## Submission Guidelines

Below are instructions for writing the information that each item in *Remembering Lincoln* needs, along with examples. When submitting your item, please make sure it is dated between April 15, 1865 and June 1, 1866. If you have any questions, please contact us at rememberinglincoln@fords.org

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Item</td>
<td>“The Great Crime at Washington- Proclamation by the Mayor”</td>
</tr>
<tr>
<td>Link to Item</td>
<td><a href="http://chroniclingamerica.loc.gov/lccn/sn84026922/1865-05-20/ed-1/seq-1/">http://chroniclingamerica.loc.gov/lccn/sn84026922/1865-05-20/ed-1/seq-1/</a></td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>image emailed to <a href="mailto:rememberinglincoln@fords.org">rememberinglincoln@fords.org</a> with the subject line Archive: (title)</td>
</tr>
<tr>
<td>Item Type</td>
<td>Document: Newspaper</td>
</tr>
<tr>
<td>Body (provide the most thorough description possible)</td>
<td>Editorial published in the Daily Wisconsin News on April 15, 1865, discussing the recommended stopping of all city activities by Mayor of Milwaukee, Abner Kirby. His proclamation states that “all the dwellings and business places of our city forthwith be clad with mourning, as a token of the deep and common sorrow that prevails…”</td>
</tr>
<tr>
<td>Transcription</td>
<td>The Great Crime at Washington- Proclamation of the Mayor.</td>
</tr>
<tr>
<td></td>
<td>Mayor’s Office</td>
</tr>
<tr>
<td></td>
<td>Saturday Morning, April 15th</td>
</tr>
<tr>
<td></td>
<td>The joy of the nation is turned into morning!</td>
</tr>
<tr>
<td></td>
<td>The Chief Magistrate of our Country is reported to have been villainously slain at the hands of an assassin, and the life of our Secretary of State taken by a still more infamous hand.</td>
</tr>
<tr>
<td></td>
<td>Therefore, I, Abner Kirby, Mayor of Milwaukee, do …</td>
</tr>
<tr>
<td>Transcribed by</td>
<td>Krista McKim</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td>Transcription Reviewed By</td>
<td>David McKenzie</td>
</tr>
<tr>
<td>Date of Item</td>
<td>April 15, 1865</td>
</tr>
<tr>
<td>Creator or Author</td>
<td>Abner Kirby</td>
</tr>
<tr>
<td>Publisher</td>
<td>Daily Wisconsin News</td>
</tr>
<tr>
<td>Region</td>
<td>Union States</td>
</tr>
<tr>
<td>Location – Be as Specific as Possible</td>
<td>Milwaukee, Wisconsin</td>
</tr>
<tr>
<td>Tags – Topic</td>
<td>Orders, mourning, grief, honoring</td>
</tr>
<tr>
<td>Who</td>
<td>Man, editorialist</td>
</tr>
</tbody>
</table>

What is this article about?
More information about the tags can be found on the next page.

Who wrote this source?
More information about the tags can be found on the next page.
Further Information about Tags

Topics

• Anniversary (one year after Lincoln’s death)
• Arrest (of conspirators)
• assassination details
• assassination night (written that night)
• body (either Lincoln or Booth)
• burial (either Lincoln or Booth)
• celebration/rejoicing (of the assassination)
• conspiracy theories
• cultural (music, poetry, performances, etc)
• denunciation: Lincoln (criticism of Lincoln)
• denunciation: conspirators (criticism of conspirators)
• denunciation: Booth (criticism of Booth)
• diplomatic (written by a diplomat)
• execution
• first news (April 15, 1965 or first printed article on the assassination in the region)
• first reaction (reactions to hearing the news)
• funeral
• funeral planning
• funeral rites (funeral service)
• funeral train
• future speculation (What happens now?)
• grief
• honoring
• investigation
• latest news (updates about the investigation)
• Lincoln life
• manhunt
• memorial (building a memorial to Lincoln)
• misinformation (inaccurate reporting)
• monument
• motive
• mourning
• oratory (Speeches given on the death)
• orders (Proclamations)
• police
• political
• religious
• reunion (bringing the country back together)
• rumor
• sympathy (for Lincoln)
• trial of conspirators

Who

• abolitionist
• army: Union
• army: Confederate
• child
• clergy: Christian
• clergy: Jewish
• conspirator (involved in the assassination)
• Democrat
• Editorialist (giving a person opinion)
• enslaved person
• formerly enslaved person
• free African American (never was an enslaved)
• government: Confederate
• government: foreign
• government: U.S.
• independent (not a Republican or Democrat)
• international
• man
• navy: Confederate
• navy: Union
• officer: Confederate
• officer: Union
• reporter
• Republican
• soldier: Confederate
• soldier: Union
• witness: Ford’s Theatre
• witness: funeral train
• witness: Petersen House
• witness: Manhunt
• woman