



THESAURUS MANAGEMENT GUIDELINES

(April 2022)

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Thesaurus Management Guidelines

1 INTRODUCTION

To index the testimonies it holds, USC Shoah Foundation – The Institute for Visual History and Education relies upon the use of a controlled vocabulary. This has necessitated the development of a thesaurus that is unique and specific to the content of the collections being described. The USC Shoah Foundation created and formatted its thesaurus in conformance with the ANSI/NISO Z39.19 Guidelines for the Construction, Formatting, and Management of Monolingual Controlled Vocabularies.¹ These guidelines have since been superseded by ISO 25964 – the international standard for thesauri and interoperability with other vocabularies.²

1.1 History

1995–1996

The Survivors of the Shoah Visual History Foundation began indexing³ in mid-1995. Because of the size of the then-projected collection of Holocaust testimonies (50,000), it was felt that standard cataloging procedures would not give sufficient access to the stories contained within. Consulting with other Holocaust oral history organizations and archivists and drawing on the technology of geographic information systems and map databases, the Foundation evolved its own method of time-coded indexing using a controlled vocabulary to describe segments of video. This effort was based on the ANSI/NISO standards for creating thesauri, Z39.19.

Over the first year and half, a team of historians and an archivist worked with the indexers to rapidly begin creating and organizing the controlled vocabulary and to index the first testimonies. Indexers would watch testimonies and propose terms to describe segments of the video. The historians and archivist would then

¹ “ANSI/NISO Z39.19-2005 (R2010) Guidelines for the Construction, Format, and Management of Monolingual Controlled Vocabularies,” *NISO*, accessed March 18, 2022, <http://www.niso.org/publications/ansiniso-z3919-2005-r2010>.

² “ISO 25964-1:2011 Information and documentation — Thesauri and interoperability with other vocabularies — Part 1: Thesauri for information retrieval,” *ISO*, accessed March 18, 2022, <https://www.iso.org/standard/53657.html>.

³ Initially referred to as cataloging. See the Glossary.

research and organize the terms. The earliest indexing terms in the database date from December 8, 1995, and around 4,000 indexing terms created in the original Thesaurus have since remained in use. At this time, the historians helped to develop longer Pre-Interview Questionnaires (PIQs) to capture more socio-historical information than was initially done.

1997-2001

In early 1997, the Shoah Foundation paused its indexing work. Over the next months, the rapidly growing controlled vocabulary was revised to try and best capture the content of the testimonies and more coherently organize it. In May 1997, indexing restarted, while the work of revising other terms continued.⁴ The indexing process (the “old system”) largely remained the same. However, a brand-new process, biographical indexing,⁵ was added to capture information from the recently expanded PIQs. By Fall 1998, the Shoah Foundation had recorded its 50,000th testimony and the focus increasingly fell on indexing and the timeline for completing indexing. By mid-2001, 4,800 testimonies had been indexed over a 3.5-year period and close to 20,000 more terms were added to the Thesaurus.

2001-2005

In summer-fall 2001, after working with the management consulting firm McKinsey & Company, the Shoah Foundation management created a faster and more streamlined indexing method focusing purely on selecting controlled vocabulary terms. In the “new system,” one-minute segments were generated automatically (rather than manually) and there were no longer requirements to write notes or summaries. The indexing of non-English testimonies began circa 2002. Once the Shoah Foundation had reached agreement to move to the University of Southern California, the decision was made to finish all the indexing of its original collection by the time of the move, in December 2005. This goal was almost achieved: in 4.5 years from 2001 to 2005, the Shoah Foundation indexed circa 45,000 testimonies using the “new system,”⁶ in the process adding almost 38,000 further terms to the Thesaurus.

⁴ There are various retired terms in the Shoah Database: “(prop) (un)” terms date from mostly August–November 1998; “(prop)” terms date from earliest April 1998; and “(z)” terms - one dates from March 1997, but rest from mid-1998–2000.

⁵ First called “PIQ entry” then for a while “cataloging” (after the video-related work was renamed “indexing”). See the Glossary.

⁶ The indexing of around 2,300 of the 52,000 of the Shoah Foundation’s original collection was not completed by the end of 2005.

2006–Present

In January 2006, the Shoah Foundation moved from the Universal backlot to the campus of the University of Southern California. Between 2006 and July 2012, the organization was known as the USC Shoah Foundation Institute for Visual History and Education. As of August 2012, the full official name became USC Shoah Foundation – The Institute for Visual History and Education.

Indexing continued at USC but on a far smaller scale, increasingly with indexer contractors rather than full-time staff and using digitized testimony files and web-based indexing applications (rather than tapes and tape decks).

At USC, the USC Shoah Foundation began to expand its collections of testimonies beyond the Holocaust. Because of its comparative genocide focus, the decision was made to expand the existing Thesaurus to incorporate relevant terminology to cover other genocides and events of mass violence.⁷ The first indexing work began on the:

- 1994 Genocide against the Tutsi in Rwanda from 2009
- Cambodian Genocide from 2009
- Nanjing Massacre from 2013
- Armenian Genocide from 2014 (also pioneering the first group testimony indexing in 2016)
- Guatemalan Genocide from 2016
- South Sudan Civil War from 2017
- Central African Republic Conflict from 2017
- Contemporary Antisemitism from 2017
- Anti-Rohingya genocidal violence from 2018
- Bosnian War and Genocide from 2021

As part of the Preserving the Legacy program, the USC Shoah Foundation has brought in Holocaust collections recorded by other organizations, preserved and indexed them, and made them accessible through the Visual History Archive search tool, the first examples being:

- Jewish Family and Children’s Services of San Francisco, the Peninsula, Marin, and Sonoma Counties (JFCS) collection: 2014–2015
- The Canadian collection: 2015–2016

⁷ Rather than create parallel thesauri for each different event.

Online indexing training and thesaurus researcher began in 2016 and has enabled the USC Shoah Foundation to hire and train indexers and researchers all over the world. Between 2006 and the end of 2021, around 7,000 more indexing terms were added to the Thesaurus.

1.2 Biographical Indexing

Based on information in a Pre-Interview Questionnaire (PIQ), other accompanying documentation, and/or the video testimony itself, the biographical profile gives end-users an overview of the experiences and people referred to in each testimony. The data indexed here can be searched in the Visual History Archive (VHA) search tool (Quick Search, Experience Group Search, People Search) and USC Shoah Foundation's IWitness online educational program. Using the Biographical Profile Indexing Application, the indexer:

- Assigns the testimony to an experience group.
- Answers a short set of questions about the interviewee's experiences.
- Enters the names of, and basic information about, family members and other people relevant to the testimony.

1.3 Video Indexing

Video indexing allows end-users to gain minute-by-minute, segment-level access to the vast archives of testimony held by the USC Shoah Foundation. The data indexed here can be searched in the Visual History Archive (VHA) search tool (Quick Search, Index Search, People Search, and Places Search) and USC Shoah Foundation's IWitness online educational program. The video testimony is divided into one-minute segments. Using the Video Indexing Application, the indexer:

- Watches the testimony.
- Finds the indexing term(s) that best describe the content of the testimony and assigns them to the appropriate segment(s). These include people, places, time periods, and a great variety of other subjects.
- Corroborates information stated in the video testimony with that given in the Pre-Interview Questionnaire or other accompanying documentation.

1.4 Indexing Practice

Indexing is guided by principles that aim to minimize the unavoidable subjectivity in representing the deeply personal narratives in the archive. Although every act of description is in part subjective, the USC Shoah Foundation aims to leave the task of interpretation to the end user. While value judgments and emotionally loaded words may seem appropriate in a context of the horrors of persecution and genocide, the indexing terms were created using neutral language and are indexed to facilitate access to the testimonies' content, rather than as a commentary on the events themselves.

When employing the controlled vocabulary, indexers consider how that vocabulary will give access to an individual testimony. They use their judgment to choose to draw attention to those terms in the context of the given testimony or not to.

A central concept in USC Shoah Foundation indexing is that of "indexable content": indexers are required to use judgment when choosing terms and need not necessarily index every single time something is mentioned. The level of content that can be indexed may differ in each collection indexed, depending on both the size of that collection and the time and budget constraints on indexing. Bearing in mind that one could spend all one's time working on a single testimony, "indexable content" should reflect the main discussions, but not necessarily all of them.

When the USC Shoah Foundation's original collection of nearly 52,000 Holocaust witness audiovisual testimonies was indexed, "indexable content" was focused on capturing only the main topics under discussion. However, the development of the VHA search tool and close work between USC SF staff and researchers has led us to the conclusion that indexing in more detail is desirable. Determining the level of content—i.e., when to index and when not to index—is fundamental. Here are some general rules:

- People, places, and country-time periods are the basics of indexing. They will normally be indexed, unless references to them are only fleeting.
- Experiential terms make up virtually all the other indexing terms: they describe the experiences of the testimonies. They should represent the major topics discussed in the testimony. Terms should be indexed when

there is sufficient content in the discussion of those particular topics. Future users searching on those topics should find more than just a brief mention.

- Most of the indexed topics in a testimony usually concern the experiences of the interviewee (primary experiences). Experiences of individuals other than the interviewee (secondary experiences) should be indexed based on the historical importance of the story or the story's importance in the narrative of the testimony.
- Testimonies should be indexed as specifically as the information given in the testimony allows. If the testimony is more detailed, then it is appropriate to index using more detailed terms. If it is less detailed, more general terms will often be appropriate.
- There is no need to reapply the same term unless a discussion is interrupted and then resumes.
- There may be portions of testimony to which no indexing terms need to be applied. This may be because 1) the interviewee talks for a long time about the same subject, or 2) there is insufficient content to index anything in those segments.
- Discussions of history (that is any geopolitical content superfluous to the interviewee's experience) should be indexed using "general history" indexing terms (e.g., "Polish history"). In the Term Hierarchy, general history terms are currently located in the container "World Histories" under the sub-container "national histories".
- The size of the collection being indexed is significant. For example, when the Institute's original collection of 52,000 Holocaust testimonies was indexed, it was agreed that discussion of a topic needed to be relatively ample for an index term to be utilized. Exceptions could be made for brief discussions of things that were particularly rare or valuable, or for terms that gave necessary context but were not explicitly discussed. For smaller testimony collections, it may be important to index at a higher level of detail and the concept of "sufficient content" should be adjusted accordingly.

Over time, the conception of what constitutes "indexable content" may change. During the indexing of the original collection of 52,000 Holocaust-related

audiovisual testimonies (1995–2005), indexers were instructed to represent only the main subjects discussed. This was motivated by the desire not to overwhelm future users with enormous numbers of search results for every term, especially when discussions of the given terms did not appear to be substantial. However, a number of researchers have reported that the testimonies are indexed with insufficient detail, i.e., that the level of “indexable content” which we normed for all indexers was set too high. As a result, subsequent indexing of testimonies has aimed at capturing more detail.

Indexers have a direct connection to the growth of the Thesaurus. The indexing applications allow for indexers to propose new terms to cover events, experiences, and other concepts that the existing Thesaurus does not.

1.5 Proposed Terms

As they perform either biographical profile indexing or video indexing, indexers may find it necessary to propose new terms. These terms can be divided into two basic different types: experiential terms and referential terms. Referential terms (or “concrete terms”) such as proper names of people, organizations, events, objects, and geographic locations are sent to the researcher for verification and description according to the standards set forth in these Guidelines. Experiential terms—ones that are thematic and describe the experiences of interviewees—are reviewed by indexing supervisors who determine whether the terms should be created in their own right or are already covered by existing terms.

1.6 Thesaurus Research

The USC Shoah Foundation uses the Canvas online learning management system to train its Thesaurus Researchers: <https://uscsf.instructure.com/courses/9>.

Thesaurus Research involves the following steps. Once trained, the Researcher

- Receives a list of new terms proposed by indexers to work on
- Determines whether the new term is accurate and merited
- Locates appropriate sources
- Researches each concept
- Using the proprietary Thesaurus Manager application, enters fields for each term by adding the
 - Label

- Definition
- Type
- Synonyms
- Sources
- Geographic coordinates (if relevant)

To keep the level of misinterpretation and error low and enable the researcher to verify proposed terms effectively, the following research technique should be followed:

Comments: If the indexer has provided comments or notes regarding the proposed indexing term, those notes should be taken into consideration before beginning the research since such comments may shed light on the context of the term as used by the interviewee.

Associative Geo-terms: If other geo-terms are mentioned in the testimony they should be taken into account since they may indicate a general geographic region for investigation of the proposed term.

PIQ/Accompanying Documentation: When necessary, refer to the scanned hardcopy Pre-Interview Questionnaire (PIQ) and/or other interview documentation to verify the information provided by the indexer.

Testimony: To clarify information about a proposed term, the researcher should listen to the relevant segment(s) of the testimony in which the term has been proposed.

Generic Terms: When initial research reveals that the information given for a proposed term is insufficient to distinguish between two or more named entities, the Researcher is advised to default to a generic interpretation of the term to avoid misrepresentation.

See the section on Generic Terms.

Unverified: When a proposed term cannot be verified using available research materials, the Researcher may designate the term as unverified (u). This choice of action ensures that proposed terms and their assignments to testimonies are retained.

See the section on Unverified Terms.

Deletion: When a proposed term cannot be verified and is deemed insignificant in relation to the testimony given, the Researcher may specify that the term should be deleted or dropped. This option should be used sparingly since deletion of the proposed term also causes all traces of it to be dropped from the testimony. A proposed term will only be deleted after the Researcher consulted with the Archivist or Curator. Unverified places of birth or death should be retained as “unverified” and should not be dropped.

Research Resources: Bibliographical protocol is an integral part of the research procedure. Primary country-based sources like national censuses and national gazetteers of the respective period, if available, are the preferred sources. When possible, a minimum of two sources should be used. Sources for camps, ghettos, DP camps, refugee camps, social and political organizations, and other historical index terms should also be from the country in question. At the same time, it is appropriate to use electronic sources like GeoNames, Google Maps, and others to identify modern locations and to provide coordinates. Web-based sources must be approved by the Archivist or Curator.

See the Appendix: Preferred Sources.

Synonyms: The proposed indexing term may contain errors in spelling, word order, punctuation, spacing, and abbreviations. There can also be differences between singular and plural forms of important terms. In many cases, the interviewee’s, the interviewer’s, or the indexer’s level of familiarity with the relevant language(s), both in written and spoken form, can result in a variety of spellings. Alternative spellings can be captured in the Synonym tab of the Thesaurus Manager application. The comments accompanying proposed terms should not be taken for granted as they may assist in formulating these synonyms.

See the section on Synonyms.

Following the steps outlined above will enable researcher to employ effective historical and geographical approaches, which in turn save time and reduce mistakes.

1.7 Managing the Thesaurus

Using the proprietary Thesaurus Manager application, the Archivist/Curator:

- Maintains the Thesaurus according to existing standards, ensuring the
 - Correct format for each indexing term

- Correct assignment of terms with regard to hierarchies and relationships
- Decides on the creation of new terms, preferably in discussion with researchers and scholars, determining whether:
 - A term in the Thesaurus already covers the content of the new term
 - The creation of the new term would problematize existing indexing methodology across all collections
- Consults with the USC Shoah Foundation's Research Division to involve relevant scholarship and scholars, especially when developing terminology for new collections
- Researches and creates proposed terms (like the Researcher)
- Assigns proposed terms to researchers
- Finalizes new terms created by the Researcher
 - Checking work
 - Adding parent(s) in the Subject Hierarchy
 - Classifying the terms
 - Matching the proposed terms to the new terms
- Performs corrections and updates
- Ensures that changes in indexing terms and methodology are reflected in the Thesaurus Management Guidelines, Thesaurus Research online course, Indexing Guidelines, and the Indexing Training online courses

1.8 Thesaurus Development

The development of the USC Shoah Foundation's Thesaurus is based on the following concepts:

- A single Thesaurus for all the different collections of testimonies of genocide and crimes against humanity is both possible and desirable from USC SF's perspective.
- Indexing terms should be created using neutral language: this enables indexers to provide access to a subject without imposing their own or the USC Shoah Foundation's political outlook on a given issue.
- Each collection should be treated on its own merit and its specifics carefully integrated into the single Thesaurus. With each new collection, it will be necessary to create new terms.
- There are terms in the Thesaurus that were developed for Holocaust

indexing that are equally applicable to other genocides, crimes and against humanity, and persecution-related events.

