For vetting please list here the group members' names, and under each name quickly designate (in just one or two words) each of the folklore items turned in (you might plan more, but list only those you turn in now to vet). Since this draft will not necessarily present the final order, instead of numbers just name each item briefly, for example:

<table>
<thead>
<tr>
<th>Collector Last Name</th>
<th>Collector First Name</th>
<th>Folklore Item called...</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
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</tr>
</tbody>
</table>

Be more precise than "story" or "proverb." This is one thing you may fill out by hand! Attach more sheets as necessary.
Vetting: 2017-04-26 Group

Note: Items checked (✓) are o.k.; things circled need work. If the work concerns one group member in particular, that member may be identified by name or by initials. Certain items may be referenced by their short, one-word designation. Check the whole collection - there will be instructor corrections on pages scattered throughout the draft; an example correction in one place means you correct everything like it elsewhere. We want to show you the kinds of things to change, not proofread.

1) Overall appearance, layout, & order of assignment (FOLLOW EXAMPLES! [see the Collection Guide, p. 1, 10]);
   typed cleanly in black, 12 pt., single space, 1” margins,
   no staples or clips,
   correct order of assembly (see Col-Guide, p. 1):
   Cover sheets, Collector Releases
   (Col. A first the profile, then the informant releases, then the items),
   (Col B...), (Col C...) ...,
   Master List

   each collector together, each section & item on a new page,

   9 X 12” manila envelope, labeled correctly with Group ID and all collectors’ names

2) Cover Sheet:
   Correct id number on top; semester and year
   number of items for each collector
   total number of items presence of restrictions noted
   All collectors listed, in order, last names bolded,

3) Collector Release forms signed and any restrictions noted on sheet.

   Just one "Collector's Release Form" for the collection as a whole,
   with all the collectors listed [see the Col. Guide, p. 9];

   signed by hand in ink and dated by every collector who wishes to get a grade
   EVERY item must be designated & unambiguously cross-referenced on the
   Collectors' Release Form to the correct Item numbers (s. “Release Forms” in The
   Collectors' Guide) and to the correct Index numbers.
4) Correct and Consistent Numbering on EVERY page (see Col-Guide, p. 8):

* use the collection **final due date** as leading number (yyyy-mm-dd) -
Do NOT use the vetting date or the date of the interview/performance itself

[see example above at top of Vetting Sheets]
include the word “Group” and identify it with a last name (bolded) and a first name
* Use one number for all the cover sheets, release forms and profiles: ... #0
  For Example: 2010-12-01, **Group Potter**, Harry, #0
* Use unique, individual numbers for each individual item,
  For Example: 2010-12-01, **Group Potter**, Harry, #2
  For Example: 2010-12-01, **Group Potter**, Harry, #3
  **Use the Group Name, NOT the individual collector’s or the informant's name**
* In the Master List & Index footer use, e.g.: 2010-12-01, **Group Potter**, Harry, Master List

Coordinate & adjust your collection to make sure that the item numbers within the Master List and on the various Releases indeed match the numbers on the actual Items on the final collection.
“No-Shows” and “deadbeats” can have an “N/A” after their numbering in the Master List or Collectors’ Release, so that everyone else’s order is ok.
Make and correct the final assignment of item numbers the week before the collection is due!
There **must be NO DOUBT** about which release or index refers to which item. Items, releases or index entries which use ambiguous or duplicate references will not count.

5) Informant Release forms (see Col-Guide, p. 9)

one "Informant Release Form" or "Release Form without Informant's Signature" for each informant (including yourself);
signed (by hand in ink)
any restrictions noted
unambiguously cross-referenced with correct item number (s. “Release Forms” in the Guide), incl.: name of informant, name of collector, date, any restrictions
**Items must be released to count.** (Minimal hand corrections - e.g. adjusting #'s- can be ok only on release forms if already signed).

6) Proper Item Page Format (Col-Guide, p. 2-5 & "Sample Collection"):

sections & last names **bolded**
(top right) informant’s name (NOT collector’s), place (e.g. town), date (e.g. year);
(left) title, (multiple) genre(s), (multiple) group(s);
informant data; context; item; comments; restrictions;
  collector (name/class/instructor on bottom right)

ALL pages and items numbered (correctly see #4 above)
  AND cross-referenced (especially to both Releases & Master List)
(in lower left corner)
layout,
order;
12 pt. plain, dark black type,
single spaced; single sided margins;
no staples or clips,
For each collector: first your profile, then the informant releases, then the items.
No two items on the same page = a new page begins a new item.
no hand-written corrections, clean, no printer failures, etc.
[Reconcile and correct numbers, genres, folk groups, titles, etc. among Items, Release Forms, & the Master List]
Check actual item sheets for sample corrections.
7) **Collector Profiles:** Quality, applicability, and thoroughness  
 *(Col-Guide, p. 2-3, 10)*

(expand, give a fuller description, incl. for instance:
Name, age, gender, ethnicity, 
language, where from, family background, 
schooling, occupation; religion, 
folk- groups, hobbies, etc.)

