

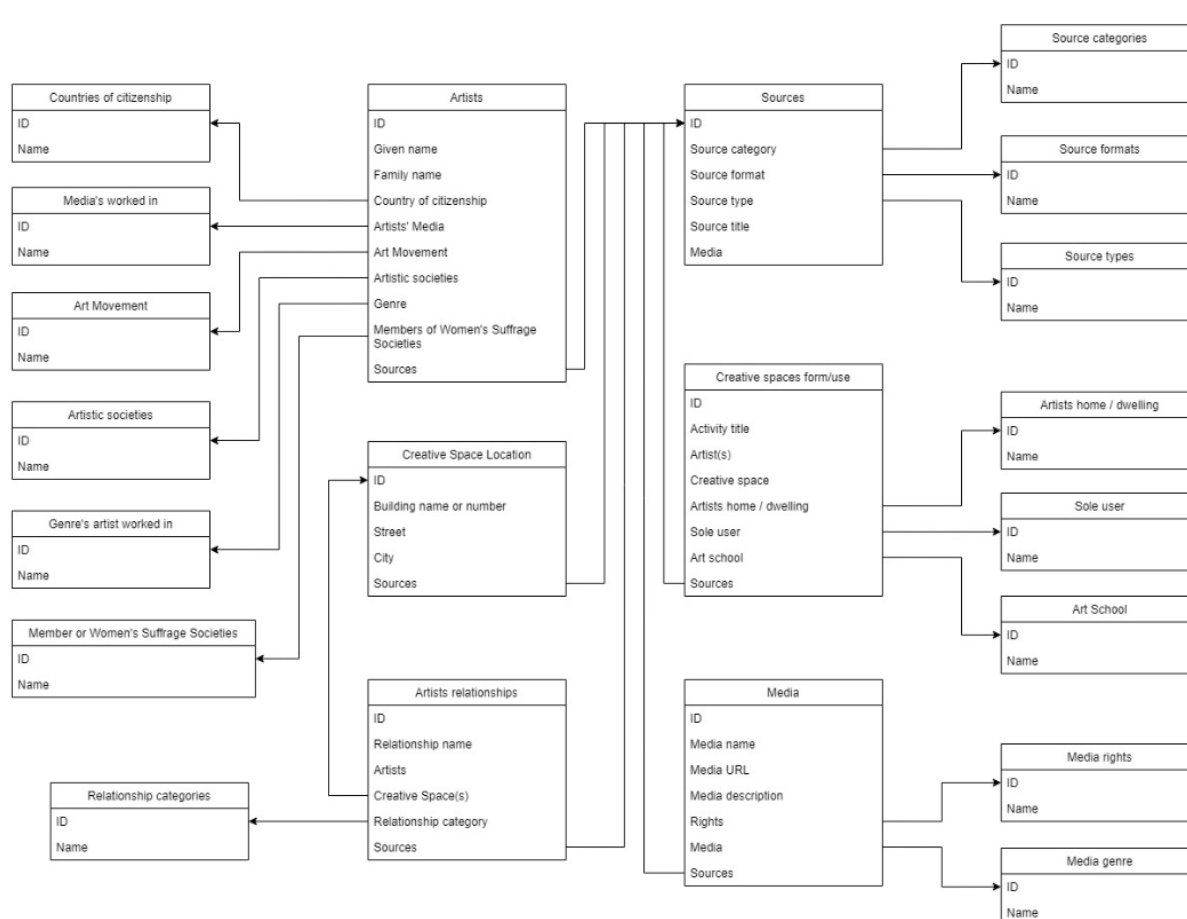
Mapping British Women Artists Creative Spaces, 1750-1950

User Guide for Database

Mapping Women Artists' Creative Spaces, 1750-1950 is plotting the locations of women artists' creative spaces in the period 1750-1950. For the pilot period the project is focusing on obtaining as many entries as possible for the London area; however, it is possible to submit entries for locations worldwide. If you submit a woman artists' creative space for inclusion on our map using our CMS Database you'll be helping us to build an unprecedented picture of the presence of active women artists in the period.

However, the diversity of women artists' lives and the patchwork of surviving historical records, means that mapping the locations of their creative spaces can raise complexities that need to be negotiated. To help with this and ensure your submission for the map can be included, below are some notes and guidelines you may find useful to follow.

The database is a relational database, which is why there are multiple data forms each with their own various data fields to complete. The six data forms are connected by particular fields, which together create a full entry and will allow flexible searchability of the resulting data map. The relationships between the data six forms are illustrated in the diagram below.



We recommend that you look over the data fields listed below and ensure that you have all of your sources and information to hand before beginning an entry.