- Conversely, it may be necessary to include new methodologies or terminology that were originally rejected or overlooked when the USC Shoah Foundation’s Holocaust indexing was developed.
- Creation of large numbers of new terms and new methodologies can negatively impact timely and consistent indexing and may lead to unnecessary ambiguity.
- The creation of new methodology and terminology will automatically compromise older work, which was not indexed using that methodology and terminology and will likely never be fully re-indexed using it. The question should be asked: can the newly proposed methodology and terminology actually be covered by existing terms? Can existing terms be broadened to encompass newly suggested terms?
- When a new term is introduced, a reasonable effort should be made to look at earlier testimonies to see if the new term can be added there. A good method for this is to consult indexing segment notes (a SQL query on the “SegmentNotes” field in the Shoah database).⁸ Given the size of USC Shoah Foundation’s collections, full re-indexing of all earlier testimonies is not possible.
- If a new methodology is decided upon, the best time to introduce it is at the start of the indexing of a new collection.⁹ Indexers and users of the USC Shoah Foundation’s search tools should be notified of developments.

Moving forward, constantly balancing these concepts is important, so as not to let any one of them to become dominant. For both indexers and future users, it is beneficial that the Thesaurus does not endlessly change. However, it should also be sufficiently flexible to incorporate new concepts and, if deemed necessary, revise existing methodology. The Thesaurus remains a work in progress and will continue to be refined and updated.

⁸ Indexers should be encouraged to write explanatory notes about proposed terms in the segment notes for this reason.

⁹ For example, the terms for emotions and peoples, introduced in 2014 for the indexing of the JFCS collection, and the specific occupations terms, introduced when the Zekelman collection indexing began (2022).

1.8.1 New Collections

Hitherto, each collection created by or shared with the USC Shoah Foundation centers on a historical event of genocide and/or crime against humanity, and the focus of indexing is to capture the specificity of that event. New indexing terms get created for experiences and concepts which are central to it. Experiences that are less central are handled more generally and have less coverage with indexing terms. For example, the testimonies of Holocaust witnesses have significant detail for the specific experiences of the Holocaust, some general coverage of World War II in terms of military events, and are much more general in their coverage of periods before and after.

Prior to indexing a new collection, Thesaurus development preparation involves:

- Developing familiarity with the relevant and reliable scholarship
- Identifying relevant and reliable sources for researching new terms
- Reviewing and revising existing terms that will also be needed for indexing the new collection (e.g., country-time terms)
- Identifying potential new indexing terms
- Identifying new concepts that are, from a Thesaurus development perspective, potentially problematic in terms of the existing Thesaurus and indexing methodology
- Before indexing can begin, the following must be researched and written:
 - Event/topic name and definition
 - Associated experience group(s) and definition(s)
 - Main country-time terms and definitions
 - Start- and end-dates of persecution period
 - Basic specific terms (with definitions) needed for the event in question

1.9 Compliance with ANSI/NISO Z39.19-2005 (R2010)

To conform with the ANSI/NISO guidelines, certain standards must be maintained. Here is a summary of the main musts/must-nots.

MUST NOT:

- Node labels (terms indicating principles of division of shared parent) must not be used as indexing terms

MUST:

- Each term must have one and only one meaning - an unambiguous, non-redundant definition.
 - If the same term is commonly used to mean different concepts, then its name is explicitly qualified to resolve this ambiguity
 - If multiple terms are used to mean the same thing, one of the terms is identified as the preferred term and others are listed as synonyms or aliases
- Each concept is represented by a single preferred term.
- Relationships in controlled vocabularies must be reciprocal: if Term A relates to Term B then Term B must relate to Term A. Must be observed for all types of relationships.
- When a term is changed or deleted, the impact of that change on the ability to search previously indexed records must be considered
- Compound terms (more than one word but single concept) must be constructed as guidelines indicate
- Thesauri must accommodate: ambiguity control, synonym control, hierarchical relationships, associative relationships (as opposed to a list with no relationships at all)
- Apostrophes that are part of proper names must be retained

1.10 Guidelines

Observance of these Thesaurus Management Guidelines ensures that the research methods, content, and formats used to develop the Thesaurus will produce terms that are concise, clearly defined, and easy to read by indexers and end users alike. The Guidelines were created to guarantee that entries in the Thesaurus are both consistent and uniform with regard to content and format. Given the variety of resources that must be consulted by a diverse group of researchers with

varying personal styles, it has become necessary to develop a style guide that all concerned may follow. Use of a style guide guarantees a standard presentation for each entry, making the Thesaurus easy to read and apply to the collection during the indexing and search processes.

2 TYPES OF TERMS

2.1 Verified Terms

Indexing terms that refer to specific names of people, organizations, events, objects, and geographic locations are submitted for research and verification. Those that are found in approved reference sources are created as verified terms and are incorporated into the list of controlled vocabulary as possible indexing terms for use with all testimonies included in the collection. Verified terms include pertinent information such as location, definition, historic information, synonyms, and sources consulted. Attempts should be made to find at least two sources to verify a term. When two are not available one will suffice.

Refer to the specific types of indexing terms for more instructions about the kind of information to be included in a definition.

2.2 Unverified Terms

Those terms that cannot be verified through available and approved resources are created as unverified terms and are preceded by (u) in the Thesaurus.

Example: (u)Heimstadt (Germany)

The researcher may recommend that the creation of an unverified proposed indexing term is not warranted due to the information in reference sources (i.e., the source clearly verifies that a ghetto was not created in a town even though the survivor may have referred to a ghetto in that town). Or, in consultation with the Curator and/or Archivist, a proposed term which could not be verified, may be deleted on the basis of the insignificant reference in the testimony. A Researcher may recommend an appropriate generic term in conjunction with a respective geographic term and/or date (if needed). Such a recommendation also needs to be handled in consultation with the Curator and/or Archivist to ensure

that the surrounding indexing terms used in the testimonies are still reflecting the experience appropriately.

See notes under specific types of indexing terms regarding the creation of unverified terms.

2.3 “(bio)” Terms

A distinction is made between referential indexing terms that are used for indexing only in the biographical profile indexing—terms that begin with the prefix “(bio)”—and those that are used both in biographical indexing and video indexing. Originally, the “(bio)” or “(PIQ)” terms were considered to be more specific (e.g., proper names of places, organizations, etc.) and the video indexing terms were conceived as more general and universal (e.g., few if any proper names). In practice, however, these fine distinctions have blurred and proper names and general terms have been created and are used in both the biographical and the video indexing. Nevertheless, a few terms remain in the Thesaurus that are needed specifically as answers to questions in biographical indexing.

2.4 Generic Terms

When indexing terms are created for two or more geographic locations known by the same name, a generic indexing term is also established for that same place name. The same is true for other named entities (e.g., organizations, ships, resistance groups, etc.). A generic term can then be used when the indexer cannot determine which specific term is intended.

Generic terms should not be created when two or more cities have a common root name, which is part of a double name. When two or more places with double names have a common root, a generic term will only be created if the places cannot be distinguished from one another.

When creating a generic, the indexing term label is followed by the word “generic” in lower case letters within parentheses. If the indexing term ends with a word in parentheses, do not place a space between the indexing term label and the parentheses enclosing the word “generic.”

Examples:

Waldkirch (Baden, Germany)(generic)

Atlantic (Ship)(generic)

2.5 Historical Terms

For geographic locations that have ceased to exist, the suffix “(historical)” is added to each term. For example, this is done for places found at one time but subsequently renamed and/or restructured into something different (e.g. a country or administrative unit that ceases to exist, a village that later is merged into a larger city) or a place that is destroyed during a war. Examples:

Aden Colony (historical)
 Ankara (Ottoman Empire : Vilayet) (historical)
 Białystok (Poland : Voivodeship) (historical)
 Buremera (Shyanda, Butare, Rwanda : Sector) (historical)
 Opryszowce (Stanisławów, Poland) (historical)

2.6 Container-Only Terms

Container-only terms are parent terms that are used only to provide structure to the Subject Hierarchy. Container-only terms are similar to indexing terms (which can also be parents in the Subject Hierarchy), except that they are never used in actual indexing.

When creating a container-only term, the words “(CONTAINER ONLY)” are added to the end of the label, e.g.,

languages (CONTAINER ONLY)

Also, the definition of the term includes the note:

NB: This is a structural element in the hierarchy, rather than an indexing term in its own right.

2.7 Retired Terms

Certain terms have been retired from the active Thesaurus and are marked with either “(z)” or “(prop)” in front of the label. These terms should not be used in current indexing and will be deleted from the Thesaurus and/or merged into

existing terms. Until that time, they are kept in the Miscellaneous container, under the Retired Terms sub-container.

3 HIERARCHIES AND RELATIONSHIPS

Hierarchies and other forms of relationships in thesauri are essential in providing indexers and end-users a variety of ways to search and browse large controlled vocabularies. They are explained in the ANSI/NISO and ISO guidelines and are fundamental to the structures the USC Shoah Foundation has developed in its Thesaurus.¹⁰

3.1 Type Hierarchy

The Type Hierarchy is a simple taxonomy tree under which the indexing terms are organized for ease of discovery by indexers and end users regardless of their level of familiarity with the content of this collection, history, or geography.

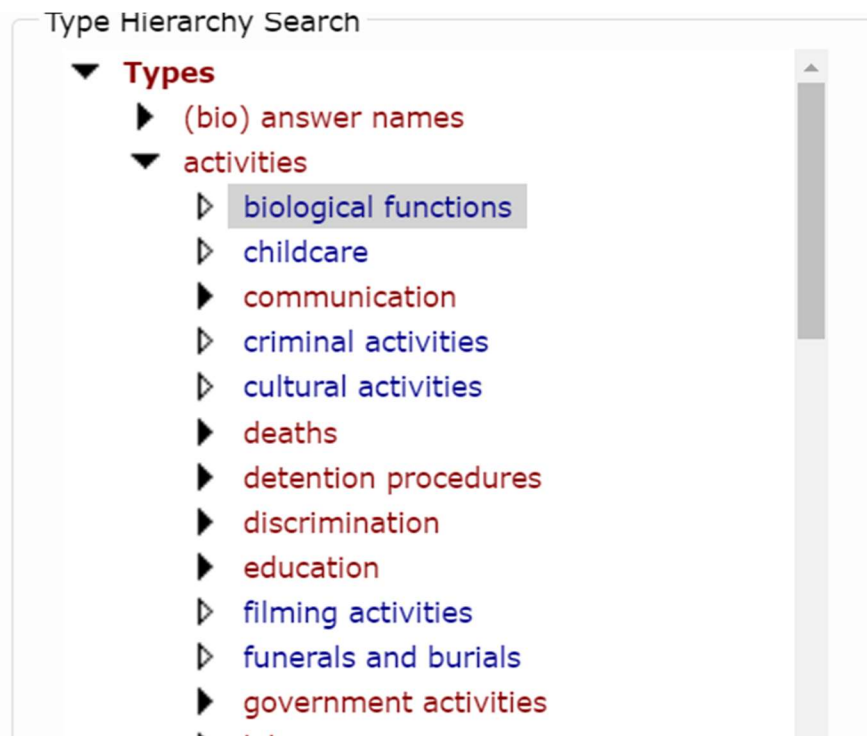
The Type Hierarchy has been organized with the following principles in mind:

- Types have names intended to be clearly understood by all users.
- Types are arranged to facilitate a quick view of the topics indexed in the collection.
- The Type Hierarchy is usually only three to four levels deep.
- Types are singly inherited, i.e., they are not duplicated in other sections of the Type Hierarchy.
- Each indexing term is assigned to a single type representing a category of terms to which the indexing term belongs.
- Indexing terms are assigned only to the types at the very end of hierarchical branches. This helps users not to overlook terms during a search and ensures that the indexing term is assigned to the most appropriate/specific Type available in the hierarchy.

The Type Hierarchy is defined by type relationships:

¹⁰ “8 Relationships,” ANSI/NISO Z39-19-2005 (R2010), 42-57; ISO 25964-1:2011(E), 44-67.

- Each parent Type has a generic relationship with its sub-types, that is, “generic” in the sense of the word *genus*—a class of things, that can be subdivided into smaller sub-classes. As described in the ANSI/NISO and ISO guidelines, this relationship should conform to the some/all rule as you go from parent to child types.¹¹ Hence, some *activities* (the parent type/primary node) are *biological functions* (one of the child types), whereas all *biological functions* (a child type) are *activities* (the parent type/primary node).



By following a path on the taxonomy tree, a user will be led from a broad topic (limb) to more specific topics (branches) until at the end of a branch he/she will find indexing terms (fruit) that have been used to index specific points of discussion common to testimonies within the collection.

¹¹ “8.3.1 Generic Relationships,” ANSI/NISO Z39-19-2005 (R2010), 47-48; “10.2.2 The generic relationship,” ISO 25964-1:2011(E), 59.

To select a specific indexing term when indexing a testimony, the indexer hits Add to add it to a segment. To view the term's definition, the indexer double clicks on the term.

The Type hierarchy is recommended as the best place for indexers to start to familiarize themselves with the indexing terms.

3.2 Subject Hierarchy

The Subject Hierarchy¹² is a more complex tree under which the indexing terms are organized to facilitate search by users with some familiarity with the collection's content, history, and geography.

By following a path on the tree, a user will be taken from a broad concept (limb) to more specific concepts (branches). In the Subject Hierarchy, every limb or branch of the tree is an indexing term. The more general terms are located in positions that can be called the limbs of the tree, the more specific terms are the branches, and the most precise terms are the leaves of the tree. In some cases, a "(CONTAINER ONLY)" term that is not actually used for indexing is employed as a place holder for the hierarchical structure.

Indexing terms may be multiply inherited within the Subject Hierarchy of the thesaurus to reflect their broader use in indexing. This is done to show the different contexts of individual indexing terms and their use in indexing can be made clear.

The Subject Hierarchy contains elements of both the instance and whole-part relationships.¹³ Moving forward, it should be determined whether this synthetic approach or focusing on one form of relationship for the Subject Hierarchy is more appropriate.

¹² Referred to previously as the "Keyword Hierarchy" or "Indexing Term Hierarchy."

¹³ "8.3.2 Instance Relationships," ANSI/NISO Z39-19-2005 (R2010), 48; "8.3.3 Whole-Part Relationships," ANSI/NISO Z39-19-2005 (R2010), 49; "10.2.3 The hierarchical whole-part relationship," ISO 25964-1:2011(E), 60-61; "10.2.4 The instance relationship," ISO 25964-1:2011(E), 61.

3.3 Equivalence Relationships

To understand the meaning and function of associative relationships in thesauri, see the ANSI/NISO and ISO guidelines.¹⁴

In USC Shoah Foundation practice, equivalence relationships are handled by using synonyms. See the section on Synonyms in these Guidelines.

3.4 Associative Relationships

The ANSI/NISO and ISO guidelines provide explanations of the meaning and function of associative relationships in thesauri.¹⁵ There are two ways in which the USC Shoah Foundation Thesaurus enables them.

3.4.1 See Also

The See Also field in the Thesaurus Manager application is the main way in which the associative relationship is handled in the Thesaurus. This is used to indicate this kind of relationship between two indexing terms. There is a reciprocal arrangement in the application meaning that any term added into the See Also field of one term will automatically be added the other way.

3.4.2 Related Terms

The second way associative relationships are handled in the Thesaurus is by using synonyms coded as related terms—(RT). This is used for a word or phrase that is not indexing term in its own right, to associate it/them to an indexing term that is conceptually close. See the section on Synonyms in these Guidelines.

4 THESAURUS MANAGER APPLICATION

The Thesaurus Manager is a proprietary tool developed by the USC Shoah Foundation to create and organize its Thesaurus. It is accessible to both USC Shoah Foundation staff and non-staff members, who have been approved by the Curator, Archivist, or Metadata Manager, and provided with log-in information by the Developer.

¹⁴ “8.2 Equivalence Relationships,” ANSI/NISO Z39-19-2005 (R2010), 43–46; “8 The equivalence relationship, in a monolingual context,” ISO 25964-1:2011(E), 44–50.

¹⁵ “8.4 Associative Relationships,” ANSI/NISO Z39-19-2005 (R2010), 51–57; “10.3 The associative relationship,” ISO 25964-1:2011(E), 63–67.

4.1 Permissions

Researchers are given “indexing term researcher” permissions in the Thesaurus Manager application. This enables them to add new information, but not to edit already existing information. The more restrictive permissions allow the Researchers to enter all the information they have gathered into the application without fear of accidentally compromising live data.

Curators/Archivists are given “administrator” permissions in the Thesaurus Manager application. This enables them to add new information and to edit already existing information.

4.2 Accessing the Application

Thesaurus Manager is part of the suite of indexing tools located at <https://vhi-indexing.usc.edu>. If an attempt is made to open an application where the user has no privileges, access will be denied. To access the Thesaurus Manager, click on the Thesaurus Manager link, located under Admin Tools. A log-in screen will appear, allowing for entry to the Thesaurus Manager application.

