

## Recording Image Data for Student Contributions to the REALIA Project

Updated 12/08/05

The REALIA Project's goal is to be the primary site for recording and sharing images that can be used in teaching modern languages and culture. Your contributions, both images and descriptions will enrich a permanent resource for use around the world. Since this project is an academic, peer-reviewed site we ask that you collaborate with a faculty member in making your contributions.

The listing below described various types of information that are required for each image. Page 2-4 of this document may be used to record information as you make your photographs. If you're inputting on a computer use in Unicode (UTF-8) non-roman vernacular fonts; for roman character input use Windows-1252 encoding.

**Title (required):** Supply a brief descriptive title in English; use uppercase for initial word and no period at the end. Example: Ice cream seller

**Vernacular title (required):** Translate the title. Again, use uppercase for initial word and no period at the end

**Description (required):** When describing your images, think of the following: *What* you are describing? *Who* is in the image? *Where* and *when* does it take place? Be as specific as possible about the location. The fuller and more specific your descriptions, the more useful your image will be in the REALIA Project database. Use complete sentences with uppercase initial word and periods at the end. For examples:

An East German car, (a Trabi), is parked in front of apartment house in Berlin behind a Peugeot with a European Union license plate. The Trabi still has an old German license plate. The apartment house is covered in graffiti but there are lace curtains at the window.

**Vernacular description (required):** Translate the description.

**Pedagogical application (required if applicable):** Your faculty sponsor may choose to fill in this data or may have you make suggestions as to *how* would one use the image in a classroom? *Why* did you capture this image? Describe teacher and student related activities. Use complete sentences with uppercase initial word and period at end. Examples:

This image could be used to discuss life in a city, means of transportation, the accessibility of German cities to pedestrians and architecture. In particular, students can talk about bicycles (known in Munster dialect as "Leezen") as a means of transportation.

**Date (required):** Date of original image capture; yyyy-mm-dd format (i.e. 2002-06-30 or, if your only know the month: 2002-06, or, if you only know the year: 2002)

**References (optional):** Include the full URL of a related website or an MLA formatted citation of a related print work.

**Photographer (required if other than the student photographer):** We'll include your name linked to each image you contribute. Just have your faculty collaborator send us this information along with your REALIA contribution in the format: "Lastname, Firstname, [year of birth]-" Example: Smith, John, 1985-

Picture Number	Title	Description	Date	Notes

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