

Our Stories: The Canadian Archive

How to Submit a Story - Individual

Introduction:

Our Stories: The Canadian Archive has been designed to collect stories from people who have information that they think will be of interest to all Canadians. You can create a complete story or just enter the facts in point form. Be sure to focus on the key thing that makes the person significant.

Your submissions should be stories about Canadians who are not well known, except perhaps locally, and who you feel deserve greater recognition. We are looking for stories about extraordinary people or deeds, stories that portray great accomplishments or stories that have some sort of historical relevance. (Interesting people in interesting times.)

All stories will be read. We will publish those that meet our standards in terms of interest and appropriate content. We may edit your stories or ask you to.

To Start: Create an Account

To get started, you must first create your own account. This account registers you on our system and allows you to submit your material through an easy-to-use interface.

Click **Create Your Account** under the **Submit a Story** heading on the left-hand side of the screen. Follow the on screen instructions. The **Username** is used to identify your account and therefore must be unique. It can be anything, your own name, a favourite pet etc., as long as you remember it. Only one person can use the alias so if someone else has already used the one you want you will have to create a different one. Once you have entered the necessary information click **Submit**. You can then **Login** using your newly created username and password. Once you have submitted the registration form, an email will be sent to your email account with the verification code you need to activate the account. Login and submit the verification code. You will not be asked for it again.

Your First Story

Log into your account if you have not already done so. Once logged in, click on the **Create New Story** link in the grey bar at the top of the work area. A window will pop up called **Details of person being written about...**

Please enter the requested information. The **Title** will appear on the story page as the Title. **Brief Description of the Story** will appear when people search for stories. It can be the same as the title or different as long as you feel it clearly indicates what the story is about. Eg. Canada's Greatest Comic could work for both a story title and a description; a story entitled "Muskoka's Unsung Hero" would be better described as "WW II War Hero saves British fleet in Ceylon".

Are you the Author?

You can submit material such as newspaper articles or previously published magazine articles etc. but you must get permission for us to republish the material. Please obtain permission in writing and mail it to us as soon as you can. In the meantime, enter the information about the author, publisher and Date of Publication on this form.

Consent Form

If you are writing about a living person you must mail us written consent from them or from the person who has their Power of Attorney.

The Story

This is where you can enter the body of your story. If you are not ready just put a couple of "x"s in the box and you will be able to skip it. You will be given a chance add to the story and to edit it later.

Significant Decade

At this point you will be able to choose only one decade of importance. i.e. If he/she is a WW II war hero you would choose the 1940's. If he or she found a lifesaving cure in the 1950's you would choose that decade. You will be able to add other decades later.

Close Window and Refresh Profile

This will add the information that you have just submitted to your account and will return you to the main page of your account.

Main Page of Your Account

Now you can become acquainted with your account's interface. It is important that you are comfortable with the way things look and feel before proceeding any further.

You have already used the **Create New Story** feature. Next to it is a drop-down list called **Your Stories**. This list contains the names of all of the persons about whom you have written to date. Right now, you have only just submitted your first story; therefore, there should only be one name listed. In the future, however, if you submit more stories you can use this drop-down list to navigate through your stories. Finally there is **Edit Account Information**. By clicking here you can change your personal information.

In the grey area on the right you will see a number of links that will allow you to add more to your story and edit what you have already submitted. Until you submit the story to us you can change anything you want.

At the bottom of the list of actions you will see the status of the story – whether you have submitted the required documents, etc.

Add/Edit Portrait of Subject:

You can upload a picture of the person portrayed in your story. This picture will be positioned predominantly on the page containing your story and will be the first thing the average viewer will see. Accepted formats are jpeg, gif, and png. If it is required, your image will automatically be resized to the appropriate dimensions once it is submitted, so do not let that limit you. This is an optional feature; none of your stories require a portrait. (Also it doesn't have to be a portrait.)

Add / Manage Media:

This is an optional feature. In this area you can add audio, video, pictures and documents to your story. Ideally this material will be your own.

NOTE:

If you are copying someone else's material (i.e. pictures in a book, music from the web etc.) you must obtain permission for us to use it.

A detailed overview of media specifications and standards can be found in Appendix 1: **Media Specs and Standards document**.

Significant Decades:

You have already indicated the most important decade for your story. This feature allows you to add more significant decades for your subject and to edit existing decades.

Preview Story:

This feature allows you to see what your story will look like once it has been approved and published for public viewing.

Edit Story:

This feature allows you to edit the details of your story (i.e. first name, last name, theme of story, etc.) as well as to edit the body of the story.

Edit Consent Info

This will allow you to make changes to the consent forms that you initially filled in when creating your story.

Consent Documents

Living persons and owners of material that you have copied must give us consent to publish your material.

Consent documents can be in the form of a letter or, in the case of larger institutions, a form. All documents should be dated and clearly state who is giving permission. They should state precisely what material we can publish and also state any conditions we must agree to.

Make sure the letter of permission states that Operation Dialogue (not you), has permission to publish the material on the Operation Dialogue website and includes the wording they wish us to use to recognize the source.

Submit for Approval:

When your story is completely finished and ready for submission, just click this link and confirm that you wish to submit your story for approval. Note that once your story is submitted for approval, you will no longer be able to modify it. Your story may be sent back to you by our editorial board if it does not meet our requirements, with suggestions on how to remedy the situation before resubmitting. Your story will not appear publicly on our website until it has been approved for publication and until we have received any

consents from publishers, owners of pictures or living persons or accepted your reason for not sending one.

We hope you take great pleasure and pride in this project.

Appendix 1: Media Specifications and Standards

General Requirements:

Audio:

- Accepted audio formats: mp3 or wma.
- Each audio file must not exceed 5 mb in size.

Documents:

- Accepted document formats: pdf or txt for textual documents and jpeg, gif or png for scanned documents.
- Each document must not exceed 500 kb in size.
- For scanned documents, image files must not exceed 700 pixels in width and 500 pixels in height.

Pictures:

- Accepted picture formats: jpeg, gif or png.
- Each picture file must not exceed 500 kb in size, 700 pixels in width and 500 pixels in height.

Video:

- Accepted video formats: mpeg, Quicktime or Windows Media.
- Each video file must not exceed 10 mb in size.

