

# SNACSchool 4.0

## Module 3:

## Create and Edit

Updated June 2023



# Objectives for Module 3:

- Learn how to search SNAC to support authority work
- Learn to create a new SNAC record
- Learn how to edit an existing SNAC record
- Learn how to record sources for SNAC records
- Learn how to use Cite in SNAC records
- Learn how to request review of SNAC records

# Creating a New SNAC Record

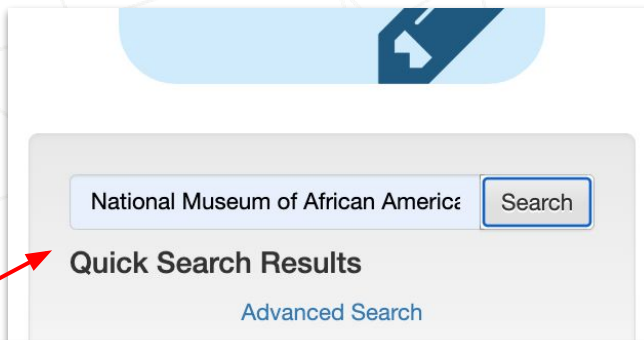
**Please log into SNAC-dev and follow along with your entity example.**

# Corporate Body Names

**Required Step:** Search for your entity's name to make sure it doesn't already exist in SNAC.

From the SNAC Editor's Dashboard, you can do

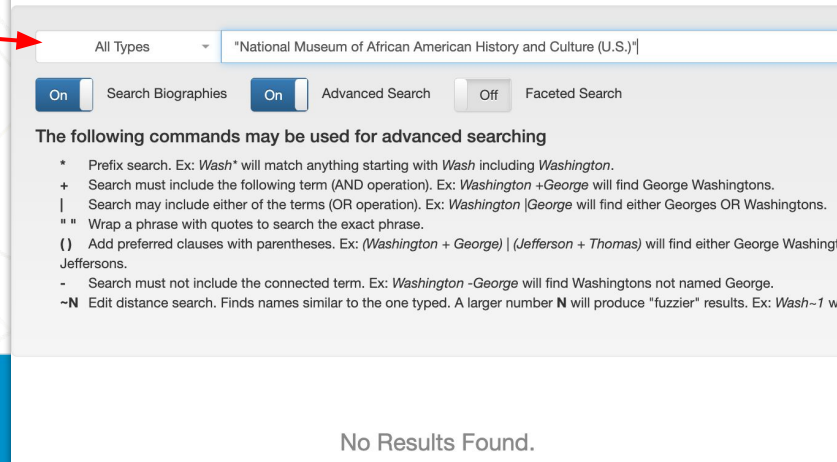
- **Standard Search**
- **Browse Search**
- **Advanced Search**



Browse



Search



When exhaustive searching returns no results, move to the Editor's Dashboard to begin your create steps.

It all starts with ...

+ Create New Constellation



## Editor's Dashboard

Welcome, Jerry, to the Editor's dashboard. From here, you can search for and create new Identity Constellations, pick up where you left off on your current in-progress edits, and unlock Identity Constellations. If you have sent a Constellation for review, but the reviewer has not started, you may pull back the Constellation from the right column.

+ Create New Constellation

National Museum of African Americ Search

### Quick Search Results

[Advanced Search](#)

### View Recently Published

Browse interesting and recently published Constellations from all of SNAC

M[ary]

Bender, Ellen S., 1949-

Washington Ballet (Washington, D.C.)

Cincinnati Symphony Orchestra.

### In Progress Edits

Continue where you left off on one of the following Constellations.

No Constellations Available

### Locked for Review

You have the following Constellations that have been sent for review. You may unlock them here to continue editing them.

No Constellations Available

### Locked Edits

You have the following Constellations open in a browser for editing. You may unlock them by clicking below, however your changes not previously saved may be lost.

No Constellations Available

# Name Entries

1. Set the **Entity Type** as “corporateBody”
2. Add components for **Name** (**Required**)
3. Add **Location** (**Optional**)
4. Set the **Preference** switch to **Preferred**
5. Code the **Language** and the **Script** of the heading itself (**Use the magic wand!**)
6. Code **Rules** as “authorizedForm” and “rda”

See the [Name Elements pdf](#) (p. 3-4) for examples.

The screenshot shows the configuration interface for a Name Entry. At the top, the Entity Type is set to "corporateBody". Below this, the Name Entries section is titled "Name Entries \*". A green button labeled "+ Add New Name Entry" is visible. The main content area displays the name "National Museum of African American History and Culture (U.S.)" with the subtitle "Computed Name Heading". Underneath, the Name Components section shows two components: "Name" with the value "National Museum of African American History and C" and "Location" with the value "U.S.". A green button labeled "+ Add Component" is located below the components. The Preference section shows a switch set to "Preferred". The Language section shows "eng" and the Script section shows "Latn". The Rules section shows two rules: "authorizedForm" and "rda". A green button labeled "+ Add Rule" is located below the rules.

On the **User Actions** menu on the top right of the screen, you will find the **Continue** selection.

The screenshot shows a 'User Actions' dialog box. At the top is a blue header with the text 'User Actions'. Below the header, it says 'You may perform any of the following actions on this constellation.' There are two buttons: a blue 'Continue' button with a question mark icon and a red 'Cancel' button with a question mark icon. Below the buttons is a text input field with the placeholder text 'You may write an optional save log message here...'. At the bottom of the dialog is a section titled 'Identity Constellation Identifier(s)' with a 'Permalink' and 'New Constellation' link.

Click **Continue** to start the **identity constellation reconciliation process**. This is one last system check to make sure your identity constellation doesn't already exist in SNAC.



# Reconciliation Results

appear automatically. During this step you can:

- Discover duplicates
- View specific records
- Edit records

When you're ready to move forward, click

**Create New Constellation**

**Reconciliation Results**

Before continuing, please check the following Constellation matches. If the Constellation you wish to add is below, please edit it (if it is not checked out) rather than creating a duplicate.

National Museum of American History (U.S.) http://n2t.net/ark:/99166/w69d0m97	<a href="#">View</a> <a href="#">Edit</a>
Anacostia Museum and Center for African American History and Culture http://n2t.net/ark:/99166/w64v2q04	<a href="#">View</a> <a href="#">Edit</a>
National Museum of American History (U.S.). Dept of Social and National History. http://n2t.net/ark:/99166/w6d096sr	<a href="#">View</a> <a href="#">Edit</a>
National Museum of American History (U.S.). Dept. of History http://n2t.net/ark:/99166/w6fk8gg	<a href="#">View</a> <a href="#">Edit</a>
National Museum of American History (U.S.). Division of Ceramics and Glass. http://n2t.net/ark:/99166/w6px2k21	<a href="#">View</a> <a href="#">Edit</a>
National Museum of American History (U.S.). Division of Engineering and Industry. http://n2t.net/ark:/99166/w6m48vf0	<a href="#">View</a> <a href="#">Edit</a>

[Create New Constellation](#) [Cancel](#)

Red arrows indicate: 1. From 'View specific records' to the 'View' button of the first record. 2. From 'Edit records' to the 'Edit' button of the third record. 3. From 'Create New Constellation' to the 'Create New Constellation' button at the bottom.

## Name Entries

### Information

Entity Type

### Name Entries

+ Add New Name Entry

### National Museum of African American History and Culture (U.S.)

Computed Name Heading

#### Name Components

Name : National Museum of African American History and Culture

Location : U.S.

