

# Documentation Outline

By Lady Joan Silvertoppe. A Handout for Nordwache's Academia Nordwache, Kingdom of Caid, A.S. XLVII (2012)

When possible, Research First, Then Create.

- Try to use primary sources when possible, or good secondary sources to help understand what you are looking at.
- Use at least three different sources if possible, more is better, too many is not helpful.
- Be Creative and not just reproduce something exactly (make it yours).

In your first paragraph be sure to write about the following:

- What is it? (title and basic description).
- When would that kind of item have been made/worn/used?
- Where would it have been made/worn/used in the period?
- Who would have made/worn/used it in the period?

In the following paragraphs, explain:

- How your item was made and/or used in the period.
- How you made your item.
- How and why you modified the item from period practice.
- Write truthfully and clearly.
- Spelling and good grammar count.
- Use easy to read business type of fonts in a regular size (10-11 point fonts are good).
- Keep it short enough to be interesting. Don't add filler or what you did step by step (unless you are describing a recipe).
- If you are creating from a period recipe, quote the original recipe, and give your redaction as a modern recipe.

Be sure to include images (a picture is worth a thousand words).

- Place your images in a clear order.
- Match the image to the discussion in the documentation paper.
- Caption your images with both number and a short description.

Extras

- What did you learn?
- What mistakes did you make, and how did you correct them?
- What would you do differently the next time?
- What did it cost in time and money?

Bibliography & Documentation Style

- Chose one style (MLA, APA, Chicago, etc) and stick to it.
- Author. Article Title. Book Title. Place Of Publication. Publishing Company. Date Of Publication. Page On Which The Info Is Found.
- Cite ALL of your Sources!! Include full bibliography of all books, images, Internet sites, people you spoke with, classes you took, and other sources you used when researching your item. Don't pad this with vague works, just the ones that provided you with your end product.

Consider adding an Appendix of photographs that shows your work in process.

- You can add other source images if they are needed.
- Add photos of your base materials.
- If you have a lot of photos, make them smaller and put several on each page.
- For Pentathlon you only need one set that the judges can share.

## Primary vs Secondary Sources.

### What is a Primary Source?

A primary source is a document or physical object which was written or created during the time under study. These sources were present during an experience or time period and offer an inside view of a particular event. Some types of primary sources include:

- ORIGINAL DOCUMENTS (excerpts or translations acceptable): Diaries, speeches, manuscripts, letters, interviews, news film footage, autobiographies, official records
- CREATIVE WORKS: Poetry, drama, novels, music, art
- RELICS OR ARTIFACTS: Pottery, furniture, clothing, buildings

Examples of primary sources include:

- Diary of Anne Frank - Experiences of a Jewish family during WWII
- The Constitution of Canada - Canadian History
- A journal article reporting NEW research or findings
- Weavings and pottery - Native American history
- Plato's Republic - Women in Ancient Greece

### What is a secondary source?

A secondary source interprets and analyzes primary sources. These sources are one or more steps removed from the event. Secondary sources may have pictures, quotes or graphics of primary sources in them. Some types of secondary sources include:

- PUBLICATIONS: Textbooks, magazine articles, histories, criticisms, commentaries, encyclopedias

Examples of secondary sources include:

- A journal/magazine article which interprets or reviews previous findings
- A history textbook
- A book about the effects of WWI

*(Joan's note: SCA folks modifies the terms Primary and Secondary depending on who you ask, and also uses "Tertiary sources", all of which is confusing. Stick to Academic standards as above.)*

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## Other Suggested Links

- **Pentathlon 2013 Handbook** (especially pages 4-5.)  
[http://wiki.caid-commons.org/index.php/File:Pentathlon\\_2013\\_Handbook.pdf](http://wiki.caid-commons.org/index.php/File:Pentathlon_2013_Handbook.pdf)
- **Pentathlon Documentation** (several helpful pdf files and links are located here)  
[http://wiki.caid-commons.org/index.php/Pentathlon\\_Documentation](http://wiki.caid-commons.org/index.php/Pentathlon_Documentation)
- **One Page Documentation**  
<http://laurel.ansteorra.org/articles/FiveByEight.htm>
- **How To Survive an Arts and Sciences Competition Without Committing Suicide**  
[www.rocks4brains.com/~cat/HowToA&S.pdf](http://www.rocks4brains.com/~cat/HowToA&S.pdf)
- Search under the terms "writing SCA documentation" or similar.