry Regiment, 20th|Russells Regiment]]**
- [[Confederate States of America--Military Service (Branch Unspecified)|Confederate Service]]***

*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]]

**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.

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

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]]*

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

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 the Confederate Army and a more specific unit, such as the Pettus Rifles, you only need to tag the Pettus Rifles because as part of the Army, the Pettus Rifles will be nested under the [[Confederate States of America. Army]] tag when transferred to Omeka-S.

NOTE 3: 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.

ORGANIZATIONS AND BUSINESSES:

Political & Government Organizations:
- [[Boards of Police|board of police]]
- Board of Trustees of the [[University of Mississippi|U of Miss]]*
- [[United States. Congress. House|House]]
- [[United States. Congress|Congress]]
- [[Mississippi. Legislature. Senate|State senate]]
- [[Mississippi. Treasury Department|state treasurers]]**
- [[United States. Bureau of Refugees, Freedmen, and Abandoned Lands|Freedmen's Bureau]]
- [[Grand jury|grand jury]]
- [[Jury|jury]]
- [[Jails|jail]]
- [[Mississippi State Hospital|Ms. Lunatic Asylum]]
- [[Mississippi State Penitentiary (Jackson, Miss.)|State pen.]]

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

   **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]].

Ships & Water Vessels:
- [[A. G. Brown (Ship)|A G Brown]]
- [[Conestoga (Steamer)|Conestoga]]
- [[Alabama (Screw sloop)|Alabama]]
- [[Watercraft|boat]]

   NOTE: 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.

Clubs, Political Parties, Associations, etc.:
- [[Ku Klux Klan (19th century)|the three Ks]]
- [[Ladies' Memorial Association (Jackson, Miss.)|Jackson LMA]]
- [[Democratic Party (U.S.)|Dem.]] candidate [[Jones, Jonathan K.|Jno. K. Jones]]
- [[Republican Party (U.S. : 1854-)|republicans]]

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.]]*

- [[Stores, Retail|shop]]
- [[Distilleries|distillery]]
- [[Breweries|brewery]]

*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)]].

Other Organizations, Institutions, and Groups:
- [[Universities and colleges--University of Mississippi|U. of Ms]]
- [[Hospitals|hospital]]
- [[Cemeteries|grave yard]]
- [[Churches|church]]
- [[Finch Kearney Plantation (Miss.)|Finch Kearney Plant.]]*
- [[Churches--First Baptist Church (Aberdeen, Miss.)|Aberdeen First Baptist]]
- [[Jefferson Davis Soldiers Home (Biloxi, Miss.)|Beauvoir Confederate Vets Home]]

*Include the most specific location information when known (state, county, or town), ie: [[James Featherston Plantation (Jackson, Miss.)]]. If the location is unknown, include (Unknown) behind the tag, ie: [[John Moss Plantation (Unknown)]].

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.

SOCIAL IDENTIFIERS:

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

Familial Status:
- [[Widows|widow]]
- [[Smith, Mrs. Henry|Henry Smith's]] [[Widows|widow]]
- Pres. [[Lincoln, Mary Todd, 1818-1882|Lincoln's]] [[Widows|widow/s]]
- [[Orphans|orphan/s]]
- [[Military families|soldier's wife/child/mother/etc.]]
- [[Military families|sailor's wife/child/mother/etc.]]
- [[Military families|soldier's]] [[widows|widow/s]]*
- [[Military families|sailor's]] [[widows|widow/s]]*

*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.

Military Status:
- [[Veterans|veteran/s]]
- [[Military deserters|deserter/s]]
- [[Military deserters|absent]] (this is appropriate if "absent" refers to a soldier/sailor being absent without leave)
- [[Military deserters|absent without leave]]
- [[Military deserters|absentee/s]]
- [[Military stragglers|straggler/s]]
- [[Amputees|amputee/s]]
- [[Prisoners of war|prisoner/s]]*
- [[Draftees|draftee/s]]
- [[Draftees|conscript/s]]

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

NOTE: 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--Quartermaster]], ordnance officers are linked to [[Confederate States of America--Ordnance]], and commissary agents are linked to [[Confederate States of America--Commissary]] under Organizations and Businesses.