Preference Preferred

Language eng

Script Latn

Rules

**Next steps:** Add new name entries to cover the variant names you documented during your research.

### NMAAHC

Computed Name Heading

#### Name Components

Name

+ Add Component

Preference Not Preferred

Language

Script

Rules

+ Add Rule

### Smithsonian Institution. National Museum of African American History and Culture

Computed Name Heading

#### Name Components

Name

SubdivisionName

+ Add Component

Preference Not Preferred

Language

Script

Rules

+ Add Rule

**Next steps:** Add any **variant names** you documented during your research.

**NMAAHC**  
*Computed Name Heading*

**Name Components**

≡ Name x ▾ NMAAHC ⊖

➕ Add Component

**Preference**  Not Preferred

**Language** eng

**Script** Latn

**Rules** alternativeForm x ▾ rda ➕ Add Rule

**Smithsonian Institution. National Museum of African American History and Culture**  
*Computed Name Heading*

**Name Components**

≡ Name x ▾ Smithsonian Institution ⊖

≡ SubdivisionName x ▾ National Museum of African American History and Culture ⊖

➕ Add Component

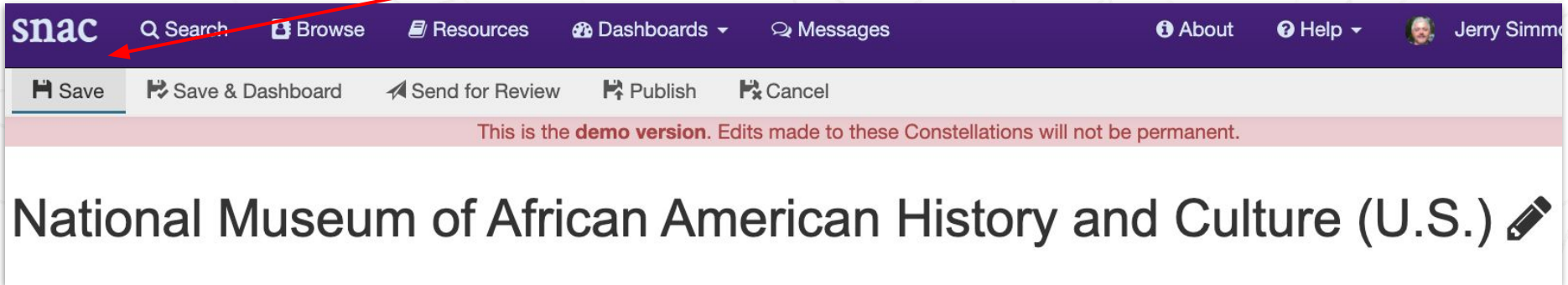
**Preference**  Not Preferred

**Language** eng x ▾ ✎

**Script** Latn x ▾ ✎

**Rules** alternativeForm x ▾ rda x ▾ ⊖ ➕ Add Rule

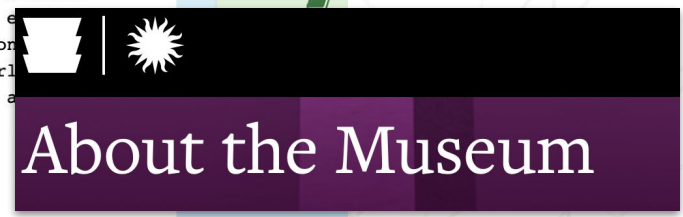
After any amount of data input, make sure to **Save** your work.



The screenshot shows the top navigation bar of the snac (Social Networks & Archival Context) interface. The navigation bar is dark purple and contains the following items from left to right: the 'snac' logo, a search icon and 'Search' text, a document icon and 'Browse' text, a document icon and 'Resources' text, a dashboard icon and 'Dashboards' with a dropdown arrow, a speech bubble icon and 'Messages' text, an information icon and 'About' text, a help icon and 'Help' with a dropdown arrow, and a user profile picture and name 'Jerry Simmo'. Below the navigation bar is a light gray bar with the following actions: 'Save' (with a floppy disk icon), 'Save & Dashboard' (with a floppy disk icon), 'Send for Review' (with an arrow icon), 'Publish' (with a document icon), and 'Cancel' (with a document icon). A red arrow points from the text above to the 'Save' button. Below the action bar is a light pink warning banner that reads: 'This is the **demo version**. Edits made to these Constellations will not be permanent.' Below the warning banner is a white text input field containing the text 'National Museum of African American History and Culture (U.S.)' followed by a pencil icon.

## Biographical History

1 The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by an Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 40,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19th museum of the Smithsonian Institution.



The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by an Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 40,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19th museum of the Smithsonian Institution.

# Exist Dates

## National Museum of African American History and Culture (U

Name Entries

History ▾

Demographics ▾

Relations ▾

Corporate Description ▾

Sources

Control Data ▾

### Exist Dates

+ Add New Date

+ Add New Date Range

#### Exist Dates - Single Date

**Date**  
Machine-Readable

2003 - Month - DD

**Date**  
Natural Language

**Type**

Establishment x ▾

**Descriptive Note**

# Places

+ Add New Place

District of Columbia

*DC, US*

  
View GeoPlace

District of Columbia (DC, US) × ▾

Type

Address × ▾

Role

Select ▾

Address



Street × ▾

1400 Constitution Ave., NW ⊖



City × ▾

Washington, DC ⊖



PostalCode × ▾

20560 ⊖

+ Add Line

# Relations - Resource Relations

## Step 1: Locate the finding aid/resource

[https://siarchives.si.edu/collections/siris\\_arc\\_272321](https://siarchives.si.edu/collections/siris_arc_272321)

Finding Aids to Official Records of the Smithsonian Institution Archives

### Accession 07-172

#### National Museum of African American History and Culture

#### Planning Records, 1991-1993, 2002-2003

#### Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C. Contact us at <a href="mailto:osiaref@si.edu">osiaref@si.edu</a> .
<b>Creator:</b>	National Museum of African American History and Culture
<b>Title:</b>	Planning Records
<b>Dates:</b>	1991-1993, 2002-2003
<b>Quantity:</b>	0.5 cu. ft. (1 document box)
<b>Collection:</b>	Accession 07-172
<b>Language of Materials:</b>	English
<b>Summary:</b>	The National Museum of African American History and Culture (NMAAHC) was established on December 16, 2003, when President George W. Bush signed the National Museum of African American History and Culture Act (PL 108-184) into law, establishing the



# Relations - Resource Relations

**Step 2:** On the Relations tab, click **+Add New Resource Relation**



**Step 3:** Search the finding aid URI to see if it is already in SNAC

Search Resources

Type or paste the unique URL for the resource in the box below. If we have a cached copy of the resource, select the version you want to reference by using the radio button to the left, then click "Continue." If the resource you are looking for is not found, choose "Create New Resource."

**Step 4:** If there are no results, click **Create New Resource**








## Relations - Resource Relations

1. Add required elements:  
**Resource Type** and **Title**
2. Add information for optional elements:  
**Date(s)**, **Resource Link**, **Abstract**, **Extent**, and **Languages**.
3. Search for and add the heading for the **Holding Repository**.
4. Click **Continue** to add these elements to the record.

Create Resource

Use the form below to create a new resource and then press "Continue" to continue creating a new resource relation.

Resource Type *	ArchivalResource
Title *	National Museum of African American History and Culture, Planning Records, 1991-1993, 2002-2003
Date	1991-1993, 2002-2003
Resource Link	https://siarchives.si.edu/collections/siris_arc_272321
Abstract	The National Museum of African American History and Culture (NMAAHC) was established on December 16, 2003, when President George W. Bush signed the National Museum of African American History and Culture Act (PL 108-184) into law, establishing the museum as part of the Smithsonian Institution. The new museum will be devoted exclusively to the documentation of African American life, art, history and culture. The museum's collections will cover topics such as slavery, post-Civil War Reconstruction, the Harlem Renaissance and the civil rights movement. This accession consists of planning records for NMAAHC and includes materials related to the African American Institutional Study, 1991; task force meetings of the National African American Museum Project, 1992-1993; and the Plan for Action Presidential Commission, 2001-2003. Materials include reports, surveys, research materials, and other related records.
Extent	0.5 cu. ft. (1 document box)
Languages	eng x Latn x   
Holding Repository	Smithsonian Institution Archives <small>Can't Find the Holding Repository?</small>

# Relations - Internal CPF Relations

## National Museum of African American History and Culture (U.S.)

Name Entries History ▾ Demographics ▾ Relations ▾ Corporate Description ▾ Sources Control Data ▾

