Guidelines for amendments to existing surveys

Contributors are asked carefully to compare the information which they have with the NPOR survey in question, then list the changes as succinctly as possible in the following order:

Survey (ref. no. and building name) to be modified

Additions to existing information

Amendments to existing information (ie Amend x to y)

Deletions

Sources/evidence for changes eg personal visit, with date, or full citation of published documentary evidence (giving author, title, publisher, edition, publication date and page number) or date and attribution of any unpublished sources

Other comments supporting the proposed changes to the record

Contributor's name and full contact details (these are recorded, for administrative purposes only, and will not appear in the published survey)

Please note that the editors do not have the time or resources to follow up speculative information, and this will be accorded low priority.

Photographs

Photographs (colour or black and white) may be submitted electronically, but these should be in JPEG format not exceeding 55 kilobytes in size and should always be clearly identified either by NPOR survey reference number or (in the case of new surveys) by building name and place. Close-up images of stop jambs are very useful, and if clearly legible are also welcomed to supplement written stop lists.

Care must be exercised when submitting illustrations from printed books or pictures from Websites. As a general rule, photographs from books and other printed matter published less than 70 years ago should not be submitted without the express written permission of the publisher. Prior permission should be obtained from the owners of Website photographs (Webmasters may be able to assist), and evidence of this should be forwarded to the NPOR Database Manager with your contribution.

Email

It is very helpful if all email subject lines can include the survey number, where appropriate, and a brief indication of the building(s) concerned.

If you require further information on any of the above points, please contact the NPOR

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HYPERLINK "mailto:npor@bios.org.uk"(e-Mail: npor@bios.org.uk)