Free and Enslaved Status:
- [[Enslaved people|slave/s]]
- [[Enslaved people|negro servant/s]]
- [[Enslaved people|slave women/men/children]]
- [[Historically free and newly freed African Americans|free black/s]]
- [[Historically free and newly freed African Americans|freedman/woman]]

Class/Race/Ability Status:
- [[Impoverished people|indigent/s]]
- [[Impoverished people|destitute]]
- [[People with disabilities|invalid/s]]
- [[Pensioners|pensioner/s]]
- [[Slaveholders|slave owner/s]]
- [[Refugees|refugee/s]]
- [[Plantation owners|plantation owner/s]]
- [[African Americans|black/s]]
- [[African Americans|Negro/es]]
- [[African Americans|mulatto]]*

*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.

NOTE: Do not tag "white" because it is so common and/or typically defaulted/assumed in the documents' language that tagging becomes ineffective.

Ethnic Status:
- [[Irish|Irish]]
- [[German|German]]

Mental Health and Ability Status:
- [[Mental illness|lunatic/s]]
- [[Mental illness|maniac/s]]
- [[Mental illness|insane man/woman/person]]
- [[People with disabilities--Blind|blind]]
- [[People with disabilities--Deaf|deaf]]
- [[People with disabilities--Mute persons|dumb]] (in reference to "deaf, dumb, and blind)
- [[People with disabilities|cripple]]

Crime Related:
- [[Fugitives from justice|fugitive]]*
- [[Prisoners|prisoner/s]]**

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

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

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.

EVENTS:

Military Events:
- [[Military Engagements--Seven Days' Battles, Va., 1862|7 days campaign]]
- [[Military Engagements--Sherman's March to the Sea|Sherman's march]]
- [[Military Engagements--Vicksburg, Siege of, Miss., 1863|Vicksburg Siege]]
- [[Military Engagements--Shiloh, Battle of, Tenn., 1862|battle at Shiloh]]

- Men held [[Military elections|elections]] of officers*

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

Political Events:
- [[Conventions--Mississippi. Convention (1861)|Secession Conv.]]
- [[Lincoln Assassination Conspiracy Trial, Washington, D.C., 1865|Lincoln Assassination]]
- [[Political elections--Election of 1876|election]] to the presidency*
- [[Political elections|election]] as sheriff**
- [[Secession|seceded]]

  *Use [[Election of (insert year)]] if the election year is known <u>and</u> 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.

  **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.

Crime Related Events:
- [[Arrest|arrests]]
- [[Crime--Murder|murdering]]
- [[Crime--Robbery|robbed]]
- [[Crime--Arson|Burned]]
- [[Crime--Rape|rape]]
- [[Pardon|pardoned]]
- [[Trial|tried]]
- [[Convicted|conviction]]

General Events:
- [[Drought|drought/s]]
- [[Festivals|festival]]
- [[Default (Finance)|defaulted]]

Remember: Check all events with the <u>Library of Congress authorities</u> and the <u>LC Name Authority File (LCNAF)</u>. 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]]
- [[Marriage|married]]
- [[Marriage|is marrying]]

- She [[Birth|gave birth]] to a son
- She [[Birth|delivered a baby]]
- [[Divorce|divorced]]
- [[Death|death]]
- [[Death|died]]
- His son is [[Death|dying]]
- [[Wounds and injuries|wounded]]
- [[Wounds and injuries|sprain]]
- [[Disease and illness|consumption]]
- [[Disease and illness|sick]]

NOTE: This is the complete list of tags that belong in this category. Do not add any tags beyond [[Marriage]], [[Divorce]], [[Birth]], [[Death]], [[Wounds and injuries]] and [[Disease and illness]].

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:

[[Widows|widow]] [[Jones, Mary|Mary Jones]] [[Birth|delivered]] a baby last ….

In this case, "[[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, [[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 [[Lawyers|Attorneys]] respectfully shows, that as evidenced by the enclosed receipt of [[McCarroll, Jonathan R.|Jonathan R. McCarroll]] [[Sheriffs|sheriff]] of [[Marshall County (Miss.)|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 proffits 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, untill 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
- [[Lawyers|Attorneys]] categorized under Occupations
- [[McCarroll, Jonathan R.|Jonathan R. McCarroll]] categorized under People
- [[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
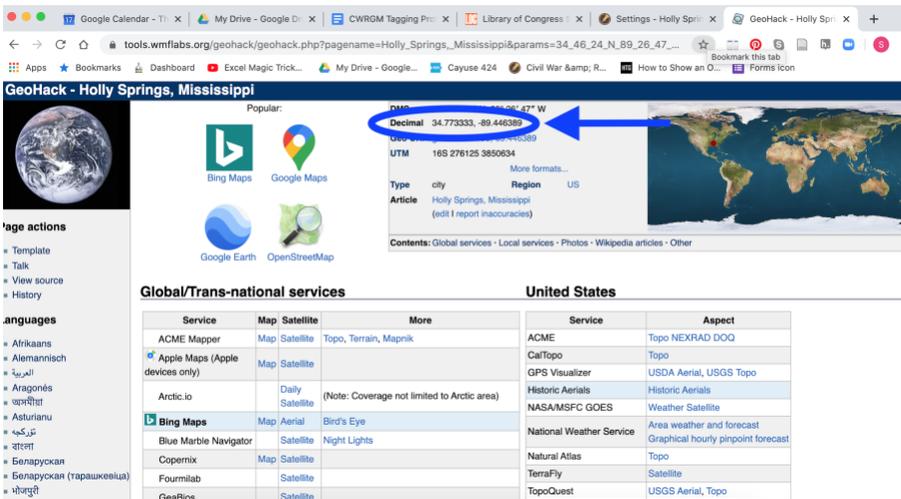- [[Moore, Austin E.|Austin Moore]] categorized under People