### Internal CPF Relations

[+ Add New Constellation Relation](#)

### Choose Relationship ✕

Use the search box below to find a Constellation. Select one by using the radio button to the left. You may view any constellation by choosing the "View" link next to the ARK

Lonnie Bunch

#### Search Results

- Bunch, Lonnie G., 1952-**  
<http://n2t.net/ark:/99166/w6xn4jnd> [View](#)

Cancel

Create Relation



National Museum of African American History and Culture (U.S.)



employerOf



Bunch, Lonnie G., 1952-

**Target** **Bunch, Lonnie G., 1952-**  
<http://n2t.net/ark:/99166/w6xn4jnd>

**Type** employerOf ✕ ▾

**Descriptive Note** Lonnie Bunch was the founding director of the NMAAHC.]

## Relations - External Related CPF

### Library of Congress Name Authority File/NACO example

1. Click the **+Add New Same-As Relation** button and use the entry screens to link to a matching entry in an external authority source.
2. Select the External Authority title (LoC/NACO) from the dropdown list.
3. Copy and paste the **URI** extension for the LoC record into the Authority ID field

<https://id.loc.gov/authorities/names/no2004019836.html>

**LIBRARY**  
LIBRARY OF CONGRESS

The Library of Congress > Linked Data Service > LC Name Authority File (LCNAF)

#### National Museum of African American History and Culture (U.S.)

##### URI(s)

- <http://id.loc.gov/authorities/names/no2004019836>

##### Instance Of

- MADS/RDF CorporateName  
- MADS/RDF Authority  
- SKOS Concept ↗

##### Scheme Membership(s)

- Library of Congress Name Authority File

##### Collection Membership(s)

- Names Collection - Authorized Headings  
- LC Names Collection - General Collection

##### Variants

- United States. National Museum of African American History and Culture  
- Smithsonian Institution. National Museum of African American History and Culture

### External Related CPF

+ Add New Same-As Relation

URI	<input type="text" value="https://id.loc.gov/authorities/no2004019836"/>
External Authority	<input type="text" value="LoC/NACO Name Authority File"/>
Authority ID	<input type="text" value="no2004019836"/>

For more information about External Related CPFs, check the [Authority File List](#) and the [Authority ID Cheat Sheet](#) on the SNAC Portal.

# Corporate Description - Activities

## National Museum of African American History and Culture (U.S.)

Name Entries History ▾ Demographics ▾ Relations ▾ Corporate Description ▾ Sources Control Data ▾

### Activities

+ Add New Activity

**Term** Administering history museums

-  Cite
-  Edit
-  Trash

**Term** Administering museums

-  Cite

# Sources

1. Click **+Add New Source**
2. **Citation.** Note the pattern: proper title, then date of publication, or date of web source visit.
3. **Found Data;** all pertinent evidence found in that source.
4. **URI** of the source.
5. **Language**
6. **Script**

+ Add New Source

**Citation** National Museum of African American History and Culture website, February 15, 2022

**Found Data** The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by an Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 40,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19th museum of the Smithsonian Institution. There are four pillars upon which the NMAAHC stands: It provides an opportunity for those who are interested in African American culture to explore and revel in this history through interactive exhibitions It helps all Americans see how their stories, their histories, and their cultures are shaped and informed by global influences It explores what it means to be an American and share how American values like resiliency, optimism, and spirituality are reflected in African American history and culture It serves as a place of collaboration that reaches beyond Washington, D.C. to engage new audiences and to work with the myriad of museums and educational institutions that have explored and preserved this important history well before this museum was created. The NMAAHC is a public institution open to all, where anyone is welcome to participate, collaborate, and learn more about African American history and culture. In the words of Lonnie G. Bunch III, founding director of the Museum, “there are few things as powerful and as important as a people, as a nation that is steeped in its history.”

**URI** <https://nmaahc.si.edu/about/about-museum>

**Language** eng

[\*Citations in SNAC: Sources and Formats\*](#)

**Script** Latn

# Sources

## [Citations in SNAC: Sources and Formats](#)

**Citation** Wikipedia, February 15, 2022

**Found Data** The National Museum of African American History and Culture (NMAAHC) is a Smithsonian Institution museum located on the National Mall in Washington, D.C., in the United States. It was established in December 2003 and opened its permanent home in September 2016 with a ceremony led by President Barack Obama. Early efforts to establish a federally owned museum featuring African-American history and culture can be traced to 1915, although the modern push for such an organization did not begin until the 1970s. After years of little success, a much more serious legislative push began in 1988 that led to authorization of the museum in 2003. A site was selected in 2006, and a design submitted by Freelon Group/Adjaye Associates/Davis Brody Bond was chosen in 2009. Construction began in 2012 and the museum completed in 2016. The NMAAHC is the world's largest museum dedicated to African-American history and culture.[4] It ranked as the fourth most-visited Smithsonian museum in its first full year of operation. The museum has more than 40,000 objects in its collection, although only about 3,500 items are on display. The 350,000-square-foot (33,000 m<sup>2</sup>), 10 story building (five above and five below ground) and its exhibits have won critical praise ...

**URI** [https://en.wikipedia.org/wiki/National\\_Museum\\_of\\_African\\_American\\_History\\_and\\_Culture](https://en.wikipedia.org/wiki/National_Museum_of_African_American_History_and_Culture)

**Language** eng

**Script** Latn

# Cite Functionality in SNAC



SNAC's **Cite** functionality allows editors to cite specific assertions at the element level ...

In this example show how the source citation for the NMAACH website is linked to the specific data element for the **Establishment** date.

You must first Save Source entries before they can appear in **Cite**.

Reminder: *Cite elements are optional.*




# National Museum of African American History and Culture (U.S.)

Name Entries | History | Demographics | Relations | Corporate Description | Sources | Control Data

## Exist Dates

+ Add New Date + Add New Date Range

Exist Dates - Single Date

Date	2003	 Cite  Edit  Trash
Machine-Readable		
Date		
Natural Language		
Type	Establishment	

Citation

Exist Dates / Exist Dates

+ Add New Citation

Source Citation

The National Museum of African American History and Culture is the only national museum devoted exclusively to the documentation of African American life, history, and culture. It was established by an Act of Congress in 2003, following decades of efforts to promote and highlight the contributions of African Americans. To date, the Museum has collected more than 40,000 artifacts and nearly 100,000 individuals have become members. The Museum opened to the public on September 24, 2016, as the 19th museum of the Smithsonian Institution.

