

MA in Cultural Astronomy and Astrology
AHAN7024 Heavenly Discourses
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Submitting an electronic (Word) version of your Sky Journal

A sky journal can take many forms however to submit it you need to be able to upload it to Moodle. Thus if your sky journal contains,

- a. artwork – drawings, painting, collages and so on, then you need to scan these to create images which can be added to your electronic version of your journal.
- b. 3-D models, sculptors or other such physical objects then you need to photograph them, from different angles, and use the photographs in your electronic version of your journal.
- c. a web site or blog that you have created then you need to take screen shots or text from your web site and use those in your journal. You are not able to simply add a URL to your electronic sky journal as your web site could be updated after you have submitted your journal.

If you have any concerns about transferring the medium of your Sky Journal into an Word format then discuss this with a tutor at the time when you are working on your Sky Journal Proposal.

The Format of your Sky Journal

Firstly your sky journal has to be presented on Moodle as a Word document. However, when creating the Word version of your journal you may design this in different ways. You may have a section with images followed by, or preceded by your 3000 words of text. Alternatively you may decide to have the images inserted throughout the 3000 words of text. In either case it is important that every image is labelled – Figure 1, 2, 3, and so forth, with a brief description of what Figure 1 (or 2, 3, 4 etc) is. For example,

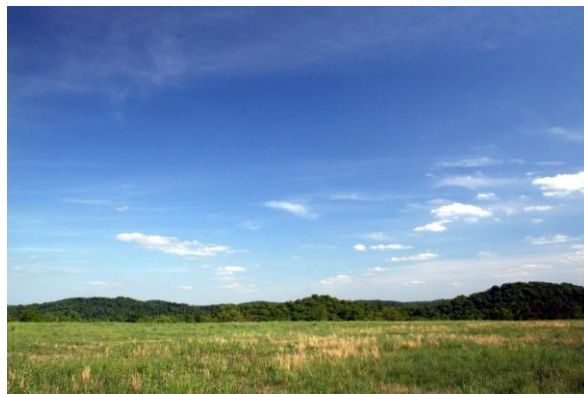


Figure 1, horizon view looking east, photo (or drawing etc.) 12 July 2013, time (if applicable.)

Then in your text refer to your clearly labelled images such as:

'On the Friday morning of that week I decided to take my coffee and sit in the field at the back of my house and simply watch the clouds. The view of the sky at that time was of a deep blue with a few scattered clouds (see fig.1).'

Please note: Your completed electronic version of your sky journal needs to be a single Word document of images and 3000 words of text.

Additionally, as always, your text will need to be supported not only with your primary material – your sky work - but also with references to other relevant literature supported by footnote citations and bibliography.

Inserting images in a Word document

If you are uncertain about how to add an image into a Word document, re size it and then move it around, here is an excellent short 'YouTube' on the subject.

<http://www.youtube.com/watch?v=uvrWRixEZE0> accessed 18 April 2013

Also be aware that the conversion of your journal into the necessary Word format can take you a little bit of time so do not leave this till the last minute.

Working with Images

You may find that you need to trim and alter photos or other images before you place them in your journal. If you do not have such image editing software already installed on your computer here is a web link that contains 10 free programs which you might find useful. However, please note we have not tested these programs.

<http://www.techradar.com/news/software/applications/best-free-photo-editing-software-10-top-image-editors-you-should-try-1135489> accessed 18 April 2013
