

19|47

A R C H I V E

Citizen Historian Training Packet

(October 2021 Version)

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1. Know before the interview

(A summary of the information suggested below will soon be available in our Partition Basics Reference Packet)

- ☐ **Map of South Asia.** Know where the most heavily affected areas are: Bengal, Punjab (both parts of 1947 Punjab), Sindh, Jammu, Kashmir, Haryana and Himachal Pradesh, Khyber Pakhtunkhwa, Bihar, Uttar Pradesh, Balochistan, Rajasthan, Hyderabad, Assam. Know the names of major cities. You are encouraged to research this further.
- ☐ **Princely states.** Know the main Princely states and where they are on the map. Know the religious composition/demographics and inter-religion dynamics. If the interviewee is from a Princely state, they can provide a fascinating glimpse into life within the kingdom and how it changed after Partition, as well as details about the royal families, court, administration, royal armies and the relation between British territories and Kingdom. Some reference maps are included online.
- ☐ **A bit about the culture.** Learn about South Asian etiquette and cultural norms. Learn about the various ethnicities, castes, religions and professions, and the dynamics between various groups. Such group identities and dynamics played a role in the Partition experience.
- ☐ **A general history of Partition.** You should have a general idea of what happened and the key political figures involved. These names and events may come up during the interview. It will also make you better prepared in asking probing and important questions.

Suggestion: BBC Documentary on Partition 'The Day India Burned' (available in 9 parts on YouTube)

Link - www.youtube.com/watch?v=WQcMPbHfxaA

Suggestion: See Partition Booklist on our website

Link - www.1947PartitionArchive.org/Library

- ☐ **Know why you are doing this.** Make sure you have this well defined for yourself as you will be asked this question a lot. Why do you think archiving these interviews and personal stories is important? Why is it important to you in particular? Why in general? Only you can answer this for yourself.

2. Interview documents and submission portal

Once you have successfully completed the Oral History Workshop offered by The 1947 Partition Archive, **you will gain access** to the Oral History Document Library and the Story Submission Portal. Below is a list of documents you will need to conduct and submit your interview and instructions on how to access them.

- ☐ Begin by logging into <https://www.1947PartitionArchive.org>
- ☐ After logging in, mouse-over the “Share Your Story” drop-down menu item and click on “Oral History Documents.” The document library contains links to:

- Citizen Historian Training Packet
- Field Instruction Packet with migrant questionnaire
- Field Instruction Packet with non-migrant questionnaire
- Oral History Release Form
- Link to the Story Submission Portal:
<https://archive.1947partitionarchive.org/signup>
- and other resources

- ☐ After you have recorded your story, you are ready to submit your interview video/audio files and documents online on the Story Submission Portal. In order to submit your interview files, access the submission portal online by visiting this page:

<https://archive.1947partitionarchive.org/signup>

- ☐ A completed interview submission includes these items:

- **Post-Interview Information Questionnaire** (filled on the portal / [Question List](#))
- **Summary** of the interview (600 words minimum)
- **Release Form** (upload on the portal)
- **Photographs (at least 5)** (upload on the portal)
- **Video/Audio of the interview** (upload on the portal)
- **B-Roll of the interview** (upload on the portal)

3 Pre-interview Phone Call

3.1 During the Call

*This guideline is developed for those trying to reach prospective interviewees for the first time over the telephone to schedule an interview. It should take about 10 minutes. Try very hard to make sure the interviewee's complete story does not spill out on the phone. It may not emerge as organically the second time around when you visit them in person! Before you call them, know the times and dates you are available. Also, the interviewee, who is elderly, may be hard of hearing. Please be cognizant and understanding of this and **exercise extreme patience when communicating with them over the phone.***

- ☐ Begin by telling them that you are calling about The 1947 Partition Archive. You can introduce yourself and tell them that you are a Citizen Historian volunteer and/or Story Scholar and/or Oral History Student Intern for The 1947 Partition Archive. Tell them about the organization. If they signed up with The Archive to share their story, you can also remind them where they signed up and who talked to them when they signed up, if you have this information.

- ☐ Next, tell them about the interview process:

Example: "We will be asking you questions about your personal experiences (jo tussi akhi dekhyā [Punjabi]). We will cover every part of your life. We'll first ask you about your childhood, what life was like where you lived before Partition, what you did for fun, the festivals and customs, etc. Then we'll ask you about your Partition experience, what you saw, heard and what you remember. Finally we'll ask you about how life changed after Partition and how you got to where you are today. This is a video interview."

Stress that it is about personal experiences (i.e. it is NOT a quiz on Partition or the politics surrounding this event).