NMAAHC website, May 20, 2022  
<https://nmaahc.si.edu/about/about-museum>

Citation: NMAAHC website, May 20, 2022

Citation

Exist Dates / Exist Dates

+ Add New Citation

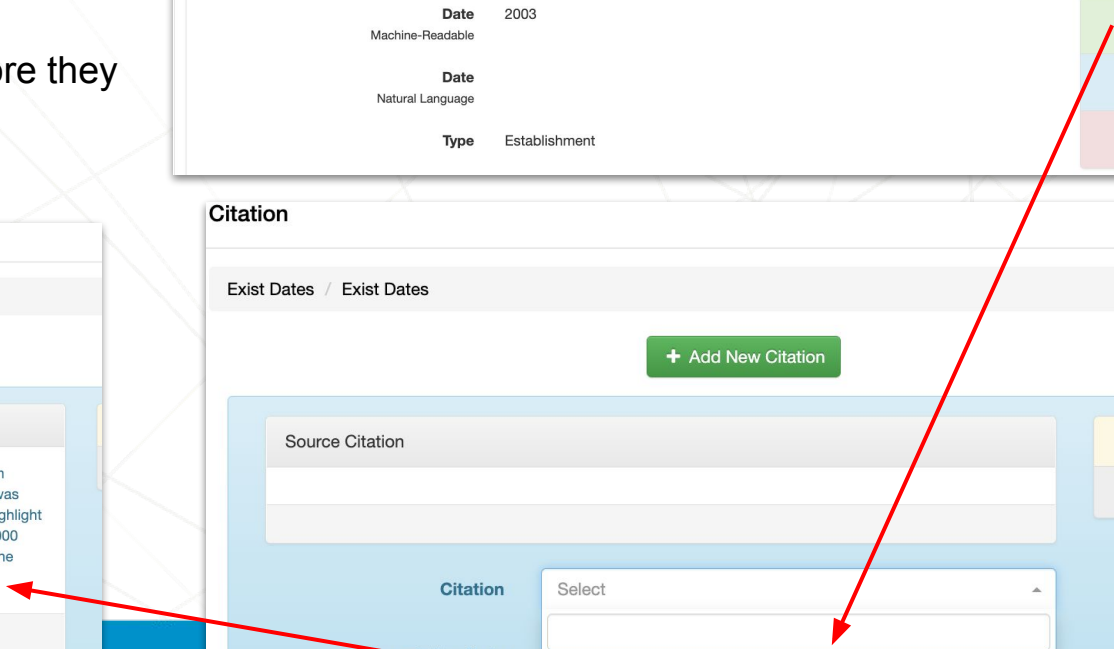
Source Citation

Citation

Select

NMAAHC website, May 20, 2022

Wikipedia, May 20, 2022



# Subordinate Corporate Body Names

# Subordinate corporate body names



MANUSCRIPT/ ARCHIVE

RecorDIM project records, 1994-2009, undated

Getty Conservation Institute. Field Projects Division.

1994-2009, undated

RecorDIM project records

1994-2009, undated

IA10016

Getty Conservation Institute. Field Projects Division

5.58 Linear Feet (10 boxes, including 7 audiocassettes)

19.4 GB (21,614 files)

Records comprise reports, meeting materials and handouts, correspondence and memoranda, budgets, contracts, publication development and design material, images, audiocassettes, and ARIS workshop materials, dating 1994-2009 and undated, created and maintained by the Field Projects Division of the Getty Conservation Institute. The materials concern the development, operation, and results of Field Projects' Recording, Documentation, and Information Management (RecorDIM) Initiative. Some of the planning, publication, and ARIS workshop materials are in digital form, consisting of text, database, PowerPoint, image, website, and CAD files. The majority of the records were authored by project director and Field Projects Head, Francois LeBlanc, and by consultant Robin Letellier. Some of the files were also maintained by Christopher Gray, a senior project specialist in Field Projects, and Rand Eppich, project specialist and manager of the Institute's Digital Lab.

## Getty Conservation Institute. Field Projects Division

\*A review of the finding aid and further catalog searching reveal no variant forms of the name.

For further guidance:

[SNAC Editing Cheat Sheet for Corporate Bodies Name Elements](#) for additional examples.

# Subordinate corporate body names

MANUSCRIPT/ ARCHIVE

RecorDIM project records, 1994-2009, undated

Getty Conservation Institute. Field Projects Division.

1994-2009, undated



## Getty Conservation Institute. Field Projects Division

*Computed Name Heading*

### Name Components

- Name x ▾ Getty Conservation Institute
- Subdivisi... x ▾ Field Projects Division

+ Add Component

Preference

Preferred

Language

eng

Script

Latn

Rules

authorizedF... x ▾

rda

+ Add Rule

# SNAC Record Review

## Send for Review

1. Click **Save** when all creating and editing work is done.
2. Click **Send for Review**
3. You can add a message for your reviewer if necessary.
4. Designate your assigned reviewer by starting to type the reviewer's name "Dina H..."
5. Click **Send Review**.

Save Save & Dashboard Send for Review

### Send for Review Options

Hi, Dina! Here's my new record for Fannie Lou Hamer. I've entered information on every tab, so it will need a top to bottom review. Thanks! -Jerry

Search for a User's name or primary email address below to send this constellation to that person for review.

Dina Herbert (dina.herbert@nara.gov)

Send Review

Cancel

## Review continued ...

Your SNAC reviewer sees the review request on the **Dashboard** and in the **Messaging Center**.

# Messaging Center

**Instructions:** Click on a message in the table to view. Messages open in the reading panel on the right.

Inbox Sent Archived

New Message Reply Forward Archive

Show 10 entries Search:

From	Subject	Sent
Jerry Simmons (Personal)	Constellation for review	2022-02-15 12:46pm

### Message View

**Constellation for review**  
**To:** Dina Herbert (dina.herbert@nara.gov)  
**From:** Jerry Simmons (Personal) (cjerrysimmons@gmail.com)  
**Sent:** 2/15/2022, 12:46:45 PM

Please review my constellation.  
This is a brand new record. Please review from top to bottom.

National Museum of African American History and Culture (U.S.)

# Person Names



Return to the SNAC Editor's Dashboard and click the **+ Create New Constellation** button to start your new SNAC record.



The screenshot shows the SNAC Editor's Dashboard. At the top is a dark purple navigation bar with the 'snac' logo and links for Search, Browse, Resource Descriptions, Dashboards, and Messages. A red banner below the navigation bar states: 'This is the demo version. Edits made to these Constellations will not be per...'. The main content area features a large blue folder icon with a pencil, a search bar with a 'Search' button and an 'Advanced Search' link, and a 'View Recently Published' button. On the right, the 'Editor's Dashboard' title is followed by a welcome message and a prominent green '+ Create New Constellation' button. Below this is an 'In Progress Edits' section with a yellow header and a message stating 'No Constellations Available'. A red arrow points from the text on the left to the '+ Create New Constellation' button.

snac Search Browse Resource Descriptions Dashboards Messages

This is the **demo version**. Edits made to these Constellations will not be per...

## Editor's Dashboard

Welcome, Dina, to the Editor's dashboard. From here, you can s... where you left off on your current in-progress edits, and unlock lo... review, but the reviewer has not started, you may pull back the C...

**+ Create New Constellation**

Search for... Search

Advanced Search

View Recently Published

### In Progress Edits

Continue where you left off on one of the following Constellations.

No Constellations Available

# New Constellation

Basic Info

## Basic Information

**Instructions:** To create a new constellation, first enter the *Entity Type* and one *Name Entry* (required). After that, we'll check to make sure that the constellation doesn't already exist in SNAC. If you are sure at that point, we'll copy over your work here into the new constellation.

Constellation Information

Entity Type \*

Select

corporateBody

family

person

Name Entries \*

## Required Element: Entity Type

Start building your new SNAC record at the **Basic Information** tab by designating the Entity Type: **corporateBody**, **family**, or **person**.

For the instructor's example, we will designate **person** as the **Entity Type**.

Move to the **Name Entries** section where you will add **Name Components** following these steps:

1. Click **+Add Component**, and add components for:
  - Designate **Surname** = Hamer
  - Designate **Forename** and middle initial or middle name = Fannie Lou
  - Designate **Date** = 1917-1977

\*Note that SNAC automatically supplies punctuation for the name heading depending on the component type.

2. Set the **Preference** switch to **Preferred**
3. Assuming the **Language** is English and the **Script** is Latin, hit the **magic wand** buttons; otherwise, search for language and script
4. Set the **Rules** to “authorizedForm” and “rda”

The screenshot shows the SNAC Name Entry interface for "Hamer, Fannie Lou, 1917-1977". The heading is "Computed Name Heading". The "Name Components" section contains three entries: Surname (Hamer), Forename (Fannie Lou), and Date (1917-1977). Each entry has a menu icon, a delete button, and a dropdown arrow. Below the components is a green "Add Component" button. The "Preference" section has a switch set to "Preferred". The "Language" section is set to "eng" and the "Script" section is set to "Latn", both with "magic wand" icons. The "Rules" section has two rules: "authorizedF..." and "rda", with a delete button. A green "Add Rule" button is at the bottom.

## Reconciliation Results

Before continuing, please check the following Constellation matches. If the Constellation you wish to add is below, please edit it (if it is not checked out) rather than creating a duplicate.

**Spelce, Fannie Lou**

<http://n2t.net/ark:/99166/w6s799dw>

 View

 Edit

**Bryant, Fannie Lou**

<http://n2t.net/ark:/99166/w6fw4pq1>

 View

 Edit

**Littlefield, Fannie Lou.**

<http://n2t.net/ark:/99166/w6rf9mft>

 View

 Edit

Create New Constellation

Cancel

SNAC's reconciliation check may discover duplicates or near duplicates at this step. It provides a list for you to examine for possible duplicates.

