

MVST 4654: Medieval London Site Report

Spring 2015 Study Abroad course in London

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See the website at: <https://medieval-london.ace.fordham.edu/exhibits/show/medieval-london-sites>

Assignment: Choose a site (they are mostly churches, other buildings, streets, and rivers, with a few other assorted places) from the Medieval Sites list below, research the site, and write up a report (500-750 words, not counting the source citations) that discusses the following issues (though not necessarily in this order):

For a church or building:

- (a) describe the architectural features (size, style of architecture, building materials), date of construction, and location of the building in medieval London (make sure you describe the medieval not later parts of the building, particularly the medieval sections you can still see today)
- (b) describe the purpose or use of the building and its various parts in the middle ages
- (c) why and how was this building significant to the people who lived in or visited medieval London?

For a street, river, market, etc...:

- (a) how did the site get its name, and did it change over time?
- (b) describe the location, size, function, and appearance of the *medieval* site (you can also say something about how it looks today)
- (c) what significant buildings or public spaces (such as markets, cemeteries, etc...) were on this site *in the middle ages*? Do we know anything about the people who lived, worked or travelled to this site during the middle ages?

You will be using a web publishing platform called **Omeka**: free, open-source software that has been installed on Fordham's server. Omeka (from a Swahili word meaning 'to display' or 'to spread out'), is user-friendly and designed for online exhibitions. The reports—called 'Exhibitions' in Omeka—are to include a short written report (c. 500-750 words) and at least two images. The report should draw on at least two and preferably three to four different sources. It is fine to use websites if they are sufficiently scholarly (we will have a discussion in class about how to discern which websites are acceptable), but consultation of printed books and articles (which means you will have to go to an academic library or consult such sources online) will more likely get you an A grade. You will need to cite, using proper bibliographic format, all sources you use in the Source section of the metadata form. A Bibliography will be made available to help you find relevant sources and images.

Each report needs to contain at least two images: the main image will be a photograph that you take of how the site looks today. A second image should be a map of medieval London that locates the site. You can also include other photos of the site, or images of that site in a medieval artistic work, such as a manuscript or painting, or even a more modern drawing, as long as it depicts the site as it would have appeared in the middle ages. Do not load more than four images.

Instructions for Loading Text and Images to Omeka site

Make sure you have all of your images and the text describing your images (which should be saved separately, such as in a MS Word file). Log onto the Omeka site using your account information at <http://medieval-london.ace.fordham.edu/admin/>. Then you should be ready to begin with part I: building your collection.

You will receive an email inviting you to be a Contributor to the website. You can then **LOGIN** into the Omeka site at <https://medieval-london.ace.fordham.edu/admin/users/login>. Students have **Contributor** status, which

means you can add, edit, delete, and publish your Items and Collections you create, and can create exhibits using any item in the archive. To complete the last stage where you upload and confirm the metadata, content, and design of your report, you will be given **Administrator** status.

I. ...BUILD YOUR COLLECTION¹

- Click on “Collections” in the navigation bar on the left-hand side of the Dashboard and then click on the green button, “Add a Collection,” at the top left. You will be brought to an empty form titled “Dublin Core.”² You will fill out the fields with the following information about your site.
 - TITLE: The title of your site. If it’s Clerkenwell Priory, for example, just type Clerekenwell Priory.
 - SUBJECT: Choose one of the Subjects below that fits your site. If it’s a priory, for example, type in: Buildings, Ecclesiastical. You can choose more than one Subject. If you find the list insufficient, you can add another more suitable Subject—as long as you choose at least one of the Subjects in this list.

SUBJECT CATEGORIES for Sites: The first Subject should be the name of the site (as in the Site List at the end), the second Subject must be one of the following, and the third Subject must be the medieval parish or ward in which the site was located (if your site, such as a river, runs over more than one parish or ward, please note all of them, separated by a comma). You are free to choose additional Subjects of your own making after that if you feel further Subject categories would be helpful.

