**Instructions for data entry into the Basic Attributes Table of the Ghettos Database**

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The Basic Attributes Table is meant to capture key data about events that are contained in entries in the USHMM *Encyclopedia of Camps and Ghettos*, vol. 2, *Ghettos in German-Occupied Eastern Europe* (2012) and vol. 3, *Camps and Ghettos Under European Regimes Aligned with Nazi German* (2018). In addition, this table includes diagnostic estimates or generalizations about other key information that will be detailed in the other tables in the database. Locational data is derived from the skeletal database of ghetto place names and their latitude and longitude coordinates. Locations will be checked and finalized in the Basic Attributes Table and all other project tables once we have developed an authoritative Ghettos Gazetteer. This and other tables are organized by region, to match the regional organization of the USHMM encyclopedias.

**The data entry process**

Data entry uses the online storage service Seafile for saving the progressing and complete Access database files. Contributors download these files to their personal computer to enter data. The data entry process is divided into two stages: data entry and data proofing. Different people should enter and proof the data for each region to help assure data quality. The data is divided into regional database files that correspond with the regional chapter of the encyclopedia. The database files move through folders on Seafile marking their progress in the stages of data entry, proofing, and completion.

Log into <https://seafile.acg.maine.edu> to download and save all necessary files. (If you do not yet have authorization to use Seafile, Anne Knowles can set you up with the system administrator.) Within the Seafile folder Holocaust\_UMaine shared with you, open the folder Ghettos\_DB, within which you should find 4 folders as well as the pdf files of the USHMM encyclopedia, and copies of available data entry instructions, data structures, and additional information.

To enter or proof data, download the file you want to work on to your personal computer. Each time you are finished entering data for the day, replace “authorinitials” in the file name with your initials, add today’s date to the file name in the format YYYY\_MM\_DD (e.g. 2019\_03\_21\_JH), and upload the file with your progress to the appropriate folder. Both entering and proofing data uses the original pdf files of the Encyclopedia. To enter data, open the database file on your computer and open the data entry form displayed in the left of the Access window. It is most convenient to resize the Access window so it fits next to the appropriate PDF of the encyclopedia for ease of reading, entering data, and copying and pasting. It can also be helpful to have the data structure and instructions ready for easy reference, whether in hard copy or as a file on your computer.

Proofing should not require as much time as entering data, but do check the entered data against the encyclopedia entry. Reading the entire entry for the entered data as well as data that might have been overlooked has proven to deliver good results.
The proofer should correct inconsistent or incorrect information. There is no subsequent checking of the data and the proofer is the last to assure data quality. The proofer should add brief notes on changes to the appropriate note fields (in addition to any general comments), marking them like this: [Proof *your Initials*: *notes on changes*]; e.g. [Proof JH: changed end date to transformation into labor camp; counted 6 MM, not 5; changed Judenrat to yes]. Be sure to replace the date in the file name with the current date, add your initials when you stop proofing for the day, and upload the file with your progress to the appropriate folder.

If questions or uncertainties arise about how to interpret field definitions or specific textual evidence in the encyclopedia, check the examples in the data entry instructions and the Ghettos Database discussion board Discourse (<http://ghettos-discourse.acg.maine.edu/>). Contact Justus at justus.hillebrand@maine.edu for login information to Discourse. If there is no clear answer available on Discourse, post your question in the appropriate topic category on Discourse, along with the relevant passage from the encyclopedia, and the interpretation you think makes sense or have used. **Please invite other team members to take a look at your question by clicking the “invite” button under your post and specifying their email address, so that these team members will be alerted to your question via email**. Once two core team members agree on an interpretation, the issue is accepted as resolved. Be sure to enter a note on the Discourse decision into the appropriate notes field. On Discourse, you can also post observations or other noteworthy information to discuss with other team members, return to later, or use for further research in the “research notes” category.

As part of the data entry process, each regional file, labeled with its abbreviation, moves through the 4 folders. **Please move files through the folders in sequence!** This will minimize confusion about which files are ready for data entry or proofing and will help ensure that no data are lost or duplicated.

