FOLKLORE ARCHIVE SUBMISSION FLOW CHART

1. FOLKLORE TEMPLATE
   - "Use the "Template for Individual Collection Items" when interviewing people.
   - Use the "Templates for Digital Folklore Items" when you are documenting digital content such as mems, threads, etc.

2. CONSENT FORMS
   - Every contributor must fill out a consent form
   - Anonymous Contributor? Indicate and sign with Pseudonym
   - Are you the only contributor? Fill out a consent form and submit

3. FORMAT FILES
   - Example:
     *Grandmasquilts_winter20
     20_blythe_audio
     *Grandmasquilts_winter20
     20_blythe_movingpicture
     *Grandmasquilts_winter20
     20_blythe_text
   - Multiple of a single filetype:
     *Grandmasquilts_winter20
     20_blythe_audio1
     *Grandmasquilts_winter20
     20_blythe_audio2

4. FORMAT PROJECT
   - Title Page: center title of project on page; lower right-hand corner put name, class semester or term, year, teacher
   - Table of Contents
   - Six to eight pages of analysis
   - Works cited page
   - Autobiography: briefly include basic facts about your life but devote most of one page explaining your relationship to the project, informants, why you are interested in the subject and your interest in folklore generally.
   - Items: twelve to fifteen items following the format you used in individual collections

5. SUBMIT TO ARCHIVE
   - Find your course "Project" submission portal at https://lib.byu.edu/collections/wilson-folklore-archive/forms/