Buildings, Ecclesiastical (for churches, abbeys)	Hospital
Buildings, Guild (for guildhalls)	Market
Cemetery	Monastery
	River
	Street
 - DESCRIPTION: Simply insert a short description of your collection. For example, for Clerkenwell Priory, “Clerkenwell Priory of the Hospitallers of St John,” or “Clerkenwell Priory of London.”
 - CREATOR: Leave this field empty.
 - SOURCE: Leave this field empty
 - PUBLISHER: Leave this field empty.
 - DATE: The date range of your site. The earliest date will be the date the institution was founded or first mentioned; the latest date will be when the institution was destroyed or disbanded (as in the Dissolution of Monasteries, or when the building was burned down during the Great Fire). If you cannot find the exact dates, you can also use one of the following conventions:
 - Early Medieval (500-1000)
 - High Medieval (1000-1300)
 - Late Medieval (1300-1485)
 - Late Medieval/Early Modern (1485-1600)
 - CONTRIBUTOR: Your first and last name (as it will appear on the public web page)
 - RIGHTS: For this field you must provide the URL link to the page on the website that details the sharing or distribution rights of the image you are loading. Please check the “Use HTML” box at the bottom so that you may use the link function
 - RELATION: Leave this field empty.
 - FORMAT: Leave this field empty.
 - LANGUAGE: Leave this field empty
 - TYPE: Leave this field empty

¹ The *Medieval London* website has five main **Exhibits**: Medieval Objects, Medieval Objects 2, Medieval Objects 3 Medieval Objects 4 (the one you will work on), and Medieval Sites. Each student has his/her own **Exhibit page**, which includes all the **Items** (individual images, text) you have gathered for your **Collection**.

² **Dublin Core** is a standard vocabulary (developed during a big metadata conference in Dublin, OH in 1995) to describe resources on the web, as well as books, CDs, and images. The vocabulary or terms are also called **metadata** (data that gives information about other data).

- IDENTIFIER: Leave this field empty.
- COVERAGE: Leave this field empty.
- You can always return to your Collection to edit or delete items. ***Just remember to click on ‘Save Changes’ before exiting!***

II...ADDING ITEMS

- Click on “Items” in the navigation bar on the left-hand side and then click on the green button, “Add an Item,” at the top. You will be brought to an empty form titled “Dublin Core,” which will be highlighted at the top. You will fill out the fields with the following information about your object. For this assignment, Items refer primarily to the images that you add to your report (each image will have its own Dublin Core metadata).
 - TITLE: The title of your site, but for images from maps or manuscript illuminations, you should insert a more descriptive title.
 - SUBJECT: For the main image, use the same Subject Categories as you used for the Collection; other images may use the same or different Subject Categories depending on what they depict. As long as you use at least one of the assigned Subjects, you can also add other subjects not on the list, if you feel a different category/subject better describes this particular Item.
 - DESCRIPTION: This will be a description of the image that you will be loading, generally one to two sentences long; this caption will appear below your image on the website. Since your final Report will contain a number of images, do not use the same captions for each image. If your image is a manuscript illumination, then cite the archive/library, reference number, and folio/page that the image is on.
 - CREATOR: If you do not know who created your object, skip this field (it is rare to know the actual name of the individual who created a particular medieval illumination). If you are loading a photo, insert the name of the photographer here if you know it. If you are loading a medieval painting or manuscript illumination or engraving and know the artist, enter his/her name here. If you are loading a map by a known cartographer, enter his/her name here.
 - SOURCE: Note where you found the image (usually a URL, accompanied by the name of the publication or website and author or compiler). Check the “Use HTML” box at the bottom so that you may use the link function to hyperlink the URL. For scans or photos taken from a printed source, enter full bibliographic information of the source here, along with the page number.
 - PUBLISHER: Where the image is published online. This is where you will write or, most likely, provide a link to the website from where you took your image. Please check the “Use HTML” box at the bottom to hyperlink the URL.
 - DATE: Enter the date of the image. If you are also using modern maps or photos, focus on the date that the map or photo (or manuscript illumination or other artistic image) depicts, not the date that the modern map was drawn or the photo taken. If you do not know the exact date of the image, use one of the following conventions:
 - Early Medieval (500-1000)
 - High Medieval (1000-1300)
 - Late Medieval (1300-1500)
 - Late Medieval/Early Modern (1485-1600)
 - CONTRIBUTOR: Your first and last name.
 - RIGHTS: Who owns rights to the image? Sometimes you need to search for this information since not all websites which reproduce images are diligent about listing original owners. You can link to the page on the website that details the sharing or distribution rights of the museum in which your object is currently housed. Check the “Use HTML” box at the bottom to hyperlink the URL that takes users to a page that spells out the copyright for this image.
 - RELATION: Leave this field empty.
 - FORMAT: Leave this field empty.