1. Empty files: This folder contains files for all regions for which no data has been entered yet. The files contain only the name of each ghetto in the region with its corresponding ID. After you have picked a region, downloaded the database file, entered data, and uploaded the file to folder “2. Data entry in progress,” remove the empty regional file that you entered data for from folder “1. Empty files.” Only those regional files that have not had data entered and have moved along in the folder structure remain in this folder.
2. Data entry in progress: This folder contains all files where data entry is in progress. Please be sure to upload the files with your progress here after each time you enter data.
Once data entry for all entries in a region is complete, upload the file to the folder “data entry done” within folder 2. This version of the file remains as a reference copy for future data checks. Then, also upload your complete file into folder “3. Proofing in progress.” Finally, remove the file from folder 2.
3. Proofing in progress: This folder contains all files where data entry is complete and data proofing is in progress. Do not start proofing before data entry for a region is complete. A person different from the first person entering data has to proof the data by checking entered data for consistency with data entry rules, field definitions, and the information given in the encyclopedia entry.
Once all entries in a region have been proofed, upload the file into folder “4. Complete Data” and remove it from folder 3.
4. Complete Data: This folder contains all completed, proofed files. No files in this folder should be edited. This folder functions as an archive of data ready for analysis, mapping, conference presentations, publications, etc. Be sure to remove the file from folder 3.

**Data Entry Guidelines**

In general, the database is intended to represent the information in the USHMM *Encyclopedia of Camps and Ghettos*, vol. 2, *Ghettos in German-Occupied Eastern Europe* (2012) and vol. 3, *Camps and Ghettos Under European Regimes Aligned with Nazi German* (2018). Do not do additional research to complete a database field unless necessary to resolve what seems a blatant error or discrepancy in the entry (note the source you consult in such case, and flag any such problem for discussion in group review or proofing). Ordinarily, each ghetto’s data should come only from its encyclopedia entry. Only include information on the settlement in the entry title, not on nearby named settlements, unless Jews returned to the ghetto town regularly, e.g. from labor sites. Do not extrapolate or assume information that is not explicitly mentioned in the entry, unless methods for estimation are specified in the data entry instructions for a particular field or these instructions.

Uncertainty and lack of information

Where information is unknown or too uncertain to allow a confident data entry, err on the side of entering less rather than more information. Across all fields, the following definitions apply:

* **“Unknown”** means that the entry says that no information is available, or the entry provides no information.
* **“Uncertain”** means that the entry provides some information, but that it is too ambiguous or contradictory to allow a confident decision, or the information is described as uncertain in the entry, using words such as “probably,” “most likely,” “maybe,” etc. Please add a brief description in the notes field to help the proofer understand your reasoning behind choosing this value.
* **“Certain”** means that the information, date, or date range is described as factual, i.e. that events happened in the way or at the time specified and are not qualified with terms like “probably,” “most likely,” “maybe,” etc.

If the entry provides multiple possible pieces of information, but decides that one of them is the correct one, such as discussing various sources in a footnote but using one of them in the entry as authoritative, use that piece of information as certain.

In textual fields with dropdown lists, select “unknown” or “uncertain,” as you think most appropriate.

In date fields, leave the field blank and select “unknown” in the certainty field if the date is unknown; if the date is uncertain, enter the date as described and select “uncertain” in the certainty field.

Other than in date fields, there should be no blank fields, i.e. null values, which means that users entering data have to choose an option for every field. This way null values mark that a field was overlooked during data entry.

For “quote” fields, enter the text from the entry that is most nearly related to the category.

Multiple values

Any field described as “multivalued” has been defined in Access as able to hold more than one value. You may select any number of values in a multivalued field.

**Field Definitions (descriptions of data categories)**

For convenience, these descriptions are also included in the field descriptions in Access. You can see them in the grey field at the bottom of the Access window anytime when you are working with an entry form.

Do not enter data into fields described as “automatically calculated.” These fields are based on other data fields and are automatically filled in for you.

A note on dates: If dates are incomplete or uncertain, see Instructions for Date Fields, below. Be sure to review those instructions before entering any data into date fields. Use the American date format MM/DD/YYYY.

Notes for all “quote” and “note” fields:

* *Do not paraphrase*, but copy the exact quote into the field, even if it seems long. Ellipses are allowed. In “note” fields, please use “…”. In “quote” fields, do not use quotation marks at all. Only direct quotes are allowed in “quote” fields and thus do not need quotation marks.
* *Be sure to include any time description in the quote.*
* ***Remove* *returns* from the pasted text and *do not add returns*. All text fields should hold continuous text.** Returns can cause problems when tables are exported for analysis.

Basic Attributes fields

GhettoID Unique integer assigned in the ghettos gazetteer.