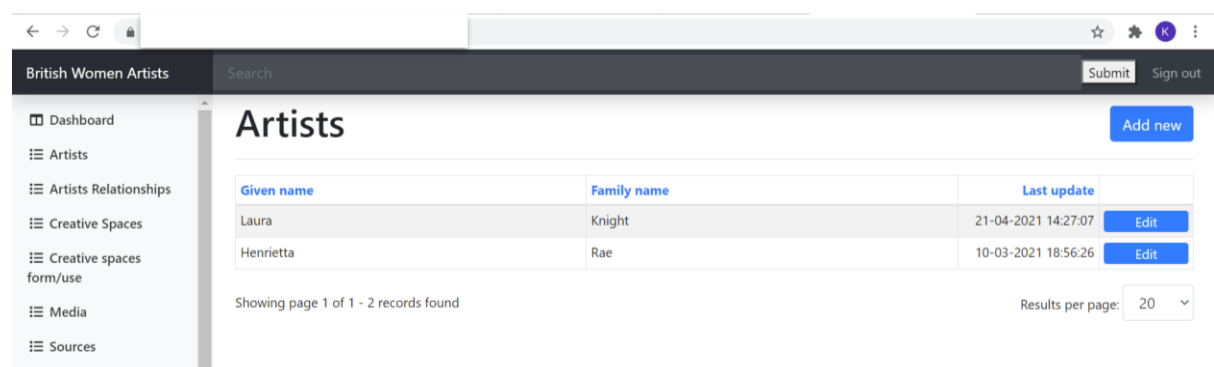
We are here to help. So, if you need further advice and/or information do contact britishwomenartists1750-1950 and we'll get back to you as soon as we are able.

How to Search Existing Entries

To view information already in the database you can search for entries.

Please always search to see if an Artist, Source or Creative Space Location already exists in the database before creating a new entry to avoid duplication.

For example, you can search for the name of the artist you wish to create an entry for using the dark grey **Search** plane at the top of the screen (it will turn white when you click on it). N.B: For names you must search 'given name family name'; if you search 'family name given name' the search will not return results.



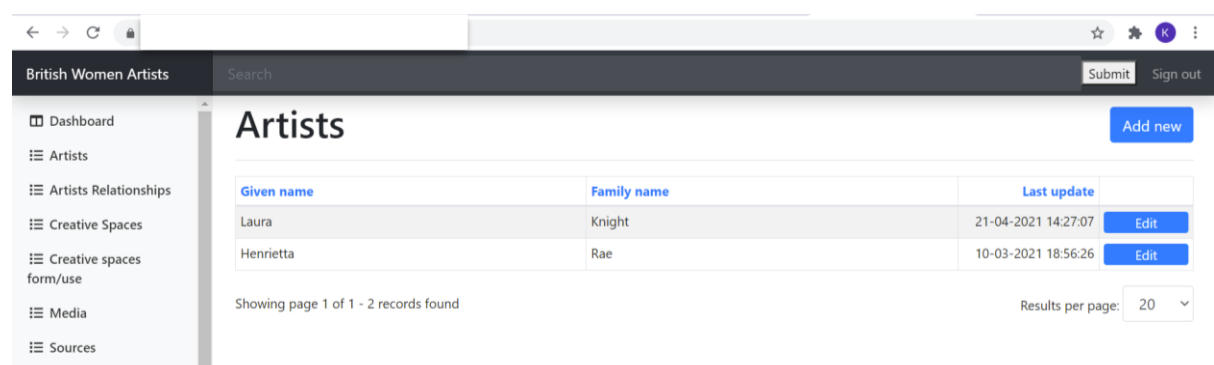
The screenshot shows the 'British Women Artists' database interface. At the top, there is a search bar with the placeholder text 'Search' and buttons for 'Submit' and 'Sign out'. Below the search bar, the page title 'Artists' is displayed, along with an 'Add new' button. A table lists two artists:

Given name	Family name	Last update	
Laura	Knight	21-04-2021 14:27:07	Edit
Henrietta	Rae	10-03-2021 18:56:26	Edit

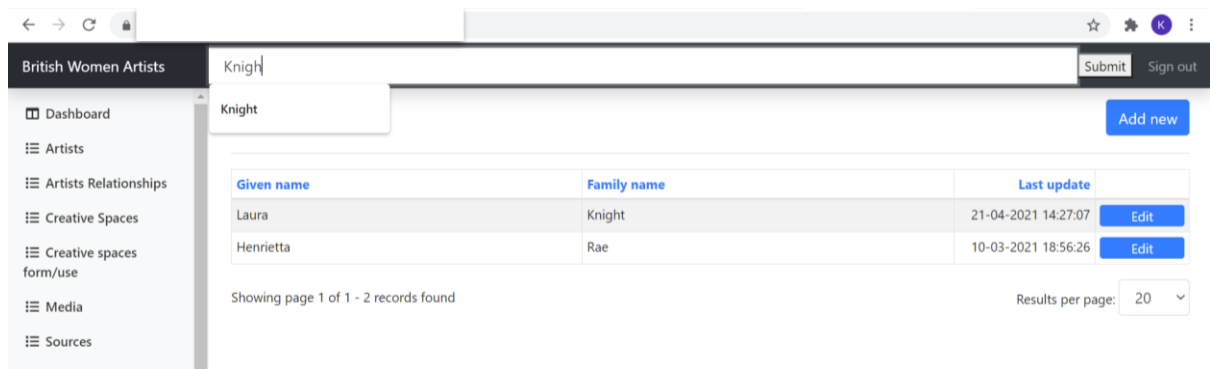
Below the table, it says 'Showing page 1 of 1 - 2 records found' and 'Results per page: 20'.

