

Transcribed Materials:

We are happy to accept materials that you may have already transcribed, such as family letters or diaries. A clean typed copy is acceptable, but an electronic copy would be preferred. Transcriptions can be sent either in a hard format such as cd, or as attachments in an email to the Project Director. We would prefer transcriptions in Word format. If you have scanned images of the original materials, we would appreciate having copies of those as well.

Please consult the formatting style information on the website under the Editorial, Copyright, and Transcription link before submitting transcribed materials.

Scanned Materials:

If you are forwarding scanned images such as photographs or images of letters, they should be sent as a "jpg". Images should be scanned at a resolution of 150 dpi. and individual file size should be approximately 1.5mb to 2.0mb. We prefer to have larger images to work with to preserve as much detail as possible when they are transferred to the site. Scanned materials can be sent either on a disk or as an attachment.

Photocopies:

If you have materials but are uncomfortable in sending the originals to us, we would welcome photocopies of the originals to work with for transcribing. Please be certain that the copy is of good quality in order to ensure that transcribing will be possible. Whenever possible please include any biographical information about the individual(s) (such as when and where born, etc), and if possible any other information which might be useful in providing meaning and context to the materials.

Financial Contributions:

The project is a non-profit registered charitable educational project dependent on the financial contributions of Canadians to continue its work. Contributions can be made payable to "The VIU Foundation/Letters and Images Project". The Vancouver Island University Foundation is a registered charitable organization (charitable registration number 887333482RR0001). A tax receipt will be issued for all donations.



Contact Us:

Contributions to the Project of any type, or any questions concerning the Project, can be directed to:

Dr. Stephen Davies
Project Director
Department of History
Vancouver Island University
900 Fifth Street
Nanaimo, British Columbia
V9R 5S5

Telephone: (250) 753-3245 ext. 2131

Email: letters@viu.ca

Website:

www.canadianletters.ca

THE CANADIAN LETTERS AND IMAGES PROJECT

"in their own words"



*An online archive of the Canadian
war experience*

www.canadianletters.ca

The Project:

The Canadian Letters and Images Project is an online archive of the Canadian war experience from all periods of Canada's past. Through the digitization of contemporary



letters, diaries, photographs, and other related materials, it permits Canadians to tell their story, and Canada's story, in their own words and images.

History:

The Project was created in 2000 by the History Department of Vancouver Island University. The majority of the Project work is undertaken by students along with volunteers.

Objectives:

The Project was created as an educational resource to make these important materials accessible to all Canadians. Its purpose is to make the past available to the present and to preserve it for future generations.

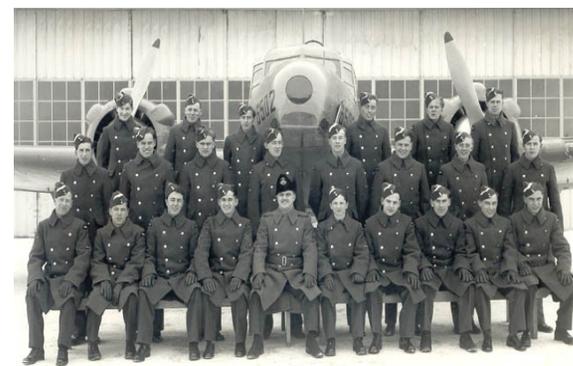
The Project's online collections document the experiences of Canadians during wartime, both home front and battlefield. These materials allow us to experience the lives of Canadians who have made such an important contribution to this nation.

Due to their personal nature, these materials remind us that the story of war is ultimately the story of individuals. The project is a means to humanize the Canadian war experience. It is a means to give back some of that full dimension of life to otherwise forgotten, and by most measures unremarkable, Canadians.

It is our hope that through the project Canadians can share with one another the more personal side of a country at war. The materials stand as a tribute to all Canadians, past and present, who have in any manner contributed to Canada's wartime efforts.

Contributing Materials:

The Canadian Letters and Images Project is seeking to borrow any correspondence such as letters or postcards, photographs, diaries, documents, or other personal materials connected to any aspect of the Canadian wartime experience from any period. We are also seeking the memoirs and stories of Canadians during wartime. Those materials will then be made available to everyone interested in Canada's wartime heritage through the Project website.



It is important to collect the personal side of the wartime experience as soon as possible, before such materials are forever lost or destroyed. Every piece is a valuable link to our past. A single letter can tell a remarkable story of a country at war, while a photograph permits us to look into the faces of Canadians past or enables us to see the world through their eyes

Please note:

We do not keep any of the original materials submitted to us. We ask only to borrow them for copying and scanning. In this manner Canadians can share their materials and still retain control of their valued family heirlooms. The Project will make arrangements at our expense to have the materials picked up and returned by courier to ensure the safety of the materials.

