

## Guidance notes for submitting your work to the Mass Observation Archive

The Mass Observation Archive wants your help to record the COVID-19 pandemic. You can see the range of opportunities for getting involved here. Our guidance notes below are designed to support you to document this extraordinary time and transfer your work to the Mass Observation Archive.

These notes are written for those contributing to the Archive outside of the Mass Observation Project. If you are a Mass Observation writer, please refer to our FAQ.

### **How to record your experience**

You are welcome to submit responses as writings or drawings. Please get in touch with us before submitting sound or movie files.

These writings or drawings can be in any style and there is no prescribed length. No emphasis is placed on spelling or grammar. Please don't feel limited by notions of quality or be concerned with 'doing it right.' Mass Observation is for everyone.

### **Formats**

We are able to accept the following formats:

- Rich Text Format (.rtf)
- PDF/UA, PDF/A or PDF (.pdf)
- OpenDocument Text (.odt)
- plain text (.txt)
- widely-used formats: MS Word (.doc/.docx), MS Excel (.xls/.xlsx)
- JPEG (.jpeg, .jpg)
- GIF (.gif)
- TIFF other versions (.tif, .tiff)

Please don't send us sound or video without contacting us first.

We also welcome reflections in hard copy but ask that you don't send them to the Observation Archive before the lockdown period is over.

### **Your identity**

The Mass Observation Archive is publicly accessible. It is based at The Keep and is used by researchers of all kinds. Please be mindful of this while writing and protect your identity. You can write anonymously, but please make sure that The Archive staff have your details so that they can contact you if needed.

### **Your copyright**

We ask that you assign the copyright of this work with The Archive so that we can enable your writing to be used for teaching, research, in the media and community engagement. We are happy to discuss this with you if you would prefer to retain your copyright. Please get in touch.

## **Donating material**

We prefer that you donate your writing/drawing, rather than it being a loan. Please get in touch if you would prefer to offer your work to us as a loan.

## **Statement**

If you are happy with the advice offered in this guidance we welcome your reflections and ask you to please include the following statement in your work:

**I donate my COVID-19 reflections to the Mass Observation Archive. I consent to it being made publicly available as part of the Archive and assign my copyright in this work to the Mass Observation Archive Trustees so that it can be reproduced in full or in part on websites, in publications and in broadcasts as approved by the Mass Observation Trustees. I agree to the Mass Observation Archive assuming the role of Data Controller and the Archive will be responsible for the collection and processing of personal data and ensuring that such data complies with the DPA.**

*Please get in touch if you have any questions.*