GUIDE FOR CONTRIBUTORS
NATURAL LAW 1625-1850: DATABASE

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INTRODUCTION

First of all, many thanks for choosing to contribute to the *Natural Law 1625-1850: Database* project. Your use of and interest in the database justifies its existence.

All contributions – whether major or minor – are of great value for the further development of the database.

This *Guide for Contributors* ensures that the creation of new profiles or the correction or revision of existing ones goes smoothly. We ask you to read this user guide carefully and follow the instructions and guidelines below.

Before starting, there are two essential things that we ask you to consider.

First, what kind of contribution to the database do you wish to make? This determines which procedure you should follow.

- For a new profile, please follow Procedure 1.
- To add new data or suggest corrections to already existing profiles, please follow Procedure 2.

Procedure 1: Creating New Profiles	Procedure 2: Contributing to Existing Profiles
Step 1: Register Step 2: Complete and Submit Profile Form Step 3: Peer Review Step 4: Profile Upload and Contributor Review Step 5: Ending Procedure	Step 1: Register Step 2: Complete and Submit Profile Form (Optional) Step 3: Profile Author Review Step 4: Profile Upload and Contributor Review Step 5: Ending Procedure

Second, what kind of contributor role do you wish to take: Profile Author or Profile Contributor?

Profile Authors	Profile Contributors
• Take the lead and are responsible for a profile • Provide the bulk of bio-bibliographical data • Write the biographical and intellectual profile text • Will be consulted when Profile Contributors wish to add or suggest corrections • Will be acknowledged and cited as the author of the profile in and outside the database	• Provide bio-bibliographical additions or corrections to a profile • Will be acknowledged as the contributor to the profile in the database

It is important to note that if you wish to create a new profile, you do not automatically have to take up the role as profile author. If you just want to create a new profile with basic bio-bibliographical data but do not wish to take a lead on the profile, you can naturally do this as profile contributor. In other words, profiles can appear with only profile contributors and no profile authors. This should be been seen as an open invitation for others to take the lead on that profile.

PROCEDURE 1: CREATING NEW PROFILES

STEP 1: REGISTER

The first step in *creating a new profile* is to write the database editor Mikkel Munthe Jensen (Mikkel.Jensen@uni-erfurt.de). Please provide the following details:

- The name(s) of the profile(s) that you wish to create
- Whether you intend to be Profile Author or Profile Contributor
- The geographical region and institution (optional) in which the profiles were active
- Your intended date for delivering the Profile or Contribution
- Your institutional affiliation
- Your email address

When we have made sure, that the profile(s) you wish to create are not already in the process of being created, we will confirm and register your intention of contributing (thus also ensuring that no one else begins creating the same profiles). Together with the confirmation you will receive:

- A *Profile Form* (pdf) for you to fill out (see Step 2).
- A *GDPR form* that needs to be filled out (only once) due to the EU data protection regulation. Please remember to tic all the boxes and sign it before returning it.

STEP 2: FILL OUT AND SUBMIT PROFILE FORM

Please read the section *Profile Form Guide* (below) before completing the *Profile Form*.

Fill out only one *Profile Form* for each new profile you wish to create. Each *Profile Form* should be saved as Profile Surname, Names – Your Name; e.g. Budde, Johann Franz – John Smith.

Please note that not all fields in the form have to be filled out. Fill out those you can, and remember to use uncertainty markers.

If you need more biographical data fields, simply ask for a form extension.

Please send the completed Profile Form to Mikkel.Jensen@uni-erfurt.de

STEP 3: REVIEW

Submitted profile forms will be reviewed to make sure that they are filled out correctly. They will then be peer reviewed and the contributor will be informed of any changes or corrections recommended.

STEP 4: PROFILE UPLOAD AND CONTRIBUTOR REVIEW

After the review, the *Profile Form* will be uploaded as a draft version in the database.

Please review the uploaded profile and confirm that everything is correct.

STEP 5: ENDING PROCEDURE

When you have confirmed the profile, we will lift the draft marking, and thus ending the procedure.