4.3 Home Screen - Indexing Terms Tab

When the Thesaurus Manager tool is opened, the application will default to the Indexing Terms tab. On the left side of the screen, this tab displays a search box for searching terms already in the Thesaurus. Beneath the box is the Subject Hierarchy, a list of broad concepts (Containers) under which can be found narrower concepts and terms.

Clicking on one of the terms in the Hierarchy (or one of the terms within a particular Container Term’s individual hierarchy) will automatically fill fields on the right-hand area of the screen.

The screen will automatically default to the Label & Definition tab, but by clicking on other tabs on the right-hand side of the screen (i.e., Type, Parent), it is possible to see other aspects of a Thesaurus Term.

4.4 Adding a New Term

To create a new term:

- From the Home Screen (Indexing Terms), click on the Unclassified Terms tab on the left
- Hit the New button at the bottom
- In the pop-up box, enter the Label of the new term and press OK

The Label is the Preferred Name of the term. See the Preferred Names section of these Guidelines.

To complete the new term, the next steps are to:

- Add a Definition
- Assign a Type
- Assign a Parent
- Add synonyms
- Add sources
- Add geographic coordinates, if relevant
- Classify the new term
- Match the proposed term to the new term

See below for details.

4.5 Adding a Definition

To add a definition:

- Select the term you are working on (e.g., under the Unclassified Terms tab)
- Select the Label & Description tab
- In the Definition box, enter the definition for this term
- **IMPORTANT:** Hit the Save button in the center of the screen

Under the Label & Description tab, it is also possible to edit the Label in the Label box and add a Scope note in the Scope box. After doing so, make sure to hit the Save button in the center of the screen.

4.6 Assigning a Type

To assign a type to an indexing term:

- Click on the Type tab (next to the Label & Description tab)
- Expand the Type Hierarchy in the box until the appropriate Type is found. (For examples of other members of this Type, refer to Indexing Terms box to the right)
- Clicking on a Type term will allow its definition to be displayed and set it in the position to be saved
- When a selection is final, click Apply the Currently Selected Type

4.7 Creating a New Type

Only available to users with Administrator permissions.

To create a new Type:

- Click on the upper Types tab
- Under the Unclassified Types tab on the left, hit the New button
- Add the name of the new Type and press OK
- Click on the Parent tab
- Under Types -- search and select a parent, find and click on the most relevant Type parent
- Hit the Apply the Currently Selected Type button
- Under the Unclassified Types tab on the left, hit the Classify button

4.8 Assigning a Parent

Only available to users with Administrator permissions.

Parents in the Subject Hierarchy can be indexing terms or container-only terms. See the Container-Only Terms and Subject Hierarchy sections of these Guidelines.

To assign a parent:

- Select the term to which you wish to assign a parent
- Click on the Parents tab on the right
- Under Choose a Parent, either search or browse for an appropriate parent

term

- Once found, hit the Add a Parent button

In the Subject Hierarchy, it is possible to add more than one parent to a term. In that case, a Preferred Parent will automatically be assigned. If you wish to change the Preferred Parent:

- Under Parents, select the relevant parent
- Hit the Set as Preferred Parent button

To remove a parent:

- Under Parents, select the parent you wish to remove
- Hit the Remove button

4.9 Creating a New Parent (Container)

Only available to users with Administrator permissions.

Parents in the Subject Hierarchy can be indexing terms or container-only terms. See the Container-Only Terms and Subject Hierarchy sections of these Guidelines.

To create a new container-only term in the Subject Hierarchy, follow exactly the same procedure as for Adding a New Term.

4.10 Adding a Synonym

Synonyms refers to words or acronyms that are interchangeable with the term being entered into the Thesaurus. See the section on Synonyms in these Guidelines.

To add a synonym:

- Select the term to which you wish to add a synonym
- Click on the Synonyms tab on the right
- Select the Add button in the middle of the screen
- A box will display with a field for synonym entry
- Add the synonym, enter the synonym's coding (see the section on Synonyms later in these Guidelines), and click OK

- This can be repeated for as many associated terms as necessary

Users with Administrative permissions may follow the same steps to edit a synonym as well as to add the language of the synonym.

4.11 Assigning a Source

Sources refer to any or all of the resources used to spell, define, and otherwise determine an indexing term. Source citations are constructed using the Chicago Manual of Style format.

To assign a source and citation:

- Click on the indexing term to which you want to assign the source
- Select the Sources tab on the right
- Under Choose a source, type in the author or title of the source and hit Find
- Once found, hit the Add Source button
- Use the Edit Details button to:
 - Cite the page number of a book or the access date and url of a specific webpage
 - Cite more specifically within a more global source using the Chicago Manual of Style notes format
 - That is, if the source is the New York Times, under Edit Details you may add a citation for the specific story, e.g., “Bosnia: Uncertain Paths to Peace. Chronology: 1990-1995,” accessed July 8, 2021, <https://archive.nytimes.com/www.nytimes.com/specials/bosnia/context/apchron.html>.

To remove a source:

- Click on the indexing term from which you want to remove the source
- Select the Sources tab on the right
- Under Sources for this Term, click on the source you wish to remove
- Hit the Remove Selected Source button

4.12 Creating a New Source

Only available to users with Administrator permissions.

Researchers should email new sources used to research an indexing term to the Curator/Archivist to add to the list of approved sources.

To create a new source:

- Click on the indexing term to which you want to assign the source
- Select the Sources tab on the right
- Hit the New button
- In the pop-up box,
 - Enter the source citation into Source using the Chicago Manual of Style bibliography format
 - Enter any notes or short versions of the source into Description (these are searchable under Choose a Source)
- Hit OK

Follow the same procedure to edit sources.

4.13 Adding Geographic Coordinates

The Geo tab allows you to add coordinates to the indexing term.

NB: Only terms that are listed under the Type “Places” can have geographic coordinates.

To add geographic coordinates:

- Select the term to which you want to add coordinates
- Click on the Geo tab on the right
- Either
 - Enter the coordinates as Degrees or Decimal, or
 - Enter the place name in the Google Location box and hit Search
- Hit the Save button
 - If you are editing the coordinates, hit Redraw then Save

4.14 Merging Terms

Only available to users with Administrator permissions.

Merging an indexing term refers to the process of assigning the usage, synonyms, and sources of one indexing term to another. This is done, for example, when duplicate terms have mistakenly been created.

To merge a term:

- First go to the Indexing Terms tab on the left
- Find the term you are looking to merge (source term)
- On the right, select the Merge tab
- Find the target term (the recipient of the source term's usage, synonyms, and sources)
- Hit the Add Merge Target button
- Then hit the Merge button
- If you realize this action was a mistake, hit the Undo button
- Once the source term has been merged, it is recommended that it is then declassified (see [Declassifying Terms](#)) and deleted (see [Deleting Terms](#))

4.15 Classifying Terms

Only available to users with Administrator permissions.

To classify a term—that is, to add it to the Thesaurus so that it can be used by indexers:

- Go to the Unclassified Terms tab on the left
- Select the unclassified term to classify
- Hit the Classify button below

4.16 Matching Proposed Terms

Only available to users with Administrator permissions.

Matching proposed terms to existing (classified) terms in Thesaurus is an essential part of Thesaurus Research and Management and of the indexing process in general.

To match a proposed term to an existing term in the Thesaurus

- First select the Proposed Terms tab
- Then, on the left, enter the text of the proposed term and hit Find—or use the drop-down options for organization, event, experience group, and/or language
- Check the check-box next the proposed term
- Select the Match Indexing Term tab on the right and find the existing term
- Hit the Match Proposed Indexing Term button below
- If this is definitely the correct term you want to match, then choose Match

4.17 Declassifying Terms

Only available to users with Administrator permissions.

NB: A term can only be declassified—that is, removed from the Thesaurus so that it cannot be used by indexers—if that term has no usage either in biographical indexing or video indexing.

To declassify a term:

- First go to the Indexing Terms tab
- Select the term you want to declassify
- Hit the Declassify button below
- The term will then go under the Unclassified terms tab

4.18 Deleting Terms

Only available to users with Administrator permissions.

NB: A term can only be deleted when it has been declassified or has not yet been classified—that is, it must be located under the Unclassified Terms tab.

To delete a term:

- First select the Unclassified Terms tab
- Select the term you want to delete
- Hit the Delete button

4.19 Searching for Proposed Terms

To search for Proposed Terms, go to the Proposed Terms tab. There you will see various options to help narrow your search:

- The text search defaults to a “contains” search, but can be changed to “starts with” or “exact match”
- Filter by:
 - Organization – USC Shoah Foundation or the partner organization who recorded the given testimonies
 - Historic Event – the genocide or event of mass violence
 - Experience – the experience group of the testimonies
 - Language – language of the testimonies
- Search on either Bio proposed terms (terms proposed in the biographical indexing application) or video proposed terms (terms proposed in the biographical indexing application)

4.20 Usage and Log

The Usage tab shows the testimonies that are associated with the selected indexing term.

The Log tab gives the history of the term, from its creation and classification through to its most recent update.

4.21 Running a Report

Creating an Excel spreadsheet of data in the Thesaurus Manager application is a valuable way to keep track of work and to notify others of progress. Spreadsheet reports can be run anywhere in the application where an Excel button appears. For example, under

- Indexing Terms then Unclassified Terms
- Proposed Terms
- Reports
 - Here certain commonly asked-for reports are retained as stored procedures, e.g.,
 - All the terms in the Thesaurus (“Full Indexing Term Table

Listing”)

- All the terms used to index a particular event (“1994 Genocide Against the Tutsi in Rwanda Indexing Terms”)
 - Simply click once inside the Available Reports section on the left on the specific report needed

To create the spreadsheet:

- Hit the Excel button once
- A dialog box will pop up, asking “How to you want to open this file?”
- Ignore this
- Instead, open Excel, select Open Other Workbooks, then Browse to the Downloads file on the computer desktop
- When the box to select the file appears, first select the file type “All Files (*.*)” in the bottom right of the box (above Open and Cancel)
- Select and Open the “vhitm_data.tsv” file
- Check the “My data has headers” box
- Then hot Next, Next again, and Finish

5 STANDARDS AND PRACTICES

The following sets of standards have been adopted for use in construction of the Thesaurus. Please note that some published standards have been adapted for use by the Foundation and must be followed with the local rules in mind.

5.1 Avoidance of Errors

Every effort to avoid grammatical and spelling errors should be made when composing indexing term definitions.

5.2 Plagiarism

Definitions may not be plagiarized under any circumstances when submitting indexing terms for inclusion in the Thesaurus. Plagiarism may invite undesirable legal action which would jeopardize the mission of the Foundation. Only when it is absolutely necessary to quote directly from any published source (print or electronic), the quote must be placed within quotation marks and the source

must be cited precisely with page numbers or URLs and dates included. This policy will be strictly enforced.

5.3 Transliteration and Character Sets

Non-Roman languages should be transliterated following the standards set forth in the *ALA-LC Romanization Tables: Transliteration Schemes for Non-Roman Scripts*. Links to these tables of approved character sets may be found at the Library of Congress Web site.¹⁶

For the transliteration of Hebrew and Yiddish terms, the Foundation prefers the spelling found in the *Encyclopedia Judaica* (EJ) if such listings exist. If no listing exists, the *ALA-LC Romanization Tables* and rules apply.

Please note that names in printed sources do not always follow the standard transliteration schemes (Romanization Tables) for non-Roman scripts (e.g., Ukrainian, Russian, Greek, Hebrew, Yiddish, Belorussian, Bulgarian, Greek, Serbian and Macedonian) developed by the Library of Congress and the American Library Association.

The researcher should investigate all possible spellings appearing in available academic and scholarly sources, noting which sources have omitted special characters and character modifiers (accents and diacritical marks). Non-standard spellings and spellings without diacritics are included in our controlled vocabulary as synonyms.

5.4 Local Standards and Practices

5.4.1 Preferred Names

The preferred name is the full name in the vernacular of the country of origin, unless the object, event, person, or place is better known by another name, translation, or acronym in the English language. The preferred name is used as the label of the indexing term.

¹⁶ “ALA-LC Romanization Tables,” *The Library of Congress*, accessed March 22, 2022, <http://www.loc.gov/catdir/cpsol/roman.html>.

5.4.2 Synonyms

Some indexing terms will represent people, organizations, objects, or places known by more than one name. This may be the result of spelling variations or language translations. In some cases accepted abbreviations, acronyms, or nicknames are in common usage. Once the preferred name for a term is established, the Researcher will recommend that other known names for the term will be included as synonyms.

The language of a synonym associated with an indexing term is indicated by assigning it to the relevant synonym from a drop-down list in the Synonyms tab of the Thesaurus Manager application.

Coding for the kind of synonym should be added in parentheses at the end to indicate the relationship of the synonym to the label, e.g.,

- (UF) – used for, i.e., exact equivalent
- (NT) – narrower term
- (NS) – near synonym
- (RT) – related term
- (BT) – broader term

In compliance with the NISO Standard and to accommodate the way that the SQL Database regulates the creation of synonyms, a word that exists in the Thesaurus as a preferred term cannot be created as a synonym, or as part of a synonym for another term.

An attempt should be made to include all synonyms of an indexing term.

5.4.3 Homographs and Generics

Please be aware that two or more unrelated terms could have the same name (known as homographs). See: Generic Terms.

5.4.4 Orthography and Synonyms

Please be aware that the editors and authors of historical texts may translate and transliterate words and concepts in variety of different ways. Secondary sources in English, for example, often refer to organization names or place names by their English language equivalents. However, academic texts can, and usually

do, index subject terms using only one spelling. The Researcher's task, therefore, is to identify all possible spellings. The preferred spelling is the best-known form of the name. Alternate spellings should be captured as synonyms. The preferred names of organizations are given in the original language with English language equivalents and translations included as synonyms unless there is a common—often used—English name. In that case the English one becomes the preferred name.

Examples:

“German armed forces” in many cases is used in place of Wehrmacht (the official German term).

“Association of Jewish Frontline Veterans,” “National Union of Jewish War Veterans,” and “Patriotic Union of Jewish War Veterans” all are valid academic translations for the official organization name, “Reichsbund jüdischer Frontsoldaten.”

Sportbund Schild, the sports organization sponsored by the Reichsbund Jüdischer Frontsoldaten, is also known by the names Schild and Sportbund des Reichsbundes jüdischer Frontsoldaten.

Subcarpathian Rus, Carpatho-Ukraine, Carpatho-Ruthenia, Kárpátalja, Carpathia, Transcarpathian Oblast (region) of the Ukrainian Soviet Socialist Republic refer historically to the same geographic locality.

5.4.5 Miscellaneous Local Style Issues

The indexing term *prisoner of war* should be spelled without hyphens.

When creating indexing terms that contain the character ß, use SS in the label and use ß in the synonym.

Quotation marks are used in indexing term labels:

- To indicate distance from perpetrator terminology (e.g. "Mischlinge," "degenerate art," etc.)
- When the literature typically surrounds the term with quotation marks

Place names that contain the words “Saint” or “San” should be standardized for each country. Different countries prefer the use of different variation of this word. An authority should be identified when such a decision is made.

Examples: Saint, St. St-, etc.

Numbers may be either spelled out (nine) or rendered in Arabic numerals (9) in the definitions of indexing terms, but should be consistently rendered within the same definition.

The use of words like “contemporary” and “current” should be avoided since their meaning will differ over the life of the Thesaurus. When possible use a specific year of reference instead.

5.5 Preferred Resources

All verified terms must include citations for the reference sources used to provide the information found in the record for that term. Where possible, three sources should be used for each term, but one will suffice if others are not available.

See Appendix: Preferred Sources

Note that all internet resources must be approved by the Archivist or Curator before being included in the authority.

5.6 Chicago Manual of Style

The Chicago Manual of Style provides information regarding the formatting of written text and rules for the use of punctuation, capitalization, and standardized phrasing as well as formats for citation.

All citations should follow the *Chicago Manual of Style* format for bibliographic citations.¹⁷

It is not necessary to cite page numbers for sources that have been consulted to construct timelines. However, it is never wrong to include page numbers with the citation so that they may be included in the note citation that accompanies

¹⁷ A useful abbreviated version of the manual can be found at “Notes and Bibliography Style,” *Chicago Manual of Style Online*, accessed March 23, 2022, https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

the indexing term in the authority. When specific information is quoted or referenced the citation should always include the page numbers where that information is found.

Within definitions for cities/towns, use the year cited by the source for administrative units, if known.

