Guidelines for Acta scanning

Dear Fautores, dear colleagues,

This is a call for help to everyone of you who will be willing to contribute to our project of **putting the old RCRF Acta online**. It can only be achieved if many of you will contribute to it!
We need only the numbers 1-38. The later numbers we will receive from our editor Susanne Biegert.

We would like to make accessible <u>all</u> old volumes on our web page
http://www.fautores.org/pages/contents_acta_1-44.htm, to be reached via the general page
http://www.fautores.org/pages/all_acta.htm. Every article listed there will be linked to the respective pdf. Our Council will decide at the latest at our next congress at Cluj-Napoca whether the access will be free only to RCRF members or there will be an open access for everybody.

As soon as you **respond** positively to me at webmaster@fautores.org and indicate to <u>which volume(s)</u> you have access and how many (max.) you are willing to scan, I shall insert these data in a general list (MS Word file).

At the same time I shall invite you per mail from **<u>Dropbox</u>** to establish an access to our team-folder with Dropbox. In case you haven't yet installed the programm with your own private account at dropbox.com, you'll have to do so (with your personal password). Through the link I shall send you in an "Invitation", you then will have access to my team-folder.

The procedure of scanning should be as follows:

It **<u>should be scanned</u>** for each Acta volume:

- Each article (including all charts, pictures, tables etc.) as a separate pdf-file.

- In a separate file we would like to combine the front pages, the table of content, the preface of the editor and all additional lists, photos etc. <u>which are not part</u> of any article of the volume and to put that pdf in front of each volume.

- The **<u>resolution</u>** of the scans should be 300 dpi.

- The files of the scanned articles should be **labeled** as: Acta[no.]xx_[pages]xx-xx_[author]
  (e.g.: Acta44_363-372_Hissnauer-Reutti).

- For each article we wish to add in the contents list at the page of our website some supplementary **keywords** (not more than 5), so people will find by Google easier the article. you can choose the keywords, but should not be used already in the title of the article. An orientation for keywords could (but must not) be also the 'categories' of our Blog.

At least please copy for each volume the **contents list** of the articles and <u>add after each article the keywords</u>. E.g.
F. REUTTI/ R. SCHULZ, Brennöfen für Terra Sigillata in Rheinzabern. Befunde und Rekonstruktion, 567–587
  Keywords: Roman, Kiln, Four a tubulures, Graufesenque, Heiligenberg.

- At the end: **Upload** of all your pdf-files of an Acta volume incl. the contents list with keywords with Dropbox into the team-folder "RCRF Acta Collection" --> folder "Acta Scans" --> folder "Acta no. xx"

- As soon as you'll have uploaded all articles of a single volume, please **inform me** (webmaster@fautores.org) so that I can update the general progress list (RCRF-Acta_Collection_Scan Progress_Overview.doc) which will be accessible there in the Dropbox folder to all members of our team to follow the progress of our project.

Sincere thanks to you all, also in the name of all researchers in the future !

Fridolin Reutti, your WebmasterFautores