- LANGUAGE: Unless the image has writing on it (such as a medieval manuscript or seal), you will leave this empty.
- TYPE: The type of media you are uploading to the system. Most of you will type 'Still image' because you will be uploading a photographic image of your object. If you are unsure, check "Item Types" in the left-side navigation bar, but not before saving your work.
- IDENTIFIER: Leave this field empty.
- COVERAGE: Leave this field empty.
- Next, you will scroll to the top of the page and click on "Item Type Metadata."
 - ITEM TYPE: Select from the drop-down menu the Item Type. It will most likely be 'Still image.'
 - ORIGINAL FORMAT: The original format for images could be a map, or a piece of embroidery, or a manuscript illumination, etc...
 - PHYSICAL DIMENSIONS: Provide here the measurements of your image (if unknown, leave this field blank).
- Next, scroll to the top of the page and click on "Files."
 - Upload the file image here.
- Next, scroll to the top of the page and click on "Tags."
 - Enter here, separated by commas, the title of your object, and the subject category to which it belongs (please use at least one of the subject categories listed above, although you may also add your own subjects if you feel it necessary).
- Once the necessary fields are filled out and all text is properly formatted, use the drop-down menu in the right-side navigation bar to select the Collection to which this site belongs.
- Check the "Public" box.
- Then click on the green "Add Item" button.
- Repeat this process for all images that you add to your Report. All Items that belong to your Collection must have separate metadata entered using the above Items form.

NOTE: You may choose to do part II (Items) before part I (Collection). If you do it this way, however, please make sure to go back to your Item to choose from the drop-down menu the Collection to which it belongs.

III. ...ADDING YOUR PAGE TO MEDIEVAL SITES

Note: You will need Administrator status for this stage; Dr Kowaleski will give students this status by October 17.

- On the left navigation menu, click on "Exhibit"
 - You will see five available exhibitions; please do not fool around with any of the other Exhibits since you could mistakenly delete the work of other students. And please be careful to only deal with your Items, Collection, and Exhibit page.
 - Go to *Medieval Sites* and click on "Edit" to edit the exhibition.
 - The next screen will bring you to the settings for the Exhibition; make sure you do not change the preselected settings.
 - Navigate all the way to the bottom of screen and click on **Add a Page**.
 - You will be redirected to a new screen which prompts you to add more information. Here you will only add:
 - **PAGE TITLE** (which is the name of your main site, such as "Clerkenwell Priory."
 - **SLUG** is the abbreviated exhibit name which appears in the url, for example it would be Clerkenwell-priory.... You can leave this blank since it will automatically be filled in.
 - Then click on **Save Changes** to add your page to our class exhibit.
- You now ready to select the design of your exhibition. Pages are made up of combinations of smaller content units called 'blocks.' There are four basic kinds of blocks: item(s) with text, an item gallery, text only, and file only. Each page can have one or more content blocks. An exhibit normally starts with File with Text in which the text is wrapped around your main image (e.g. the picture of your site today or in the past or on a map). Thereafter you can choose to incorporate other design features if you want

for other parts of the report. You can put all of the report text, footnotes, and bibliography in one block, followed by the images and their captions, but that design is not as attractive or user friendly as other options.

- The **File with Text** block allows you to pair fullsize or thumbnail files of your items with a block of text. The item files will all be the same size. Text will appear either to the right or left of the item(s). You can use a single item file paired with text or have multiple item files to the right or left of a block of text.
- The **Gallery** block creates a gallery of item files, generally large square thumbnails. You can add text to the gallery, which will display left or right of the gallery. In a gallery block, you can specify a showcase file, which will appear fullsize either to the right or left of the text. The other gallery images can be placed below the showcase image or beside it, over the text.
- The **Text** block allows you to create a section of text which spans the width of the entire page.
- The **File** block allows you to add larger files as a separate block
- **YouTubeImport:** it is possible to import a You Tube video as one of your images.
- Neatline is a special Plugin that allows you to create a map. You do not have to worry about this block.
- Once you select the design, you are ready to start adding your Items and Text. The first Item you add should be the main image of your Medieval Site. After you add the image, click on the Edit link at the bottom of the image box to get to the screen to add the caption to the image in the TEXT box. Use the Text Editing toolbar to format the text of the caption. Add other Items with images in this or other design blocks you choose. Note that it is possible to change the image in a particular location by clicking on Edit beneath the Item box and then clicking on the arrow at the top right of the box that says Change Selected Item. Remember to click on the green **APPLY** button to save your work.
- Insert the main text of your Word report into the TEXT box. Use the Text Editing toolbar to format your text. Note that you can put all your text in the same Text box, or you can break the text up into different content blocks. You can also have content blocks that have only images or only text. It is best to put the Footnotes and Bibliography in their own Text blocks.
- **LAYOUT OPTIONS** can be set for each content block. Click the arrow to see the options.
 - **Showcase File:** position as right or left if you have a showcase file.
 - **Gallery Position:** right or left or taking up the entire page (if there is no showcase file)
 - **Gallery File Size:** thumbnail or square thumbnail
 - **Captions Position:** right, left, or center
- Remember to click on the green button **Save Changes** at the top right to save your work (do this regularly, such as before you add a new content block)
- **VIEW PUBLIC PAGE:** this green button at the top right allows you to see what your exhibit page will look like when it is published. Remember to **Save Changes** before clicking on View Public Page.
- *Do not* click the **Publish** or **Featured** blue boxes below these green button commands; Dr Kowaleski will ‘publish’ your exhibition after all edits have been made. Once it is published, you can list the title and URL of your specific exhibition on your resume/cv if you wish.