Often times witnesses might feel that they are not educated enough, or that they did not see any violence or migration. Remind them that is perfectly alright and that you want to record whatever they saw with their own eyes, whatever was happening around them. They DO NOT have to be a migrant.

Make sure that they are available and able to be interviewed

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remotely (i.e. they have the necessary technology such as a webcam/ phone camera/laptop, and a good internet connection to be interviewed; ask to speak with a family member that can help in that regard).

- ☐ Ask them when they might be available. Find a time in common with your availability and suggest this. Note: DO NOT impose your availability on them. Let them dictate when they are available first and then try to find a time in common with your availability.

Note: They may be located in a different country or continent than you; make note of the different time zones you are respectively occupying and the time difference this signifies. Schedule the call accordingly. **Be prepared to conduct the interview very early or very late to accommodate your interviewee's peak time of wakefulness and awareness.**

- ☐ Next, tell them that you have a few suggestions that will help them prepare for the interview:

***Ask them to set aside about three hours for the interview (you should set aside more time to account for travel, but it may take a longer. It is not uncommon for interviews to require multiple sessions on separate days, which will only become apparent once the interview has begun).*

***Let them know that the interview will need to take place in a private and quiet space. (A place where there are no kitchen noises, or other people talking. No traffic or outside noises. Ideally, the interviewee should be the only one in the room.)*

***Ask if they have old photographs to share and ask them to keep them ready.*

Note: They may ask you where these interviews are going to be stored and what you are going to do with them. You can remind them that with their permission, the interviews will be stored in a digital cloud (that is located in no particular country) and in the future, in our partner libraries. Further, with their permission, interview clips will be posted on our website and other social media sites. **They will be used as an educational tool for future generations. Otherwise the memory of Partition will be lost.**

Video Interview Instructions

Note: They may also ask why you are doing this and what the point is of doing this. Be honest and tell them your personal beliefs on this! Why do you think this is important? What is the point? **Be prepared to answer this before you call anyone.**

Note: Under extenuating circumstances, the 1947 Partition Archive allows for remote online interviews. In such a situation, there are some additional requirements, as follows. Ask your interviewee or their family member if they are willing and able to be interviewed remotely. Ensure that they have the proper equipment for this option: **they must have access to internet, a camera phone or a laptop/desktop computer with a webcam.** Help them create an account on the app you will be using to conduct the remote interview. If they do not have access this technology, propose doing a phone interview call instead.

3.2 After the Call

After the call, try to learn more about their potential life story:

- ☐ Google search them! Learn about their accomplishments. Search for them on Social Media - you can learn valuable information to better prepare you for the interview.

3.3 Call Checklist

At the end of the phone call, you should have accomplished the following:

- ☐ Made contact: they know who you are and what The 1947 Partition Archive is about.
- ☐ They have a clear understanding of the interview process and they are aware of the Release form.
- ☐ It has been agreed upon that the interview will be conducted either in-person, remotely, or over the phone.
- ☐ A (tentative) date and time for the interview is agreed upon. Make sure to confirm again with your interviewee or their family member the day prior to the interview via phone, text, or email.
- ☐ Communicate with Stories Team @stories@1947partitionarchive.org the name of your interviewee, the date of the interview, and the contact information of your interviewee.