5.6.1 Books

Last name, first name of author(s) [If no author listed, cite editor(s), translator(s), compiler(s), or corporate author(s)]. *Full Title* in italics. Full name of editor(s), translator(s), or compiler(s) [if applicable]. Edition. Volume. Series Title. Place of Publication [city and state or country of publication]: Publisher, Date of Publication.

Example:

Seyn, Eugene de. *Dictionnaire historique et géographique des communes belges; histoire - géographie - archéologie - topographie - hyposométrie - administration - industrie - commerce, etc., etc., etc.* Bruxelles: A. Bieleveld, 1924-25.

5.6.2 Articles from Journals, Magazines and Newspapers

Last name, first name of author(s) . “Full Title of Article.” *Full Name of Publication* in italics. Volume. Number. Date of Publication: Page Numbers.

Example:

Marrus, Michael R. “Coming to Terms with Vichy.” *Holocaust and Genocide Studies*. 9, no. 1 (1995): 23-41.

5.6.3 Public Documents

Full Name of Institution Issuing Document. *Full Title of Document or Collection* in italics. Full Name of Author(s), Editor(s), or Compiler(s). Record Group Number. Series Number. Box Number. File Number. Page Number. Date of Publication.

Example:

United Nations Archives. *Jewish Population-AJDC Statistical Reports: 6/2/46-30/11/46*. American Jewish Joint Distribution Committee. Series: 425. Box: 49. File: 7. Pag. 4/3.011.3.0. 1946.

5.6.4 Electronic Sources

Author's Last Name, First Name. "Title of Document." *Title of Complete Work* in italics. Version or file number. Document date or date of last revision. Date of Access. Web address.

Example:

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *MUD History*. 1993. Accessed August 2, 1996. <http://www.utopia.com/talent/lpb/muddex/essay>.

5.6.5 Maps

Full Name of Institution, Repository or Individual Author. *Full Title of Map* in italics. Place of Publication: Publisher, Date of Publication.

Example:

Geokart International Sp. *Rzeczpospolita Polska mapa administracyjna : skala 1:750 000 / opracowanie redakcyjne i techniczne, Geokart International Sp. z o.o., Rzeszów. Warszawa : Główny Geodeta Kraju, 1999.*

5.7 Abbreviations

To accommodate both knowledgeable and casual users of the Thesaurus, the first mention of the name of an organization, movement, political party, event, etc. within an indexing term definition should usually be the full name of that entity or event. The acronym or abbreviation alone may then be used for subsequent mentions of that entity or event within the same indexing term definition. It should also be included as a synonym.

Example: Organization Todt (synonym: OT)

The only exceptions to this rule are when the name of the organization, movement, political party, event, etc. is both 1) much more commonly known by the acronym, and 2) is itself a widely known organization, e.g., FBI, CIA, etc.

5.8 History Notes

Some definitions require a concise discussion of the history of the place being described. Mention only briefly the history or events that led up to the

establishment of the entity named. The main portion of this note should focus on the history of the entity once it became known by the name presented in the preferred indexing term label. It is not the intent of a Thesaurus to be an historic encyclopedia. The intent is to describe a named entity and distinguish it from all others of its kind by locating it in time and place.

Avoid the use of words that have meanings that may vary or change over time (e.g., “modern,” “current,” “present,” “contemporary,” etc.). This Thesaurus will be used for many years to come and such words might be misleading in 10 or 20 years. When possible associate an event or change of administration, borders, or name with a specific or generalized date. When a date is not known, another recognized event(s) may be used (e.g., between World War I and World War II). This will minimize the need for record updating, which will then be needed only when future events actually precipitate the types of changes mentioned above.

6 PEOPLE TERMS

A number of interviewees make reference to people of influence and importance in their lives. If these people are notable historic figures (famous or infamous) and can be verified in available reference materials, their names are created as verified terms and will appear in the Indexing Term Hierarchy of the Thesaurus used to index the entire collection.

When the person is not famous or infamous or when verification cannot be made of his/her historic involvement with genocide, crimes against humanity, and/or the respective relevant cultures, then the name is created as a person in the Biographical Indexing application only. The name will only be available for indexing the specific testimony in which it appeared.

Titles should be included in the label of the created indexing term. The name without the title may be included as a synonym.

Example: Sir Horace Kadoorie. The label should be Kadoorie, Sir Horace. A synonym should be Kadoorie, Horace.

Definitions for contemporary and historical persons should include the following elements:

- Label with the name in inverted form (last name, first name, and middle name(s)).
- Synonyms: a list of the other names by which the person is known or may have been known in the past. Include name variations that incorporate a bestowed or assumed title and nicknames.
- Summary of the historical function or role of the person as germane to genocide, crimes against humanity, and/or the respective relevant cultures written in a narrative format.

7 ORGANIZATION TERMS

Organizations (with relevance to genocide, crimes against humanity, the respective relevant cultures, refugee and/or immediate post-liberation aid, and/or tolerance education/civil rights oriented) are included in the Thesaurus when they are specifically mentioned by the interviewee and can be verified using reliable and available sources. Examples of types of organizations might include: government bodies, resistance groups, refugee aid organizations, etc.

Only resistance groups will be added as (u) terms. All other proposed organizations that cannot be verified should be matched to more general organization terms.

The name of the organization (the indexing term label) may be given in English if the English language name is commonly recognized and accepted. If no commonly recognized English language name exists, then the name should be given in the native language, and translations of the name into other languages (including English) should be included as synonyms.

Definitions of institutions and organizations should include the following elements:

- Name, acronym (if applicable)
- Synonyms: a list of all relevant organization name synonyms
- Type of organization
- Summary of the historical function or role of the organization (two sentence synopsis of main activities) written in narrative format.

7.1 Unverified Resistance Groups

In the cases in which unverified resistance organizations/partisan units are created, the Researcher shall provide the sources consulted and the data entry coordinator shall use the following sentence as the definition:

The existence of this resistance organization could not be verified using the sources consulted.

8 EVENT TERMS

A certain number of acknowledged historic events are regularly mentioned during testimonies. These events may be created as referential indexing terms when the proper name can be verified in reliable research sources. If a proper name cannot be verified, a more general experiential indexing term should be used to index the event instead.

Possible event indexing term definitions include:

- Armed conflicts (wars, battles, campaigns, etc.)
 - Example: Soviet invasion of Poland (September 17, 1939)
- Political events
 - Example: Iron Guard Rebellion (January 21-23, 1941)
- Judicial events

Note: War crimes trial indexing terms are formatted with the country as part of the label. The administering body should be mentioned in the definition, not in the label.

Example: Majdanek Trial (West Germany)

Exceptions to this rule include the Nuremberg Trials, which were international in scope.

Example: Nuremberg Trials (U.S. Military Tribunals)

8.1 Unverified Events

Do not create unverified event indexing terms. Delete the proposed indexing term or recommend using a general indexing term instead.

9 OBJECTS

Physical entities and structures that have been given proper, verifiable names should be created as referential indexing terms. Ships used to transport immigrants are a good example of named entities.

9.1 Ships

Many ships are given the same name and there is often great confusion over the exact identity of ships unless specific ownership records or ports of call can be associated with the dates in question. If the ship can be verified, create it as an indexing term. If the ship cannot be verified, create a generic term by that name to ensure that the verified term will not be misused. Example:

Label:

Atlantic (Ship)

Synonym:

Emily

Definition:

The Atlantic (formerly known as the Emily) was acquired by Berthold Storfer, a Viennese businessman, as an Aliyah Bet ship in the summer of 1940. He purchased the ship along with the Pacific and the Milos to sail to Palestine from Black Sea ports. The Atlantic departed in October with 1,829 passengers, the first of the three to leave, but it fell behind the Pacific and the Milos. At the Haifa harbor in November, the passengers who arrived on the Milos and Pacific were transferred to the Patria ship to be deported to an internment camp in Mauritius. The Atlantic then arrived on November 24 and some of its passengers were transferred to the Patria. However on the next day, the Haganah sabotaged the Patria and the ship sunk. The survivors of the sinking were allowed to stay in Palestine but the remaining passengers on the Atlantic ship were briefly interned at Athlit and were then taken to Mauritius on December 9, 1940.

9.1.1 Unverified Ship Names

In the cases in which unverified ships are created, the Researcher shall provide the sources consulted and use the following sentence as the definition:

The existence of this vessel could not be verified using the sources consulted.

In the event that a source is found which will allow the ship name to be verified, the original, consulted sources will be deleted and the new, verifying source will be added.

10 MOVEMENT TERMS

The geographies of genocide and/or crimes against humanity frequently imply the exercise of control over targeted population groups. This control often involved the movement of the population from one type of environment or facility to another. The Thesaurus utilizes specific terms to designate movement from one place to another and one type of facility to another. When movement is discussed in a testimony, indexing terms or phrases are constructed using these special terms with the place of departure or arrival.

10.1 Ghettoization

Ghettoization is the forced concentration of Jews into delineated areas of cities/towns in order to segregate and isolate them from the non-Jewish population.

10.2 Deportation

Deportation is the forcible relocation of individuals and/or communities from one geographic location to another geographic location. In the context of the Holocaust, deportation usually refers to the efforts of Germans and their allies to physically remove Jews and other ethnic groups from their homes and communities to other occupied territories or to ghettos, concentration camps, and/or death camps. The phrases “deportation from” and “deportation to” are appended with the name of the respective places.

10.3 Transfer

A transfer is the relocation of an individual or group from one ghetto, camp, prison, or Allied internment camp to another ghetto, camp, prison, or Allied internment camp. Unlike deportations, which reflect the movement of people to situations that reflect increasing levels of concentration or incarceration, transfers are the movement of people between locations of equal or lesser levels of concentration and incarceration. The phrases “transfer from” and “transfer to” are appended with the name of the respective places.

10.4 Migration

Migration is defined as the act of emigrating or immigrating, legally or illegally, for any reason *other than* an attempt to evade perceived or actual persecution in the context of genocides and/or crimes against humanity. The phrases “migration from” and “migration to” are appended with the name of the respective places.

10.5 Flight

Flight is defined as the voluntary act of legally or illegally leaving a place in an attempt to evade perceived or actual persecution in the context of genocides and/or crimes against humanity.

By Foundation standards, “flight from” and “flight to” are defined as leaving one country and entering another in an attempt to evade perceived or actual persecution. The phrases “flight from” and “flight to” are appended with the name of the respective places.

11 EXPERIENTIAL TERMS

Experiential terms (thematic terms) describe the experiences of interviewees, as opposed to concrete places, time periods, people, organizations, and events. In most cases, these terms are formulated and defined in-house through discussion and debate as much as by consulting sources.

Questions to consider:

- Does the new term accurately describe the content?
- What is the best formulation of the new concept’s label and definition?
- Is the concept represented in scholarly literature? If so, how?
- It is important to keep in mind that concepts developed in academic works may have a different focus from concepts needed to describe discussions in oral histories

There are reasons to not automatically create every new experiential term:

- The concept may already be covered by an existing term or terms

- It might cause unnecessary ambiguity
- It might problematize existing indexing methodology across all collections
- It may necessitate an excessive amount of retroactive indexing work

Consideration should also be given to the volume of terms being created and whether the addition of more, and increasingly nuanced, indexing terms will lead to confusion among indexers rather than more accurate indexing.

The decision-making process for the creation of new indexing terms was documented 1997-2005 in the Indexing Term Tracking Database. During this time, a team of supervisors met to discuss all newly proposed terms (except for geographic terms). However, the Indexing Term Tracking Database was part of Filemaker Pro suite which has been retired from use; currently there is no way to access these records. Furthermore, since 2006, the creation of new terms has been the responsibility of just the Curator, making such meetings unfeasible. A record of the creation and editing of each and every indexing term can be found under the Log tab in the Thesaurus Manager application.

12 GEOGRAPHIC TERMS

Around 80 percent of the USC Shoah Foundation Thesaurus is made up of geographic terms. Hence, the methodology is more extensive for geography than for other areas.

The content for the various types of geographic terms should follow the formats set forth in sections on Countries, Inhabited Communities, Administrative Units, Regions, Landscapes, Genocide-Related Places, and Unverified Places.

General rules for verifying and creating geographic indexing terms:

- Attempt to find three reliable sources. When two sources cannot be found, two will suffice.
- Use sources that are as close to the relevant central experience (1994 Genocide Against the Tutsi in Rwanda, Armenian Genocide, Nanjing Massacres, Holocaust, etc.) as possible.
- When no historic sources are available, refer to a modern source.

- Always cite the sources used to verify the term.
- For definition templates, if you do not find one specified in these Guidelines, use one found in the Thesaurus.

Note: On the different treatment of European and non-European terms and potential to revise that methodology, see the note below in Europe-Specific Rules for Inhabited Communities.

Furthermore, there may be differences between the kinds of geographic terms created for the Holocaust and those created for other events. For example, because of the enormous geographic breadth of the Holocaust, it has been USC Shoah Foundation practice not to create terms for specific places of worship or schools—as doing so would place an enormous additional burden upon both the Indexer and Thesaurus Researchers.¹⁸ However, the different geographic scope and requirements for testimonies of other genocides/events of mass violence necessitate the creation of additional and/or different kinds of geographic terms. See below the notes on 1994 Genocide against the Tutsi in Rwanda, the Armenian Genocide, Nanjing Massacre, and War and Genocide in Bosnia and Herzegovina in relation to Inhabited Communities.

12.1 Countries

Template for countries:

Label: Name of the country

Synonyms: Names of the country that vary by language or spelling

Capital city: Name of the capital city of the country

Location: General description of the location, **bordered in [relevant year to start of war/genocide/event of mass violence] by*** name of the entities that bordered this country during the time mentioned.

History:

¹⁸ Instead, for example, the generic term *schools* (or *synagogues*, *churches*, *mosques*, etc.) can be indexed in the same segment as the term for the specific place in question.

Write a brief, general history of the country, indicating those events, which impacted the political administration or territorial boundaries of the unit being described. Use the past tense only in the History section. The use of words like “contemporary,” “now,” and “current” should be avoided since their meaning will differ over the life of the Thesaurus. When possible use a specific year of reference instead.

*In compliance with established research and indexing methodologies for Holocaust/World War II indexing, the following date phrases will be applied to the information supplied in the “Location” description:

For Austria and Czechoslovakia, use **bordered in 1938 by...**

For the rest of the European countries, use **bordered in 1939 by...**

For non-European countries, use **bordered in [year when term is created] by...**

For European countries that came into existence post war, use **bordered in [year when term is created] by...**(for use with Slovakia, Czech Republic, Slovenia, etc.)¹⁹

12.1.1 Country–Time

Country–time indexing terms are chronological demarcations determined by the relevant general geo-politics and history.

12.1.1.1 Country–Time Periods

Historical events and their aftermath—including subsequent political changes—generally extend over a span of time. Scholarly literature and available primary sources should be consulted to provide, when possible, the specific dates for country-time indexing terms. Such time periods may be based, for example, on well-known events such as changes in political leadership of a country or beginnings and endings of major wars. In cases where it is not impossible to establish the specific day(s), the relevant month and year should be provided to demarcate the term. Observance of this format ensures a consistent approach to the construction of indexing terms even when such dates are not known or

¹⁹ As USC Shoah Foundation indexing expands to cover genocides and crimes against humanity other than the Holocaust, this practice may need to be revised.

when no such monumental event marked the beginning of a period of time that has been chosen as a country–time container.

Every attempt should be made to write country–time indexing terms that do not have overlapping time periods. This will prevent misuse and promote a more understandable timeline to the indexer and end user.

In the indexing process, all city and administrative unit terms are used in conjunction with the country/time indexing term that reflects the location and time frame referenced in the testimony (except for the period between 1939 and 1945.). For example, a discussion of events that occurred in Ivano-Frankivs'k in 1989 would be indexed by using the following indexing terms for place and country/time:

*Stanisławów (Stanisławów, Poland)
USSR 1985 (March 11) - 1991 (December 24)*

In the Thesaurus, some time periods of the country/time indexing terms may overlap. In those cases, use the time period that best represents the total event or experience being described.