*Note: Initially, the ID comes from the list of ghetto names and lat/long coordinates used to map ghettos in the USHMM Encyclopedia, vols. 2 and 3; later it will be the Ghettos Project’s own gazetteer.* ***Do not change the ghetto\_ID.***

GhettoName Text – name of the settlement where the ghetto was located as identified by the title of the Encyclopedia entry.

Region Text – abbreviation of the region where the settlement was located as identified by the chapters of the Encyclopedia.

GerOcQuote Text – quotation of the entry’s exact expression of when German forces occupied this location or took over authority.

 *Note: In cases where towns were reoccupied by the Germans, count the lasting occupation. The phrase “lasting German occupation” means German occupation following Soviet occupation in eastern territories. Where German forces occupied a place or region before and after Soviet occupation, the second occupation lasted longer and was most strongly associated with ghettoization.*

GerOcEarly Date – earliest possible date when the Germans occupied the place or took over authority.

GerOcLate Date – latest possible date when the Germans occupied the place or took over authority.

GerOcMid Date – the automatically calculated middle date between earliest and latest possible date when the Germans occupied the place or took over authority.

GerOcCert Text, dropdown menu (exact, nearby, table est., uncertain, unknown) – certainty of the date when the Germans occupied the place or took over authority for a prolonged occupation.

GerOcAcc Integer – automatically calculated number of days between earliest and latest possible time when the Germans occupied the place or took over authority.

GerOcNote Text – notes on when Germans occupied the place or took over authority for a prolonged occupation, especially information on assigning dates based on nearby places, reasons for decisions, remaining uncertainty, and notes on sources used other than the *Encyclopedia* entry. *Do not use returns*.

OtherOcc Text, dropdown menu, multivalued (None, Soviet, Hungarian, Romanian, Slovak, Bulgarian, Other) – Which military forces backed by a national government occupied this place before the Germans occupied it?

 *Note: In addition to the narrative of the entry that specifies which military forces occupied a place, check the administrative information under the title of the entry to see whether a change of authority took place between 1939 and German occupation. For example, towns in Lithuania or Weissruthenien had Soviet republics in power after 1939 and before German occupation, which would require the value “Soviet,” whereas towns in Kiev region or Eastern Belorussia saw no change in power after 1939 and before German occupation, requiring the value “None.”*

Judenrat Text, dropdown menu (yes, no, uncertain, unknown) – Was a Judenrat, Ältestenrat, Ältester, elder, or other Jewish representative group or individual put in place under occupation by Germany or a German ally?

StartQuote Text – quotation of the entry’s exact expression of when the ghetto was first established, demarcated, or declared.

 *Note: Choose the dates based on which events are given and this priority list:*

*1) date or deadline of when Jews were first forced to move in;*

*2) date of the demarcation of ghetto boundaries;*

*3) date of the declaration of ghetto or order to move in.*

StartEarly Date – earliest possible date when the ghetto was first established, demarcated, or declared.

StartLate Date – latest possible date when the ghetto was first established, demarcated, or declared.

StartMid Date – automatically calculated middle date between earliest and latest possible date when the ghetto was first established, demarcated, or declared.

StartCert Text, dropdown menu (certain, uncertain, unknown) – certainty of the date when the ghetto was first established, demarcated, or declared.

StartAcc Integer – automatically calculated number of days between earliest and latest possible time when the ghetto was first established, demarcated, or declared.

StartNote Text – notes on when the ghetto was first established, demarcated, or declared, especially reasons for your decisions, remaining uncertainty, and notes on sources used other than the *Encyclopedia* entry. *Do not use returns*.

Labor Text, dropdown menu, multivalued – all categories of labor that Jews did for the Germans or their allies.

*Note:* *Labor should be noted for workers who resided in the ghetto or who returned to the ghetto frequently, but not to workers who were sent to labor camps for longer periods of time. Also, labor that took place after the liquidation of the ghetto or remnant ghetto, such as in a labor camp, should not be recorded.*

*The labor categories align as much as possible with those developed by Jaskot & Knowles for the SS concentration camps database.*

*If both unspecified and specified labor is mentioned, select both, e.g. “Jews were used for forced labor, including construction on the nearby highway” would call for selecting construction and unspecified from the dropdown menu.*