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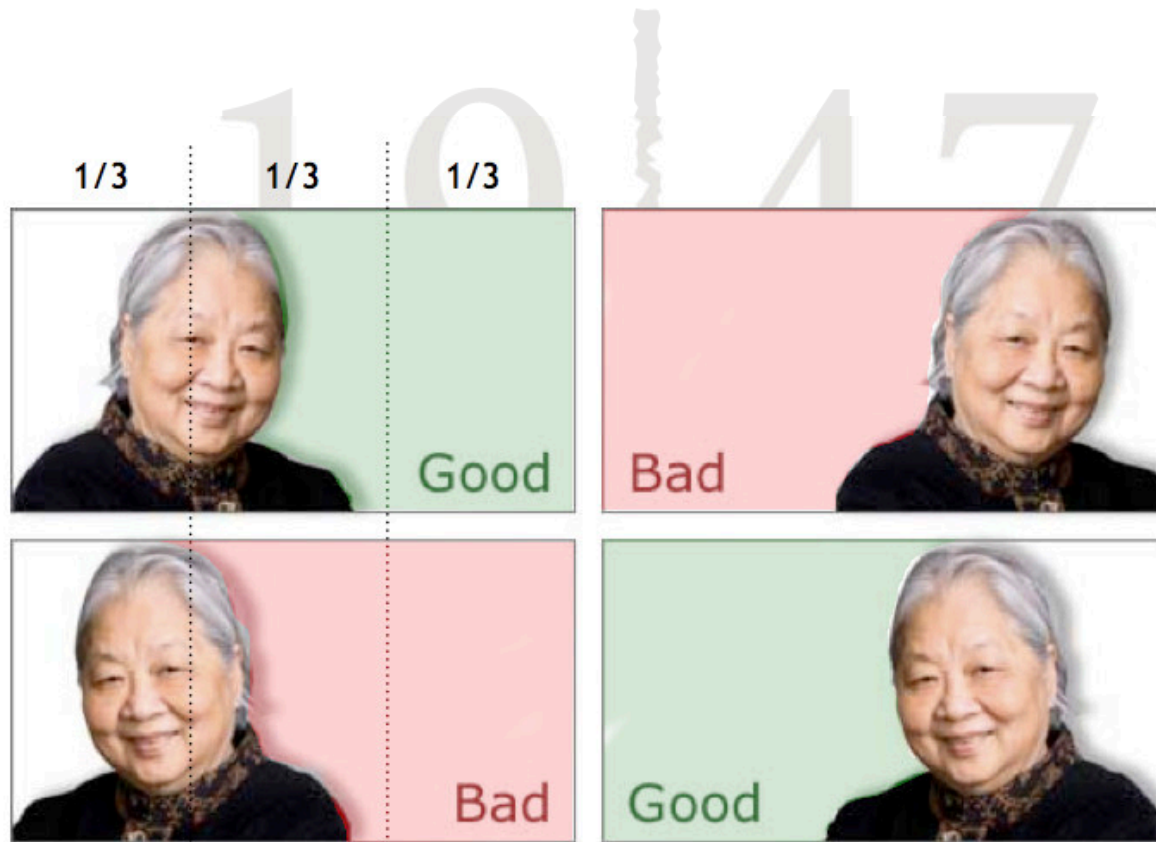
4 Pre-Interview Equipment Checklist

Before going to the interview, make sure you have the following with you:

| | In-person Interview | Remote Interview |
|---------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Digital Video Recorder (Choose 1) | | |
| Camcorder / Video Recorder - | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| DSLR Camera - | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Smart Phone - | <input type="checkbox"/> | <input type="checkbox"/> |
| Voice Recorder - | <input type="checkbox"/> | <input type="checkbox"/> |
| Google voice - | <input type="checkbox"/> | <input type="checkbox"/> |
| Web conference app (Skype/Zoom) - | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Webcam - | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Stable Internet Connection | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Microphone | <input type="checkbox"/> | <input type="checkbox"/> |
| Sturdy Tripod | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Charged Batteries | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Sufficient memory cards / space | <input type="checkbox"/> | <input type="checkbox"/> |
| Archive Information Card | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Headphones | <input type="checkbox"/> | <input type="checkbox"/> |
| Interview field packet questionnaires <small>Migrants / Non-Migrants</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| Post-interview Information questionnaire <small>(paper copy or pdf on laptop)</small> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paper copy of the Release form | <input type="checkbox"/> | <input type="checkbox"/> |
| Pen and a notebook | <input type="checkbox"/> | <input type="checkbox"/> |
| Plenty of time for the interview | <input type="checkbox"/> | <input type="checkbox"/> |

4 Video interview procedures

Partly adapted from: <http://mindymcadams.com/tojou/2008/how-to-shoot-video-interviews/>



Divide your camera screen in three equal halves, with imaginary lines going down the screen. Center the interviewee's face on one of the lines. Make sure their face is looking toward the white space.



Divide your camera screen in three equal horizontal parts, with imaginary lines going across the screen. Center your interviewee's eyes on the upper line. Make sure the top of their head nearly touches the top of the frame, but is not cut out. There should not be any significant space above their head.

