

Usage	Comments	Term list controlled?	Repeatable?
ObjectIdentity			
Number	Name of person (surname, first names)	<p>*Mandatory</p> <p>*Surname, first names or Surname, initials (separated by dots with no spaces, e.g. 'G.R.R.')</p> <p>*If there are two people with exactly the same name, distinguish with their dates in brackets afterwards, e.g. 'Adams, William (1869-1942)' and 'Adams, William (?-1890)'</p> <p>*For married women, record under their married name with their maiden name in brackets afterwards, e.g. 'Wilson, Oriana (nee Souper)'</p> <p>*See http://archiveshub.ac.uk/ncarules for further advice</p>	
Administration			
ItemCategory			
Type	"person"		
Progress			
Type	"BIO"		
Keyword	Whether image/record is to be suppressed on the web, e.g. "P" or "R" (termlist) - leave blank if not to be repressed	<p>*P = picture suppressed on the web</p> <p>*R = record suppressed on the web</p>	Yes: "SPRI WebRecordRepression"
Content			
Person			
PersonName	Name of person (surname, first names or surname, initials)	<p>*Must be identical to the name at in 'ObjectIdentity/Number', so copy and paste</p> <p>*Surname, first names or Surname, initials (separated by dots with no spaces, e.g. 'G.R.R.')</p>	Yes: Controlled by the 'ObjectIdentity/Number' - must be the same
PersonTitle	Title by which they were most commonly known, e.g. Mr, Sir, Dr, Professor etc.	*Ok to leave blank	
Rank	Highest military/naval rank achieved (if in the armed forces)	<p>*Specify in brackets, in full, after, e.g. 'Captain (Royal Navy)', 'Lieutenant (Royal Naval Volunteer Reserve)' etc.</p> <p>*Leave blank if not applicable</p> <p>*Can append a 'Note' inside 'Rank' to record the service number if known, e.g. "R.N. Service No. 165788"</p>	
Surname	Surname		
Forename	All forenames - to as much details as known	*Or initials, e.g. 'Greta R.R.'	
Initials	Initials of forenames	*Separated by dots with no spaces, e.g. 'G.R.R.'	
Alias	Any aliases or nicknames	*Leave blank if none known	Yes: Repeat 'Alias' and 'Type' as many times as necessary - there must be a 'Type' for every 'Alias'
Type	Qualify the alias e.g. 'nickname', 'nom de plume' etc.	*Lower case	
Award	Medal awarded and date awarded	<p>*Leave blank if none known</p> <p>*Free text field but try to be consistent in the way information is entered</p> <p>*Year of award to appear in brackets after name of medal, e.g. 'George Cross (1915)', 'Founder's Medal of the Royal Geographical Society (1922)'</p> <p>*Medal types in the following order top to bottom: Polar Medal, RGS medals, military medals (rank order, highest first), OBE/CBE/MBE/KBE</p> <p>*OBE/CBE/MBE/KBE should be written in full, e.g. 'Order of the British Empire', 'Commander of the British Empire'</p> <p>*When referring to a Polar Medal, specify in brackets whether it is (silver) or (bronze) - use lower case, e.g. 'Polar Medal (silver)' and fill in further details in 'Note' (see below)</p>	Yes: Repeat 'Award' and 'Note' for each medal/award - there must always be a 'Note' for every 'Award'
Note	Further details relating to award	<p>*Leave blank if no information to add</p> <p>*For the Polar Medal, give details of the bars and the announcement, e.g. 'Antarctic 1910-13, London Gazette 25.7.1913'</p> <p>*if more than one bar awarded, repeat the 'Note' field for each bar, with the most recent at the top.</p>	
Dates	Lifespan (years only), e.g. 1858-1934, 1944-	<p>*Date in format YYYY-YYYY</p> <p>*If dates not known, insert 'unknown-unknown'</p> <p>*If one date unknown, use 'unknown', e.g. 'unknown-YYYY'</p> <p>*If still alive, use 'YYYY-'</p>	
Birth			