* building materials *(e.g. stone quarrying, brick making, digging clay, sand, gravel, sawmill labor, wood cutting, turning Jewish tombstones into building material)*
* construction *(any change to the built environment, e.g. building or repairing structures, roads, railroads, bridges, tunnels, water works, and clearing rubble)*
* armaments *(production of armaments, munitions, etc.)*
* manufacturing *(e.g. common workshop or factory labor making apparel and textiles, shoes, straw overshoes (gaitors to cover boots), cloth and clothing, draperies, toys, brushes, small electrical equipment, handkerchiefs, baskets)*
* civic defense *(e.g. building defensive structures, bomb shelters, clearing bombs)*
* collection of the dying *(e.g.* Sterbelager *[death camp or work area for dealing with the dead]; this does not include one-time events.)*
* oil and coal *(e.g. production of shale oil, coal mining, ore mining)*
* farm labor *(any kind of work on a farm or in crop gardens)*
* transporting materials *(e.g. hauling, carrying, loading and unloading materials)*
* cleaning *(e.g. domestic cleaning, laundry, street cleaning, weeding, cleaning latrines, snow removal)*
* other *(labor is specified but does not fit any category, e.g. digging pits for mass shootings)*
* unspecified *(kind of labor not given [e.g. “Jews were used for forced labor”); or the labor is too vague or ambiguous to fit any other category (e.g. “Jews worked in a nearby factory”])*
* none *(it is specifically stated that there was no forced labor at all)*
* uncertain *(ambiguous or contradictory information [e.g. “Jews were probably used for forced labor,” “Jews likely worked in the factory”])*
* unknown *(no information exists or none is given)*

ForcMovIn Text, dropdown menu (yes, no, uncertain, unknown) – Were people moved into this ghetto in groups and by German or a German ally’s orders?

*Note:*

* *Count movement where the destination of involuntary movement is assigned, even if there are several, and even if those forced to move are called “refugees” in the entry.*
* *Forced movements into the ghetto town before German or German-allied occupation are not counted. (See ForcedMove\_out, if such cases come up.)*
* *Also, this field includes the forced move of Jews into the ghetto town from unspecified locations, such as “from surrounding villages.”*
* *Forced Movements within the ghetto town are not counted here.*
* *If Jews are moved into this ghetto from other ghetto towns, make sure to check if these movements are noted in the entry for the ghetto towns of origin.*
* *Please note that information relevant to this field might be located anywhere in the entry, e.g. with descriptions of the Judenrat, and can be hard to find just by skimming.*

ForcMovOut Text, dropdown menu (yes, no, uncertain, unknown) – Were people moved out of this ghetto (i.e. to another named place, such as a ghetto, town, or killing center) in groups and by German or a German ally’s orders?

 *Note:*

* *Forced movements out of the ghetto town before German occupation by non-German-allied actors, such as the Soviets, which we do not count as allies, are not counted in this field, because the Encyclopedia defines ghettoization as occurring under German or German-allied occupation, and the DB is meant to represent the ghetto volume.*
* *Forced Movements within the ghetto town are not counted here.*
* *If Jews are moved out of this ghetto to other ghetto towns, make sure to check if these movements are noted in the entries of these destination ghetto towns.*

Refugee Text, dropdown menu (yes, no, uncertain, unknown) – Did refugees come to this place during the war?

 *Note:*

* *Count movement where people are forced to leave a place of origin but without an assigned destination, i.e. where people have to find a place to settle on their own.*
* *If Jews were subject to forced movement, as per the above definition, but the entry (erroneously) describes them as refugees, do not count them as refugees.*
* *Arrival of refugees in the ghetto town before German or German-allied occupation are counted in this field because of the likelihood that they were fleeing German occupation elsewhere.*
* *Do not count “returnees” as refugees, that is Jews fleeing their home town and then returning to the same place.*
* *If Jews fled this ghetto to other ghetto towns, make sure to check if these movements are noted in the entries of these destination ghetto towns.*
* *Please note that information on this field might be located anywhere in the entry, e.g. with descriptions of the Judenrat, and can be hard to find just by skimming.*

MM Integer – number of mass murder events (see Guidelines for Mass Murder Counts below)

Epidemic Text, dropdown menu, multivalued (Typhus, Tuberculosis, Typhoid, Dysentery, other named disease(s), unspecified epidemic, none, uncertain, unknown) – Did an epidemic disease outbreak occur? If specified, which disease(s) occurred?