Video Interview Instructions

4.1 IN-PERSON Video interview procedures

1. When you first go into your interviewee's home, spend some time getting to know them and explaining the interview procedure in detail. Get comfortable talking with the person *before* you set up all the camera gear. Make a human connection. Let the person see that you care about him or her. Are you nervous? The other person might be MORE nervous. Your interviewee is valuable to you. Show it. (*Sample ice-breakers: Talk about their house, find something in common, ask how they are doing, ask about their family and children, tell them a bit about yourself and why you are here/what you will do.*)
2. As you are setting up the equipment, don't make the person sit or stand in place until you're almost ready.
3. After the person is in place, use the LCD viewfinder and make sure you like **where the subject is looking**. The person will want to look at you, and that is good. Do not sit/stand directly behind the camera, but do sit/stand close beside it. *Divide your camera screen in three equal portions, with imaginary lines going down the screen. Center the interviewee's face on one of the lines. Make sure their face is looking toward the side of the camera away from the interviewee's face. See illustration above. Make sure the top of the interviewee's head just barely touches the top of your viewfinder screen. Avoid keeping a gap between the top of their head and the viewfinder screen.*
4. **GET CLOSE.** Get close enough to show at least your subject's head and torso. A closer zoom is also possible, but avoid zooming out too far. It's important to capture the interviewee's facial expressions and emotions.
5. Pay attention to the **BACKGROUND**. Avoid poles or trees coming out of heads, or wall hangings, switch boards, wall clocks. Look out for distracting items or action behind the person. The background has to be minimalistic. Try and have the person seated against the backdrop of a blank wall, if possible.
6. **Pay close attention to the light!** Avoid direct sunlight. If you must be in the sun, avoid causing the interviewee to squint, but also make sure the sun is not

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behind the person. In a home, you may need to move the lights. You might even ask for a desk lamp to counteract a strong light on one side of the room.

7. **WEAR your HEADPHONES!** All kinds of noise might come along and ruin your audio, and in many cases, you will not notice if you are not monitoring it.
8. **Sit adjacent to the camera, not behind the camera.** This way, the interviewee will not be looking directly into the camera but at you. It will appear more natural.
9. When you begin the interview, remember to read the **Introductory Passage with the camera turned onto yourself (you should be seen on the camera) and read in ENGLISH.** This is for the benefit of the Archivists and future researchers, who will have an easier time of identifying the interview you are recording. Plus, you become immortalized too!

4.2 REMOTE Video interview procedures

There are many remote video conferencing tools currently available. We highly recommend the use of **Skype** or **Zoom**, as these apps are free.

For instructions on how to conduct and record a Skype call, visit this website for more detailed information:

<https://support.skype.com/en/faq/FA12395/how-do-i-record-my-skype-calls>

Key features of Skype call recording:

1. Skype to Skype calls only
2. Recording by consensus only
3. Skype combines everybody's video
4. Screen shares are included in the recording
5. Stopping the call or leaving the group ends recording
6. Recording is posted to call chat for 30 days
7. The maximum duration for a call is 24 hours
8. Save the recording locally on your computer.

Zoom is also a good platform to use for free, one on one calls between you and your interviewee. Learn how to conduct and record remote interviews on Zoom by accessing this PDF instruction document:

http://tribesourcingfilm.com/system/files/atoms/file/ZoomInstructions_in-house.pdf

5. Oral history interview etiquette

A. In consideration of the interviewee's comfort...

1. Do not interrupt--ever. Always let them finish what they are saying, even if they are going off track. Gently change the subject back when they are finished completing their thought.
2. If you are with a partner, DO NOT talk amongst yourselves, except about technical issues. Otherwise, extensive conversation with your partner could appear rude and you may lose credibility. The interviewee must remain at the center of your focus at all times.
3. SPEAK UP! Your interviewee may be hard of hearing.
4. Keep non-vocal feedback. Be conscious of the sounds YOU are making. Avoid making sounds such as “uh-huh” or “hmm.” Quietly nod to acknowledge what they say. Otherwise it will sound awkward in the recording. Prior to the interview, inform the interviewee that you will nod and not give verbal feedback.
5. An assisted narration. Think of the interview as an “assisted narration.” Remember, they must do 90% of the talking.
6. Questions you are asked: If they ask you a personal question during the interview, you may give a brief answer or tell them you’ll answer later. Move on quickly and keep focused on their story.
7. Be extremely respectful. Let the person see that you care about them. Your interviewee is valuable to you. Show it. You are taking their time. They are helping us discover and record history. Treat them with the utmost respect. **Honor them as you would the most respectable people you know, regardless of your own personal judgment.** They are from a different time and may have very different perspectives than yourself. Honor and respect this. Do not jump to a quick judgment. Do not be reactive when they express strong views that differ from your own. This is THEIR MOMENT. Let them have it and allow them to say what is on their mind.
8. They don't have to answer. If they appear to hesitate to respond to a question, start by being patient and give them the time they need to respond. If they express discomfort in answering the question and prefer to not respond, affirm that it is ok and they do not have to answer. If they would rather not answer, any question can be skipped and dismissed. NEVER ASSUME that they don't want to answer. Wait for them to express this explicitly.