Click **View** to see the full record if you need more information, or more *context*. If you find that the identity constellation already exists, you also have the option to **Edit**.

When you determine there are no duplicates, click **Create New Constellation** to continue creating your new record.



After reconciliation, SNAC returns you to the **Name Entries** tab for more editing.

A range of **User Actions** appear at the top of the editing screen.

**Save (Save as you go!)**

**Save & Dashboard**

**Send for Review**

**Cancel**

**Publish is blocked for new editors.**

If variants are warranted and supported in your sources, enter them on the **Name Entries** tab.

1. Click **+Add Component** to enter all variant name components:
  - a. Surname = Townsend
  - b. Forename = Fannie Lou
  - c. Date = 1917-1977**

*\*Remember! Variant name entries must have the same date elements as the preferred name*
2. Leave the **Preference** switch set to **Not Preferred**
3. Code for **Language** and **Script**. Use the **magic wand** buttons to default to eng and Latn.\*
4. Key Not Preferred forms as “**alternativeForm**” and “**rda**”
5. Repeat these steps for any additional, warranted variant names

\*[Language](#) and [Script](#) are from the ISO codes

The screenshot shows the configuration interface for a name entry. At the top, the name is 'Townsend, Fannie Lou, 1917-1977' with a 'Computed Name Heading' label. Below this is the 'Name Components' section, which contains three rows of input fields: 'Surname' with the value 'Townsend', 'Forename' with 'Fannie Lou', and 'Date' with '1917-1977'. Each row has a red minus button on the right. A green '+ Add Component' button is located below these rows. The 'Preference' section has a switch set to 'Not Preferred'. The 'Language' field is set to 'eng' and the 'Script' field is set to 'Latn', both with edit icons. The 'Rules' section has a dropdown set to 'alternativeForm' and another dropdown set to 'rda', with a red minus button on the right. A green '+ Add Rule' button is below the rules. On the right side of the interface, there are three buttons: 'Cite', 'Undo', and 'Trash'.

For more variant name examples: [Name Elements pdf](#)

# History: BiogHist

Hamer, Fannie Lou, 1917-1977 

Name Entries History ▾ Demographics ▾ Relations ▾ Corporate Description ▾ Sources Control Data ▾

## Biographical History

1 <p>Fannie Lou Hamer was born Fannie Lou Townsend on October 6, 1917, in Montgomery County, Mississippi. She was a voting and women's rights activist, community organizer, and a leader in the civil rights movement. She was the co-founder and vice-chair of the Freedom Democratic Party, which she represented at the 1964 Democratic National Convention. Hamer also organized Mississippi's Freedom Summer along with the Student Nonviolent Coordinating Committee (SNCC). She was also a co-founder of the National Women's Political Caucus, an organization created to recruit, train, and support women of all races who wish to seek election to government office.</p>

2

3 <p>Hamer began civil rights activism in 1962, continuing until her health declined nine years later. She was known for her use of spiritual hymnals and quotes and her resilience in leading the civil rights movement for black women in Mississippi. She was extorted, threatened, harassed, shot at, and assaulted by white supremacists and police while trying to register for and exercise her right to vote. She later helped and encouraged thousands of African-Americans in Mississippi to become registered voters, and helped hundreds of disenfranchised people in her area through her work in programs like the Freedom Farm Cooperative. She unsuccessfully ran for the U.S. Senate in 1964 and the Mississippi State Senate in 1971. In 1970 she led

Language

eng

x



Script

Latn

x



Click the **Edit** icon on the right of the **Biographical History** entry screen and enter a biography note.

SNAC encourages you to copy and paste from outside sources like finding aids, instead of transcribing directly into the SNAC record.

Please note that you can code for paragraph breaks with **<p>** and **</p>**.

Remember to code for **Language** and **Script**.

# History / Exist Dates:

For a single date, click  
**+Add New Date**

For a range of dates, click  
**+Add New Date Range**

**Birth/Death** for persons

**Establishment/Disestablishment** for  
corporate bodies

Follow the prompts to add the date  
information you've found in your  
sources.

**Note:** You can click "Show Fuzzy  
Range Fields" if you need to use them

## Exist Dates

[+ Add New Date](#) [+ Add New Date Range](#)

Exist Dates - Date Range

<b>Start Date</b> Machine-Readable	1917	-	October	x	-	6	<a href="#">Cite</a>	
<b>Start Date</b> Natural Language	October 6, 1917							<a href="#">Undo</a>
<b>Start Date Type</b>	Birth							<a href="#">Trash</a>
<b>End Date</b> Machine-Readable	1977	-	March	x	-	14	<a href="#">Cite</a>	
<b>End Date</b> Natural Language	Mach 14, 1977							<a href="#">Undo</a>
<b>End Date Type</b>	Death							<a href="#">Trash</a>
<b>Descriptive Note</b>	<input type="text"/>							

[Show Fuzzy Range Fields](#)



## History / Places:

1. Click the **+Add New Place** button and use the entry screens to add geographic headings relating to the person.
2. Add a **Type** of geographic place relation. The **Type** of place indicates an associative relationship.
3. Add a **Role** for the geographic place. The role, in the context of EAC, can be **Birth, Death, Citizenship** or **Residence**.
4. Optionally, add an **Address** or a **Descriptive Note**.

*Don't see a place name? Don't worry! Email Jerry or Dina and they can add it.*

### Places

+ Add New Place

Mound Bayou

MS, US

View GeoPlace



Cite



Edit



Trash

Type AssociatedPlace

Role Death

Address

Descriptive Note

Montgomery County

MS, US

View GeoPlace



Cite



Edit



Trash

Type AssociatedPlace

Role Birth

Address

Descriptive Note

# Demographics: Optional elements for Gender, Nationality, Languages Used, Occupations and Subjects.

Core Data History ▾ Demographics ▾ Relations

## Genders

- Genders
- Nationalities
- Languages Used
- Occupations
- Subjects

+ Add New

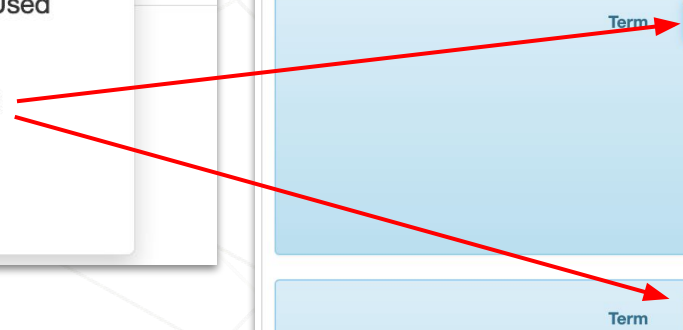
Name Entries History ▾ Demographics ▾ Relations ▾ Corporate Description ▾ Sources ▾ Control Data ▾

## Occupations

+ Add New Occupation

Term Civil rights leaders x ▾

Term Activist x ▾



## Relations / Resource Relations:

1. Click the **+Add New Resource Relation** button and use the entry screens to add information for archival resources related to the person.

2. Use the **Search Resources** feature to determine whether a finding aid resource is already available in SNAC.

If finding aid resource cannot be found SNAC, either by title, URL, or other keywords, click **Create New Resource** to create a new resource.

# Hamer, Fannie Lou, 1917-1977

Name Entries

History ▾

Demographics ▾

Relations ▾

Corporate Description ▾

Sources

## Resource Relations

**+ Add New Resource Relation**

### Search Resources ✕

Type or paste the unique URL for the resource in the box below. If we have a cached copy of the resource, select the version you want to reference by using the radio button to the left, then click "Continue." If the resource you are looking for is not found, choose "Create New Resource."



### Search Results

No results found.

OR

**Create New Resource**

Cancel

Continue

We want to link Hamer's SNAC record to a collection of her papers held at the **Amistad Research Center** at Tulane University, in New Orleans, Louisiana.