PROCEDURE 2: CONTRIBUTING TO EXISTING PROFILES

STEP 1: REGISTER

The first step in *Contributing to Existing Profiles* is to write the database editor Mikkel Munthe Jensen (Mikkel.Jensen@uni-erfurt.de). Please provide the following details:

- The name(s) of the Profile(s) to whom you wish to make additions or suggest corrections
- Specify in which data section you wish to make an addition or suggest a correction (e.g. Biographical Data: Career, Comments on Main Works, or Bibliographical Data: Books)
- Your addition or suggested correction.
  Note: If you wish to make more substantial additions, simply ask for a Profile Form and we will forward one to you.

If you have not been registered before, please make sure that you also provide the following details:

- Your institutional affiliation
- Your email address

You will then receive a *GDPR form* that needs to be filled out (only once) due to the EU data protection regulation. Please remember to tic all the boxes and sign it before you return it

STEP 2: FILL OUT AND SUBMIT PROFILE FORM (OPTIONAL)

Please provide your additions in the *Profile Form*, if you are contributing with more substantial additions, and not only one or two pieces of information.

Please read the section *Profile Form Guide* (below) before starting filling out the *Profile Form*.

Fill out only one *Profile Form* for each profile. Each *Profile Form* should be saved as Profile Surname, Names – Your Name, Addition (e.g. Budde, Johann Franz – John Smith, Addition).

Please send the completed Profile Form to Mikkel.Jensen@uni-erfurt.de

STEP 3: PROFILE AUTHOR REVIEW

The submitted addition or suggested corrections will be forwarded to the Profile Author for review. If no Profile Author is available, the addition or suggested corrections will be read by other peers.

The contributor will be informed of any changes or corrections that the Profile Author or peers recommend.

STEP 4: UPLOAD AND CONTRIBUTOR REVIEW

After the review, the contribution will be uploaded in the database.

Please review the uploaded contribution and confirm that everything is correct.

STEP 5: ENDING PROCEDURE

When you have confirmed the uploaded contribution the procedure has ended.

PROFILE FORM GUIDE

Please read this carefully before filling out any forms.

This is a short guide on how to use the Profile Form. Both the guide and the Profile Form have the same structure as the profiles in the database.

Fields that are marked red must be completed. All other fields are optional and should only be filled if you have the data.

How to save the Profile Form:

When Creating New Profiles	When Contributing to Existing Profiles
Profile Surname, Names – Your Name (e.g. Budde, Johann Franz – John Smith)	Profile Surname, Names – Your Name, Addition (e.g. Budde, Johann Franz – John Smith, Addition)

THE USE OF UNCERTAINTY MARKERS

Uncertainty markers should be used whenever you are unsure of a certain data point. If at all in doubt about a data point, please mark it as uncertain. We use two types of uncertainty markers: Temporal Uncertainty Markers (Before/After) and General Uncertainty Markers.

Temporal Uncertainty Markers (Before/After)
The temporal uncertainty makers (uncertain beginning or end dates) follow the ISO standards using slash and dots symbols as indicators: ../ for *before* and \.. for *after* a certain date.   *Examples:*   1: ../1753, Studied theology at Halle University (Before 1753, the given person studied theology at Halle University).   2: 1744\.., *Doctor Juris* at Helmstedt University (After 1744, the given person was awarded the Doctor in Law at Helmstedt University.   3: 1788\.. - ../1793, ordinary professor at Kiel University (In an uncertain period after 1788 until sometime before 1793 the given person was an ordinary professor at Kiel University).

General Uncertainty Markers

General uncertainty markers use background shade as indicator.

Examples:

1: 1766-1778, extraordinary professor in natural law at Greifswald University, Faculty of Law (Meaning it was uncertain whether the given person stopped being an extraordinary professor in 1778).

2: 1755, *Magister Philosophiae* at Halle University (Meaning that it is uncertain whether this degree was awarded at Halle University).

Important: To use a general uncertainty marker in the Profile Form, you need to type three question marks (???) after the data point you wish to mark.

Examples:
1: End date: 1788???
2: Main Institution: Halle University???

INFORMATION ON CONTRIBUTOR

This section provides basic information on the contributor. This information will also appear under 'List of Profile Authors and Contributors' on the webpage *How to Contribute?*.

Besides your name, email and institutional affiliation, this section also asks you to fill out:

Field Name	Explanation
Contributor Role	Select either *Profile Author* or *Profile Contributor*
Contribution Type	Select either *New Profile* or *Addition/Correction*
Profile Author	Fill in the name of the Profile Author. Leave empty if no one is listed

NATURAL LAW PROFILE

This is the main part of the *Profile Form* with fields to be filled for all sections and categories. The biographical data section requires several duplicates and the profile form therefore appears more demanding than it is. Simply fill out those sections you need and leave the rest empty. If you should need more duplicates, write us for an extended version.