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9. When things get emotionally difficult, focus on strengths. When the interviewee is recalling tough memories of personal loss, be sensitive, listen carefully and begin asking questions that focus on strength. The fact that they made it through this tough experience is incredible. Help them see this and help them focus on their strengths. Ask questions such as, “How did you manage to get through that? How did you cope?” DO NOT PANIC. KEEP RECORDING, unless they specifically ask to have the camera turned off. Capturing their raw emotion is part of recording history.

When conducting a remote interview, consider this also:

10. Test your equipment before the call. Test your microphone, your speakers or headset, your webcam or phone, and your internet connection by testing the call and the recording feature with a friend well before the interview.
11. Make sure your interviewee is ready technically for the interview. Have a call with them or their family member to ensure their app is ready and working on their side prior to the interview.
12. Be punctual. Call your interviewee over the phone at the appointed time of the interview to make sure they are able ready and able to connect. Once you are both connected, you can stop the phone call and begin the recording of the interview on the app.
13. Mute your microphone when your interviewee speaks. Reduce the background noise from your side of the conversation by muting your microphone when you are not asking questions. Don't forget to unmute to ask follow up questions!
14. Don't shout - adjust the volume of your microphone.
15. Keep body movements minimal. Keep still within the frame of your camera; remember that your interviewee will be looking at you and will be attentive to your every gestures. Do not distract them by leaving the frame of your camera or by touching your face or moving brusquely.
16. Maintain eye contact by looking into the camera.
17. Don't carry on side conversations, even when muted. Your interviewee will be looking at you and will see that you are being inattentive. Don't do that.
18. Dress appropriately. You might be a virtual meeting, but treat this interview the same way you would if meeting in person. Be mindful also that some patterns and hard colors in your clothings may not translate well on the camera: consider wearing pale, plain colors. The same goes for

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jewelry: it may distract your interviewee if it is flashy, and it may make noise that could be picked up by the microphone.

19. Choose your background carefully. Whatever is behind you when conducting the interview will be part of the interview, so choose your background wisely. Make sure to frame your camera as close to your face as possible.
20. Be mindful of the angle of your webcam or phone. If you are using your phone, make sure to use a tripod or rest the phone on a stable surface at a straight angle towards your face. Avoid positioning your phone or webcam at an angle below or above your face.

B. Related to the content of your questions...

1. Think of the interview as an assisted narration. It is a conversation in which you minimize your own involvement. The interviewee should dominate the conversation. Your job is to simply help them with recollection or in bringing out key parts of their story, using questions. To help you, imagine you are painting a picture or writing a play. What details would you need from their story, from the particular scene they are describing?
2. Listen carefully. You will be able to formulate more relevant and probing questions. Most likely, they can tell when you are not listening!
3. Start by knowing the interview questions. The interview is not the time to discover the contents of the migrant and non-migrant questionnaires, or the basics of your interviewee's back ground (are they a migrant or non-migrant?). You should already know that before you enter the room for the interview. The best way to prepare is to review the interview questionnaire before hand. A genuine curiosity on your part will go a long way. This way you can avoid long awkward pauses and avoid "running out" of questions. There are an infinite number of things to ask!
4. Ask open ended questions. Do not ask questions with "yes" or "no" answers. **Ask the question in such a way that the interviewee has to explain the answer in details.** Example: Don't say, "The migration was bad, wasn't it?" Instead say, "What do you think about the migration?"
5. Make it a challenge to learn something new from every interview! Ask probing questions. Listen attentively.
6. Note that village and city life differed starkly. For example, some cites had institutions like cinemas, while others were extremely rural. Frame your questions accordingly, since the interview questionnaire is more general. Try to paint a multi-perspective image in your head about their lifestyle. For

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instance, discuss their mode of income, their clothing customs, food, house and home life, social dynamics, markets, festivals, inter-gender dynamics, economic situation, law and order, modes of transportation, religious places, education system, etc.

7. Make sure to ask details about their migration path. Where did they cross the border and through which towns did they travel? Where did they go after crossing as refugees and how did they eventually end up where they are today? You should write this down during the interview and fill it out in the post-interview form. This is important for migration analysis, which you can see in part in the “Story Map” on the homepage of the website.