Search the SNAC resources cache by **URI**, **title** or **keyword** to see if a description of the finding aid already exists in SNAC.

***N.B.: Due to the ingest of thousands of finding aids during R & D, there's a good chance your particular finding aid might already be in SNAC.***

### Fannie Lou Hamer papers

Collection Identifier: 165

Amistad Research Center | Fannie Lou Hamer papers

Collection Overview | Collection Organization | Container Inventory

#### Scope and Contents

The Papers of Fannie Lou Hamer measure approximately 16 linear feet and consist of 3,293 pieces of correspondence dated between 1966 and 1978. The correspondence represented includes not only that of Fannie Lou Hamer, but also that of a number of organizations to which she was in some way connected and of her business manager, Joseph Harris. Much of Hamer's business correspondence is included in the Harris correspondence. He was almost entirely responsible for the business aspects of Hamer's career, and in some cases he also represented her interests in organizations to which she belonged.

Also included in the papers are programs, photographs, invitations, newspaper articles, a print of the 16mm documentary film *Oh, Freedom!* on the civil rights movement, and a variety of material from each of the organizations represented.

This collection was processed under a grant from the National Endowment for the Humanities.

[See less](#)

#### Dates

- Created: 1966-1978
- Other: Date acquired: 01/01/1981

#### Creator

- Hamer, Fannie Lou (Person)

#### Search Resources

Type or paste the unique URL for the resource in the box below. If we have a cached copy of the resource, select the version you want to reference by using the radio button to the left, then click "Continue." If the resource you are looking for is not found, choose "Create New Resource."

OR

Create New Resource

Cancel Continue

#### Search Resources

Type or paste the unique URL for the resource in the box below. If we have a cached copy of the resource, select the version you want to reference by using the radio button to the left, then click "Continue." If the resource you are looking for is not found, choose "Create New Resource."

Search Results

No results found.

OR




Create New Resource


## Resource Relations continued:

1. Add the **Resource Type** and **Title** elements. **Required**
2. Add **Date**, **Resource Link**, **Abstract**, **Extent**, and **Languages**.
3. Add the **Holding Repository**.
4. Click **Continue** to add these elements to the record.

Create Resource

Use the form below to create a new resource and then press "Continue" to continue creating a new resource relation.

Resource Type *	ArchivalResource
Title *	Fannie Lou Hamer papers, 1966-1978
Date	1966-1978
Resource Link	http://amistadresearchcenter.tulane.edu/archon/?p=collections/controlcard&id=3
Abstract	The Papers of Fannie Lou Hamer measure approximately 16 linear feet and consist of 3,293 pieces of correspondence dated between 1966 and 1978. The correspondence represented includes not only that of Fannie Lou Hamer, but also that of a number of organizations to which she was in some way connected and of her business manager, Joseph Harris. Much of Hamer's business correspondence is included in the Harris correspondence. He was almost entirely responsible for the business aspects of Hamer's career, and in some cases he also represented her interests in organizations to which she belonged.
Extent	16.0 Linear Feet
Languages	eng x Latn x   Add Language 
Holding Repository	Amistad Research Center x <a href="#">Can't Find the Holding Repository?</a>



## Resource Relations Create Resource continued:

After clicking **Continue** to record the resource, a subsequent screen appears. Here you will add a value for **Role**:

**contributorOf**  
**creatorOf**  
**editorOf**  
**referencedIn**

For this example, Fannie Lou Hamer is designated as **creatorOf**.

Add other **Resource Relations** as warranted.

### Resource Relations

+ Add New Resource Relation

Washington, Gary, 1953- → Fannie Lou Hamer papers, 1966-1978

**Resource**

Title: Fannie Lou Hamer papers, 1966-1978

The Papers of Fannie Lou Hamer measure approximately 16 linear feet and consist of 3,293 pieces of correspondence dated between 1966 and 1978. The correspondence represented includes not only that of Fannie Lou Hamer, but also that of a number of organizations to which she was in some way connected and of her business manager, Joseph Harris. Much of Hamer's business correspondence is included in the Harris correspondence. He was almost entirely responsible for the business aspects of Hamer's career, and in some cases he also represented her interests in organizations to which she belonged. Also included in the papers are programs, photographs, invitations, newspaper articles, a print of the 16mm documentary film Oh, Freedom! on the civil rights movement, and a variety of material from each of the organizations represented.

ArchivalResource: 16.0 Linear Feet

<http://amistadresearchcenter.tulane.edu/archon/?p=collections/controlcard&id=3> [View](#)

[View in SNAC](#)

**Role**

Select

contributorOf

**creatorOf**

editorOf

referencedIn

**Descriptive Note**

On the **Relations** tab and select **Internal CPF Relations**:

1. Click the **+Add New Constellation Relation** button and use the entry screens to add information for entities related to the person.
2. SNAC prompts you to use the **Choose Relationship search** feature to locate related entities already in SNAC.
3. Select an entity from the search results by clicking the **radio button** to the left of the heading. **Note:** There is a **View** button, so you can preview the SNAC record you're linking to.
4. When you've made your selection, click the **Create Relation** button at the bottom of the search results screen.

Choose Relationship

Use the search box below to find a Constellation. Select one by using the radio button to the left. You may view any constellation by choosing the "View" link next to the ARK

Mississippi Freedom Democratic Party

Search Results

- Mississippi Freedom Democratic Party**  
<http://snaccooperative.org/ark:/99999/ZWX0mqRl> [View](#)
- Mississippi Freedom Democratic Party. Carroll County Chapter.**  
<http://n2t.net/ark:/99166/w6x42r47> [View](#)
- Mississippi Freedom Democratic Party. Lauderdale County (Miss.)**  
<http://n2t.net/ark:/99166/w6cs1bk9> [View](#)
- Mississippi Freedom Democratic Party. Quitman County Chapter.**  
<http://n2t.net/ark:/99166/w6007vkf> [View](#)
- Mississippi Freedom Democratic Party. Sunflower County Chapter.**  
<http://n2t.net/ark:/99166/w6hf2gjp> [View](#)
- Mississippi Freedom Democratic Party. Leflore County Branch.**  
<http://n2t.net/ark:/99166/w66q7nbx> [View](#)

Cancel

Create Relation

# Relations: Internal CPF Relations

## Internal CPF Relations

The screenshot shows the 'Internal CPF Relations' interface. At the top, there is a green button labeled '+ Add New Constellation Relation'. Below this, a relationship is displayed between two entities: 'Hamer, Fannie Lou, 1917-1977' (represented by a person icon) and 'Mississippi Freedom Democratic Party' (represented by a building icon). An arrow points from the person icon to the party icon, with the relationship type 'correspondedWith' written below the arrow. Below the relationship, there are three fields: 'Target' with the value 'Mississippi Freedom Democratic Party' and URL 'http://snaccooperative.org/ark:/99999/ZWX0mqRI'; 'Type' with a dropdown menu showing 'correspondedWith'; and 'Descriptive Note' with the text 'Hamer served as vice chairperson of the Mississippi Freedom Democratic Party.' A red arrow points from the 'correspondedWith' text in the relationship type field to the 'Descriptive Note' field.

For a complete list of the relationship types, check [Relationship Types](#) on the SNAC Portal

1. After you **Create Relation**, SNAC returns you to the **Internal CPF Relations** screen
2. SNAC displays the two entities separated by an arrow
3. Use the relationship **Type** selector to contextualize the relationship between the two entities.
4. Fannie Lou Hamer had a great deal of correspondence with the Mississippi Freedom Democratic Party, so we apply the **correspondedWith** relationship type.
5. SNAC then updates the relationship description under the arrow.
6. Optionally, editors can add a **Descriptive Note** for more information and context for the relationship.