 *Note: Any mention of death by “disease” – other than individual deaths – should be counted as “unspecified epidemic” because the field is intended as diagnostic for hotspots of disease for further inquiry. Do not record mention of people being “ill”, “sick”, or similar descriptions that seem to come short of serious outbreaks of deadly disease. The value “none” counts for no mention of epidemic disease in the entry or the specification that no disease occurred.*

EpidemNote Text – note any specific information about what kind of disease is mentioned if you chose “other named disease.” Also note exceptional disease events and any uncertainties you encountered related to epidemics or disease.

EndQuote Text – quotation of the entry’s exact expression of when the ghetto ceased existing, changed meaning or purpose, by decision of the perpetrators (e.g. “final liquidation”), or officially transformed into a labor camp, concentration camp, or remnant ghetto where workers remained to clean up the site.

 *Note: In the BA table, we are mapping what is possible with the data readily provided in the encyclopedia entries, which is primarily the intention of the perpetrators to end the existence of the ghetto. In comparison to time data on the last removal of Jews from a ghetto location, such as the end of clean up, there is few to no data available, which would make mapping problematic. This means that the “final liquidation”, that is the decision and action of the perpetrators to end the existence of the ghetto, is what we are mapping. This changes the meaning and purpose of the remaining ghetto, such as from concentration for extermination to removing physical remains of the ghetto by forced labor of prisoners. This would also include the transformation, often even in official terms, into a different kind of camp, such as a labor camp, SS concentration camp, or simply “remnant ghetto” which is being “cleaned up.”*

EndEarly Date – earliest possible date when the ghetto ceased existing, changed meaning or purpose with the decision of the perpetrators (e.g. “final liquidation”), or officially transformed into a labor camp, concentration camp, or remnant ghetto where workers remained to clean up the site.

EndLate Date – latest possible date when the ghetto ceased existing, changed meaning or purpose with the decision of the perpetrators (e.g. “final liquidation”), or officially transformed into a labor camp, concentration camp, or remnant ghetto where workers remained to clean up the site.

EndMid Date – automatically calculated middle date between earliest and latest possible date when when the ghetto ceased existing, changed meaning or purpose with the decision of the perpetrators (e.g. “final liquidation”), or officially transformed into a labor camp, concentration camp, or remnant ghetto where workers remained to clean up the site.

EndCert Text, dropdown menu (certain, uncertain, unknown) – certainty of the date when the ghetto ceased existing, changed meaning or purpose with the decision of the perpetrators (e.g. “final liquidation”), or officially transformed into a labor camp, concentration camp, or remnant ghetto where workers remained to clean up the site.

EndAcc Integer – automatically calculated number of days between earliest and latest possible time when the ghetto ceased existing, changed meaning or purpose with the decision of the perpetrators (e.g. “final liquidation”), or officially transformed into a labor camp, concentration camp, or remnant ghetto where workers remained to clean up the site.

EndNote Text – notes on when the ghetto ceased existing, changed meaning or purpose with the decision of the perpetrators (e.g. “final liquidation”), or officially transformed into a labor camp, concentration camp, or remnant ghetto where workers remained to clean up the site. Note especially reasons for decisions, remaining uncertainty, and notes on sources used other than the *Encyclopedia* entry. *Do not use returns*.

DurMin automatically calculated minimum number of days the ghetto existed

DurMax automatically calculated maximum number of days the ghetto existed

DurMid automatically calculated middle number of days the ghetto existed

DurAcc automatically calculated accuracy of ghetto duration, expressed in difference between minimum and maximum number of days the ghetto existed

Notes Text – notes on any of the above fields that do not have their own notes field, especially reasons for decisions, remaining uncertainty, and notes on sources used other than the *Encyclopedia* entry.

*Note: Please use this format to mark comments on specific data fields: Name of Data Field: Comment. For example, “MM: Count is difficult to determine because . . . .” Do not use returns.*

EncyPP Text – page range of the ghetto’s entry in the Encyclopedia.

DataEntry Text – Initials of the team member entering data.

DataProof Text – Initials of the team member proofing the data.

**Instructions for Date Fields**

The Ghettos Project resolves issues related to missing, uncertain, and incomplete temporal information by recording the earliest and latest possible dates when events took place. Later analysis will use this information to calculate midpoints, randomize a date within the specified time range, or estimate the degree of temporal uncertainty. This approach will also enable us to estimate the duration of ghettos without introducing specious accuracy.