C. In order to record efficiently and collect a quality video...

1. Use a signal when you wish to take a break: Discuss a “break” hand signal with your interviewee. Use this if your battery/memory is ending, or if you need a break for some reason (i.e. interviewee needs a break or something else comes up).
2. Allow pauses--they can be powerful. Let them think... if they are taking time to answer your questions, let them take the time. The long silence, though seemingly awkward, can be a good thing. Give them plenty of time to respond. Just because they are quiet doesn't mean they don't have anything to say... they might be trying to recall details. If you observe them carefully you can usually tell if they have more to say.
3. Other people. If there are other observers and people in the room, avoid eye contact with them, as this usually tempts them to speak up and interrupt the interview. It is best to NOT engage anyone other than the interviewee. Make this clear to everyone before the interview.

D. To avoid technical problems...

1. Keep the camera on. We want to record everything, including their emotions and silences. Do not panic and turn it off during emotional moments. Turn off the camera only if they specifically request it.
2. Battery Life: The CAMERA PERSON (who could also be the interviewer) should keep an eye on this.
3. Sound: The CAMERA PERSON should notify the interviewer and interviewee if there are extraneous sounds that need to be addressed. DON'T BE SHY.

6. Twitter Guide (@1947Partition)

*We highly encourage tweeting! The interview you are conducting is an excellent opportunity to share your incredible experience, spread the knowledge of Partition, and inspire others to record stories in their community - by sharing your experience live on social media. You can engage a global audience in bringing attention to Partition, as well as inspire others to join the effort to preserve stories before they are lost. **The one, very valuable story you are capturing could lead to the preservation of countless more - all through social media.***

What to tweet:

- Interesting quotes from the interview
- Photos of the interview in process
- Photo with interviewee and interviewer
- Use hashtags! Ex: city of interview, #1947CitizenHistorian, #1947Partition
- **Be sure to tag The Archive and we will retweet: @1947Partition**
- Tag other tweeters: yourself, cameraperson, family members of interviewee, others
- Insert link to how to become a Citizen Historian,
http://www.1947partitionarchive.org/collect_stories

When to tweet:

- Tweet on the way to the interview.
- Tweet after the interview.
- Tweet during a break.
- Take notes of interesting quotes during the interview to help you tweet later.
- (NEVER tweet during the interview.)

Who should tweet:

- Interviewer
- Cameraperson
- Others listening to the story
- Interviewee and their family

7. Free License Policy

Archive Use/License: The 1947 Partition Archive may make the interview you conducted available **for use** to (1) academic researchers and (2) verified educational media makers (including but not limited to documentary filmmakers, historians, authors and artists). Remember that The 1947 Partition Archive is non-profit and **thus** NEVER makes a profit. It is funded entirely by public donations. Because it costs a lot of resources to preserve and archive the interview you conducted, we may charge a fee to media makers who would like to license any portion of the interview you have conducted to cover The Archive's basic costs. Any proceeds from licensing fees are used exactly the same way as donations are, to fund the preservation and dissemination of the interview you conducted into perpetuity in order to continue educating the public on Partition.

License to the interviewer and interviewee: A free license is available to interviewers and interviewees, to use the interview for educational and research purposes. However, in order to maintain the highest ethical standards and to protect the interviewee, upon submission of an interview The 1947 Partition Archive (The Archive) requires that the interviewer and/or interviewee obtain **explicit written permission** from The Archive prior to licensing the interview video/audio (other than non-public sharing with family and friends of interviewee). The video/audio license is available at no cost to the interviewer and interviewee if the video/audio are used both, (1) in accordance with The Archive's Ethical Use Policy and (2) in accordance with the interviewee's preferences. The use must be non-commercial, non-promotional, non-sectarian, not support any agendas by other groups/organizations and purely for the purpose of public education.

Three year embargo: The Archive will observe a three year embargo on sharing oral histories with the public. This embargo is crucial in ensuring and maintaining the highest possible level of integrity of the witness accounts that are recorded. We strive to ensure that witness accounts remain unquestionably authentic with the minimal possible influence from others' accounts and views. Secondly, an immense amount of resources are required to bring the accounts to the public. The Archive is a young organization in the process of gathering the resources and finances needed create a public venue for your stories.

8. Interview Supplements

*In addition to the **recorded video interview** files themselves, we ask that each interviewer fill the **Post-Interview Information fields** on the Submission Portal and submit the **Summary** of the interview, the **Release Form**, at least **5 still photographs**, **5-10 minutes of “B-roll” footage**, as well as scans or photographs of any additional **documents, including old heirloom photographs** that the interviewee would like to accompany their interview.*

A. Post-Interview Information Questionnaire **required**

In-person and remote Interview:

Ask your interviewee to confirm the spelling of their name and the significant locations of their life journey (place of birth, locations before and after Partition, and current location). Ask them for additional contact information from their next of kin in case we are unable to reach out to them in the future. Fill in all the information requested through the Story Submission Portal (<https://archive.1947partitionarchive.org/>). Find a printable list of all questions on The Archive’s website under “Share a Story” and “Oral History Documents”, in the document named [Post-Interview Information Questionnaire](#).