12.1.1.2 Country–Year Terms

Country–year indexing terms should be created for each country that was involved in the conflict being indexed specifying the historic geo-political events of each year during that conflict. The label for these indexing terms should include the name of the country and the year described in the historical note. For example:

Germany 1944

12.2 Inhabited Communities: Cities, Towns, and Villages

Terms for inhabited communities have the format:

Name (First-Order Administrative Unit, Country)

For example,

Los Angeles (California, USA)

If there is more than one inhabited community with that name in that country, a generic term should also be created (along with the identified specific one). For example:

Los Angeles (USA)(generic)
 Los Angeles (California, USA)

(See the section of these guidelines on Generic Terms.) If there is more than one inhabited community with that name within the same administrative unit in that country, the specific term will need to specify the second-order (and after that the third-order) administrative unit to differentiate it. Furthermore, two (or even three) generic terms may be created For example:

SPECIFIC TERM: Adamów (Radziejowice, Blonie, Warsaw, Poland)
 GENERIC TERM: Adamów (Blonie, Warsaw, Poland)(generic)
 GENERIC TERM: Adamów (Warsaw, Poland)(generic)
 GENERIC TERM: Adamów (Poland)(generic)

The template for inhabited communities is as follows:

Label: Name of the inhabited community (Name of the administrative unit, Name of the Country)

Definition:

Coordinates: 00°00'N 00°00'E [one space after colon, two spaces between longitude and latitude]

N/S/E/W of [administrative capital]

1900-1917: Country (historical administrative unit)

1918-1939: Country (historical administrative unit)

1939-1945: Occupied by and/or administered by and/or under control of and/or annexed by

1945: Liberated by [armed forces]

May 1945- : Country (administrative unit)²⁰

Synonyms: Include a non-diacritics version of the label (if relevant) as well as any alternate spellings of the place.

²⁰ The timeline dates in this template are for a European inhabited locality. The time structure should be adjusted in a relevant way for the area in which each locality is/was located.

It is important to note the two different approaches to European and non-European geographic terms.

12.2.1 Europe-Specific Rules for Inhabited Communities

Based on the context of its original Holocaust/World War II indexing, the way those survivors and witnesses referred to places, and following the practice of relevant scholarship, the USC Shoah Foundation developed its standard practice for terms for inhabited communities in Europe:

- In the preferred label, the name of the community should be the **last one used before World War II prior to Nazi or Axis authorities taking power and/or on the eve of World War II: August 31, 1939**. The name used should be that of the community in the native language of that country. If an accepted English language version of the community name is in common usage then that version should be used as the preferred label. All other translations of the name are listed as synonyms.
- In the preferred label, the administrative unit should be the last one before World War II prior to Nazi or Axis authorities taking power and/or on the eve of World War II: August 31, 1939.
- In the preferred label, the country should be the last one before World War II prior to Nazi or Axis authorities taking power and/or on the eve of World War II: August 31, 1939.
- The Europe container in the Subject hierarchy is also constructed according to this same standard for both countries and administrative units.

In contrast, terms for non-Europe have been created according to the contemporary standard (at the time of each term's creation).

However, as USC Shoah Foundation indexing has expanded to cover genocides and crimes against humanity other than the Holocaust, the significant geographical overlap between these primary events has meant that this “interwar” standard makes far less sense. For European places discussed in Armenian Genocide and Bosnian War and Genocide testimonies, for example, this has meant the policy has begun to be revised: in certain areas, moving to the contemporary name, administrative unit, and country of the inhabited community—as a neutral standard

suitable for all collections. See below: Armenian Genocide-Related Inhabited Communities and See also Bosnian War and Genocide-Related Inhabited Communities. Moving forward, moving to the contemporary standard makes sense for all European inhabited community terms, for example, by means of a data crosswalk using the geographic coordinates (because names and countries may have changed).²¹

The following templates are general rules for particular countries. For specific templates, see the definitions of existing geographic indexing terms for cities, towns, and villages.

12.2.1.1 Austria

Timeline example:

1900-1918: Austria-Hungary
 1918-1938: Austria
 1938-1945: Annexed by Germany
 1945- : Austria

12.2.1.2 Czechoslovakia

When appropriate use Moravia-Silesia (not Moravia and Silesia) in the indexing term definition.

12.2.1.3 France

Use the French spelling of the word for the name of the community. The indexing term for the community of Marseilles should be spelled with an “s” on the end. Do not use “Marseille”.

²¹ If the decision is made to make all European geography conform to the contemporary standard (rather than the Holocaust/World War II one), it is strongly recommended that 1) the current interwar-era label is recycled as a historical synonym, with the suffix “(historical) (UF)” added to the end, and 2) terms are assigned in the Subject Hierarchy to contemporary countries and administrative units as the preferred parent but nevertheless retain the interwar-era country and administrative unit as a secondary parent—as in the case of the Armenia and Bosnia and Herzegovina terms.

12.2.1.4 Great Britain

The preferred name for communities in Great Britain should include the postscript “shire” when appropriate.

Example: Warwickshire not Warwick

12.2.1.5 Hungary

Timeline example:

1900-1918: Austria-Hungary

1918-1939: Hungary

1939- : Hungary

We do not denote the couple of months of German occupation.

12.2.1.6 Poland

Timeline example:

1900-1918: Austria-Hungary

1918-1939: Poland

1939-1945: Occupied by Germany (Generalgouvernement)

1945: Liberated by the Soviet Army

1945- : Poland (Malopolskie voivodeship)

Use the word Generalgouvernement not General Government.

Please note that we will no longer use Congress Poland in parenthesis to describe Polish Cities in the timeline for 1900-1937. We feel that the coordinates, dates, and countries of administration are sufficient to describe the city and this additional information (which is a term used in an earlier time period) might be confusing for the user.

12.2.1.7 USSR

Timeline example:

1900-1917: Russian Empire

1918-1920: Territory disputed in the Russian Civil War

1920-1922: Ukrainian Soviet Socialist Republic
 1922-1941: USSR (Ukrainian Soviet Socialist Republic)
 1941-1943: Occupied by Germany (under German military administration)
 1943: Liberated by the Soviet Army
 1943-1991: USSR (Ukrainian Soviet Socialist Republic)
 1991- : Ukraine (Vinnytsia Oblast)

In the timeline for cities that were in the USSR use the full name of the republic.

not USSR
 not USSR (Ukraine)
 not USSR (Ukrainian SSR)

See also Armenian Genocide-Related Inhabited Communities.

12.2.1.8Yugoslavia

Timeline example:

1900-1918: Kingdom of Serbia
 1918-1941: Kingdom of Yugoslavia
 1941-1944: Occupied by Germany (under German military administration)
 1944: Liberated by Soviet Army and Yugoslav partisans
 1945-1991: Yugoslavia
 1992-2003: Federal Republic of Yugoslavia
 2003-2006: Federation of Serbia and Montenegro
 2006- : Republic of Serbia

The administrative unit known as Banat, Backa, and Baranja should be designated using commas and spaces. Do not use Banat-Backa-Baranja.

See also Bosnian War and Genocide-Related Inhabited Communities.

12.2.1.9Other Western European Cities

Inhabited communities in Western Europe require only loosely defined pre-World War II date (or the date of the term's creation if a pre-World War II source is not available) and administrative unit name. No timeline is required since the borders of these countries did not change during World War II.

Example:

Dokkum (Netherlands)

Coordinates: 53°20'N 06°00'E

NE of The Hague

1930 Province: Friesland

Example:

Benisa (Spain)

Coordinates: 38°42'N 00°02'E

NE of Alicante

1930 Province: Alicante

12.2.2 1994 Genocide against the Tutsi in Rwanda Inhabited Communities

For most places in Rwanda, see the section on Rwandan Administrative Units.

12.2.2.1 Commercial Centers

Due to the lack of sources, commercial centers (*centres commerciales*) are in most cases created as unverified terms, i.e., the label will have the prefix “(u)”. They will be assigned the Type “Rwandan commercial centers”. The Parent will be the relevant modern geographic administrative division, as above.

Every effort will be made to ensure the correct spellings and coherent specification of the relevant administrative divisions for each term. Additionally, although the establishing the location of such a place does not constitute verification, where possible geographic coordinates should be assigned to these terms.

The definition for an unverified commercial center shall read:

The existence of this locality has not been verified using the sources consulted.

For *centres commerciales* existing at the time of the genocide, the modifier “(historical)” will be added if the place no longer serves that function. For example,

(u)Mukabuga (Sunzu, Nyakogo, Masango, Gitarama, Rwanda : Centre Commercial) (historical)

12.2.2.2 Rwandan Churches, Schools, Hospitals, and Other Genocide-Related Locations

Churches, schools, hospitals, and other locations were often places of refuge for Tutsi during the genocide as well sites of massacres. To reflect this, specifically named churches, schools, hospitals, and other locations will be created as indexing terms if they have genocide-related significance.

Such locations may include parishes, which, in Rwanda, refer to “the complex of buildings associated with a church, including priests’ houses, one or more schools, clinics and auxiliary buildings. Parishes can be very large compounds, covering many acres.”²²

12.2.2.3 Rwandan Geographic Features: Hills, Mountains, Forests, Rivers, Swamps

Both verified and unverified terms for hills, mountains, forests, rivers, and swamps can be created.

12.2.3 Armenian Genocide-Related Inhabited Communities

The label for inhabited communities in the former Ottoman Empire should reflect the modern spelling, administrative unit, and country.

Examples:

Adana (Adana, Turkey)

SE of Ankara

1867-1923: Ottoman Empire (Adana Vilayet)

1923- : Republic of Turkey (Adana Province)

Dayr az Zawr (Dayr az Zawr, Syria)

Coordinates: 35°20'N 40°08'E

NE of Damascus

2000 Governorate: Dayr az Zawr

1900-1918: Ottoman Empire (Zor Sanjak)

²² African Rights, *Rwanda: Death, Despair and Defiance* (London : African Rights, 1994), 485 (fn).

1918-1920: French military administration
 1920-1924: French mandate Syria (State of Aleppo)
 1925-1930: French mandate Syria (State of Syria)
 1930-1940: French mandate Syria (Syrian Republic)
 1940-1941: French mandate Syria (Syrian Republic, Vichy administration)
 1941-1946: French and British military administration
 1946-1958: Syrian Republic
 1958-1961: United Arab Republic
 1961-: Syrian Arab Republic

Synonyms should include an Ottoman-era spelling and administrative unit, e.g.,

Adana (Adana, Ottoman Empire) (historical) (UF)
 Deyr i-Zor (Zor, Ottoman Empire) (historical) (UF)

For inhabited communities in Armenia, Georgia, and Azerbaijan, the preferred label should be the modern name, administrative division, and country.

Alagyaz (Aragatsotn, Armenia)

Coordinates: 40°40'N 44°17'E

S of Ashtarak

1900-1918: Russian Empire (Yerevan Guberniya)

1918-1920: Republic of Armenia (Yerevan Province)

1920-1991: Soviet Socialist Republic of Armenia (Aragats District)

1991- : Republic of Armenia (Aragats Province)

Synonyms should include an Soviet-era spelling and administrative unit, e.g.,

Alagiaz (Aparan, Armenia, USSR) (historical) (UF)

In the Subject Hierarchy, the preferred parent for terms should be under Asia, to the containers for the modern countries, either Armenia, Georgia, or Azerbaijan. A secondary parent should be assigned under Europe, Union of Soviet Socialist Republics (historical), to the relevant republic, e.g., Armenia (USSR : Soviet Socialist Republic).

The reason for adding the historical synonym and secondary parent is to maintain the historical-geographic overlap with the original methodology for Holocaust/World War II indexing.

Additionally, it is recommended also to add synonyms for Russian Empire-era spellings and administrative units.

12.2.4 Bosnian War and Genocide-Related Inhabited Communities

For inhabited communities in Bosnia and Herzegovina, the preferred label should be the modern name, administrative division, and country.

Mostar (Federation of Bosnia and Herzegovina, Bosnia and Herzegovina)

Coordinates: 43°20'N 17°48'E

50 mi SW of Sarajevo

1867-1908: Ottoman Empire (Vilayet of Bosnia) (under Austro-Hungarian occupation from 1878)

1908-1918: Austria-Hungary

1919-1929: Kingdom of Serbs, Croats, and Slovenes (Province: Bosnia and Herzegovina)

1929-April 1941: Kingdom of Yugoslavia (Province: Bosnia and Herzegovina)

April 1941-September 1943: occupied by Italian forces

September 1943-January 1945: Independent State of Croatia (German satellite state)

1945-1963: Federal People's Republic of Yugoslavia (Republic: Bosnia and Herzegovina)

1963-1992: Socialist Federal Republic of Yugoslavia (Republic: Bosnia and Herzegovina)

1992-1996: Republic of Bosnia and Herzegovina (in state of civil war)

1996- : Republic of Bosnia and Herzegovina (Federation of Bosnia and Herzegovina)

Synonyms should include an interwar Yugoslavia-era spelling and administrative unit, e.g.,

Mostar (Mostar, Bosnia and Herzegovina, Yugoslavia)(historical) (UF)

In the Subject Hierarchy, the preferred parent for terms should be under Europe, to the containers for the modern country, Bosnia and Herzegovina. Additionally, a second parent should be assigned under Europe, Yugoslavia (historical), to the Bosnia and Herzegovina (Yugoslavia : Province) container.

The reason for adding the historical synonym and secondary parent is to maintain the historical-geographic overlap with the original methodology for Holocaust/World War II indexing.

12.2.5 Nanjing Subdivisions

Because Nanjing Massacre testimonies focus essentially on a single city, smaller subdivisions of the city of Nanjing are necessary to create meaningful geographic indexing of this experience. These terms fit into the following types:

Nanjing city districts and neighborhoods

Nanjing city gates

Nanjing city streets

Their labels appear as follows:

Baotaqiao (Nanjing, China : Neighborhood)

Xiaguan (Nanjing, Shanghai : District)

Yijiangmen (Nanjing, China : City Gate)

Daguanlu (Nanjing, China : Street)

The designation “district” refers to official district names in Nanjing today. The designation “neighborhood” refers to unofficial, although popularly used, names of neighborhoods – often former villages, not incorporated into the city of Nanjing.

Where possible, geographic coordinates should be assigned.

A major source for this collection is the Nanjing place-names encyclopedia (*Nan Jing Di Ming Da Quan*. Nanjing: Nanjing chu ban she, 2012. Book.).

The label for each geographic term should use the Library of Congress Romanization transliteration system:

<http://www.loc.gov/catdir/cpso/romanization/chinese.pdf>

The Wade-Giles transliteration should be added as a synonym:

<http://guides.library.duke.edu/content.php?pid=7990&sid=4145565>

The name in Chinese characters should be also added as synonyms in both the traditional and simplified forms.

12.2.6 Unverified Inhabited Communities

A geographic term used for a location cannot be verified using reliable resources, it may still be added to the Thesaurus as an unverified term. See 2.2 Unverified Terms and 6.6 Unverified Places.

12.2.7 General Notes Regarding Inhabited Community Terms

Phrases used to express types of administration:

If one of the phrases below is used to express the circumstances of administration, the first letter of the phrase should be capitalized.

Occupied by should be used when communities were invaded by another power and administrative control was exercised locally by that power. In most instances the local administration of a given community was retained. The occupying administration was civil governing the occupied territory by its own means and with the help of police and security forces. The latter were subordinated to the main command of the occupying power. Administratively speaking, occupied territories were not declared part of the territory of the occupying power.

Examples:

Germany occupied the Protectorate of Bohemia and Moravia.
Romania occupied Transnistria.

Annexed by should be used when an invading power exercised political and administrative control to incorporate another community into its own territory. In most instances the annexed community lost its own administrative, economic, and cultural identity.

Examples:

Hungary annexed southern Slovakia.
Germany annexed Austria and Sudetenland.
Bulgaria annexed Dobruja.

Controlled by should be used for the Italian zones in Yugoslavia and Greece. This phrase is more expressive of the circumstance of occupation by Italy which differed from occupation by Germany.

Administered by may be used as a less specific phrase to explain situations of outside control when the circumstances of that governance is not fully understood or revealed by available sources.

Liberated by may be used when the date and designation of the liberator is known.

The determination of years depends on administrative changes on the country-level and thus may vary from country to country and from city to city within certain countries.

Use only years and do not add months.

Do not include labels for the time periods.

Each date span is followed by a colon and 1 space. If the last date span is left open, the dash will be followed by 1 space, a colon, and 1 space.

Use of the word 'saint' in labels, Saint vs. St, St-, etc., may differ from country to country. If in doubt, refer to the U.S. Board on Geographic Names.

12.3 Administrative Units

Areas of countries officially defined by the governing authorities of that country.
Template for administrative units:

Label: Name of the administrative unit (Country : Official designation of the administrative unit (e.g., state, province, etc.))

Location: General description of the location, **bordered in [relevant year to start of war/genocide/event of mass violence] by*** name of the surrounding administrative units or countries that shared borders with this administrative unit during the time mentioned.

Capital city: Name of the capital city of the administrative unit

History:

Write a brief, general history of the administrative unit, indicating those events, which impacted the political administration or territorial boundaries of the unit being described. Use the past tense only in the History section.