The following tables specify how to interpret descriptions of time that do not use an exact, numerical date, but an approximate description, e.g. “early November 1942” or “summer 1940.” If the description uses a specific date, do not use this table, but simply use the provided date twice, for both the earliest and latest date. These instructions apply to all date fields except where specific instructions for the field say otherwise, e.g. Ger\_Occ.

The table provides the earliest and latest possible date to use in common cases of approximate temporal description. For example, “late” in a month should be entered as earliest 21st of the month and latest as 28, 29, 30, or 31st. The phrase “mid-winter” should be entered as earliest January 1 and latest January 31.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Early** | **Middle** | **Late** | **Beginning of** | **End of** |
| earliest | latest | earliest | latest | earliest | latest | earliest | latest | earliest | latest |
| **Month** | 1 | 9 | 10 | 20 | 21 | 28-31 | 1 | 9 | 21 | 28-31 |
| **Year** | Jan 1 | April 30 | May 1 | Aug 31 | Sep 1 | Dec 31 | Jan 1 | Feb 28 /29 | Nov 1 | Dec 31 |
| **Winter** | Dec 1  | Dec 31 | Jan 1 | Jan 31 | Feb 1 | Feb 28 /29 | Dec 1  | Dec 31  | Feb 1 | Feb 28 /29 |
| **Spring** | Mar 1 | Mar 31 | April 1 | April 30 | May 1 | May 31 | Mar 1 | Mar 31 | May 1 | May 31 |
| **Summer** | June 1 | June 30 | July 1 | July 31 | Aug 1 | Aug 31 | June 1 | June 30 | Aug 1 | Aug 31 |
| **Fall** | Sep 1 | Sep 30 | Oct 1 | Oct 31 | Nov 1 | Nov 30 | Sep 1 | Sep 30 | Nov 1 | Nov 30 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **By** | **In the 1st half of** | **In the 2nd half of** | **Undefined** |
| earliest | latest | earliest | latest | earliest | latest | earliest | latest |
| **Month** | 1 | 9 | 1 | 15 | 16 | 28-31 | 1 | 28-31 |
| **Year** | Jan 1 | Jan 31 | Jan 1 | June 30 | July 1 | Dec 31 | Jan 1 | Dec 31 |
| **Winter** | Dec 1 | Dec 31 | Dec 1 | Jan 15 | Jan 16 | Feb 28/29 | Dec 1 | Feb 28/29 |
| **Spring** | Mar 1 | Mar 31 | Mar 1 | April 15 | April 16 | May 31 | Mar 1 | May 31 |
| **Summer** | June 1 | June 30 | June 1 | July 15 | July 16 | Aug 31 | June 1 | Aug 31 |
| **Fall** | Sep 1 | Sep 30 | Sep 1 | Oct 15 | Oct 16 | Nov 30 | Sep 1 | Nov 30 |

1940 and 1944 were leap years.

For other descriptions not covered in the table, estimate the earliest and latest possible date based on the dates or other description given in the text.

* If an event happened on one date *or* another, use these dates as earliest and latest even if the time in between is excluded from possible dates.
* If multiple dates are given in the text and in footnotes, go with the date given in the text as the date preferred by the entry’s author and the editors.
* If certain and uncertain times or timeframes are given in the text, choose the more specific and mark it with the appropriate certainty.
* When the date of an order and a deadline for carrying out the order are provided, use the deadline.
* If an event took place over more than one day, use the earliest certain day for “early” and “late” fields for that date. For example, “liquidation continued from August 23 to August 27, 1941” should be noted as “End\_early” = August 23, 1941, and “End\_late” = August 23, 1941.
* When one event is described to have happened “around” a specific date, estimate the earliest and latest possible dates that make the most sense within the context of the entry. In the absence of other guiding information, use 3 days before and 3 days after the date mentioned.
* When one event is described to have happened after another event, without mention of a specific date, choose the timeframe that makes most sense within the context of the entry, within these limits:
	+ immediately, upon, with, once, within a week, or similar terms = earliest and latest possible date within 1-7 days of the prior, dated event.
	+ soon, after, soon after, shortly, shortly after, following, subsequently, some time later, weeks after = earliest and latest possible date within 1-28 days of the prior, dated event.

Date of German Occupation

The date of German occupation is perhaps the most important date in each entry. Try to determine as specific a date, or date range, as possible from the information provided in the entry. If an exact and certain date of German occupation is given, enter it into the early and late date fields. If an exact and certain date of German occupation is not given, follow these steps to estimate a date or date range.