## Hamer, Fannie Lou

URI(s)  
- <http://id.loc.gov/authorities/names/n79151531>

Instance Of  
- MADS/RDF PersonalName  
- MADS/RDF Authority  
- SKOS Concept <sup>ⓘ</sup>

Scheme Membership(s)  
- Library of Congress Name Authority File

Collection Membership(s)  
- Names Collection - Authorized Headings  
- LC Names Collection - General Collection

Variants  
- Townsend, Fannie Lou  
- Hamer, Fanny Lou

Additional Information  
- <http://id.loc.gov/rwo/agents/n79151531>

- Birth Date  
1917

- Death Date  
1977

# Relations: External Related CPF

## Library of Congress Name Authority File/NACO example

1. Click the **+Add New Same-As Relation** button and use the entry screens to link to a matching entry in an external authority source.
2. Select the External Authority title (LoC/NACO) from the dropdown list.
3. Copy and paste the **URI** extension for the LoC record into the Authority ID field

[id.loc.gov/authorities/names/n79151531.html](http://id.loc.gov/authorities/names/n79151531.html)

External Related CPF

[+ Add New Same-As Relation](#)

URI	<input type="text" value="https://id.loc.gov/authorities/n79151531"/>
External Authority	<input type="text" value="LoC/NACO Name Authority File"/>
Authority ID	<input type="text" value="n79151531"/>

For more information about External Related CPFs, check the [Authority File List](#) and the [Authority ID Cheat Sheet](#) on the SNAC Portal.

# Relations: External Related CPF: Wikidata

The image shows a composite of three screenshots illustrating the process of linking a Wikipedia article to Wikidata. The top screenshot shows the Wikidata main page with a search bar containing 'fannie lou' and a dropdown menu listing related items. The middle screenshot shows the Wikipedia article for Fannie Lou Hamer with the 'Tools' dropdown menu open, highlighting the 'Wikidata item' option. The bottom screenshot shows a zoomed-in view of the search results for 'fannie lou' on Wikidata, with the first result, 'Fannie Lou Hamer', highlighted.

**Wikidata Search Results:**

- fannie lou
- Fannie Lou Hamer  
American civil rights activist (October 6, 1917 – March 14, ...)
- Fannie Hillsmith (*Fannie Louise Hillsmith*)  
American Cubist painter.
- Fannie Lou Spelce  
1908 - 1998; American; Painter
- Fannie Lou Hamer Library  
public library in Jackson, Mississippi, USA
- containing...  
fannie lou

**Wikipedia Tools Menu:**

- Tools
- move to sidebar
- Actions
- Move
- General
- What links here
- Related changes
- Special pages
- Permanent link
- Page information
- Cite this page
- Wikidata item
- Edit interlanguage links

From the Wikipedia page, select Wikidata item in the Tools dropdown on the top right of the page

OR

Go to [Wikidata.org](https://www.wikidata.org) and search for person on top right bar

## Relations: External Related CPF

1. Click the **+Add New Same-As Relation** button and use the entry screens to link to a matching entry in an external authority source.
2. Select the External Authority title (Wikidata) from the dropdown list.
3. Copy and paste the **Q number** (after the name or end of the URI) extension for the Wikidata item into the **Authority ID** field

The screenshot shows the Wikidata interface for the item 'Fannie Lou Hamer' (Q438438). The browser address bar shows 'wikidata.org/wiki/Q438438'. The Wikidata logo is visible on the left. The main content area displays the item name 'Fannie Lou Hamer' with '(Q438438)' in parentheses, followed by the description 'American civil rights activist (October 6, 1917 – March 14, 1977)' and the name 'Fannie Lou Townsend'. A red box highlights the '(Q438438)' text, and a red arrow points from it to the 'Authority ID' field in the form below. The form has three fields: 'URI' with the value 'https://www.wikidata.org/entity/Q438438', 'External Authority' with a dropdown menu set to 'Wikidata', and 'Authority ID' with the value 'Q438438'. To the right of the form are three buttons: 'Cite', 'Undo', and 'Trash'.

# Special cases: Linking Names of the Enslaved in SNAC

Nancy Carter Quander was an enslaved woman owned by George & Martha Washington at their plantation/estate, Mount Vernon.





Here we can see the relationship between the enslaved person and the enslaver.

## Quander, Nancy Carter

Detailed View Revision History Sources

Biography Resources Relationships Places

Nancy Carter Quander was an enslaved woman at Mount Vernon, Virginia. She was eleven years old in 1799, when George Washington was at the plantation. She lived on River Farm with her mother, Such...

Relation	Name
associatedWith	 Mount Vernon (Va. : Estate)
memberOf	 Quander family
ownedBy	 Washington, George, 1732-1799
ownedBy	 Washington, Martha, 1731-1802



## Washington, Martha, 1731-1802

Detailed View Revision History Sources Export

Biography Resources Relationships Places Subjects

Martha Dandridge Custis Washington was the first First Lady of the United States. She is remembered as the nation's first lady who set an example for her future first ladies, by being a property owner. She is an example of strength during the Revolutionary War, and as...



associatedWith	 Powel, Elizabeth, 1743-1830,
ownerOf	 Quander, Nancy Carter

# Special cases: Describing relationships for enslaved persons and plantations

This example illustrates Quander's Internal CPR Relation with Mount Vernon recorded in SNAC.

## Quander, Nancy Carter

Detailed View Revision History Sources

Biography Resources Relationships Places

Nancy Carter Quander was an enslaved woman at Mount Virginia. She was eleven years old in 1799, when George plantation. She lived on River Farm with her mother, Suck



Relation	Name
associatedWith	Mount Vernon (Va. : Estate)
memberOf	Quander family
ownedBy	Washington, George, 1732-1799
ownedBy	Washington, Martha, 1731-1802

## Mount Vernon (Va. : Estate)

Detailed View Revision History Sources Export

History Resources Relationships Places Subjects

Mount Vernon is located on the Potomac River near the city of Alexandria and George and Martha Washington. George Washington's ancestors acquired the plantation in 1740, when Lawrence Washington renamed the plantation Hunting Creek Plantation. In 1740, Lawrence Washington renamed the plantation the Mount Vernon ladies Association of the Union in 1858, and opened

Under George Washington, the plantation reached a size of nearly 8,000 acres. These included the Mansion farm, River farm, and approximately 200 enslaved people and other workers lived on the plantation.

The Estate was subsequently owned by Martha Washington (1799 - 1800), Augustine Washington II (1829 - 1832), and John Augustine Washington III (1832 - 1858).

associatedWith	Quander family
associatedWith	Quander, Nancy Carter

# Family Names

## Family name: Name entries

1. Set the **Entity Type** as “family”
2. Add components for:
  - **FamilyName** (required)
  - **FamilyType** (required)
  - **Location** (optional, but necessary)
3. **Preference** switch to **Preferred**
4. Code for **Language** and **Script**
5. Code the **Rules**
6. Continue adding **Biography**, **Places**, **Relations**, **Sources**, etc., as warranted.

Entity Type \* family x ▾

Name Entries \*

**Eastman (Family : Barre, Vt.)**  
*Computed Name Heading*

**Name Components**

≡	FamilyNa... x ▾	Eastman	⊖
≡	FamilyType x ▾	Family	⊖
≡	Place x ▾	Barre, Vt.	⊖

**+ Add Component**

**Preference** Preferred

**Language** eng x ▾

**Script** Latn x ▾

**Rules** authorizedF... x ▾ rda x ▾ ⊖

**+ Add Rule**



# Family name components:

Date (optional)

FamilyName (required)

FamilyType (required)

NameAddition (optional)

Place (optional)

ProminentMember (optional)

Additional family names guidance:

[Cheat Sheet for Family names](#)

[Name Elements PDF](#)


Eastman (Family : Barre, Vt. : Eastman, Alvah W., 1867-1952)  
*Computed Name Heading*


**Name Components**

FamilyName	x	Eastman	⊖
FamilyType	x	Family	⊖
Place	x	Barre, Vt.	⊖
ProminentMember	x	Eastman, Alvah W., 1867-1952	⊖