*In compliance with established research and indexing methodologies, the following date phrases will be applied to the information supplied in the “Location” description:

For Austria and Czechoslovakia, use **bordered in 1938 by...**

For the rest of the European countries, use **bordered in 1939 by...**

For non-European countries, use **bordered in 2000 by...**

For European countries that came into existence post war, use **bordered in 2000**

by...(for use with Slovakia, Czech Republic, Slovenia, etc.)

12.3.1 Rwandan Administrative Units

Since independence from Belgian colonial rule in 1962, Rwanda has made several revisions to its place-names and administrative divisions. The first restructuring was ushered in by the law on the Territorial Organization of the Republic of 15 April 1963. Amendments followed in 1965, 1971, 1975, and 1990.²³ The most drastic changes took place after the 1994 Genocide. There was consolidation of Rwanda’s administrative units, with the effect that many of the smaller places were subsumed under new, larger divisions often with different names. At the end of 2005, this process was greatly expanded with further rounds of administrative changes, in particular the creation of entirely new provinces (first order administrative divisions). As a result, the place-names that many Rwandan Tutsi Genocide survivors refer to in their testimonies are today either in a different place on a modern map or simply cannot be found under the former name. The goal of geographic indexing, then, is to provide terms that give the accurate geographic context—both historical and modern—to the Rwandan audiovisual testimonies.

²³ Reyntjens, Filip; Gorus, Jan; et al. (eds.). *Codes et Lois du Rwanda*. Vol 2: *Procédure, organisation et compétence judiciaires, organisation politique et administrative, matières sociales*. Butare: Faculté de Droit, Univ. Nationale du Rwanda, 1995, 975.

Rather than cities, towns, and villages, Rwandan geography is based on administrative divisions. The prefectures and communes date from the Belgian colonial period. Up until the mid-1970s, the next level after the commune was the *colline* (hill). Changes came in 1975, when sub-prefectures were introduced²⁴—smaller than and subordinate to the prefectures, they could contain some, but not necessarily all, of the communes in the same prefecture. Also in 1975, the communes were subdivided into sectors, which themselves consisted of several collines.²⁵ At the time of the 1994 genocide, these divisions were (from largest to smallest):

1. prefecture (French: *préfecture*; Kinyarwanda: *prefegitura*)
2. commune (*commune, komini*)
3. sub-prefectures (*sous-préfectures, suprefegitura*)
4. sector (secteur, *segiteri*)
5. cell (cellule, *selire*)

It has been noted that: “Below the sectors are the cellules and at the lowest level are the units of ten households. The latter two are really party structures, rather than administrative subdivisions.”²⁶

The most relevant legislation relating to geographic organization at the time of the 1994 genocide are Law no. 29/90 of 29 May 1990 on territorial organization that lays out the prefectures and communes.²⁷ The structure is confirmed by the 1991 Rwandan census, which also lists the sectors.²⁸

²⁴ Decree-law no. 27/75 of 31 July 1975 (*Journal officiel de la République rwandaise = Gazeti ya leta ya Republika y'u Rwanda* [hereafter *JORR*], 1975, 16, 539) followed by decree-law no. 29/76 of 20 July 1976 (*JORR*, 1976, 15, 451) were added to and amended in 1982 by law no. 29/1982 of 13 September 1982 (*JORR*, 1982, 655), law no. 30/1982 of 13 September 1982 (*JORR*, 1982, 655), and law no. 22/1982 of 10 June 1982 (*JORR*, 1982, 653). See: *Codes et Lois du Rwanda*, Vol. 2, 991–993.

²⁵ Presidential order no. 251/03 of 10 November 1975 in *JORR*, 1975, no.22, 696–736.

²⁶ Klip, A. and Sluiter G. (eds.), *Annotated Leading Cases of International Criminal Tribunals*, Vol. 2, *The International Criminal Tribunal for Rwanda 1994-1999*, Antwerp, Oxford: Intersentia, 2001, 418.

²⁷ *Codes et Lois du Rwanda*, Vol. 2, 975–981.

²⁸ République Rwandaise, Service National de Recensement. *Recensement Général de la Population et de l'Habitat au 15 Août 1991. Vol. I: Résultats Provisoires*. Kigali: Service National de Recensement, December 1991 (especially 31–84).

In post-genocide Rwanda, prefectures were replaced by provinces in a 29 December 2000 law.²⁹ However, the major renaming and redistricting resulted from the 31 December 2005 law on administrative entities, which establishes the new names and boundaries of provinces, districts and sectors.³⁰ Since 2006, the administrative divisions of Rwanda have been (from largest to smallest):

1. province (*intara*)
2. district (*akarere*, pl. *uterere*)
3. sector (secteur, *umurenge*)
4. cell (cellule, *akagari*)
5. village (*umudugudu*)

A source for confirming the contemporary names and geographical-administrative structures of Rwanda is the Rwandan Ministry of Local Government website.³¹

Because of these very significant place-name and administrative unit changes from 1994 to the present especially, terms for Rwandan geographic locations will be created as:

- Historical geographic terms, using the 1962–1997 and/or 1997–2005 era official name and administrative units; the designation “(historical)” will be appended to the term
- Contemporary terms, using the post-2005 official name and administrative units

Indexers will be guided by the testimonies when indexing the geographic terms. For example, if the interviewee states his/her birthplace in terms of the 1963–1994 geographical framework, then the “historical” term should be indexed or proposed as a new term. If an interviewee refers to a place by its post-2003 name and administrative unit, then the contemporary term should be indexed or proposed.

²⁹ (Original source unknown) Mentioned at the start of law no. 01/2006 of 24 January 2006 establishing the organisation and functioning of province, *Official Gazette*, 28.01.2006, 11–20, <http://www.primature.gov.rw/publications/>.

³⁰ Organic Law no. 29/2005 of 31 December 2005 determining the administrative entities of the Republic of Rwanda (including Annex I relating to boundaries of Provinces and the City of Kigali, Annex II of Organic relating to number and boundaries of Districts, and Annex III relating to structure of Provinces/Kigali City and Districts), *Official Gazette*, special of 31.12.2006, 46–85, <http://www.primature.gov.rw/publications/>.

³¹ Republic of Rwanda, “Ministry of Local Government,” <http://www.minaloc.gov.rw/index.php?id=492>.

Most Rwandan geographic locations have been created as administrative entities rather than cities, towns and villages. The prefectures/provinces, communes/districts, sectors and cells of Rwanda have been associated in the Type Hierarchy with the sub-type “administrative units in Rwanda” (found under “places” – “administrative units and states”). Only a few locations can be found under the subtype “cities in Rwanda”.

12.3.1.1 Prefectures and Provinces

Prefectures and provinces are first-order administrative divisions in post-colonial Rwanda. They are created both as historical and modern terms.

12.3.1.1.1 *Historical Prefecture Terms*

Label: For prefectures existing at the time of the genocide, the modifier “(historical)” is added to the label, e.g.,

Gitarama (Rwanda : Prefecture) (historical)

TYPE: “administrative units in Rwanda: verified”.

Parent: the relevant modern geographic administrative division.

Definition: Definitions for genocide-era prefectures/*préfectures*/*prefegitura* read as follows:

00°00'S 00°00'E

A former first-order administrative division of post-colonial Rwanda, located in the [north/south/east/west] part of the country. In 1991, [...] prefecture contained [number] communes (names of communes) and had a population of [number]. In April 1994, the prefect of [...] prefecture was [name], a [Hutu/Tutsi/Twa] member of the [political party]. In 1997, [...] prefecture was renamed [...] province. In 2006, it was subsumed into [...] province.

1900-1916: German East Africa

1916-1924: Ruanda-Urundi (de facto Belgian colonial rule)

1924-1962: Ruanda-Urundi (de jure Belgian colonial rule)

1962- : Republic of Rwanda

Synonyms: Synonyms for genocide-era prefectures/*préfectures*/*prefegitura* are formatted as follows:

English

[...] prefecture, Rwanda (UF)

French

préfecture de [...], Rwanda (UF)

[...] (Rwanda : Préfecture) (UF)

Kinyarwanda

prefegitura ya [...], Rwanda (UF)

[...] (Rwanda : Prefegitura) (UF)

12.3.1.1.2 Post-2005 Province Terms

Label: For post-2005 provinces, no modifier is used, e.g.,

Southern (Rwanda : Province)

Type: “administrative units in Rwanda: verified”.

Parent: the relevant modern geographic administrative division.

Definition: Definitions for post-2005 provinces read as follows:

00°00'S 00°00'E

A first-order administrative division of Rwanda since 2006, located in the [north/south/east/west] of the country.

Synonyms: Synonyms for post-2005 provinces are formatted as follows:

English

[...] province, Rwanda (UF)

Kinyarwanda

intara y' [...],³² Rwanda (UF)

³² In Kinyarwanda, Eastern Province is Intara y'Iburasirazuba, Northern Province - Intara y'Amajyaruguru, Southern Province - Intara y'Amajyepfo, Western Province - Intara y'Iburengerazuba, and Kigali City - Umujyi wa Kigali.

[...] (Rwanda : Intara) (UF)

12.3.1.2 Communes and Districts

Second-order administrative divisions known as communes (up to 2005) or as districts (post-2005) are created both as historical and modern terms.

12.3.1.2.1 Historical Commune Terms

Label: For communes existing at the time of the genocide, the modifier “(historical)” is added to the label, e.g.,

Masango (Gitarama, Rwanda : Commune) (historical)

Type: “administrative units in Rwanda: verified”.

Parent: the relevant modern geographic administrative division.

Definition: Definitions for genocide-era communes read as follows:

00°00'S 00°00'E

A second-order administrative division of post-colonial Rwanda, in the [north/south/east/west] of the country. In 1991, [...] commune was located within [...] prefecture and consisted of [number] sectors (names of sectors); it had a population of [number]. In April 1994, the bourgmestre of [...] commune was [name], a [Hutu/Tutsi/Twa] member of the [political party]. In 2006, [...] commune was subsumed under [...] province.

1900-1916: German East Africa

1916-1924: Ruanda-Urundi (de facto Belgian colonial rule)

1924-1962: Ruanda-Urundi (de jure Belgian colonial rule)

1962- : Republic of Rwanda

Synonyms: Synonyms for genocide-era communes are formatted as follows:

English

[...] commune, [...] prefecture, Rwanda (UF)

French

[...], commune de [...], préfecture de [...], Rwanda (UF)

Kinyarwanda
 komini ya [...], prefegitura ya [...], Rwanda (UF)
 [...] ([...], Rwanda : Komini) (UF)

12.3.1.2.2 Modern District Terms

Label: For post-2005 districts, no modifier is used, e.g.,

Bugeshi (Rubavu, Western, Rwanda : Sector)

Type: “administrative units in Rwanda: verified”.

Parent: the relevant modern geographic administrative division.

Definition: Definitions for post-2005 districts read as follows:

00°00'S 00°00'E

A second-order administrative division of Rwanda since 2006, located within [...] province.

1900-1916: German East Africa

1916-1924: Ruanda-Urundi (de facto Belgian colonial rule)

1924-1962: Ruanda-Urundi (de jure Belgian colonial rule)

1962-: Republic of Rwanda

Synonyms: Synonyms for post-2005 districts are formatted as follows:

English

[...] district, [...] province, Rwanda (UF)

Kinyarwanda

akarere ka [...], intara y' [...] ³³, Rwanda (UF)

[...] ([...], Rwanda : Akarere) (UF)

³³ In Kinyarwanda, Eastern Province is Intara y'Iburasirazuba, Northern Province - Intara y'Amajyaruguru, Southern Province - Intara y'Amajyepfo, Western Province - Intara y'Iburengerazuba, and Kigali City - Umujyi wa Kigali.

12.3.1.3 Sectors

Third-order administrative divisions known as sectors are created both as historical and modern terms.

12.3.1.3.1 Historical Sector Terms

Label: For genocide-era sectors, the modifier “(historical)” is added to the label, e.g.,

Karambi (Masango, Gitarama, Rwanda : Sector) (historical)

Type: “administrative units in Rwanda: verified”.

Parent: the relevant modern geographic administrative division.

Definition: Definitions for genocide-era sectors read as follows:

00°00'S 00°00'E

A third-order administrative division of post-colonial Rwanda, in the [north/south/east/west] of the country. Created in 1975 and comprising [number] hills (names of hills), [...] sector was located within the [...] commune of [...] prefecture. In 1991, the population of [...] sector was [...].

1900-1916: German East Africa

1916-1924: Ruanda-Urundi (de facto Belgian colonial rule)

1924-1962: Ruanda-Urundi (de jure Belgian colonial rule)

1962- : Republic of Rwanda

OR if the creation date is unknown, simply

00°00'S 00°00'E

A third-order administrative division of post-colonial Rwanda. In 1991, it was located within the [...] commune of [...] prefecture.

1900-1916: German East Africa

1916-1924: Ruanda-Urundi (de facto Belgian colonial rule)

1924-1962: Ruanda-Urundi (de jure Belgian colonial rule)

1962- : Republic of Rwanda

Synonyms: Synonyms for genocide-era sectors are formatted as follows:

English

[...] sector, [...] commune, [...] prefecture, Rwanda (UF)

French

secteur de [...], commune de [...], préfecture de [...], Rwanda (UF)

[...] ([...], [...], Rwanda : Secteur) (UF)

Kinyarwanda

segiteri ya [...], komini ya [...], prefegitura ya [...], Rwanda (UF)

[...] ([...], [...], Rwanda : Segiteri) (UF)

12.3.1.3.2 Post-2005 Sector Terms

Label: For post-2005 sectors, no modifier is used, e.g.,

Bugeshi (Rubavu, Western, Rwanda : Sector)

Type: “administrative units in Rwanda: verified”.

Parent: the relevant modern geographic administrative division.

Definition: Definitions for post-2005 sectors read as follows:

00°00'S 00°00'E

A third-order administrative division of Rwanda since 2006, located within the [...] district of [...] province.

1900-1916: German East Africa

1916-1924: Ruanda-Urundi (de facto Belgian colonial rule)

1924-1962: Ruanda-Urundi (de jure Belgian colonial rule)

1962-: Republic of Rwanda

Synonyms: Synonyms for post-2005 sectors are formatted as follows:

English

[...] sector, [...] district, [...] province, Rwanda (UF)

Kinyarwanda

umurenge wa [...], akarere ka [...], intara y'[...]³⁴, Rwanda (UF)
 [...] ([...], [...], Rwanda : Umurenge) (UF)

12.3.1.4 Cells

Due to the lack of sources, fourth-order administrative divisions known as cells in most cases will be created as unverified terms. Both historical and modern cell terms are created.

12.3.1.4.1 *Historical Cell Terms*

Label: In such cases, the labels are given the prefix “(u)”. For cells/cellules existing at the time of the genocide, the modifier “(historical)” will be added to the label. For example,

(u)Amahoro (Gisenyi, Rubavu, Gisenyi, Rwanda : Cell) (historical)

Every effort will be made to ensure the correct spellings and coherent specification of the relevant administrative divisions for each term.

Type: “administrative units in Rwanda: unverified”.

Parent: the relevant modern geographic administrative division.

Definition: Definitions for unverified cells read as follows:

The existence of this fourth-order administrative division has not been verified using the sources consulted.

Synonyms: Synonyms for a genocide-era cells are formatted as follows:

English

[...] cell, [...] sector, [...] commune, [...] prefecture, Rwanda (UF)

French

cellule de [...], secteur de [...], commune de [...], préfecture de [...], Rwanda (UF)

³⁴ In Kinyarwanda, Eastern Province is Intara y'Iburasirazuba, Northern Province - Intara y'Amajyaruguru, Southern Province - Intara y'Amajyepfo, Western Province - Intara y'Iburengerazuba, and Kigali City - Umujyi wa Kigali.

[...] ([...], [...], [...], Rwanda : Cellule) (UF)

Kinyarwanda

selire ya [...], segiteri ya [...], komini ya [...], prefegitura ya [...], Rwanda (UF)
 [...] ([...], [...], [...], Rwanda : Selire) (UF)

12.3.1.4.2 Post-2005 Cell Terms

Label: For a post-2005 cell, no modifier is used, e.g.,

Kibenga (Ndera, Gasabo, Kigali City, Rwanda : Cell)

Type: “administrative units in Rwanda: verified”.

Parent: the relevant modern geographic administrative division.

Definition: Definitions for a post-2005 cell read as follows:

00°00'S 00°00'E

A fourth-order administrative division of Rwanda since 2006, located within [...] sector, [...] district, [...] province.