Tip: You can also use the bookmark to jump to the section you wish to fill out.

BASIC OVERVIEW DATA

This section contains the most basic data and general information about the profiled person.

Name

Field Name	Explanation
Name(s)	Insert profile's first name(s)
Surname	Insert profile's surname name

Birth

Field Name	Explanation
Birth Date	Insert: YYYY.MM.DD
Birth Place	Insert all relevant place names (city, village, etc.)
Notes	Other information relevant to the birth

Death

Field Name	Explanation
Death Date	Insert: YYYY.MM.DD
Death Place	Insert place name (city, village, etc.)
Notes	Other information relevant to the death

Important Family Relation

Field Name	Explanation
Relation Type	Which relational role does the person have to the profile. E.g. father, uncle, brother, etc.
Name	Full name of the person (name and surname: e.g. Daniel Nettelbladt)
Birth Date	Insert: YYYY.MM.DD

Death Date	Insert: YYYY.MM.DD
Occupation	All main positions that the person possessed
Notes	Other information relevant to the family relationship

Institutional Affiliations

Field Name	Explanation
Institutions	Insert the main learned institutions to which the profile was professional affiliated. E.g. a university or an academy.
Regions	Insert the region(s) in which the institutions are located (see the geography webpage for region explanations)
Notes	Other information relevant to the institutional affiliations

Confession

Field Name	Explanation
Main Confession	Insert name of the main confession(s). E.g. Protestant, Catholic, Jew, Muslim
Specifics	Specify the confession if possible. E.g. Lutheran, Calvinist, Pietists, Huguenot, etc.
Conversion Date	If converted, insert date of conversion: YYYY.MM.DD
Notes	Other information relevant to the confession

Key Words

Field Name	Explanation
Keywords	Insert profile specific keywords. Separate each keyword with a comma. (E.g. Protestant, Wolffian, Kantian)

Authority Files

Field Name	Explanation
VIAF	Insert VIAF Number
GND	Insert GND Number
Other	Insert name and number of any other authority files

BIOGRAPHICAL AND INTELLECTUAL PROFILE

This section contains three text-flow fields that allow the author to give descriptions and interpretation of the profile's life, work and understanding of natural law. The text limit will be agreed from case to case. But we do encourage concision, and for the major figures (e.g. Grotius, Pufendorf, Thomasius) the maximum is a 1,000 words.

Field Name	Explanation
Biography	Biographical text with focus on main life events, studies, positions, intellectual influence on and of the profile and possible disputes and controversies.
Comment on main natural law works	Comment on the profile's main works relating to natural law, what they are about, the history of the works, their influence and dissemination, etc.
Comment on profile's conception of natural law	Comment on the profile's understanding of natural law. What did natural law mean for the profile, did it change over time, by whom was the profile influenced, etc.

BIOGRAPHICAL DATA

The purpose with this section is to provide a structured biographical overview, which is the foundation for any analytical use of the database. The section is organised in several categories, each containing a number of data fields.

Please make sure to use the uncertainty markers. For general uncertainty use triple question marks (???); for *before* use dot dot slash (../); for *after* use slash dot dot (\..)

STUDIES

Field Name	Explanation
Study Start	Insert: YYYY.MM.DD
Study End	Insert: YYYY.MM.DD
Study Place	Insert the place name (city) of study. *Note: Not the name of the university, but the city name!*
Institution	Insert the name of the learned institution in which the profile studied (e.g. name of the school, *gymnasium*, university, academy, etc.).