Enter your search terms in the search plane and press the **Submit** button to the left to view items. If you find a match, click the Edit button to confirm the details match, for instance to check that the birth dates etc. match the artist you wish to input.

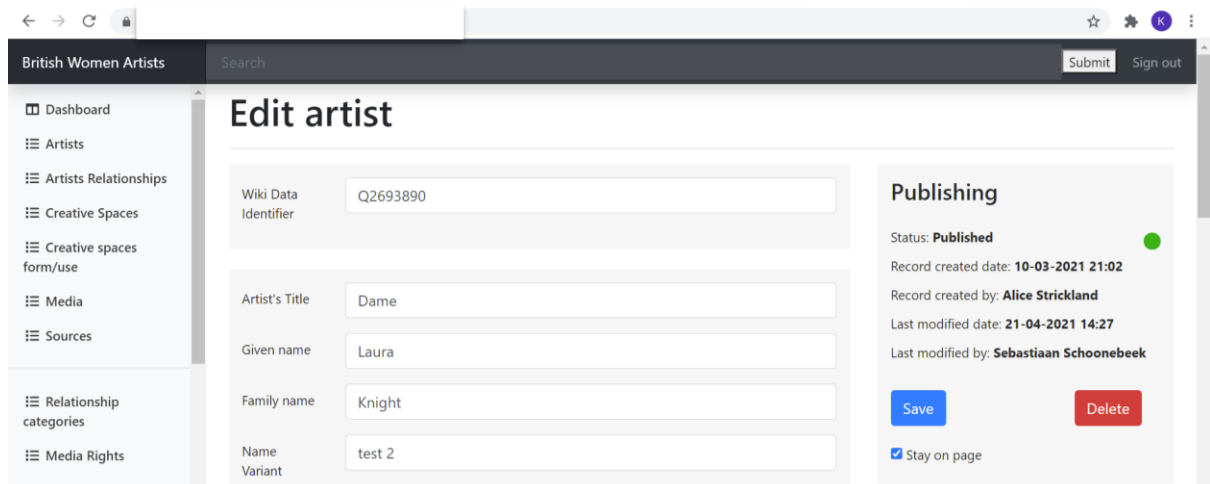
You can similarly search for a street location or for a source, such as a book or article title.



This screenshot is identical to the one above, showing the 'British Women Artists' database search results for Artists. It displays the search bar, the 'Artists' title, the 'Add new' button, and a table with two artists: Laura Knight and Henrietta Rae. The table includes columns for 'Given name', 'Family name', and 'Last update', with an 'Edit' button for each entry. The footer of the table indicates 'Showing page 1 of 1 - 2 records found' and 'Results per page: 20'.