1900-1916: German East Africa

1916-1924: Ruanda-Urundi (de facto Belgian colonial rule)

1924-1962: Ruanda-Urundi (de jure Belgian colonial rule)

1962-: Republic of Rwanda

Synonyms: Synonyms for a post-2005 cell are formatted as follows:

English

[...] cell, [...] sector, [...] district, [...] province, Rwanda (UF)

Kinyarwanda

akagari ka [...], umurenge wa [...], akarere ka [...], intara y'[...]³⁵, Rwanda (UF)
 [...] ([...], [...], [...], Rwanda : Akagari) (UF)

³⁵ In Kinyarwanda, Eastern Province is Intara y'Iburasirazuba, Northern Province - Intara y'Amajyaruguru, Southern Province - Intara y'Amajyepfo, Western Province - Intara y'Iburengerazuba, and Kigali City - Umujyi wa Kigali.

Coordinates: Although establishing the location of such a place does not constitute full verification, where possible geographic coordinates should be assigned to these terms.

12.3.1.5 Sub-Prefectures

Sub-prefectures were second-order administrative divisions created in 1975, 1976, and 1982, under the prefectures but separate from a commune.³⁶ By 1982, there were 22 of them. In the years after the 1994 genocide, most were subsequently phased out but a few were transformed into districts (Gisagara, Kirehe, Ngororero, Rwamagana).

In the hierarchy, they will be assigned the Type “administrative units in Rwanda: verified”. The Parent will be the relevant modern geographic administrative division, as above.

12.3.1.5.1 *Historical Sub-Prefecture Terms*

Label: For sub-prefectures existing at the time of the genocide, the modifier “(historical)” will be added. For example,

Rwamagana (Kibungo, Rwanda : Sub-Prefecture) (historical)

Definition:

00°00'S 00°00'E

A second-level administrative division of post-colonial Rwanda. Formed in [...] and located within [...] prefecture in the [...] of the country, [...] sub-prefecture had [...] as its main town (chef-lieu) and had responsibility over [...] communes ([...]). In April 1994, the sub-prefect of [...] sub-prefecture was [...]. After the 1994 genocide, it was succeeded by [...] district in [...] province.

Synonyms: Synonyms for sub-prefectures are formatted as follows:

English

³⁶ The Sous-préfectures created by décret-loi no. 27/75 of 31 July 1975 and modified in 1976 and 1982; *Codes et Lois du Rwanda*, Vol. 2, 991.

[...] sub-prefecture, [...] prefecture, Rwanda (UF)

French

sous-préfecture de [...], préfecture de [...], Rwanda (UF)

[...] ([...], Rwanda : Sous-Préfecture) (UF)

Kinyarwanda

su-prefegitura ya [...], prefegitura ya [...], Rwanda (UF)

[...] ([...], Rwanda : Su-Prefegitura) (UF)

12.3.1.5.2 Historical Sub-Prefecture Seat Terms

The centers or seats of the sub-prefectures may be created, as needed. They will be assigned the Type “cities in Rwanda: verified”. The Parent will be the relevant modern geographic administrative division, as above.

For the sub-prefecture seats existing at the time of the genocide, the modifier “(historical)” will be added. For example,

Nyamata (Bugesera, Kigali, Rwanda : Sub-Prefecture Seat) (historical)

Definitions: format as follows:

00°00'S 00°00'E

[...] of [...]

[...] was the seat of [...] sub-prefecture (chef-lieu de sous-préfecture). In April 1994, the sub-prefect of [...] sub-prefecture was [...].

1994-era Administrative Unit: [...] sub-prefecture, [...] prefecture

1900-1916: German East Africa

1916-1922: Belgian colonial rule

1922-1962: Ruanda-Urundi

1962- : Rwanda

Synonyms: Synonyms for sub-prefectures seats are formatted as follows:

English

sub-prefecture seat [...], [...] prefecture, Rwanda (UF)

French

Chef-lieu de sous-préfecture de [...], préfecture de [...], Rwanda (UF)
 [...] ([...], [...], Rwanda : Chef-lieu de sous-préfecture) (UF)

Kinyarwanda

Intebe ya su-prefegitura ya [...], prefegitura ya [...], Rwanda (UF)
 [...] ([...], [...], Rwanda : Intebe ya Su-Prefegitura) (UF)

12.3.1.6 Neighborhoods

Due to the lack of sources, neighborhoods will in most cases be created as unverified terms, i.e., the label will have the prefix “(u)”. They will be assigned the Type “administrative units in Rwanda: unverified”. The Parent will be the relevant modern geographic administrative division, as above.

Every effort will be made to ensure the correct spellings and coherent specification of the relevant administrative divisions for each term. Additionally, although the establishing the location of such a place does not constitute verification, where possible geographic coordinates should be assigned to these terms.

Label: For neighborhoods existing at the time of the genocide, the modifier “(historical)” will be added. For example,

(u)Gatagara (Ngwa, Kigoma, Gitarama, Rwanda : Neighborhood) (historical)

Definition: The definition for an unverified neighborhood shall read:

The existence of this locality has not been verified using the sources consulted.

Synonyms: Synonyms for neighborhoods are formatted as follows:

English

[...] neighborhood, [...] sector, [...] commune, [...] prefecture, Rwanda (UF)

French

quartier de [...], secteur de [...], commune de [...], préfecture de [...], Rwanda (UF)

Kinyarwanda
 agace ka [...], segiteri ya [...], komini ya [...], perefegitura ya [...], Rwanda
 (UF)

12.4 Regions

The interviewee may refer to a geographic region rather than a specific country, administrative unit, or community when talking about travel with or without a specific destination or activities that span a broad territory. Region indexing terms may be created when the region is well known by a specific name. A region may be contained within one country or may cross international boundaries and therefore be considered a continental region.

12.5 Landscapes

The names of landscape features and localities are created when the interviewee gives sufficient detailed testimony regarding their importance in the genocide and/or crimes against humanity-related experience. Examples include forests where resistance groups hid, rivers that provided a means of transportation, mountains that were used to mark the location of an event. The label for this type of indexing term should include the name of the landscape feature and a descriptive word noting what type of landscape is named.

Examples:

Dniester River
 Dnieper-Bug Canal

12.5.1 Unverified Landscapes

Do not create unverified indexing terms for bodies of water, forests, and mountain ranges. Researchers should recommend deletion of the term instead or request that the appropriate general indexing term be applied.

12.6 Genocide-Related Places

12.6.1 Eugenics Facilities

The name of a eugenics facility should not be capitalized in the indexing term label.

12.6.2 Ghettos

A perceived need to control the activities and movements of the Jewish population prompted the creation of ghettos which were sections of cities and townships that were cordoned off and designated for Jewish inhabitants only. With little or no notice the Jewish individuals and families were rounded up and moved to the ghettos where they were often forced to live in substandard conditions. Fences or other barriers frequently enclosed ghettos in an effort to control the comings and goings of the inhabitants. All activities within the ghettos were monitored by the authorities.

The basic definition for a ghetto may include only information that is readily available to a Researcher. The record for Ghettos should include the following information:

- Preferred name
- Include the name of the administrative unit where the ghetto was located in the definition of the term
- Dates of operation – only month and year and not specific dates
- Specific location within the city
- Description of inmate population

12.6.3 Deportation Centers

The basic definition for a deportation center may include only information that is readily available to a Researcher.

In the Armenian Genocide, deportation centers were secured areas, often located near major roads or railroads, where Armenians who were being deported from a city, town, or village were sometimes detained temporarily prior to their subsequent movement to another deportation center, place of settlement or concentration camp. *Hans* (motels), buildings (churches or others), open fields, and other structures were used as deportation centers. Such centers were especially common throughout the Ottoman Empire, primarily along major transportation routes in regions roughly within the modern-day borders of the

Republic of Turkey (methodology for the Syria experience, those deported from Aleppo toward Hama-Homs-Damascus-Daraa and modern-day Jordan/Israel, is still to be determined).

During the Holocaust, deportation centers were often places such as schools, synagogues, and community buildings used to house Jews for a few days before they got deported on to a camp. These centers existed often for a longer time period in Hungary. The record for a deportation center should include the following information:

- Preferred name
- Include the name of the admin unit where the center was located in the definition of the term.
- Month and year of operation (no specific dates)
- Specific location within the particular populated locality, if relevant
- Description of inmate population

12.6.4 Camps

The designation “camp” is generic in nature and, therefore, frequently misunderstood and misused. In the Thesaurus, a distinction is made between the following types of camps and how the terms are applied:

- Ottoman concentration and forced labor camps
- Nazi and Axis concentration camps: encompassing concentration camps, forced labor camps, and transit camps under this heading
- Nazi death camps
- Axis and Allied prisoner-of-war (POW) camps
- Allied and Axis internment camps

The following section of this document explains the various terms above and gives instruction regarding their scope and use.

Indexing terms for death and concentration camps, ghettos, deportation centers, prisons, internment camps, euthanasia facilities, prisoners of war camps, refugee camps, and displaced persons camps and/or installation should include the information below.

- Preferred name: The preferred name for concentration camps, prisons, internment camps, refugee camps, and DP camps are the official names given by the administrating authority.
- Include the name of the admin unit where the camp was located in the definition of the term.
- Month and year of operation: opening, evacuation, closing, and liberation. If the timeframe for a detention facility are drawn from eyewitness records, the phrases “not later than ‘date’” for opening and “not earlier than ‘date’” for closing, evacuation, and liberation should be used
- Description of inmate population
- Examples of types of labor performed by detainees (if relevant)
- Type of group in charge of administration and operation
- Forced labor employers when available

The following instructions apply to the creation of camp terms:

- Do not create specific absorption centers in Israel.
- Do not create specific refugee reception centers in France.
- Do not match neutral and/or allied internment camps to the camp section of the biographical profile indexing application.
- Deportation centers are not entered in the biographical profile indexing application.
- Do not create unverified prison terms. Use the generic term “prisons” along with the appropriate geo term for the location in the indexing, and use “prisons” in the Special Events insert in biographical profile indexing application, except for the political prisoner experience group.

12.6.4.1 Concentration Camps

“Concentration camp” is a wide category covering various detention facilities. Concentration camp names are established in the language of the administrating authority. For example, German camps in Poland are indexed using the German name. In addition, the camp index term is assigned the same synonyms as the city in which the camp was located but with the words “concentration camp” (or “labor camp,” “death camp,” etc.) added afterword. A place name in the respective national language should be indicated in the definition.

As an aid to the location of the camp, admin units should also be included in the definition.

In some instances, proposed camp terms do not have enough historical documentation to be corroborated as camps. In such a case, they should remain unverified.

12.6.4.1.1 Ottoman Concentration Camps

According to USC Shoah Foundation methodology, Ottoman concentration camps refer to locations where people were incarcerated on the basis of their ethnicity and/or religious or political beliefs, under Ottoman authority, usually without regard to due process and customary norms of arrest and detention. Not all camps instituted under the Ottoman government were officially designated concentration camps and their usage 1915–1916 often changed in nature. However, the USC Shoah Foundation label “concentration camp” is a broader concept covering concentration camps, transit camps, as well as areas intended for resettlement (NB: the methodology for resettlement along the Syria line is still being finalized).

12.6.4.1.2 German Concentration Camps

Use the words “concentration camp” in the label but the definition should be more specific. The definition should explain the actual type of camp it was: i.e., forced labor camp and/or sub-camp of Flossenbürg, transit, forced labor, labor reformatory camp, etc. Use “concentration camp” without further explanation, if it really was one according to the German Nazis; i.e., Dachau, etc. It is important to differentiate between the various types of camps that existed, and since the indexing term label is general in nature, the definition is used to provide more historically accurate information.

Most of the various types of camps that existed in Nazi Germany (including labor, transit, and reformatory camps) are unified under the label “concentration camp.” Only those camps on German territory, based on Germany’s 1933 borders, are considered to be camps in Germany. We do not acknowledge the borders of the German Reich (Greater Germany). The camps in Austria, the Protectorate of Bohemia and Moravia, the Sudetenland, the Saarland, the Rhine zone, the Memel (Klaipeda) territory, and the Danzig area are not to be treated as camps in Germany. These are treated as Nazi camps in those respective countries.

12.6.4.1.3 Soviet Concentration Camps

A distinction should always be made between German camps for Jews, German camps for Soviet POWs, and Soviet concentration camps.

The majority of proposed camps in the USSR are Soviet labor camps. These camps were the cornerstones of the Soviet system of correctional labor. The most common type of forced labor was forestry work (wood developing and processing). Great numbers of prisoners were assigned to various projects and were housed in barracks adjacent to the work sites. Almost all such camps, irrespective of the actual work performed, were under the command of the Soviet Ministry of Internal Affairs and its executive organ, The Main Office for Camps (GULAG).

Since there were two types of camps in the USSR—“German concentration camps” in the occupied part of the Soviet Union and “Soviet camps” in the rest of the territory, two distinctive labels should be used. For all German camps (except POW camps), the label format is:

“Xxxx (USSR: Concentration Camp)”

The word “German” is not part of the label, but we still assume that a camp was a German concentration camp if it was located in the occupied part of the USSR. When a label is created for Soviet correctional institutions, the qualifier should contain the word Soviet. The label format is:

“Xxxxx (USSR: Soviet Concentration Camp)”

Here the word “Soviet” is part of the label and covers all types of Soviet-run camps (GULAG and other camps).

12.6.4.1.4 Transnistrian Camp Experience

During World War II, Transnistria became a Romanian-run penal colony for hundreds of thousands of Jewish deportees from Bukovina, Bessarabia, and the Dorohoi district of Romania, as well as for the local Jews. Transnistria is treated as part of the Romanian Holocaust experience, but in geo-political terms it belonged to the USSR. This means that all ghettos, camps, and colonies in Transnistria have to be identified as being situated in the USSR. For verification

purposes, Romanian sources should be used. Camps run in Transnistria by the Romanian administration do not have any additional qualifier in the label. These camps are being defined in the same format as German concentration camps in the USSR. A definition for such a camp should include the necessary information showing its Romanian affiliation.

12.6.4.2 Hungary

Concentration points, or deportation centers, in Hungary are grouped together with ghettos. The Hungarian experience includes both ghettos and deportation centers. Ghettos were designated quarters in cities and towns, while deportation centers in most instances were located at non-residential sites like brickyards, abandoned public buildings or railroad facilities, etc. If concentration camps are proposed in Hungary, the Researcher should most likely think of them as part of the Hungarian forced labor company system (forced labor battalions) and thus the term should be turned into a place name indexing term together with a content term:

forced labor battalions, Hungarian

All other indexing terms associated with this experience follow the methodology.

When the name of a deportation center is verified using approved reference sources, then an indexing term is created with the phrase Deportation Center in the label:

Xxxx (Hungary : Deportation Center)

If a deportation center is proposed but cannot be verified using the available research sources, the proposed term is matched to the geo term and to the existing generic indexing term, “deportation centers”. This only applies for indexed segments.

12.6.4.3 Romania

12.6.4.3.1 Forced Labor in Romania

There were also instances of forced labor camps in the proper Romanian territory, which do not fully fit to the general category of concentration camps. Those

camps combined restrictive housing with forced labor. The latter in some instances was organized in the battalion structure. Although they may have been organized in military unit structures, it should be noted that the Romanian Jewish forced laborers were never part of the Romanian army.

For Hungarian-annexed Northern Transylvania and Crisana-Maramures, the Hungarian experience is applicable.

12.6.4.3.2 Camps in Romania

Concentration camps for Jews in Romania were generally designed as forced labor centers. There was a substantial difference between service in Hungarian forced labor battalions and service in Romanian forced labor battalions. The former were part of the Hungarian army; the latter did not belong to the Romanian army as units, though they were attached to the army to perform forced labor. In most instances, proposed Romanian camps should be verified as a geo term and used with the indexing term “concentration camps, Romanian,” or a geo term and used with the indexing term “forced labor.”

12.6.4.4 Camps in Czechoslovakia

Camps in Czechoslovakia should be viewed as German camps in the Protectorate Bohemia and Moravia; as Slovakian camps in the territory of the semi-independent Slovakian state; and as Hungarian-administrated camps or forced labor battalion stations in the Hungarian-annexed territories (Carpatho-Ruthenia and Southern Slovakia).

12.6.4.5 Camps in Yugoslavia

Camps in Yugoslavia should be treated as German camps in German-occupied Serbia and Slovenia; as Croatian concentration camps in Croatia; as Hungarian forced labor battalion stations in Hungarian-annexed Backa (Northern Vojvodina), Medjumurje, and Prekomurje; as Italian camps in Dalmatia, Montenegro, Metonia, and the southeast part of Kosovo; and as Bulgarian camps in Northern Macedonia. The labels for those concentration camps should not contain an additional qualifier showing an administering authority.