Date	Date of birth (to as much detail as known)	*Date must be in order D.M.YYYY with no leading zeroes *To as much detail as known, e.g. 1985 or 9.1985 or 8.9.1985		
Place				
PlaceName	Place of birth (to as much detail as known)	*Free text field *To as much detail as known and include the country where possible, e.g. Stroud, Gloucestershire, UK		
Death				
Date	Date of death (to as much detail as known)	*Date must be in order D.M.YYYY with no leading zeroes *To as much detail as known, e.g. 1985 or 9.1985 or 8.9.1985		
Place				
PlaceName	Place of death (to as much detail as known)	*Free text field *To as much detail as known and include the country where possible, e.g. Stroud, Gloucestershire, UK		
SummaryText	Overarching biography of person with a focus on their polar life	*A biographical description of the person's life - e.g. the text used for the Archvies Hub entry, perhaps supplemented with other information such as those from Poulson & Myers' 'Medallic Record' book *Biographical information to include details of birth, death, polar expeditions and other polar activities. Give brief summaries of non-polar life. Focus on work life rather than personal life *When referring to expeditions, use the format 'Official name YYYY-YY (Ship)' e.g. 'British Graham Land Expedition 1934-37 (Penola)' instead of 'British Graham Land Expedition, 1934 - 1937'		
Gender	"male" or "female"			
Culture	e.g. English, Welsh, Norwegian			Yes: Repeat as necessary
Nationality	e.g. British, Norwegian			Yes: Repeat as necessary (e.g. dual nationality/nationality changed due to politics etc.)
WebSite	If person has a website, put it here (probably modern people only)			Yes: Repeat as necessary
Note				

Association				*Yes: Repeat whole 'Association' Group for every expedition an individual took part in *The expeditions should be in reverse date order, with the most recent at the top
Event				
EventType	"Arctic expedition" or "Antarctic expedition"	*Repeat if necessary (i.e. Transglobe expedition is Arctic and Antarctic) *Focus on polar events/associations - expeditions, involvement in SPRI, Antarctic Treaty		Yes: If an expedition is both Arctic and Antarctic
EventName	Expedition name in standard format (matches term list)	*In format 'Official name YYYY-YY (Ship)', e.g. 'British National Antarctic Expedition 1901-04 (Discovery)'	Yes: "expedition-names". Termlist also draws from Biographies data file for expeditions (if adding an expedition which isn't already in the termlist, you will need to remember to create a record in the Biographies data file for the expedition at some point).	
EventIdentity	Expedition name in standard format (matches term list)	*Copy from above *This field will ultimately hyperlink to the Biographical record for the expedition		
Date				
DateBegin	Expedition start date (year only)	*Expedition start date from expedition name, in format YYYY		
DateEnd	Expedition start date (year only)	*Expedition end date from expedition name, in format YYYY		
Person				Yes: Probably only in case where the expedition has two leaders
PersonName	Name of expedition leader in format (Surname, first names)	*Surname, first names or Surname, initials (dots and no spaces)	Yes: Termlist draws from Biographies data file (if adding a person who isn't already in the termlist, you will need to remember to create a record in the Biographies data file for them at some point).	
PersonIdentity	Name of expedition leader in format (Surname, first names)	*Copy from above *This field will ultimately hyperlink to the Biographical record for the person		

Role	E.g. 'expedition leader' or equivalent	*lower case *'expedition leader' or equivalent, e.g. 'captain', 'commander' etc.		
Organisation				
OrganisationName	[?]	*Standard name of organisation *Include full stops in 'Ltd.', 'Co.' etc.	Yes: Termlist draws from Biographies data file (if adding an organisation who isn't already in the termlist, you will need to remember to create a record in the Biographies data file for the organisation at some point).	
OrganisationIdentity	[?]	*Copy from above *This field will ultimately hyperlink to the Biographical record for the organisation		
Group				Yes: Repeat the 'Group' block for as many groups as an individual was involved in on that expedition for which you feel it is worth going into detail about (this is mainly relevant to the key expeditions of Scott, Shackleton etc. and not worth worrying about in most cases)
GroupName	Name of party/group the individual was part of during the expedition	*E.g. ship party, shore party, name of ship if the expedition had two ships *If there is no party or group sub-division, insert 'expedition'		
Dates	Dates of involvement in that group (to as much detail as known)	*If years only, YYYY-YYYY *Otherwise to as much detail as known		
Role	Role in that group/on the expedition, e.g. expedition leader, biologist, geologist, chaplain	*If someone has multiple roles, put all in one line, e.g. 'expedition leader and geologist'		
Person				Yes: Repeat the 'Person' block with 'PersonName' and 'PersonIdentity' for each other person involved in the group (this is mainly relevant to the key expeditions of Scott, Shackleton etc. and not worth worrying about in most cases)
PersonName	Names of other people in that group (e.g. The other members of the Western party)	*Surname, First names or Surname, Initials *Only do this if it's a small sub-group of the expedition - otherwise leave blank	Yes: Termlist draws from Biographies data file (if adding a person who isn't already in the termlist, you will need to remember to create a record in the Biographies data file for them at some point).	
PersonIdentity	Names of other people in that Group (e.g. The other members of the Western party)	*Copy from above *This field will ultimately hyperlink to the Biographical record for the person		
SummaryText	Used for a summary of the activity of the group but usually left blank	*Free text field - usually left blank		
Place				
PlaceName	Place of expedition	*To as much detail as known *Free text field		
Note				