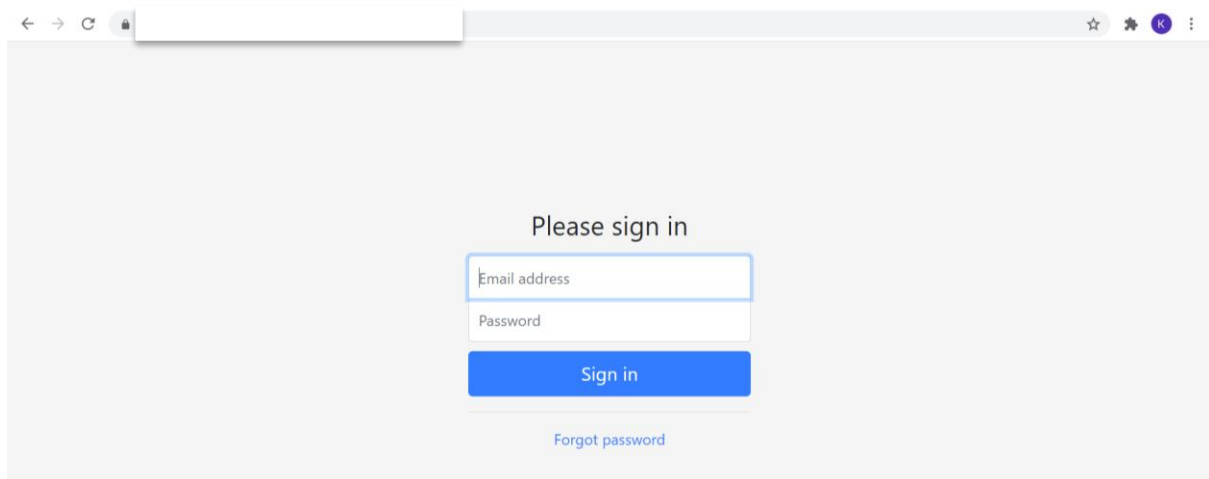


Do not make or save changes to artist entries that you view unless you are adding information or correcting an error (N.B.: There may be more than one artist with the same name so please do not change other details to match your artist unless you are certain an error has been made). You will not be able to Delete entries; if you believe an artist is duplicated in the database please email britishwomenartists1750-1950@york.ac.uk.

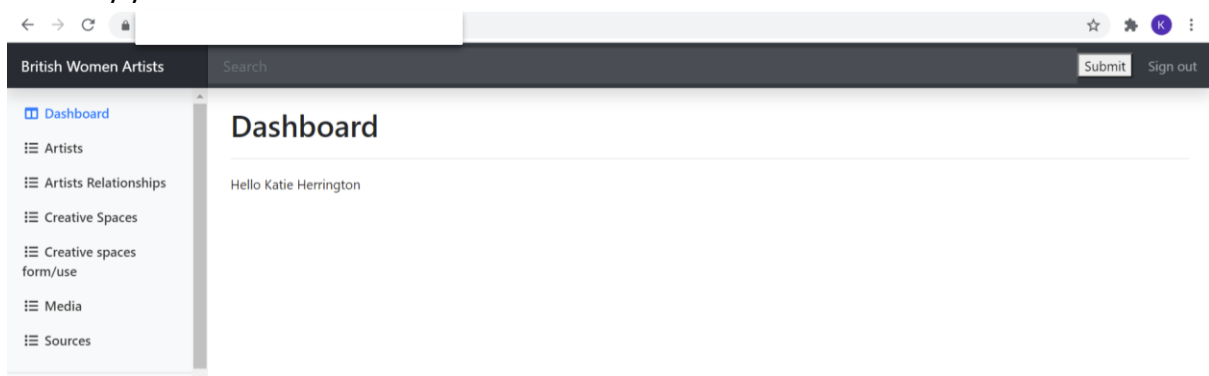


How to Create an Entry

Navigate to the login screen: <https://bwa.artworld.hosted.york.ac.uk/login/index>
 Enter your email address and the password that has been provided for you following your completion of the [Request Access Form](#); you must first become a member of the Research Group by writing to britishwomenartists1750-1950@york.ac.uk).



On entry you will see the Dashboard screen:



To create a functional entry you need to complete and link a series of data forms listed in the menu on the left hand side of the screen.

Mandatory fields are marked with a blue asterisk *; all others are optional but the more data you can input the fuller our data set will be.

Please note that when you are in a data form you must save it. If you want to save your progress and stay on the page to continue work on your entry check the tick box before pressing save. If you do not press the tick box you will return to the parent page for that data form type where the option to create another form is provided.

1) Source Data Form

Begin with the **Source** data form accessible from the left-hand menu on the main page as you will need to link source to each of the subsequent data forms:

Please cite all sources and reading materials used for your data form entries to help us moderate and authenticate entries before they are included in the database and map. It will be much quicker for you to add all of your sources at once at the beginning, rather than hop

in and out of data forms returning to the Sources form to add additional sources for each data form.

Please do add include links to existing general biographical accounts as sources for your data form information, for instance if one is available in the Dictionary of National Biography Online, Graves Dictionary of Artists, on Wikipedia or another accessible source.

An individual entry is required for each source.

There are multiple fields in this form to cater for all kinds of source.

Please select the Source Category (primary or secondary), Source Format (paper or online) and Source Type (there are a wide range of options provided in a dropdown to cater or all types of source).

Please complete all further data fields that relate to the source in question and click add to add the source to the list. For instance, you may need to complete some fields for a map, such as it's scale, which are not required for a chapter in a book.

It is particularly important to ensure the source title is clear and distinctive so that the source can be easily identified by title when searching for it to link it to an Artist, Creative Space Location, Creative Space Form and Use, Artist Relationship or Media data form.

2) Artist Data Form

Once you have uploaded your sources move on to complete an **Artist** data form:

For the purposes of this project an **Artist is defined as a** person who created visual art in a professional capacity; only artists who exhibited or sold or were otherwise commissioned or employed to produce their work should be included. (N.B.: They do not have to have received remuneration for their work. For instance, artists who worked on voluntary art projects such as suffrage art can be included, but those who produced art for personal pleasure/a hobby and not the public art sphere are not considered within the scope of this project.)