B. Interview Summary **required**

In-person and remote Interview:

Write the summary on the same day of the interview. The summary must be at least 600 words long and must cover your interviewee’s life before, during, and after Partition. Share 1 or 2 interesting anecdotes for each of these parts of their life. Submit the Summary on the Story Submission Portal (<https://archive.1947partitionarchive.org/>).

C. Release Form **required**

In-person Interview:

Take a print out of the 3-pages Release form and carry the printed document with you to the interview location. After the recording fill in the first two pages of the form (the contract page and the permissions page) with your interviewee and ensure both pages are signed by them. Other narrators whose voice was recorded should also sign the form. Leave page 3 of the form (For Interviewees: What does it mean to sign the Oral History Release Form?) with your interviewee. Once back home scan the 2 signed pages of Release form using Adobe Scan.

Remote Interview:

Ask your interviewee whether they have a printer at home, so that they may print a copy, sign it, and send it to you via postal services.

If they don’t have a printer, it is YOUR responsibility to call a local print shop

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and have them print and deliver to your interviewee. Have a courier pick up the signed Release form and send it to you.

D. Still Photographs requiredIn-person Interview:

Take at least 5 photographs of the interviewee with a digital camera. Images can be as simple or as artistic as you like. They can include the interviewee alone, the interviewee and the interviewer speaking with one another, the interviewee speaking in front of the camera, the interviewee looking at a photograph of themselves at a younger age. Please make sure that the pictures are taken at a flattering angle and in a well-lit area. If the interviewee's story is shared on social media (in accordance with their preferences), one of these pictures will accompany the story. Please make sure that the images are sharp and in focus.

Remote Interview:

Ask your interviewee and their family for their help in providing to you digital photos already in their possession. Before the interview begins, ask permission to your interviewee to take photos of them by taking screenshots: encourage them to pose for portrait photos. Learn how to take screenshots online (<https://www.pcmag.com/news/how-to-take-a-screenshot-on-any-device>). If you are able, take also a selfie with your interviewee - if you are using a laptop or desktop.

**E. B-roll Footage required**In-person Interview:

We ask that you capture 5-10 minutes of B-roll footage. B-roll footage includes all footage other than the footage of the interviewee speaking. The goal is to capture video of scenes/items that are illustrative of the setting and the interviewee's daily realities. B-roll footage could include scenes of the interviewee doing something they love to do (reading, making a pot of tea, speaking with a grandchild), the view from the interviewee's window, old family photographs hung throughout the home, a beloved object, close ups of the interviewee's hands or eyes, the busy street outside, or nearby agricultural fields for example. Be as creative as you like and feel free to ask the interviewee for suggestions.

Partly adapted from: <http://blog.filmerz.com/directing/?target=606>

Remote Interview:

Record any performance your interviewee is comfortable doing over a remote

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video interview. Record these over different clips by pausing the recording and restarting it (do not end the call).

F. Additional Documents and old photographs highly recommended

Ask the interviewee if they would like copies of any documents they may have to be kept with their interview file (old photographs, historic maps, newspaper clippings, letters, drawings, floor plans, etc.) You can either scan these documents or photograph them using the 'macro' setting on your digital camera. *(Note: If you photograph them, please make sure you capture the image from directly above the document and not at an angle. Also make sure that the image is sharp, in focus, and that the lighting is adequate.)*

9. Materials Submission

The following is a list of materials you will be submitting with the interview. Detailed instructions on submitting your interview online can be found in the individual interview packets. See Section 2 for more details.

- ☐ Interview video/audio files and B-Roll footage. **required**
- ☐ Post-Interview Information Questionnaire updated directly to the Story Submission Portal (<https://archive.1947partitionarchive.org/>). Find a printable list of all fields here: [Post-Interview Information Questionnaire](#). **required**
- ☐ Interview summary of at least 600 words long minimum; updated directly to the Story Submission Portal (<https://archive.1947partitionarchive.org/>) **required**
- ☐ Release form printed on paper and completely filled out. **required**
- ☐ At least five photos taken during interview. **required**
- ☐ Other scanned older photos and documents. **highly recommended**

10. File Naming Convention

The following explains how each of your files must be named.

