



# KEYWORDING 101

## TITLE, SUMMARY, AND KEYWORDS

After you conduct your official interview, you will want to give it a great title, summarize it, and add keywords (like tags) to make it easier for your friends and family to find it online. Just like using a # hashtag on social media, tagging your StoryCorps interview connects your story with the stories of others across cities, countries, and cultures. These details will add to the historical archive and serve as guideposts for future scholars who will use keywords to search for and discover your interview in the Library of Congress's digital collections. This section provides some tips on writing great titles, summaries, and keywords.

→ **Title:** Interview titles are one sentence and refer to the main idea of the interview.

**Example:** *John Grey and his friend Virginia Brown talk about growing up in Montgomery, Alabama.*

→ **Summary:** Summaries are 4- to 5-sentence descriptions of the interview. Include the location and date of the interview, the names and basic autobiographical details of the participants, and a general overview of the topics discussed.

**Example:** *In this interview, conducted in November 2016 in Montgomery, Alabama, John Grey (17) interviews his friend and neighbor Virginia Brown (82) about her childhood in the city they both call home. Ms. Brown shares stories about her involvement in the civil rights movement and the effects of the Vietnam War on her family. She also talks about her favorite hobbies as a child (swimming) and as an adult (cooking), and at minute 38 she discloses the secret to her legendary peach pie. At the end of the discussion, Ms. Brown and Mr. Grey share their wishes for the future.*

→ **Keywords:** Keywords should include basic places, people, occupations, names of events (especially historical events), and any other important themes or concepts mentioned in the interview.

**Example:** *Montgomery, AL, civil rights, civil rights movement, Vietnam War, hobbies, swimming, cooking, peach pie, wishes for the future, neighbors, friendship, Booker T. Washington Magnet High School, TheGreatListen2020*

- Try to provide 5-15 keywords
- If you record in a language other than English, enter that language as a keyword (e.g., Spanish, Mandarin, Arabic).
- Enter your keywords, along with TheGreatListen2020, in the “general” keywords field. Add your state abbreviation (e.g., AK, CA, TX) in the “places” field.



**Pro Tip:** To edit your title, summary, image and keywords from a desktop computer, log in to your account at [archive.storycorps.org](https://archive.storycorps.org), and click on the edit icon in the upper right-hand corner of the interview. If you recorded via the StoryCorps App, you can edit your interview by clicking on (⋯) in the lower right-hand corner of your interview and choosing “Edit Info.”