The basic details required for an artist such as their name, birth/death dates and the address of the creative space they used should be taken from reliable sources such as birth certificates, published biographies and census data.

Only women artists should be submitted. This is because we wish to create the most comprehensive list of women artists active in the period. This includes artists who were biologically female, those who identified as female and those who were biologically female but identified as male.

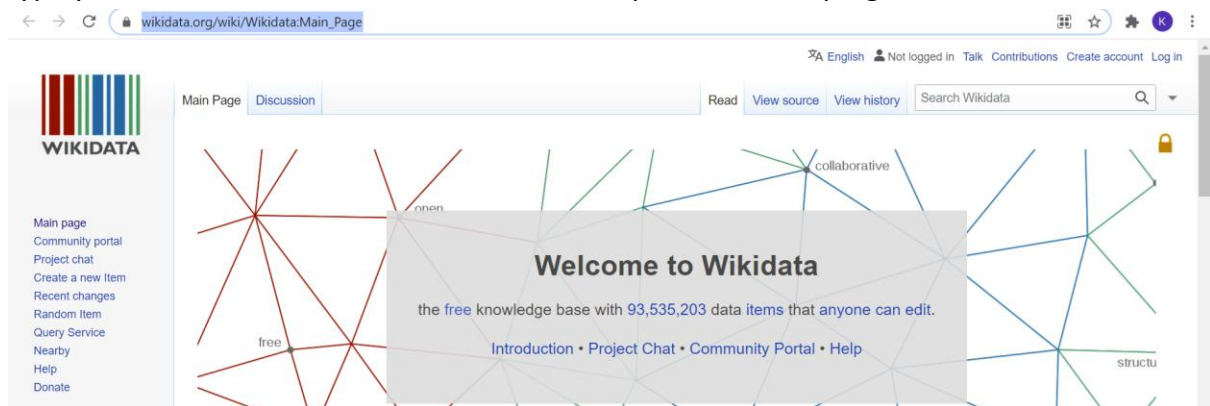
You should search for the artist you wish to enter to see if they already exist in the database before beginning a new entry. Once you've done a Search (see: How to Search the Database above for guidance), if your artist does not already exist in the system, click on **Artists**, then on the blue **Add** button at the top right of the screen. This will allow you to enter a new artist. You will be required to complete the following data fields:

The screenshot shows the 'British Women Artists' database interface. A search bar at the top contains the text 'Knight'. Below the search bar, a table lists search results. The table has three columns: 'Given name', 'Family name', and 'Last update'. There are two entries: one for 'Laura Knight' with a last update of '21-04-2021 14:27:07', and another for 'Henrietta Rae' with a last update of '10-03-2021 18:56:26'. Each entry has an 'Edit' button next to it. At the bottom of the table, it says 'Showing page 1 of 1 - 2 records found' and 'Results per page: 20'.

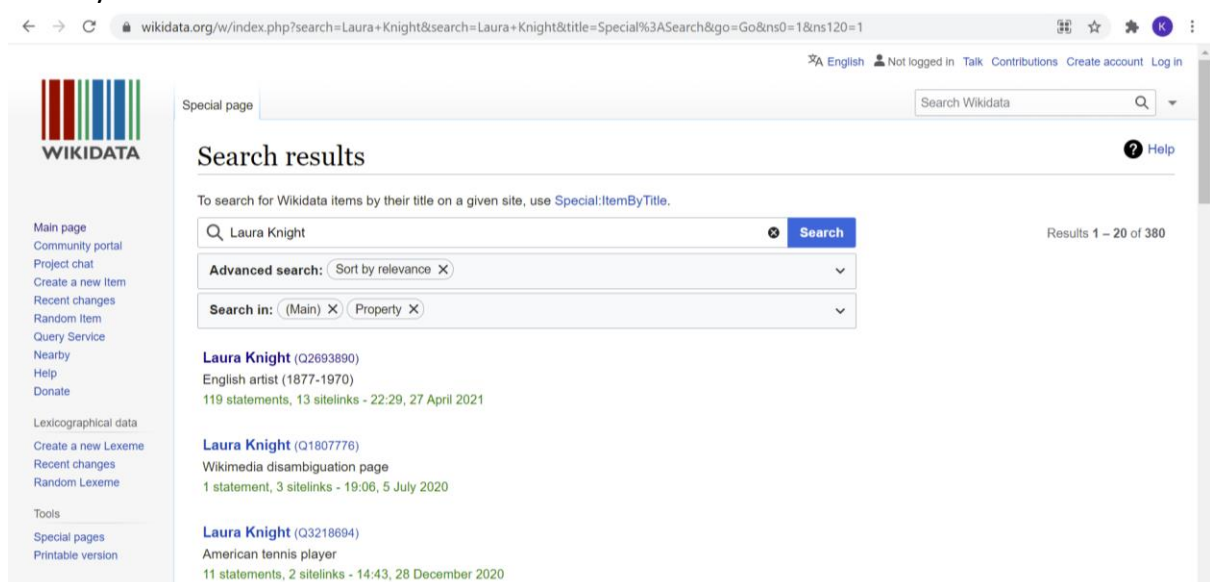
Given name	Family name	Last update
Laura	Knight	21-04-2021 14:27:07
Henrietta	Rae	10-03-2021 18:56:26

