Wiki-editing guide for *Lost Plays Database* contributors

Before you start...

Familiarise yourself with the *Lost Plays Database* and in particular the format of its entries. Bear these principles in mind:

> • The *Lost Plays Database* (*LPD*) operates on the understanding that titles and references to plays in documentary sources are evidence of discrete lost texts unless compelling corroborating evidence confirms identification with an extant text.
>
> • The *LPD* entries are organized according to a pre-designed template. Variations on sub-categories are permissible, even often desirable, but we ask that the template headings themselves be employed without alteration.
>
> • The integrity of the categories in the template is crucial. "Historical Records" and "Theatrical Provenance" are for documentary evidence, not scholars' opinions however venerable the scholar and the opinion. The contributor's judgment comes increasingly into play as the categories move from a transcribing of documents to the tracking of critical opinion to guesswork; the final category of "For What It's Worth" is the catch-all for tangential commentary.

Creating a new entry (brief instructions)

1. When you browse the lists on the contents pages (Play Titles, Years, Dramatists, Auspices) and see the title of a play in red, the red indicates that an entry does not yet exist for this particular title. **NB. If you click on the red play title, the software will encourage you to start creating an entry from scratch. Avoid doing this!**

2. Instead, look at the top right of the screen and you'll see a "create with template" tab (button). Click this and it will help you generate the basic outline of an LPD entry.

3. Enter the title of the play for which you are about to prepare an entry. **Copy the red title from the contents page.** The title should place definite and indefinite articles **at the end**, not the beginning, so as to facilitate alphabetical sorting (e.g. "New World's Tragedy, The"). Check how the play is listed in the contents pages if unsure (i.e. under Play Titles, Years, Dramatists, or Auspices).

4. A template will have been generated for you now. **Replace** the sample text (which has been entered in angular brackets) with your own information.

5. To ensure the lost play you are writing about appears on the contents pages for the relevant auspices, you must add Category tags.

    e.g. If it's an Admiral's Men play at the Rose, you would add the following:

    [[category:Admiral's]] [[category:Rose]]

    (Look at the Auspices contents pages to find the appropriate names).

6. Make sure you **save your changes** before navigating away from the page you are editing!

Formatting

For formatting, note that there are two options: the ordinary tool bar and the Advanced options, which can be accessed by clicking the triangle next to the word "Advanced":
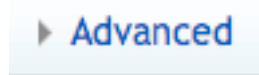
▶ Advanced

1. The ordinary toolbar enables you to use bold, italics, etc. (or see below for coding).

2. If you choose the Advanced options, you will also have access to superscript and other features.

This Wikipedia page may also be of assistance: http://en.wikipedia.org/wiki/Wikipedia:WikiProject_User_Page_Help/Do-It-Yourself/Formatting_Text#Text_formatting

Useful coding tags

Simple formatting

Italic
Use two single quotation marks before and after the text you want to be in italics, e.g.: "your text" will produce *your text*

Bold
Use three single quotation marks before and after the text you want to be bold, e.g. '''your text ''' will produce **your text**

Superscript
Use ^{your text}, e.g. "w<sup>ch</cup>" will produce w^{ch}

Underline
Use <u> your text </u>, e.g. "<u>your text</u>" will produce your text

More formatting

Tabs

To introduce a single tab, use a single colon.
To tab additional spaces, add additional colons.

Line Breaks

Line breaks can be formatted by using <br> where a break is desired. Sometimes two breaks will be needed to create the desired space between lines/paragraphs in the entry. (Use two or three line breaks to finish out each section of the entry)

Indented quotations (blockquote)

Indented quotations can be formatted by using <blockquote> before the text and </blockquote> after the text.

Example:
See the entry for "Isle of Dogs"
(http://www.lostplays.org/index.php/Isle_of_Dogs,_The#Remembrancia)

Hanging indents for Works Cited

Hanging indents/paragraphs (useful for Works Cited where a long entry runs onto a second line, which you'll want indented to offset it from the next entry) can be formatted by using the following code around your works cited text:

<div style="padding-left: 2em; text-indent: -2em"> your works cited text </div>

Example:
See the Works Cited for "Isle of Dogs"
(http://www.lostplays.org/index.php/Isle_of_Dogs,_The#Works_Cited)

Bullet points

Bullet points are slightly tricky, so the easiest thing to do is to copy the coding from an entry that already uses them.

Example:
See the Sources section of the "Henry Richmond, Part 2" entry:
(http://www.lostplays.org/index.php/Henry_Richmond,_Part_2#Possible_Narrative_and_Dramatic_Sources_or_Analogues)

Formatting Henslowe

An easy way to enter information from Henslowe is to first enter your data in Excel. If the Henslowe information consists of **date**, **play title**, and **takings**, you will need **three** columns (one for each). If the data includes an additional piece of information like the enigmatic "ne" marker, this will necessitate an additional column. So that they don't run too close together, leave a column blank between each of these.

Example: "Longshanks"

This is an excerpt from the "Longshanks" entry:

To imitate the heading in the "Longshanks" entry, use the following model:

'''F. 12^v ([URL for Greg page insterted here Greg, I.24])'''

To create a table that looks like the "Longshanks" table of data, you can first enter the data in Excel:

- Use the excel-to-wiki converter found at http://excel2wiki.net/
- Untick the box that says 'format header' (you don't want to format header).
- Copy your data from excel into the big empty box and hit 'submit query'.
- Copy the output generated, and paste it into your wiki entry.

You may then need to add some simple coding to ensure italics, superscript, etc. is present where it needs to be, using the basic coding above.

Guidelines

Long sections / subheadings

Long sections should be divided into subsections.