**+ Add Component**

**Preference** Preferred

**Language** eng x 

**Script** Latn x 

**Rules**

authorizedForm	x	rda	x	⊖
----------------	---	-----	---	---

**+ Add Rule**

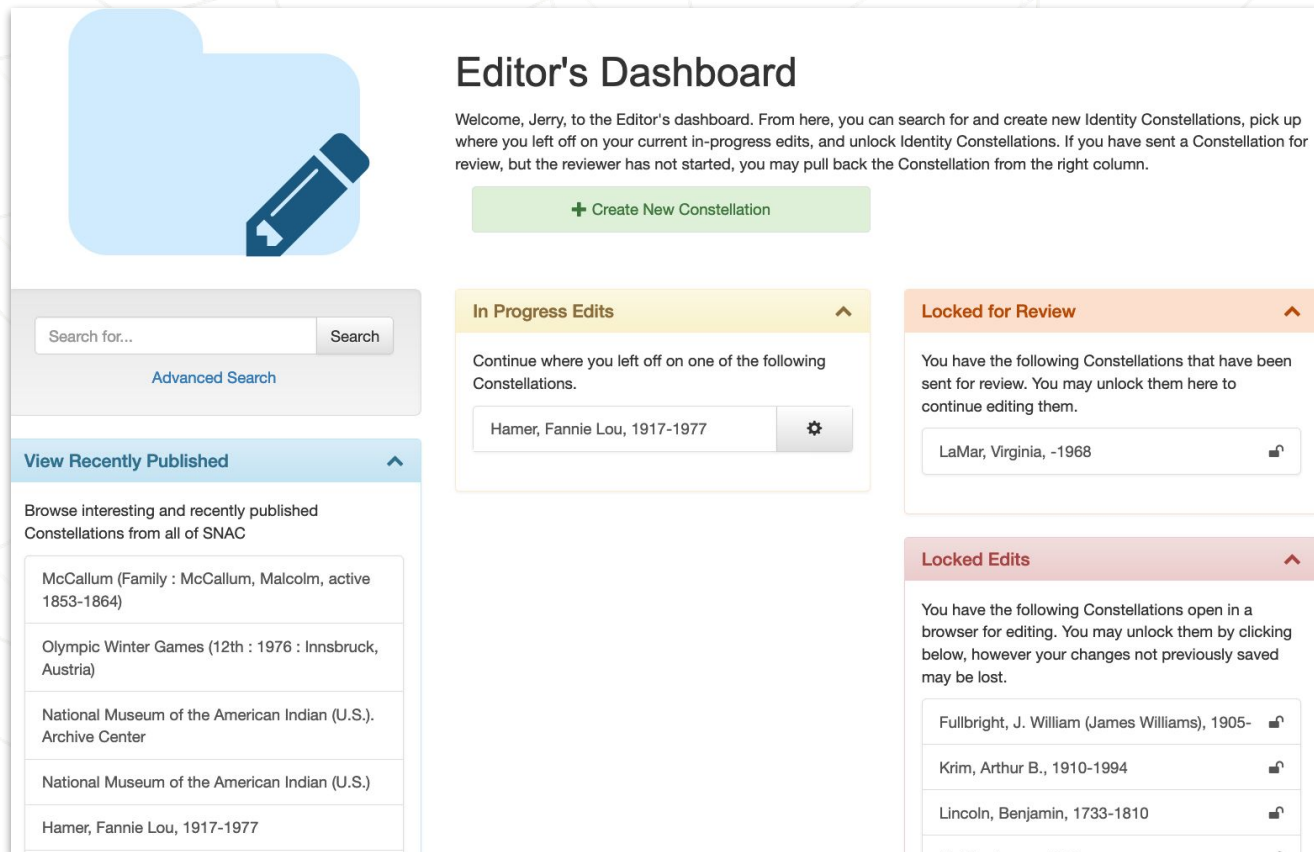


# Editing SNAC Records / SNAC Dashboards

## Editing SNAC records ...

After review and publication, you can make edits to the record as you feel necessary.

1. Return to the **SNAC Dashboard**. This can be done during a current session, or after you've left the system and later started a new session.
2. The SNAC Dashboard organizes your most recent work: **View Recently Published**, **In Progress Edits**, and **Locked Edits**.
3. You can start editing work from any of these points.



The screenshot shows the Editor's Dashboard with a search bar, a 'View Recently Published' section, and three main panels: 'In Progress Edits', 'Locked for Review', and 'Locked Edits'. A large blue folder icon with a pencil is in the top left.

### Editor's Dashboard

Welcome, Jerry, to the Editor's dashboard. From here, you can search for and create new Identity Constellations, pick up where you left off on your current in-progress edits, and unlock Identity Constellations. If you have sent a Constellation for review, but the reviewer has not started, you may pull back the Constellation from the right column.

[+ Create New Constellation](#)

Search for...    
[Advanced Search](#)

#### View Recently Published

Browse interesting and recently published Constellations from all of SNAC

McCallum (Family : McCallum, Malcolm, active 1853-1864)
Olympic Winter Games (12th : 1976 : Innsbruck, Austria)
National Museum of the American Indian (U.S.). Archive Center
National Museum of the American Indian (U.S.)
Hamer, Fannie Lou, 1917-1977

#### In Progress Edits

Continue where you left off on one of the following Constellations.

Hamer, Fannie Lou, 1917-1977	<input type="button" value="⚙"/>
------------------------------	----------------------------------

#### Locked for Review

You have the following Constellations that have been sent for review. You may unlock them here to continue editing them.

LaMar, Virginia, -1968	<input type="button" value="🔒"/>
------------------------	----------------------------------

#### Locked Edits

You have the following Constellations open in a browser for editing. You may unlock them by clicking below, however your changes not previously saved may be lost.

Fullbright, J. William (James Williams), 1905-	<input type="button" value="🔒"/>
Krim, Arthur B., 1910-1994	<input type="button" value="🔒"/>
Lincoln, Benjamin, 1733-1810	<input type="button" value="🔒"/>

Use the **Parsing** function to speed editing of person names already in SNAC ...

Click the blue **Parse** button to separate person name components. Then continue adding/adjusting the remaining elements for the name heading by coding for **Preference**, **Language**, **Script** and **Rules**.

Please note that the name parser works the same for variant name entries.

***There is no parsing feature for corporate body names or for family names.***

The screenshot shows the SNAC interface for editing a name heading. At the top, the name 'Anderson, Abraham Archibald, 1847-1940' is displayed as a 'Computed Name Heading'. Below this, the 'Name Components' section contains a search bar with the same name and a red minus button. A red arrow points from the text 'Click the blue Parse button' to the 'Parse' button. Below the search bar are two buttons: a green 'Add Component' button and a blue 'Parse' button. The lower section of the interface has four rows: 'Preference' with a 'Preferred' toggle; 'Language' with a 'Select' dropdown and an edit icon; 'Script' with a 'Select' dropdown and an edit icon; and 'Rules' with a green 'Add Rule' button.

# Editing Reminders

## Name Entities:

- Code for Language & Script
- Code for Rules ... “rda”

## Resources:

- At least one resource is required
- Code the Role ... creatorOf, referencedIn, etc.

## Internal CPFs:

- Code for Relationship type

## External CPFs:

- Check Wikidata, LCNAF of Congress, VIAF, Findagrave, etc.

## Sources:

- At least one source is required
- Follow examples from SNACSchool

If you need more help and advice, check out the cheat sheets on the SNAC Portal:

[SNAC Editing Cheat Sheet - Persons](#)

[SNAC Editing Cheat Sheet - Corporate Bodies](#)

[SNAC Editing Cheat Sheet - Families](#)

[Name Elements PDF](#)

Yellowtail, Thomas, 1903-1993 Variant names

Detailed View Revision History Sources Export Edit Reserve for Editing

Biography Resources Relationships Places Subjects Occupations Activities

Thomas Yellowtail (born March 7, 1903, Crow Indian Reservation, Montana - died November 24, 1993), Medicine Man and Sun Dance chief of the Crow tribe for over thirty years prior to his death. Thomas Yellowtail's adult life was dedicated to the adherence to, and preservation of, the Sun Dance religion.




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