SHIP SUBMISSION GUIDELINES

Please follow these guidelines when filling out your Ship Submission spreadsheet. This will ensure consistency and make things easier when compiling the Master Shipping Database – the collection of all voyages. It is important everything is in a consistent format when it goes into the Kiwi Collection.

- Please make sure you add country codes (in capitals) to the Departure Ports, Arrival Ports and Other Ports columns. These can be found on the NZSG website. The format for these ports is, for example, Auckland NZ (no comma after city) .

- The date format needs to be **dd/mmm/yyyy** so 3 March 1848 will be entered as 03 Mar 1848 - please make sure the 0 is there for numbers below 10.

- Captains names and Surgeons names need to be surname in capitals followed by a comma and first name if known, e.g. SMITH, John

- Don't worry about recording any entries where it is just an advert for a ship in port wanting passengers, cargo for sale etc. We just need to know about actual voyages. But we do need an entry for an expected departure or arrival.

- Please don't hide columns or rows.

- Please don't use all capitals for ship names and ports. The only thing that should be in all capitals is Captain's surname, Surgeon's surname and Country Code.

- Please make sure the font used is Calibri 10 (this is set in the template).

- Put the first port that a ship arrived at in New Zealand in the Arrival Port and Arrival Date columns. All other ports after that with their arrival dates (where known) go in the Other Ports column, e.g. A ship departed London and arrived in Wellington via Lyttelton. In this case Lyttelton NZ is the Arrival Port and Wellington NZ is the Other Port. The same applies to shipping within New Zealand.

- Please don't use any ditto marks, or say something like "same details as the line above". Things get sorted as soon as they go into the Master Database, so your lines won't necessarily end up together.

- Please add proper links, e.g. instead of Papers Past | Newspapers | Daily Southern Cross | 20 January 1857 | Shipping Intelligence. PORT OF AUCKLAND put the URL as https://paperspast.natlib.govt.nz/newspapers/DSC18570120.2.3. Please make sure you copy the whole URL as sometimes the first "h" in https has been missed off.

- Remember: One voyage = one row in the spreadsheet. Don't put the same voyage on multiple rows. You can split a row into separate lines by using ALT-Enter to start a new line.