The basic subheadings of an entry (as generated by the template) are formatted with **two equals signs** on either side of the title, e.g.
==Historical Records==

To create a subheading within this section, use the next level down on the heading scale, e.g. **three equals signs**:
===Stationers' Records===

Example:

If a section contains a wealth of information (e.g. Henslowe proves particularly rich for a given play, or it is possible to include a synopsis of a conjectured source), divide the section into subsections.

With the example of Henslowe, divide **Historical Records** into

> Performance Records (*Henslowe's Diary*)
> Payments to Playwrights (*Henslowe's Diary*)
> Payments for Properties (*Henslowe's Diary*)
> Payments, Miscellaneous (*Henslowe's Diary*)
> *Henslowe Papers*

See the "Fortunatus, Part 1" entry as an example:
http://www.lostplays.org/index.php/Fortunatus,_Part_1

Alternatively, see the "Long Meg" entry, which includes "*Henslowe's Diary*" and "Stationers' Records" as subheadings under "Historical Records":
http://www.lostplays.org/index.php/Long_Meg_of_Westminster

Redirecting plays known by variant titles

Some plays are known by multiple titles or variants.

The best practice is to create 'redirect' pages of the variant names which redirect the user to the entry you've created.

Start a new page with the alternative name. Insert the following code at the very first text position of the Edit window for the page:

#REDIRECT [[pagename]]

(where pagename is the name of your main entry)

Example:

"The Late Murder in Whitechapel, or Keep the Widow Waking" is a good example of a play known by alternative titles. This full title is used for the play's entry in the LPD. If you expect people to look for the simpler title, "Keep the Widow Waking", do the following: create a new entry for "Keep the Widow Waking". The only text it should contain is:
#REDIRECT [[The Late Murder in Whitechapel, or Keep the Widow Waking]]

Repeat as necessary for any other known titles (e.g. "The Late Murder in Whitechapel", and even simply "Late Murder in Whitechapel" without the initial "The").

Cross-referencing other lost plays in the database

If you mention another lost play, it is helpful to link to its entry. To do this, enclose the other play's page title in double square brackets, e.g.

[[New World's Tragedy]]

If the entry for that play has a name which differs slightly from the title you wish to write (perhaps you are using a common title or an abbreviated title, but the play's entry uses a longer version?), you can do the following:

[[Conquest of the West Indies|The Conquest of the West Indies]]

In this example, the play's entry is simply 'Conquest of the West Indies', but you want to include the definite article at the beginning of the title. Including the pipe | followed by the text as you want it to appear will conceal the entry's title and only display the title you nominate.

Links to sections in the same entry

If you want to link to another section (e.g. For What It's Worth) in the same entry, use:

[[#For What It's Worth|For What It's Worth]]

The wiki-coding doesn't distinguish between sections and subsections when it comes to linking to an anchor. Linking to a subsection (e.g. "Controversy" as a subsection of "Critical Commentary") would simply target the subsection's name:

[[#Controversy|Controversy]]

External links

Use single square brackets for external links, for example to digital copies of a text such as *Henslowe Papers*:

[http://www.archive.org/stream/henslowepapersbe00hensuoft#page/n7/mode/2up]

To have a name appear instead of the URL, type the URL followed by a space and the name you want to appear:

[http://www.archive.org/stream/henslowepapersbe00hensuoft#page/n7/mode/2up ''Henslowe Papers'']

Category tags

A category tag links an entry to a keyword list. Here's a category tag for the Rose playhouse:

[[category:Rose]]

The category "Rose" will appear at the bottom of the entry. Clicking that tag will take you to a list of other plays which have been tagged with the same category.

For example, here's a category page for Biblical plays:
http://www.lostplays.org/index.php/Category:Biblical_plays

You can browse a full list of these categories / keywords here:
http://www.lostplays.org/index.php/Special:Categories

Images

Size

Pictures shouldn't dominate an LPD entry; in general they are used as supporting information. Exercise your best judgment in terms of how large you make your picture/scan/screenshot before you upload it --- you don't want it to be distracting.

Uploading images

Make sure the image on your computer has the same filename as the name you want to use for the upload.

To upload a new image, go to the left sidebar menu.

Under "Toolbox", choose "Upload file".

Press the "Choose File" button and locate the image on your computer. Confirm your choice by clicking "Open".

Fill in the remaining text boxes and press the "Upload file" button at the bottom of the page.

Your image will now be uploaded. Click on the image, even if it appears broken. This will take you to the full size image you just uploaded. **Take a moment to note the URL of this page. You will need this information when you insert the image in your entry.**

Thumbnails

Our current wiki software has a glitch and won't generate thumbnails automatically (we hope this will be fixed in the next upgrade). For the moment, thumbnails need to be created manually and uploaded as an independent image file. So after you upload the full size image (see above), repeat that process with a smaller version that you have reduced in size prior to uploading. Most image-manipulation software includes an option for shrinking images / reducing their size.

Formatting Images

Adding an image:
To insert a pre-uploaded image into a specific entry, use the following code:

[[Image:Image.jpg]]

Positioning an image:
You can position your image by inserting "left" "center" or "right" where the word "position" appears in the following code:

[[Image:Image.jpg|position]]

Captioning an image:
If you want to add a caption, the image should be framed, which means altering the code as follows:

[[Image:Image.jpg|frame|caption]]

Finally, to alter the position of the framed image, insert a position specification (between the instructions for 'frame' and 'caption') as follows:

[[Image:Image.jpg|frame type|position|caption]]

For a more complex posting of images, see the "Eusebius, Timotheus, Theophilus" entry or contact David McInnis.

Need help?
Any questions? Email David McInnis: mcinnisd@unimelb.edu.au