1. Enter the quote of the information but leave the date fields blank.
2. After data entry for the region is otherwise complete, apply our temporal adaptation of Tobler’s Law to estimate the likely date. This geographic law states that things that are close to one another are more similar than things that are farther apart. Consult the map at the beginning of the region’s chapter of the Encyclopedia and check the Ger\_Occ dates for all towns within a radius of ca. 20-25 km of the ghettos with unknown Ger\_Occ dates. *Only use towns with exact dates as reference!* Then record the dates of nearby towns as the earliest and latest Ger\_Occ dates, as appropriate and in line with the time description in the entry, for the entries with blank date fields. Note the towns you used as reference in the GerOcc\_notes. There is no need to check nearby towns across region boundaries, i.e. in other regional maps.
3. If step 2 is not feasible, but a time description is given, assign the date range according to the assigned dates table above. If no time description is given for German occupation, leave the date fields blank.

Checking nearby towns while data entry is not complete is too impractical as the Encyclopedia’s regional maps do not show ghetto locations across regional boundaries and they might not have determined dates of German occupation yet. Once data entry for all regions has been completed, we will check for nearby towns in neighboring regions using ArcGIS and update the final database files as well as shapefiles.

How to select value for certainty in German Occupation:

Certain = precise date specified in the entry

Nearby = you have checked nearby towns to determine the likely dates

Table est. = you have estimated the time of German occupation by using the dates table

Uncertain = date or date range is uncertain because of qualifying language in the entry

Unknown = no information provided about the date

*Note: If more than one person is entering data for a region, they should confer to decide who will do the final date completion per these rules.*

**Guidelines for Mass Murder Counts**

MM (mass murder) means a killing action under German occupation or German-allied occupation, i.e., perpetrators taking violent action against people in order to kill them on the spot – shooting, burning, drowning, etc. – outbursts of violence in situations of ongoing violence. This category does not include starvation and disease, which will be documented in other tables. *Note that MM events sometimes occurred after the end of the ghetto.* ***All*** *qualifying MM events in the entire entry should be counted in the BA total. The MM table will account for when they occurred.* *Also note that MM events should be counted regardless of who carried them out.*

* Count as a MM any shooting or other kind of killing of 10 or more people, whether Jews or members of other groups (Soviet sympathizers, communists, partisans, local non-Jews, etc.)
	+ “A group” and “many” can be assumed to be 10 or more, unless otherwise enumerated.
	+ “A number of,” “several,” or “few” should not be counted.
	+ If a total of 10 or more Jews from a given place with an encyclopedia entry were killed in two or more locations on one day, count as 1 MM event.
	+ If a total of 10 or more people from a place with an encyclopedia entry were killed in each of two or more locations over several days, count each place as an event. In this table, we are not noting the duration of killing events, but may want to consider this detail in the MM Events table.
* Generally, count MM events according to where the event took place, not where the victims came from.
	+ Count all MM events in the ghetto itself.
	+ Count all MM events within any distance of the ghetto unless the killing happened in another named place, such as a ghetto, town, or killing center.
	+ Enter events in another ghetto or town as ForcedMove\_out. Also, check to make sure that such an MM event is noted in the other named ghetto’s Encyclopedia entry. If it is not mentioned, add the MM event to the MM tally, and add a note to the BA entry including the name of the ghetto whose Encyclopedia entry provided the information. This is so the proofer or other person using the record in future will know why the MM tally is greater than what the Encyclopedia entry seems to justify.
	+ Also count if a transport stopped along the way in a named town for a selection, but then continued to a killing site.
	+ Count MM events where victims were killed somewhere unspecified on the same day that they were rounded up.
	+ Count as MM events where 10+ people emerged from hiding and were killed (i.e., it appears that they were hiding in the ghetto or the surrounding area), unless it happened after the ghetto ceased to exist.
	+ Do not count unspecified, unnumbered shootings in the ghetto.
* Large, uncertain numbers of mass murder:
	+ In cases of large ghettos with many killing actions outside the ghetto, or so many killing actions in the ghetto that the Ghettos Encyclopedia entry did not have room to record them all, use code number 99, to flag cases which may require additional research for full documentation (eg., Wilno, Lithuania, most of whose Jews were killed in Panerai).

When in doubt, do not enter a number for MM but make a note in the Notes field. Add notes whenever it seems of potential help to yourself or others coming after you.

* Adding place names and lat/long coordinates of MM events to the ghettos gazetteer (to come).