FOOTNOTES back up the facts, claims, or opinions you make by pointing to an authoritative source which provides specific evidence to support specific statement(s) you are footnoting. They are not needed for references to people, events, dates, or facts that are widely known and accepted. Footnotes

- show readers where you found the material you are citing
- convince the reader that you can back up your claims
- lend credibility to your analysis
- indicate the depth of your research and analysis

Use short formats for footnote references that include the surname of the author (or authors), a short title, and relevant page numbers. Full publishing information will be in the Bibliography that follows the footnotes. Please do proper linked footnotes in your Omeka report; see <http://ahis290.maevekane.net/tag/footnotes/>.

BIBLIOGRAPHY: Your bibliography should be headed as Works Cited (and thus only include works that you use in the footnotes). Alphabetize the order of works in the bibliography according to the surname of the author. You must use the Turabian/Chicago notes-bibliography style to format your bibliography correctly (no MLA or scientific style); for a summary of the style rules, go to

http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html or consult Kate Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (any edition). For a quick guide to bibliographic format and citations, see the Purdue University Citation Guide at:

https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/cmos_formatting_and_style_guide/chicago_manual_of_style_17th_edition.html. Check the menu at the left to find specific guides to citing websites and multimedia such as online videos.

If you are having trouble deciding on what to use as the author, title of the website, and its publisher and date published, check out the useful site at <https://www.easybib.com/guides/citation-guides/mla-format/how-to-cite-a-website-mla/> (though the formatting is for MLA, not Chicago Style).

If you have read a print publication online, please do cite the DOI (Digital Object Identifier) if it is available. If the website is freely accessible (such as British History Online), then you should include the URL (if not the DOI) and date accessed. But if your source is on a subscription-based site (such as JStore, EBSCO Host, etc...), DO NOT site the URL since it is useless for readers who do not have access to this material. But you can cite at the end of your entry the name of the subscription-site; see the Chicago Style guide to websites for more information.

Omeka Classic has a very helpful **online user manual**; see <https://omeka.org/classic/docs/Content/Items/>

Site List

Sites	Type
Aldgate High St	street
Bishopsgate	street
Blackfriars	friary
Cannon St	street
Charterhouse	monastery
Cheapside	Street & market
Clerkenwell Priory	monastery/ church
East Smithfield	cemetery
Eastcheap	street
Fishmongers' Hall	building
Fleet	river
Gray's Inn	building
Greyfriars (Christ Church)	monastery/ church
Guildhall	building
Jewel Tower	building
Lambeth Palace	building
Leadenhall	street & market
Lincoln's Inn	building
London Wall	wall
Moorgate	street
Newgate St	street

Southwark Cathedral	church
St Bartholomew Hospital	hospital
St Bartholomew the Great	church
St Bride's	church
St Ethelreda's Chapel	church
St Giles Cripplegate	church
St Helen's Bishopgate	church
St Mary Spital	cemetery
St Michael Paternoster Royal	church
St Olaves Hart Street	church
St Sepulchre-without-Newgate (Church of the Holy Sepulchre)	church
Staple Inn	building
Temple Church	church
Thames Street	street
The Jewry	street & district
Tyburn	gallows
Walbrook	River & street
Westminster Hall	building
Winchester Palace	building

Editing Map Images for Omeka Report

General Directions: Many of you are going to be using the 1520, 1300, or 1270 maps of London for your Omeka reports, all of which are available in the MEDIEVAL LONDON folder on Google Drive. While the 1300 map (London in 1300.jpg) gives you an aerial view of medieval London, the 1520 map, which is located in the “1520 London Images” subfolder in MEDIEVAL LONDON, is a lot more detailed and broken into thirty-two parts. The 1270 map is in two parts (east and west) and located in the “1270 London Map” subfolder. If we (or you) find other suitable maps, we will add them to the Google Drive.