Artist - Data Fields

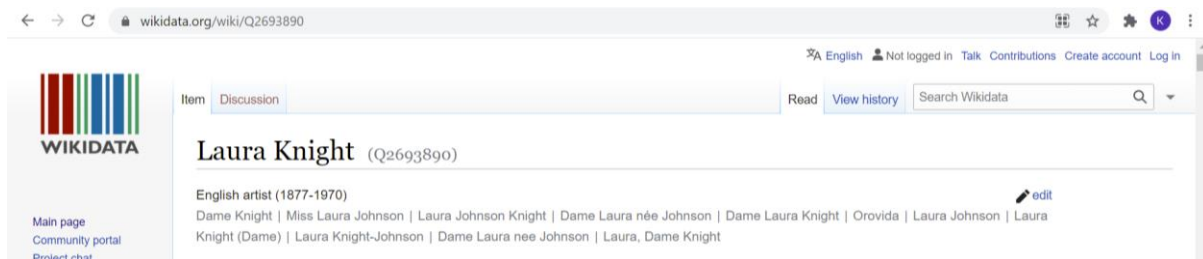
Wiki Data Identifier: Navigate to https://www.wikidata.org/wiki/Wikidata:Main_Page and type your artist's name in the 'Search Wikidata' plane at the top right-hand side.



Select your artist from the returned results:



Copy Q number (next to the artist's name at the top of the page):



Paste the Q number into this data field. (N.B.: If you cannot locate a Q number for your artist you can leave this field blank.)

Artist's Title: Complete if known.

Given Name*:

Family Name*:

(N.B.: The artist must have been alive, and actively producing artwork, in the period 1750-1950. The citation of a source would be helpful in order for entry moderators to verify that the named woman was indeed an active artist in the period (a census record, in which an artist has referred to themselves as an artist, painter, sculptor, engraver, etc., an exhibition catalogue, where their work is listed or a mention of their membership of an artistic society are a few examples of sources).

Name Variant: If known. Any Wiki Data Identifier entered above will also provide name variations. Please do not preface any name entered with née or formerly as this will prevent the name variant from being easily searchable. When adding more than one name variant you must put a semicolon (;) after each variant.

Country of Citizenship*: This project defines British women artists as artists of British citizenship actively practicing in any country world-wide or artists of any citizenship actively practising in Britain or the British territories. Any country of citizenship can therefore be selected but if the citizenship is non-British please provide evidence that the artist was active in Britain or a British territory.

Day of Birth:

Month of Birth:

Year of Birth*:

Place of Birth:

Day of Death:

Month of Death:

Year of Death*:

Place of Death:

Artists Media: Select from drop-down list; inform moderator for your period of interest if a suitable option doesn't appear in the list. Multiple media can be selected.

Art Movement: Select from drop-down list; inform moderator for your period of interest if a suitable option doesn't appear in the list. Multiple art movements can be selected.

Artistic Societies: Select from drop-down list; inform moderator for your period of interest if a suitable option doesn't appear in the list. Multiple societies can be selected.

Genre: Select from drop-down list; inform moderator for your period of interest if a suitable option doesn't appear in the list. Multiple genres can be selected.

Member of Women's Suffrage Societies: Select from drop-down list; inform moderator for your period of interest if a suitable option doesn't appear in the list. Multiple societies can be selected as a woman artist may have been a member of a different society at different dates.

N.B: For Women's Suffrage Societies see Tara Morton's definitions:

<https://www.suffrageresources.org.uk/resource/3231/suffrage-societies-database-guide>

To determine which societies a woman artist was a member of see: Elizabeth Crawford, *The Women's Suffrage Movement: a reference guide, 1866–1928* (1999).

Sources*: Select from dropdown list. You may begin typing the source title to locate it within the list. N.B: To link sources to your artist entry you first need to locate or create the sources you require in the 'Sources' data form tab on the database main page (please find further guidance in the 'Sources' section of this guide above).

Click the **Add** button to save your entry.

N.B: If there was more than one artist using the same **Creative Space Location** they must each have their own **Artist** entry, which can be linked together (the exception is if the woman artist shared a space with a male counterpart, in which case this should simply be mentioned in the details about the creative space as Artist form should not be created for male artists. This is to enable the number of women artists active in the period to be most accurately represented and their age, the media in which they worked and their membership of societies to be recorded and analysed.

