

# Student Digital Archive Submission Form

## \*\*\*READ-ONLY TEMPLATE\*\*\*

Please be sure to make your actual submission using the online portal, to which your instructor will give you a link. You are advised to make a copy of your answers to the following questions ahead of your online submission.

### INTRODUCTORY INFORMATION

**Q1** Your first name

**Q2** Your last name

**Q3** Would you prefer your identity as contributor be kept anonymous?

No = No, I don't want my identity to remain anonymous

Yes = Yes, I do want my identity to remain anonymous

No

Yes

**Q4** Title of Your Contribution

What is the item called? Or, if it doesn't have a title, how would you best label it? The subject or topic of the folklore can be an easy way to label it: "Cat Joke" or "St. Patrick's Day Breakfast" or "Penguin Meme" or "Lucky Hat."

**Q5** File Name of Contribution

Please label the jpg/pdf/gif/mp4/etc. in the following manner: Year (in four digits)\_Semester Abbreviation (AU/SP/SU)\_Your Initials\_Title of Contribution.

For example, if Rachel Hopkin submitted a penguin meme during the 2024 Autumn semester, the file name should read as follows: 2024\_AU\_RH\_Penguin Meme

What is the name of your file?

**Q6** Upload your item as a jpg/pdf/gif/mp4 with the correct title (see File Name of Contribution above)

**Q7** Upload your consent form as a PDF with this file name: Year (in four digits)\_Semester Abbreviation (AU/SP/SU)\_Your Initials\_File Name\_Consent

Example: 2024\_AU\_RH\_Penguin Meme\_Consent

**Q8** Provide citation for your item using current Chicago style.

**Q9** Date of Item Collection. On what day did you make a copy of the item to submit to the SDFC? Submit your date in this format: Month/Day/Year. Put zeros in front of single digits.

Example: 05/06/2022

**Q10** Date of Item's Original Posting. If known/available, please note when the folklore item was first put online or shared via other electronic mode. Follow the date format above.

**Q11** Author/s of Item. If known/available please give name/s and, if possible, contact details. If not available, put N/A

**Q12** Was the posting of the folklore item original or a repost (if known)?

**Q13** Where was the item sourced? (For example, TikTok, Instagram, Facebook etc.)

## DESCRIPTION AND CONTEXTUAL INFORMATION

**Q14** Describe What the Folklore Item Depicts. Imagine you are trying to describe its contents to someone who does not have access to the item. What would you need to tell them so that they can picture it?

**Q15** Providing Context. In this next section, please give as much contextual information necessary so that a future researcher will be able to understand what is represented in and the significance of the folklore item. You'll want to consider three different types of context here: the context of collection, the context of use, and the cultural context of the folklore. They are described below. It is possible that the various contexts may overlap.

**Q15A** Context of Collection. Describe where you were (and when and doing what) when you came across the folklore item and also how you came across the item.

**Q15B** Context of Use. Describe where, when, and with whom the folklore would normally be shared (it's possible that the context of collection and context of use overlap).

**Q15C** Cultural Context. Describe all other aspects of information that will enable a future researcher to make sense of the piece. For example, describing who is depicted in the folklore item and their significance; explaining any references to popular culture contained within the item; detailing relevant sociocultural, political, or other issues at play at the time of the folklore item's creation/sharing (such as the Covid pandemic or concerns regarding safety on because of recent incidents of on campus violence).

**Q16** If the folklore item features slang terms, please explain their meaning. If no slang terms are included, put N/A

**Q17** Is the folklore item part of a recognizable category/trend of OSU Student Digital Folklore? If so, what? (For example, "affirmation memes.")

**Q18** Have you seen variations of this folklore item recycling the same or similar ingredients? If so, please give details.

**Q19** Describe your thoughts regarding what purpose the folklore item might be serving. For example, is it highlighting a particular student concern, and if so, what concern?

**Q20** Suggest keywords for the folklore item. For example, COVID, student life, campus, football, foodways, dance, games, pranks, jokes, slang, etc.