12.6.4.6 Camps in Estonia

No ghettos were created in Estonia. In 1939 the Jewish population of Estonia numbered about 4,500. German *Einsatzgruppen*, together with Estonian auxiliaries, massacred most of the Jews of Estonia by the end of 1941. The Estonian Jews who survived the initial killings were interned at the Harka labor camp near Tallinn.

12.6.4.7 POW Camps

12.6.4.7.1 STALAGS

Labels for STALAGs should include the following information:

STALAG³⁷ Roman numerals or Arabic numerals plus any alphabetical designation particular to that camp (town, country : POW Camp)

Attention should be paid to the fact that German military authorities sometimes used Roman numerals or Arabic numerals to designate POW camps.

If the town is unknown, the name of the administrative unit name may be substituted for the town name.

If the town name is a homograph, include the administrative unit name as well as the country.

If the STALAG was a main installation that had administrative duties over several satellite or subordinate POW camps, the name of the administrative unit may be used instead of the town if that is the name by which the camp was known.

The description should include the name of the nearest town and the administrative unit where the camp was located, as well as any relevant information pertaining to its function, administration, or inmate population.

12.6.4.8 Internment Camps

The basic definition may be limited only to what is needed for verification.

- Preferred name
- Approximate location (city, province, country)

³⁷ The word STALAG should be rendered in capital letters.

- Include the name of the admin unit where the camp was located in the definition of the term.
- Month and/or year of operation
- Administration
- Description of inmate population

12.6.4.9 Displaced Persons Camps (DP Camps)

The basic definition may be limited only to what is needed for verification.

- Preferred name
- Approximate location (city, province, country)
- Include the name of the admin unit where the camp was located in the definition of the term.
- Month and/or year of operation
- Administration
- Description of inmate population

12.6.4.10 Refugee Camps

The basic definition may be limited only to what is needed for verification.

- Preferred name
- Approximate location (city, province, country)
- Include the name of the admin unit where the camp was located in the definition of the term.
- Month and/or year of operation
- Administration
- Description of inmate population

12.6.4.10.1 Hungarian Refugees

Use the general term “Austrian refugee camps” for camps that were created for Hungarian refugees in 1956 or later.

12.6.4.10.2 Unverified Refugee Camps

Do not create unverified indexing terms for refugee camps in Czechoslovakia, Hungary, Poland, or the USSR. General indexing terms should be applied.

12.6.5 Prisons

The basic definition may be limited only to what is needed for verification.

- Preferred name
- Approximate location (city, province, country)
- Include the name of the admin unit where the camp was located in the definition of the term.
- Month and/or year of operation
- Administration
- Description of inmate population

12.7 Unverified Places

If a geographic term used for a city, camp, ghetto, or other location cannot be verified using reliable resources, it may still be added to the Thesaurus as an unverified term. In this case, the label of the unverified location should be preceded by “(u)” and no space, e.g.,

(u)Chernikov (USSR)

The following sentence should be added to the term’s Definition:

The existence of this locality could not be verified using the sources consulted.

In rare cases, where the location cannot be located within a country, unverified cities may alternatively be listed within a continent. This is acceptable only for places of birth and death.

In Holocaust/World War II geography, there are occasions when reliable sources that clearly indicate a ghetto or camp (as we define them) did not exist, or when it is clearly known that a camp or ghetto did not exist in that place. In these rare instances, a verified geographic location should be used instead of creating the unverified camp/ghetto. Please keep in mind, however, that geographic indexing terms cannot be indexed as camps or ghettos in the biographical profile indexing application, which means that information will no longer be retrievable from the Short Form biographical profile indexing answers. In situations where

neither the geographic location nor the camp/ghetto can be verified, create the unverified camp or ghetto as it was originally proposed.

Unverified camp or ghetto terms will be created for biographical profile indexing answers and video indexing answers. Do not substitute with a general indexing term such as “German concentration camps (generic)” and a geographic location in video indexing but create the unverified for biographical profile indexing only!

When a camp or ghetto term is researched and the source clearly defines that the camp or ghetto did not exist, an e-mail should be sent to the Archivist or Curator so the appropriate changes can be made where needed. A geographic location may be used in video indexing – but not on the biographical profile indexing side!

If a proposed camp is clearly not a camp situation but a general “forced labor experience” on a farm (i.e., 1939 in Germany), do not create it as a camp. Only verified camps should be created as camp indexing terms. Send an e-mail to the supervisor so all the necessary changes can be made in both the biographical profile indexing and video indexing.

Only use the generic concentration camp terms if the interviewee does not provide a name for the camp or city. In that case, an indexing term such as “German concentration camps (generic)” may be used in both the biographical profile indexing and video indexing.

Do not create unverified indexing terms for prisons. The proposed term should be replaced by the relevant geographic location (city) together with the generic term “prisons.”

13 GLOSSARY

In the years of the USC Shoah Foundation’s work, various words and acronyms have been used to describe aspects of the work. While some are still used, others have changed meaning or been replaced over time. Moving forward, as far as possible, it is recommended that all terminology should conform to standard meaning to reduce any gulf in understanding between internal and external users. (Standard definitions of relevant terms can be found in the ANSI/NISO guidelines’

glossary.³⁸) For those managing the Thesaurus, it is important to be aware of this legacy terminology and its contexts:

bio – biographical indexing

cat – cataloging

cataloging - In 1995–1998, “cataloging” was the word first used to describe what we now call video indexing. In 1998–2008, “cataloging” referred to biographical indexing (as distinct from “indexing”— video indexing). Circa 2008, “cataloging” was renamed biographical indexing (and “indexing” was renamed video indexing).

keyword – used internally to mean an indexing term prior to 2008, The standard meaning of keyword is different: “A word or phrase in the natural language of a document that is considered significant for indexing and retrieval.”³⁹

keyword hierarchy – subject hierarchy

KW – keyword

indexing term – a set word or phrase in the controlled vocabulary that is used for indexing

indexing term hierarchy – subject hierarchy

long form PIQ – the original version of the biographical indexing application and process, which involved the data entry of all the information in the pre-interview questionnaire

new system – the method of biographical and video indexing used by the USC Shoah Foundation from 2001 to the present

old system – the method of biographical and video indexing the USC Shoah Foundation employed from 1995 to 2001. Along with indexing terms and

³⁸ “Glossary,” ANSI/NISO Z39-19-2005 (R2010), 157-167.

³⁹ “8.3.1 Generic Relationships,” ANSI/NISO Z39-19-2005 (R2010), 161.

proposing new terms, also it involved the long form PIQ, manual selection of start- and end-timecodes for each segment of the testimony, text summaries of each segment, an overall text summary of the whole testimony.

PIQ – pre-interview questionnaire. Depending on the context, this may refer to the document used in preparing for an interview or to biographical indexing (which, in USC Shoah Foundation practice, is based on data entry from the PIQ or other accompanying documentation).

PKW – proposed keyword, i.e., a proposed term.

prop – proposed, i.e., a proposed term. This is usually found in the label of some retired terms whose labels begin “(prop),” indicating an earlier process used in 1995–1997 whereby proposed terms were created and used in the Thesaurus alongside approved terms.

SFPIQ – short form PIQ

Short form PIQ – the biographical indexing application and process used since 2001, based on data entry of selected fields of the pre-interview questionnaire rather than of the entire document.

un – unverified; an unverified indexing term

z – terms whose labels begin “(z)” are retired terms, moved out of circulation under the Miscellaneous type or container.

14 APPENDIX: PREFERRED SOURCES

14.1 General Sources

For contemporary spellings, administrative divisions, and countries:

United States. National Geospatial-Intelligence Agency, United States Board on Geographic Names. NGA GEONet names server (GNS). Web. <http://geonames.nga.mil/namesgaz/>

GeoNames. Web. <http://www.geonames.org/>.

Google Maps. Google. Web. <http://maps.google.com/>.

For contemporary and historical maps, see:

The University of Texas at Austin, University of Texas Libraries. Perry-Castañeda Library Map Collection. <http://legacy.lib.utexas.edu/maps/>

Mapire – The Historical Map Portal. <https://mapire.eu/en/>

14.2 1994 Genocide Against the Tutsi in Rwanda Geographic Sources

République Rwandaise, Service National de Recensement. *Recensement Général de la Population et de l'Habitat au 15 Août 1991*. [Vol. I:] Résultats Provisoires. Kigali: Service National de Recensement, December 1991.⁴⁰

Rwanda. *Journal officiel de la République rwandaise = Gazeti ya leta ya Republika y'u Rwanda*. Kigali: Presse de l'imprimerie, 1962-.

See especially:

- “Annexe à l’arrêté présidentiel no 251/03 du 10 novembre 1975/Ingereka ku iteka rya Prezida no 251/03 ryo kuwa 10 ugushyingo 1975.” 1975, 696–736.⁴¹

Also, on sub-prefectures, see:

- Decree-law no. 27/75 of 31 July 1975, 1975, 16, 539.
- Decree-law no. 29/76 of 20 July 1976, 1976, 15, 451.
- Law no. 22/1982 of 10 June 1982, 1982, 653.

⁴⁰ The 1991 Rwandan census includes a breakdown of every Rwandan prefecture, commune, and sector, along with population numbers, in 1991. Hence, this is an important snapshot of the names and administrative divisions in the genocide era.

⁴¹ Extremely valuable 1975 law because it gives a full listing of all the prefectures, communes, sectors, and hills (collines) at that time.

- Law no. 29/1982 of 13 September 1982 (modifying decree-law no. 27/75 of 31 July 1975), 1982, 655.
- Law no. 30/1982 of 13 September 1982 (modifying decree-law no. 29/76 of 20 July 1976), 1982, 656-657.

National Institute of Statistics of Rwanda (NISR). Administrative Maps. <http://www.statistics.gov.rw/documents/subject/administrative-maps>.⁴²

“Rwanda Maps.” The University of Texas at Austin, University of Texas Libraries. Perry-Castañeda Library Map Collection. <http://legacy.lib.utexas.edu/maps/rwanda.html>.

Guichaoua, André. *Rwanda, de la guerre au genocide*. Paris: Éditions La Découverte. 2010. Web. <http://rwandadelaguerraugenocide.univ-paris1.fr>.⁴³

Reyntjens, Filip; Jan Gorus; et al., eds. *Codes et Lois du Rwanda*. [4 Vols.] Book. Butare: Faculté de Droit, Univ. Nationale du Rwanda, 1995.

For geographic coordinates, see:

GeoNames. Web. <http://www.geonames.org/>.⁴⁴

14.3 Anti-Rohingya Genocidal Violence Geographic Sources

Perry-Castañeda Library Map Collection, University of Texas. Burma (Myanmar) Maps. <https://legacy.lib.utexas.edu/maps/burma.html>

See especially:

United States National Imagery and Mapping Agency; United States Defense Mapping Agency. Burma, Series 1501, Joint Operations Graphic (Air)

⁴² The Rwandan government source for post-2005 administrative maps.

⁴³ Guichaoua’s book contains a table listing the prefect of each prefecture and the bourgmestre of each commune.

⁴⁴ The sources GeoNames pools together on Rwanda are far more detailed than other online map sources, e.g., Google Maps and the NGA GEOnet names server which incomplete or out-of-date information.

1:250,000. [Map.] 1967-. Online via the Perry-Castañeda Library Map Collection, University of Texas. <http://legacy.lib.utexas.edu/maps/jog/burma/>
[See especially: NF 46-10: Cox's Bazar, Bangladesh, Burma, India; NF 46-14: Sittwe, Burma.]

United States. Army Map Service. Burma 1:250,000. Series U542. [Map.] 1955-.
Online via the Perry-Castañeda Library Map Collection, University of Texas. <http://legacy.lib.utexas.edu/maps/ams/burma/>
[See especially: "NF 46-10 Cox's Bazar," "NF 46-14 Akyab")]

Great Britain War Office/U.S. Army Map Service. Burma and Thailand 1:253,440. Series 4218. [Map.] 1941-
Online via the Perry-Castañeda Library Map Collection, University of Texas. http://legacy.lib.utexas.edu/maps/ams/burma_and_thailand/
[See especially: "F-46 O - Paletwa - Assam, Bengal, Burma. Lushai Hills District. Chittagong District and Chittagong Hill Tracts. Akyab District and Arakan Hill Tracts." Unfortunately, the next map portion underneath that would be F-46 U is missing. Also see: "F-46 H," "F-46 I," "F-46 J."]

Myanmar Information Management Unit (MIMU)

"BaselineData_Census_Rakhine_with_Pcode_MIMU_05Jun2015_Eng.xlsx."
Myanmar Information Management Unit. Downloaded March 14, 2018, <http://themimu.info/census-data>.

"BaselineData_Census_Dataset_SR_District_Township_MIMU_16Jun2016_ENG"
Myanmar Information Management Unit. Downloaded March 14, 2018, <http://themimu.info/census-data>.

"Myanmar PCodes Release-VIII.i_Sep2017_Rakhine." Myanmar Information Management Unit. Downloaded March 14, 2018, <http://www.themimu.info/place-codes>.

"Rathedaung Township – Rakhine State" [map], dated May 3, 2016. Myanmar Information Management Unit. Downloaded March 15, 2018, http://themimu.info/sites/themimu.info/files/documents/Tsp_Map_VL_Rathe_daung_-_Rakhine_MIMU154v04_03May2016_A1.pdf.

Myanmar Information Management Unit. “Village Tracts of Buthidaung Township – Rakhine State” [map], dated November 22, 2011. Downloaded March 15, 2018, http://themimu.info/sites/themimu.info/files/documents/VT%20Map_Buthidaung%20Tsp_Rakhine_MIMU250v01_22Nov11_A3.pdf.

Myanmar Information Management Unit. “Maungdaw Township – Rakhine State” [map], dated May 3, 2016. Downloaded March 15, 2018, http://themimu.info/sites/themimu.info/files/documents/Tsp_Map_VL_Maungdaw_-_Rakhine_MIMU154v04_03May2016_A1.pdf.

Censuses

Asia--Burma. New Haven, Conn.: Research Publications, [197]-. International population census publications. Microfilm.

Notes: Censuses for 1945-1967 called series I, pre-1945 series II, and post-1967 series III. microfilm reels : maps ; 35 mm. 1983.1-1--1983.1-16 (3 reels).

OCLC Number: 50135176

https://www.worldcat.org/title/asia-burma/oclc/50135176&referer=brief_results

Burma. Department of Population. The 2014 Myanmar population and Housing Census: Census Report. Nay Pyi Taw : Department of Population, Ministry of Immigration and Population, [2015].

OCLC Number: 958932513

The ARAKAN PROJECT - Online Burma Library

http://dwms.fao.org/atlasses/myanmar/index_en.htm.

“Directory of Cities and Towns in Rakhine State, Burma”
<http://www.fallingrain.com/world/BM/01/>.

“Names of Rohingya Villages,” *The Stateless Rohingya*,
<https://www.thestateless.com/names-of-rohingya-villages>.

Bouckaert, Peter; Brad Adams; Human Rights Watch (Organization). *Massacre by the River: Burmese Army crimes against Humanity in Tula Toli*. [New York]: Human Rights Watch, 2017.

Holt, John. *Myanmar's Buddhist-Muslim Crisis: Rohingya, Arakanese, and Burmese Narratives of Siege and Fear*. Honolulu: University of Hawai'i Press, [2019].

Ware, Anthony and Costas Laoutides. *Myanmar's 'Rohingya' Conflict*. New York, NY: Oxford University Press, 2019.

14.4 Armenian Genocide Geographic Sources

14.4.1 Armenian Genocide-Specific Sources

Sources on Ottoman camps:

Gust, Wolfgang. *The Armenian Genocide: Evidence From the German Foreign Office Archives, 1915-1916*. New York, Oxford: Berghahn Books, 2014.⁴⁵

Kévorkian, Raymond. *The Armenian Genocide: A Complete History*. London: I.B. Tauris, 2013.⁴⁶

Lewy, Guenter. *Armenian Massacres in Ottoman Turkey: A Disputed Genocide*. Salt Lake City: University of Utah Press, 2014.⁴⁷

Mouradian, Khatchig. *The Resistance Network: The Armenian Genocide and Humanitarianism in Ottoman Syria, 1915-1918*. Michigan State University Press, 2021.

Kaiser, Hilmar; Luther Eskijian; and Nancy Eskijian. *At the Crossroads of Der Zor: Death, Survival, and Humanitarian Resistance in Aleppo, 1915-1917*. Tampa, Florida: Signalman Publishing, 2017.

⁴⁵ Available online at USC Libraries.

⁴⁶ Available online at USC Libraries.

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