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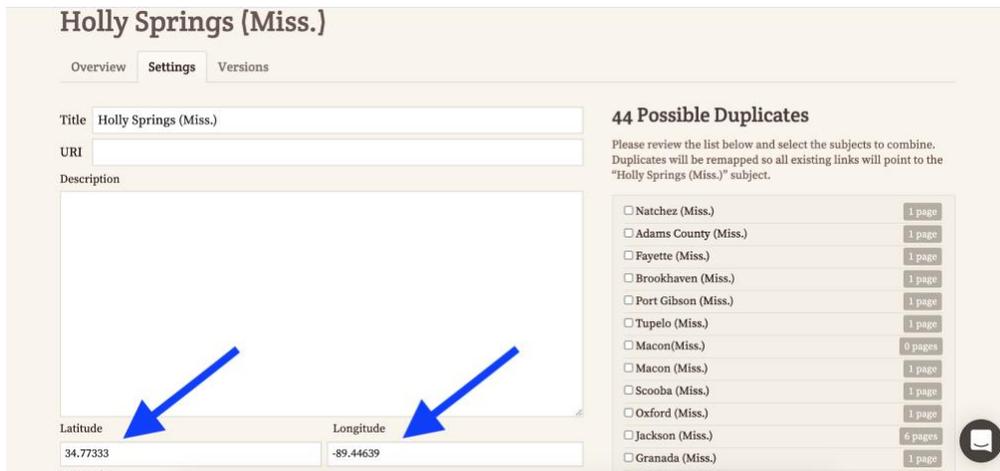
- This will take you to the GeoHack page where you need to locate the "Decimal" coordinate, which is directly underneath the DMS coordinate. See blue oval and arrow on the image below: The first half of the decimal coordinates are the latitude. The longitude comes after the comma.
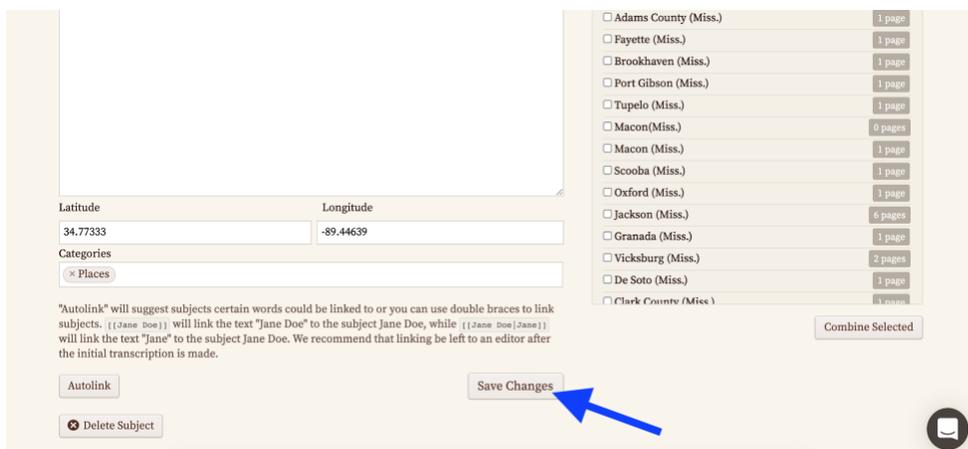

- **Go to your document in FromThePage:** When entering a new category to FromThePage for a new location, go to the document that has the place for which you know you can enter latitude and longitude. Look at the document in the "Overview" tab and click on the linked location (already tagged), such as "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.