3) **Creative Space Location Data Form**

N.B.: For the purposes of this project a **Creative Space Location** is defined as a geographical location where the named artist produced their artwork. If you are citing a home address please provide a rationale in the Rationale field below as to why this location should be classed as a creative space, i.e. the woman artist is known to have produced artwork in their home or she cited this address in a source relating to her work such as an exhibition catalogue, please provide evidence; 2) Please do not cite exhibition spaces, where the named artist displayed/showed their work, this falls beyond the scope of the term 'creative space' as defined for this project. We are looking to expand the database to include display spaces in the future.

Women artists may have utilised many different creative spaces at different times in their lives. A new entry is required for each **Creative Space Location** and corresponding **Creative Space Form and Use** entry.

Creative Space Location - Data Fields

Wiki Data Identifier: Locate Q number on Wiki Data website as per advice in the Artist data form section of this guide, but instead of searching for the artist search for the location of the creative space.

Building Name or number:

Street Name*:

City*:

Postcode:

Parish Locality:

County:

Country:

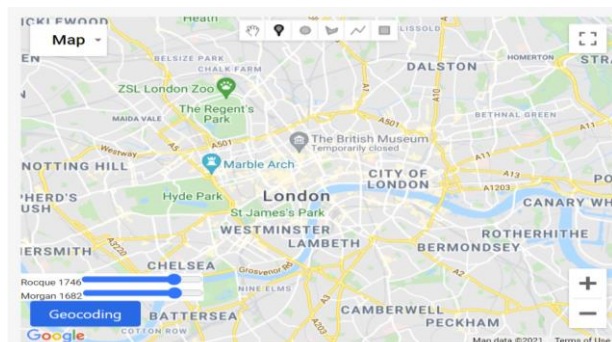
(N.B.: The above address components need to be entered in separate fields to enable flexible searchability of the database and map.)

Rational for citing this address*: Free text please specify. Why should we consider it to be a creative space.

Longitude: Only complete if known; otherwise use map below to select location. This field will then auto complete in the background, you won't see any numbers appear in this field.

Latitude: Only complete if known; otherwise use map below to select location. This field will then auto complete in the background, you won't see any numbers appear in this field.

Map*:



Please either place a pin at the precise location, if known, or use the circle or freehand tools to select a rough geographical area, i.e. a street or block or streets in the approximate area.

Sources*: Please select sources from dropdown. You may begin typing the source title to locate it within the list. N.B: To link sources to your artist entry you first need to locate or create the sources you require in the 'Sources' data form tab on the database main page (please find further guidance in the 'Sources' section of this guide above).

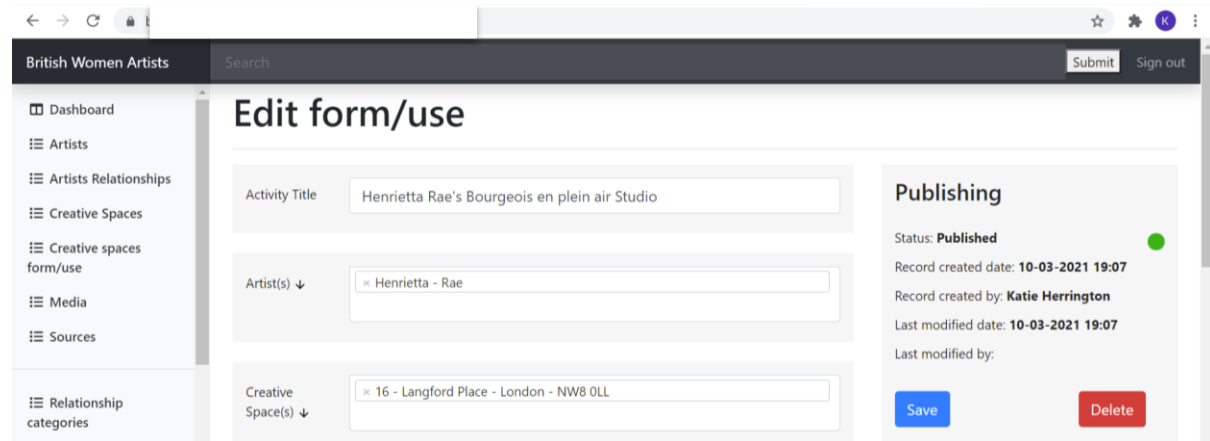
*Click the **Add** button to save your entry.*

4) Creative Space Form and Use data form

Once the Artist and Creative Space Location are created you can create a **Creative Space Form and Use data form**

Creative Space Form and Use - Data Fields

Activity Title*: Coin a title for your entry. This should include the name of your artist and some text relating to the content of your commentary on their creative space (please see the example below).



Use the Artist(s) and Creative Space field to link one or more artists and just one creative space to the Creative Space Form and Use entry.

Activity Start Day: Enter if known.

Activity Start Month: Enter if known.

Activity Start Year*: Enter if known.