Disciplines	Insert all the disciplines that the profile studied at that institution (E.g. jurisprudence, theology, history, etc.)
Teachers	Insert the full names of the teachers that taught the profile at that learned institution
Notes	Other information relevant to this specific study event

DEGREES

Field Name	Explanation
Date	Insert: YYYY.MM.DD (the date of conferring the degree)
Place	Insert the place name (city) where the degree was awarded. *Note: Not the name of the university, but the city name!*
Institution	Insert the name of the learned institution in which the degree was awarded (e.g. name of the university)
Praeses	Insert the full name of the Praeses
Type	Insert the type of degree (e.g. Magister Philosophiae, Doctor Juris, Doctor Theologiae, Doctor Medicinae) *Note: Please use Latin names for the degrees*
Notes	Other information relevant to this specific degree event

TEACHING

Field Name	Explanation
Date	Insert: YYYY (the year in which the teaching began) *Note: at universities where winter semesters where taught, and thus spanned from one year to another, please insert the both years as follows: YYYY/YYYY (e.g. 1665/1666)*
Semester	Insert the periodic type of semester: Summer Semester, Winter Semester, etc.
Type	Insert the institutional type of semester: Private Semester, Public Semester
Institution	Insert the name of the learned institution in which the teaching was offered (e.g. name of the university, academy, etc.)
Faculty	Insert the name of the faculty in which the teaching was offered (e.g. Faculty of Theology, Law, Medicine or Philosophy)

Subject	Insert the name of the subject that was offered (e.g. Ius Naturae, Ius Gentium, Grotius' *De jure belli et pacis*, etc.).
Place	Insert the place name (city) where the teaching was offered. *Note: Not the name of the university, but the city name!*
Notes	Other information relevant to this specific teaching event

TRAVELS

Field Name	Explanation
Travel Begin	Insert: YYYY.MM.DD
Travel End	Insert: YYYY.MM.DD
Country #1, #2, #3…	Insert name of the first visited country
Place 1, 2, 3…	Insert the name of the visited place (e.g. name of city) *Note: insert only places that had an importance (i.e. not all places that the profile went through).*
Begin 1, 2, 3…	Insert: YYYY.MM.DD for the date when the profile began the stay in the visited place
End 1, 2, 3…	Insert: YYYY.MM.DD for the date when the profile ended the stay in the visited place
Notes	Other information relevant to this specific travel

CAREER

Field Name	Explanation
Begin	Insert: YYYY.MM.DD
End	Insert: YYYY.MM.DD
Place	Insert the place name (city, town, etc.) where the profile held the position. *Note: Not the name of the institution, but the place name!*
Institution	Insert the name of the main institution in which the profile held the position (e.g. name of the university or an administrative, political or ecclesiastical institution etc.).
Sub-Institution	Insert the name of the sub-institution in which the profile held the position (e.g. Faculty of Law).

Position	Insert the name of the position (E.g. Ordinary Professor in Law, Docentus, etc.).
Notes	Other information relevant to this specific position.

TITLES, MEMBERSHIPS AND OTHER RELEVANT ROLES (TMR)

Field Name	Explanation
Begin	Insert: YYYY.MM.DD
End	Insert: YYYY.MM.DD
Place	Insert the place name (city, village, etc.). *Note: Not the name of the institution, but the place name!*
Role	Insert the role that the profile had in relation to TMR. (e.g. Member, *Geheimrat*, co-founder, etc.).
Institution	Insert the name of the institution in relation to TMR (e.g. Prussian Court, Literary Society, Academy of Science, etc.).
Notes	Other information relevant to this specific TMR.

BIBLIOGRAPHICAL DATA

The bibliographical section is not structured data like the biographical data section, but works like a normal bibliography. Four main points need to be made here:

1. Only material relevant to natural law or the profile's biography should be listed here. In other words; the aim is not a complete bibliography of the profile's authorship.
2. If the profile has another role than author, please indicate this role - e.g. [Translator] - in hard brackets before the bibliographical entry.
3. Links to digital versions should be applied where possible. Please insert the full (Perma)link underneath each bibliographical entry.
4. It is important to trace the book history, meaning that all known editions and reprints should be listed underneath each bibliographical entry in the following way:
   o - Edition YYYY, (Place: Publisher)

   If a link is available, the bibliographical entry should be listed as:
   o - Edition YYYY, (Place: Publisher): *full link*

Please Note: General Uncertainty Markers (???) can also be used here!