Association				Yes: Repeat whole 'Association' group for each place/geographical feature named for the individual
Place				
PlaceName	Name of place/geographical feature named for the individual, e.g. Bertram Glacier	*This 'Association' group relates to places named after an individual *Sources of reference include the US Geological Survey website of Antarctic place names		
Altitude	Altitude in metres, e.g. 1000m	*Leave blank if no altitude available *In metres, e.g. 400m (no space between value and unit)		
Coordinates	Degrees, minutes, seconds	*Latitude and longitude in the format degrees and minutes (69°30' S 62°25' W) or degrees, minutes and seconds (e.g. 70° 50' 00" S 67°28' 00" W)		
System	"lat / long"			
SummaryText	Information about the geographic feature	*Details of the geographical feature, e.g. what it is, where it is; who, when and why named etc. - in some places this can just be copied from the US Geological Survey website		

References				*Yes: Repeat the 'Reference' group for each reference
Type	Type of reference, e.g. biography, autobiography, reference book, academic journal, obituary, SPRI archives, informal conversation,	*lower case *free text field		
Reference	Full reference in Harvard citation format	*Can use www.citethisforme.com to get the correct format		
ReferenceNumber	ISBN number	*if known - otherwise leave blank		
Type	"ISBN"			
ReferenceNumber	SPRI Library UDC code	*if copy held in SPRI Library		
Type	"UDC"			
Link	weblink			

SummaryText	Summary text used to explain reference if an informal conversation, item from the archives, the text from a speech given at a funeral etc.	*free text field		
Note				
RelatedObject	Used for recording items related to an individual (primarily for those in external collections rather than at SPRI)	*NB. Modes does not automatically do reciprocal relations - putting a link to an Object record in the Biographical record will not automatically put a link to the Biographical record in the Object record *Do not record every object in Modes related to an individual - use this more for items in external collections rather than at SPRI		Yes: Repeat 'RelatedObject' Group for each related object
ObjectIdentity	Object ID/Number		Ideally, these should match the Reference Number in the Object file, Archive file or PictureLibrary file	
Type	"object", "phograph", "archive", "external collection" (termlist)		Yes: "SPRI RelatedObjectType"	
Location	"PolarMuseum", "SPRI Picture Library parent file", "SPRI Archives" (termlist)		Yes: "SPRI RelatedObjectLocation"	
Institution	For item in external collection give the name of the institution in which it is held	*Only to be completed if the object is in an external collection		
Note	Details of the relationship between the object and the person			
Reproduction		*A single reference image that can be used on the website to represent the individual		Yes: Repeat whole 'Reproduction' Group
Filename	Full file path			
ReproductionNumber (photograph number)			"photograph number" as an attribute for 'element type' (might need adding to existing records)	
Number	Full file path			
Note	"JPEG file"			
Note				
RecordProgress				Yes: Repeat whole 'RecordProgress' Group
Authority	Name or recorder (surname, first name)	Surname, first names		
Date	Date of change			
Note	Explanation of change			
Type		*Not in template but can insert 'Type' after 'Note' with 'BRP' to show that the record has been checked/is completed and ready for the web		
Recorder				
PersonName	Name of person creating record	Surname, first names		
Date	Date record created			
Note	Can be used to explain, e.g. 'Information taken from the A-Z biographies originally written by Naomi Boneham and Rebecca Stancombe, and from additional research done on the Nimrod crew for the Endurance centenary.'			
Notes	For recording any miscellaneous notes	Insert 'Note' field inside for each note		Yes: Repeat the inserted 'Note' field