Activity End Day: Enter if known.

Activity End Month: Enter if known.

Activity End Year: Enter if known.

Activity Description*: This is the main component of this entry. This is a free text field in which to enter a brief (max. 300 word) written description of the form and use of the creative space by the named artist. Treat this as a label length curatorial/academic entry such as that you would expect to see in an exhibition, catalogue or thematic dictionary. It should relate to the specific creative space and artist, rather than being a general overview of the artists' studio practices throughout their career or of various artists' use of the space. Please avoid including biographical details unless essential to understanding their use of the creative space. You may simply wish to briefly touch upon any complexities or uncertainties that might surround the artist's life and use of the creative space you are submitting to the map. This may be especially useful if you have uncovered a relatively unknown artist not currently known to published histories or those whose details might be sketchy. **We**

recommend writing this text in Word first and copying and pasting it into the free text box as progress cannot be saved when writing directly into the free text box.

Artist's Dwelling*: Answer Yes/ No. This is a crucial field. If you answer Yes the Creative Space will be shown to be a home address on the visual map. Home addresses will be distinguished from creative spaces outside the home to enable analysis of this difference. If you answer yes here it is crucial that you provide a Rationale as to why you consider this to be a creative space and cite your evidence in the Activity Description field above; this correlate with the rationale given in the Rationale field of the Creative Space Location form, which may pertain to the use of the space by multiple artists, so do check the artist you are working on is mentioned there.

Sole User*: Answer Yes/No to indicate whether this space was used only by one artist at one time or shared by multiple artists. You may only be writing about one artist who used the space here but you know that they shared this creative space with another artist, in which case you can answer no (= shared space) here. You may wish to briefly mention the name of the artist they shared the space with in the description free text field above if known.

Art School: If this location is an art school, please select it from the dropdown list. If the required art school is not listed then please contact the moderator for your period.

Sources*: Select from dropdown list. You may begin typing the source title to locate it within the list. N.B: To link sources to your artist entry you first need to locate or create the sources you require in the 'Sources' data form tab on the database main page (please find further guidance in the 'Sources' section of this guide above).

*Click the **Add** button to save your entry.*

5) Media Data Form

Please provide A) links to images of the relevant documentary evidence, along with any other images and documents and the accompanying source and copyright information. B) If you are aware of artworks produced in the named creative space that are published elsewhere online please add a link to those works (for example a link to works on ArtUK, RA250 project, Christie's/Sotheby's or other auction catalogues, or in gallery/museum collections). Please avoid uploading artworks that you do not know were produced in the creative space. N.B.: It is not currently possible to directly upload images of works to the database but this may be possible in the future.

Media Data Fields:

Media Name*: i.e. Title if photograph or artwork.

Media URL: If accessible online provide a link to an image here.

Media description*: Free text brief description of what this media is.

Media author*: i.e. photographer or artist name, or if unknown enter 'Unknown'.

Location: For example, library or museum/gallery.

Collection Reference: I.e. library/museum/gallery reference number.

Rights: Please indicate to the best of your knowledge what the copyright/permission status is of this media item as this will help us to select imagery for the visualisation stage of the project.

More info/URLs: Here you can add additional information about the media and links to relevant online text about the media if this appears on a different page to image already cited in the Media URL field above.

Media: Dropdown list of type of media. Please select.

Sources*: Select from dropdown list. You may begin typing the source title to locate it within the list. N.B: To link sources to your artist entry you first need to locate or create the sources you require in the 'Sources' data form tab on the database main page (please find further guidance in the 'Sources' section of this guide above).

*Click the **Add** button to save your entry.*

6) Artists' Relationships form

Artists' Relationships Data Fields:

Relationship name*: Coin a title for the relationship. This should include the names of the artists in the relationship (or group or art school for instance if too many names to include) and some text relating to the content of your commentary on their relationship.

Artist(s)*: Select at least two artists from the dropdown.

Relationship category*: Select from the dropdown.

Creative Space(s)*: Multiple creative spaces corresponding to the selected artists can be selected from the dropdown.

Relationship Description*: *We recommend writing this text in Word first and copying and pasting it into the free text box as progress cannot be saved when writing directly into the free text box.*

Relationship Start Day: If known.

Relationship Start Month: If known.

Relationship Start Year*: If known.

Relationship End Day: If known.

Relationship End Month: If known.

Relationship End Year: If known.

Sources*: Select from dropdown list. You may begin typing the source title to locate it within the list. N.B: To link sources to your artist entry you first need to locate or create the sources you require in the 'Sources' data form tab on the database main page (please find further guidance in the 'Sources' section of this guide above).

*Click the **Add** button to save your entry.*

Further Guidance

- All entries will be approved by a moderator before being uploaded to the database and map.
- Entries will only be approved if they meet the requirements of the project.
- Incomplete entries cannot be approved.

Thank you for your contributions!