PRINTED SOURCES

Field Name	Bibliographical Guideline
Books	*Guideline*: Title, (Place: Publisher, Year): *link to a digital version if possible* *Example*: Systema elementare universae iurisprudentiae naturalis usui systematis iurisprudentiae positivae accomodatum, (Halle: Renger, 1749): *Full Link*
Dissertations	*Guideline*: Title, (Place: Publisher, Year), [Praeses: Name, Respondent: Name]: *link to a digital version if possible* *Example*: De Vsv Practico Actionvm Bonae Fidei Et Stricti Ivris, (Halle: Henckelius, 1724) [Praeses: Nicolaus Hieronymus Gundling, Respondent: Philipp Daniel Andreae]: *Full Link*
Periodica and Compiled Works	*Guideline*: Title, Vol. X-XX, (Place: Publisher, Year-Year): *link to a digital version if possible* *Example*: Neue Bibliothec oder Nachricht und Urtheile von neuen Büchern Und allerhand zur Gelehrsamkeit dienenden Sachen, Vol. 1-100, (Frankfurt a. M, Leipzig, Halle: Renger, 1709-1721): *Full Link*
Ego-Documents and Biographical Materials	*Guideline*: Title, (Place: Publisher, Year): *link to a digital version if possible*

MANUSCRIPT SOURCES

Field Name	Bibliographical Guideline
Manuscripts	*Guideline*: Title/Description, (Place, DD.MM.YYYY), [Archive Name: Archival ID]: *link to a digital version if possible*
Correspondence	*Guideline*: Title/Description, (Place, DD.MM.YYYY), [Archive Name: Archival ID]: *link to a digital version if possible* *Example*: Konvolut: Acht Briefe Kants an Beck, Erste Einleitung in die Kritik der Urteilskraft, Materialien zur zweiten Auflage der Rechtslehre (Königsberg, 1791): [Universitätsbibliothek Rostock: Mss. var. 33]: *Full Link*
Ego-Documents and Biographical Materials	*Guideline*: Title/Description, (Place, DD.MM.YYYY), [Archive Name: Archival ID]: *link to a digital version if possible*

NATURAL LAW NETWORK

This structured data section traces all known connections to other natural law scholars. These are traced either as 'direct personal connections', meaning direct personal contacts (through meetings, work places, lectures, etc.) or 'epistolary connections', meaning letter correspondences.

PERSONAL CONNECTIONS

Field Name	Explanation
First Name	Insert contact's first names
Last Name	Insert contact's last name
Date of First Contact	Insert YYYY.MM.DD of the first known date when the profile and the person got in contact
Place	Insert the place name (e.g. city), where the first contact was made.
Notes	Notes concerning this contact. Especially the relation between the two at first contact (E.g. Teacher, Student, etc.)

EPISTOLARY CONNECTIONS

Field Name	Explanation
First Name	Insert contact's first names
Last Name	Insert contact's last name
Date of First Contact	Insert YYYY.MM.DD of the first known date when the profile and the person got in contact
Place	Insert the place name (e.g. city), where the first contact was made
Notes	Notes concerning this contact. Especially the relation between the two at first contact (E.g. Teacher, Student, etc.)

REFERENCES

This section provides all references used for creating this profile and works as a normal bibliography.

Bibliographical Guideline	
Books	*Guideline*: Surname, Name: Title, (Place: Publisher, Year): *link to a digital version if possible*
Book sections or articles	*Guideline*: Surname, Name: "Section Title" in (ed.) Editor Name, Book Title, (Place: Publisher, Year): *link to a digital version if possible*
Online book sections or articles	*Guideline*: Surname, Name: "Title" in (ed.) Editor Name, Book Title, (Place: Publisher, Year), [Cited: YYYY.MM.DD], URL: *URL link*
Online Sources	*Guideline*: Surname, Name: Title (Place: Publisher, Year), [Cited: YYYY.MM.DD], URL: *URL link*

PROFILE PICTURE

If a picture is available, please save it as Profile Surname, Name – YYYY-YYYY (E.g. Gundling, Nicolaus Hieronymus - 1671-1729) and send it as a standard picture file to the database editor: Mikkel.Jensen@uni-erfurt.de

Due to copyright issues, it is very important that the picture is licence free. Hence, in the *Profile Form* please:

- state whether it is free or not (yes/no – preferable also with a link to the CC licence; e.g. CC0, CC-BY, etc.)
- provide a link to the digitalised picture.

Please note, that simply downloading pictures from Google or similar search engines is not legally sufficient. Copyrights to early modern illustrators or painters are naturally expired, but copyright may still apply to the institution or person who has digitalised the picture.

Examples of good portrait databases are:
Portraitindex: http://www.portraitindex.de/
Trier Portrait: http://tripota.uni-trier.de/index.php