

Interviews with time-witnesses

Interviews with older women about their memories and personal experiences. Approx. 10 in-depth interviews.

Text and/or recording with images, in the partners' native language, translated into English or with an informative summary into English.

Methodology

The www is full of useful links to materials on methodology. A short introduction to placing questions is for example at:

http://dohistory.org/on_your_own/toolkit/oralHistory.html#QUESTIONS

The oral history reminder list may also be useful:

http://dohistory.org/on_your_own/toolkit/oralHistory.html#REMINDER

or in German

Zeitzeugenarbeit mit neuen Medien

<http://www.exil-club.de/DYN/bin/64291-65289-1-zeitzeugenreader.pdf>

Forms of recording

1. A movie or an audio data

If in the form of a movie or an audio data, please see the format specifications below. If audio data, please send a photo of the interviewed person and/or other relevant images. Please see "Copyright" on next page.

2. A short story based on the interview or an interview-documentation in text form

If in the form of a short story or a documented interview in text form, the length can be up to 2x A4 pages without photos. Only the first few sentences of the text will appear on the website, the full text will appear after it had been selected for reading by clicking on "Read more.." or will be available for download and printing in PDF. The interview documentation in text form must be edited.

Please do not use tabs and similar formatting in your texts because we have to remove these before building the text into the website. You can differentiate the questions and answers for example by using bold letters.

Format and other specifications for "Interviews"

Text formatting

The text and paragraphs should be as far as possible unformatted except for bold and underline, no tabs or similar paragraph formatting, written in Text Editor or Word: Arial or Times New Roman in black print, font size 12.

Images

The photos and other images should be of a **good quality**, saved in Jpeg format.

Please do not integrate the photos in the text but send them separately. Your photos should be named in a way that they can be easily allocated to the text. Also please give the name of the author of the photos (also for copyright purposes - see Copyright below). If you would like to enter a small explanatory text under the photo, please send it separately.

Copyright

Please observe the copyright laws. For that reason it is the best to use self-made photos. If you make a portrait of the interviewed persons, you must **ask for permission** to publish their photo on the website. In case of photos that you cannot create yourselves, please use only those images that are explicitly given free for common use.

Also for the use of the **interviews** for the EWA-website or the final printed product (calendar or brochure) you need **explicit permission** of the interviewed person.

You need the **explicit permission** of the interviewed person also for the use of the audio or video recordings. Here you also need to observe the **copyright for music** and should use music that is in public domain.

Movies

You can create small movies or audio recordings. They should fulfill the following specifications:

Resolution: from 480x360 to 640 x 480 pixels

Size: max 8 minutes and possibly no larger than 250 MB.

Format ¹: .wmv, .avi, .mov, .mpg, .mp3 (audio)

¹ These are the most usual formats of video recorders and mobile phones.