| | |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Release form: | Firstname_Middlename_Lastname_mm-dd-yyyy_RELEASE_#of# Sikandar_Baptista_01-25-2017_RELEASE |
| Photos: | Firstname_Middlename_Lastname_mm-dd-yyyy_PHOTO_#of# Sikandar_Baptista_01-25-2017_PHOTO_1of6 Sikandar_Baptista_01-25-2017_PHOTO_2of6 |
| Video files: | Firstname_Middlename_Lastname_mm-dd-yyyy_VIDEO_#of# Sikandar_Baptista_01-25-2017_VIDEO_1of4 Sikandar_Baptista_01-25-2017_VIDEO_2of4 |
| Audio files: | Firstname_Middlename_Lastname_mm-dd-yyyy_AUDIO_#of# Sikandar_Baptista_01-25-2017_AUDIO_1of4 Sikandar_Baptista_01-25-2017_AUDIO_2of4 |
| B Roll: | Firstname_Middlename_Lastname_mm-dd-yyyy_BROLL_#of# Sikandar_Baptista_01-25-2017_BROLL_1of1 |

Please take special note that...

- B-Roll files are distinct from the main interview videos. Please remember B-Roll is used to establish an after partition life image of the interviewee. Name them accordingly.
- Only the full name (first, middle and last name) of the interviewee should be written: no initials, no title, no honorific;
- Each name (first, middle and last) should be separated by _ instead of a space;
- The date in each file name should be in this format: MONTH-DAY-YEAR;
- The date should not be separated by _ but each MONTH-DAY-YEAR by - ;
- The month and the day, if a single number, should be headed by 0, as in, 01 (January), 02 (February), 03, 04, etc.;
- The PHOTO files should be identified as such and separated by _ instead of spaces;
- There should be no space separating the #of#;
- The "of" of #of# should be written in lowercase.
- The only part of this naming convention that should be UPPERCASE is the TYPE OF FILE (RELEASE / PHOTO / VIDEO / AUDIO / BROLL); nothing else.

Video Interview Instructions

11. Changes Log

In September 2021, The 1947 Partition Archive team made updates and changes to the Citizen Historian Training Packet to adapt to the new submission process of oral history interviews.

- **Table of Content** is updated to accommodate the insertion of a new **Part 4, Pre-Interview Equipment Checklist**.
 - (NEW) Subsequent Parts have been renumbered accordingly.
- **Part 2** is updated to reflect the new interview submission process through the Story Submission Portal at <https://archive.1947partitionarchive.org/> instead of the previous one being processed through The 1947 Partition Archive website.
- **Part 9** (previously Part 8) is updated to reflect the changes regarding the gathering and submission of post-interview information in the context of the new submission process through the Story Submission Portal:
 - (UPDATED AND RENAMED) **A. Post-Interview Information**
 - This subsection was previously named **A. Post-Interview Form**, but a “Form” is no longer needed for the process of interview submission. The new Story Submission Portal integrates the questions of the former Post-Interview Form, and more.
 - A “Post-Interview Information Questionnaire” pdf was specially created and updated in this document to help interviewers ensure that they gather all necessary information from their interviewees.
 - (UPDATED) **B. Interview Summary**
 - This subsection was updated to reflect the submission process of the interview summary being integrated in the new Story Submission Portal.

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- **Part 9** (previously Part 8) is updated to reflect the same changes made above. regarding the new Story Submission Portal and how that affects the submission of post-interview information and the summary of the interview.

In August 2020, The 1947 Partition Archive team made updates and changes to the Citizen Historian Training Packet to conform more closely to the Oral History Association (OHA)'s Principles and Best Practices adopted in October, 2018. (<https://www.oralhistory.org/principles-and-best-practices-revised-2018/>)

- A **Table of Content** is added

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- **Part 3** is further subdivided in three parts to establish a clearer process for the Pre-Interview Phone Call steps. Within these steps, more details and information are added:
 - (UPDATED) **3.1 During the Call**
 - A consideration for conducting remote interviews is added
 - A note regarding different time zones in conducting cross-continental interviews is added
 - (NEW) **3.2 After the Call**
 - Suggestions to better prepare for the interview and learn more about the interviewee is added
 - (NEW) **3.3 Checklist**
 - A detailed checklist of the different goals the pre-interview phone call seeks to accomplish is added
- **Part 4** is updated to provide additional information for interviews conducted on the Zoom platform.
- **Part 8** is updated to include information on how to prepare and submit the Post Interview Form, the Abstract of the interview, and the Release Form, in addition to the types of documents already detailed in the previous version of the Citizen Historian Training Packet (Photographs, B-Roll footage, and documents, including old heirloom photographs). An additional consideration distinguishing in-person and remote interviews is added for each type of interview file.