In order to use the 1520 map, you will need to look up the street or place name in the Gazetteer, which is a file also available in the “1520 London Images” subfolder. All of the places are listed in alphabetical order, followed by a finding code to locate where it is on the map. **For example**, let’s say you’re looking for Aldersgate Street. That is on page 2 of the Gazetteer, and next to it is the code “11 C4.” You will first find part of the 1520 map that’s numbered 11, which corresponds to the file London11.gif. Once you open up that map, you will locate block C4 on the map to find Aldersgate Street. Download the map and mark the location (details below).

Note: You can also use the recently revised and updated maps for London c. 1270-1300 and London c. 1520 at Layers of London, at <https://www.layersoflondon.org/>

Other Resources: see the Report Bibliography for reference works that can provide further information. For streets, there are two especially helpful sources:

- H.A. Harben, *A Dictionary of London* (London, 1918). At <https://www.british-history.ac.uk/no-series/dictionary-of-london> on British History Online; an historical dictionary of all the streets and buildings of the City of London. It can help you locate streets and also tells you if a street went by two or more different names.
- “Gazetteer to London Maps Atlas c1270 and c1520 with abbreviations” at <http://www.historictownsatlas.org.uk/atlas/volume-iii/city-london-prehistoric-times-c1520-volume-iii/view-text-gazetteer-and-maps-early>, in three parts at the Historic Towns Trust site. There is also a pdf version of all three parts (in the class google drive) which is searchable so you can search for the names of particular streets or medieval buildings for more information. Entries in the Gazetteer with a bold **1** or **2** are located on the West map while entries with a bold **3** or **4** are located on the East map. For detailed instructions on using the map-finding reference numbers in the Gazetteer see p. 63.

Giving Credit on Omeka: If you post an image from the 1520 map for your Omeka report, you must credit these sources:

- Caroline Barron, *London in the Later Middle Ages: Government and People 1200-1500* (Oxford: Oxford University Press, 2004); originally published by the Historic Towns Trust in Mary D. Lobel and W.H. Johns, eds., *The City of London from Prehistoric Times to c. 1520*, Volume III (Oxford: Oxford University Press, 1989).
- If you post an image from the 1300 map, you must credit these sources:
 - Map originally published in William R. Shepherd, *Historical Atlas* (New York: Henry Holt, 1911; rev. 1926); digitized by the Perry-Castañeda Library, University of Texas, Austin [http://www.lib.utexas.edu/maps/historical/shepherd/london_plan_1300.jpg]; vectorized by Grandiose for Wikimedia Commons [http://commons.wikimedia.org/wiki/File:Map_of_London,_1300.svg]
- If you post an image from the 1270 map, you must credit these sources:
 - Map published by the Historic Towns Trust in Mary D. Lobel and W.H. Johns, eds., *The City of London from Prehistoric Times to c. 1520*, Volume III (Oxford: Oxford University Press, 1989); digitized by British Historic Towns Atlas [<http://www.historictownsatlas.org.uk>].

Specific Directions for Mac/PC: If you would like to mark a location on any of the maps, you may do the following:

On a Macintosh computer

Open the image in Preview. For many of you, your image will automatically open in this program. For these directions, I'm using Preview version 8.0.

- Click on the briefcase icon on the toolbar, which will give you the options to add text, place shapes such as circles or stars on a location, or to crop the image altogether.
- After you edit the picture, then you will want to Export the file to your desktop by going to File>Export. It should export as a JPEG file.

- For more detailed instructions, go to <http://support.apple.com/en-us/HT201740>

For a PC computer with Microsoft Windows

Open the image in the program Paint (which should come with your Windows machine).

- In the toolbar, you may add shapes (Shapes), draw or add text (Tools), to indicate locations on your map.
- After you edit the picture, go to 'Save as' and then select 'JPEG picture.'
- For more detailed instructions on how to use Paint, go to <http://windows.microsoft.com/en-gb/windows/using-paint#1TC=windows-7>