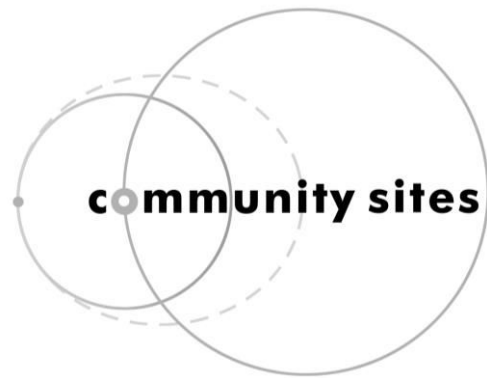


# ENTERING DATES

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## WHAT'S COVERED IN THESE GUIDELINES?

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**This set of guidelines list the various ways in which you can enter dates into the date field.**

The date field is an optional field which is used to indicate the time period covered by the content on a page (for example, a page containing photos from the 1940s).

You can enter the date in a wide variety of formats (e.g. 1964, 3rd March 1960, 3/3/1960, c.1985). When you save the post, the website software will try and interpret your date into a machine-readable 'interpreted date' – see the examples below. This 'interpreted date' will be used in the date search facility on the site.

The guidelines below cover:

1. Valid ways of entering dates
2. Invalid ways of entering dates
3. What to do if a date is being interpreted incorrectly

## 1: VALID WAYS OF ENTERING DATES

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This list shows the different ways you can enter dates into the date field. The second column shows how the date will be interpreted by the software.

12/02/1983	=	12/02/1983
12 Feb 1983	=	12/02/1983
12 February 1983	=	12/02/1983
12th February 1983	=	12/02/1983
Thursday, 12th February 1983	=	12/02/1983

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02/1983	=	01/02/1983-28/02/1983
Feb 1983	=	01/02/1983-28/02/1983
February 1983	=	01/02/1983-28/02/1983
1983	=	01/01/1983-31/12/1983
?1983	=	01/01/1983-31/12/1983 (simply ignores the question mark)
c.1983	=	01/01/1978-31/12/1988 (5 years either side)
c 1983	=	01/01/1978-31/12/1988
circa 1983	=	01/01/1978-31/12/1988
c. 02/1983	=	01/11/1982-28/05/1983 (i.e. 3 months either side)
c 02/1983	=	01/11/1982-28/05/1983
circa 02/1983	=	01/11/1982-28/05/1983
c Feb 1983	=	01/11/1982-28/05/1983
circa February 1983	=	01/11/1982-28/05/1983
1980s	=	01/01/1980-31/12/1989
10/02/1983-20/02/1983	=	10/02/1983-20/02/1983
10 February 1983-20 February 1983	=	10/02/1983-20/02/1983
January 1983 – March 1983	=	01/01/1983-31/03/1983
1982-1984	=	01/01/1982-31/12/1984
c.1982-c.1984	=	01/01/1977-31/12/1989
c.1983-1990	=	01/01/1978-31/12/1990 (i.e. takes the first year as a circa date and the second as exact)
1982-83	=	01/01/1982 and 31/12/1983
19th century	=	01/01/1800 and 31/12/1899

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## 2: INVALID WAYS OF ENTERING DATES

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The main cause of problems is entering date ranges, in which the first date is incomplete: for example 'January–February 1983' instead of 'January 1998–February 1983'.

The following dates should be corrected as shown:

20 March 75	SHOULD BE	20 March 1975
January – February 1983	SHOULD BE	January 1983 – February 1983
1982-3	SHOULD BE	1982 - 1983
12-13 February 1983	SHOULD BE	12 February 1983 – 13 February 1983

## 3: WHAT TO DO IF A DATE IS BEING INTERPRETED INCORRECTLY

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If you enter a date, and then see – after saving the post – that the interpreted date is incorrect, you should:

1. Check whether you have used any date expressions which the software can't be expected to understand (e.g. Summer term, 1953)
2. Check your dates are complete (e.g. 1975 not 75). See the examples above.
3. If you think you have entered a date in a reasonable format, but the software is still misinterpreting it, e-mail [support@communitysites.co.uk](mailto:support@communitysites.co.uk) and send us a link to the page in question.