Profiles missing:

8) **Informant Background/Info:** Quality, applicability, and thoroughness  
 *(Col-Guide, p. 2-3)*

(expand, give a fuller description, incl. for instance:
Name, age, gender, ethnicity, 
language, where from, family background, 
schooling, occupation, religion, 
folk- groups (related to this performance); hobbies, relationship to you;

**group data:** ("European-American", not "White" or "Caucasian"; "African-American," not 
"Black"; etc.) (Not: “everyone,” “family,” or “American”)

(Tell me who’s talking) (is the informant named the one performing the item)

**As many applicable folk groups as possible** - in both Item and & Master List.

**Always provide perceived ethnicity and gender.**

consult notes on the item sheets:

9) **Contextual data:** Quality, applicability, and thoroughness  
 *(Col-Guide, p. 3)*

(Expand, give a fuller description: What caused or gave rise to this specific performance??
Circumstances, situation, environment, background, sociological context.
Tell me who’s talking.
Don’t just repeat the “genre.” or be vague (NOT, e.g. "instruction" "rules" "health")
Any commentary?

10) **Is it folklore?** The item or text should demonstrate the student’s accurate understanding
of folklore and show the student really looked for a typical and current expressive item of
folklore from their own experience, a variety of genres *(Textbook & Lectures)*

something non-commercial
something non-formal (not official government or church doctrine)
something not merely an heirloom
something not merely gleaned from scholarly or secondary sources
something not "invented as a tradition" without demonstrably becoming one

**Items not properly released and indexed cannot count:**

**Non-folklore items cannot count.**

Items needing work (or are not very typical of folklore):

(Consult "Vetting Sheet One," above, as well as notes on individual items)

11) **Presentation:**

Item or text must be accurately & thoroughly transcribed, described, or presented; *(Col-Guide, p. 4)*

**At least five (5) Items.** (up to 8 for extra credit)

Add **as many applicable genres** as possible on **both** the item and the master list.

(Without a master list entry and both releases: no credit!)

(Expand, give a fuller description of the item,
comparison for measuring size;
Tell me who’s talking;
pictures, recordings; citations;
physical objects labelled).

**Consult notes on the item sheets!**
12) Master List and Index  *(Col-Guide, p. 6-7):*

*Items must be indexed in order to count.*

*List format,*
- numbering (o.k.?, unique?, for each item), last names bolded,
- headings in right order & bolded, no page breaks within an index item
- keywords left blank?

*Consistency: Reconcile* info amongst Items, Releases, & Master List
*Coordinate* your collection, reconcile, correct and match the categories, labels, groups, genres, restrictions, etc. consistently across everything you submit (cf. #8, #9, #11) and check suggestions marked on the item sheets.

*Index quality of each item (both in the Item & in the Index):*
- item number, title,
- applicable *genres*** (check Collection Guide for possible genres),
- description, (be brief - this is just a quick identifier)
- informants, collector,
- folk groups, *especially perceived ethnicity and gender***, (especially that of this informant). (check Collection Guide for suggested groups: NOT "family" or "friends")
- social performance *context/situation;* (don't just repeat the genre)
  - Tie these categories to *this particular* performance, not possibilities
- place & year of performance,
- any restrictions (make sure they match item and both release forms),
- keywords [leave blank as a placeholder], notes.

***This will be the index, so “more is better;” *Provide others with access to your items!* In all cases list gender & ethnicity

13) Proper, university-level English and grammar usage;

*Punctuation, spelling or typographical errors?*

Note: Names and titles are capitalized, e.g. Peter, Papa, Mother, King John Lackland
- President Lincoln, Dean Simian, the Bible, the Koran
- as are adjectives derived from names: American, Biblical, Catholic, Mom’s
- BUT titles by themselves, are not, e.g. my mother, my grandmother, my son, the king, the president, the dean

Grammar, syntax or usage errors
You can contact writing tutors at the
or the
- Writing Center ([http://www.fresnostate.edu/writingcenter/](http://www.fresnostate.edu/writingcenter/))
or consult with your professor for more detailed support

Second language errors: get an expert, English-only speaker to check the collection for you

14) Attach **THIS copy** of the “vetting form” *filled-out by your instructor* to your finished collection, on the top, inside the envelope. Include "Vetting Sheet One".

**Properly label your envelope** with the Group Identifier and each Collector’s Name.
Collections without at least all five (5) pages of the filled-out vetting form attached will be graded down. If the instructors added pages, these must be included, as well.

[rev. 2016/8/24]