

Cosas Notables: Guidelines



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Cosas Notables: **Guidelines**

Rationale

The writing of *Cosas Notables* has been one of the core traditions of the Augustinian Recollects. Through this silent and, many times, less appreciated and rewarded work, our history is recovered and retold, the contributions of our forefathers to the building of the social, cultural, and spiritual fabric of societies are documented and recorded, and acts of our past leaders together with decisions having long range effects and consequences are chronicled and learned.

This tradition, we, the generation of the 21st century, have to continue and have to integrate with our century's technological, technical and procedural excesses. With the creation of the Commission on History, Culture and Heritage, we hope to make our future historian's responsibility a walk in the park.

Cosas Notables Writing

Like any other newspaper writing, *Cosas-Notables* documentation is made up of two parts, (1) the Lead Statement and (b) Exposition or Development paragraphs.

The Lead Statement.

The lead statement is basically a summary of information and answers the five-W questions: Who, What, When, Where

and Why. Who refers to personalities involved, What recalls the event, occasion, affair (e.g. an inauguration, installation), When is about the date and time, Where refers to the location, and Why narrates the rationale or reason of the event.

The lead statement is one single statement or paragraph containing all these elements. The arrangement of entries in the lead statement is according to importance, impact and novelty. Example, if the Pope visits RFC, then the lead statement begins with the who-element (Pope Francis visits RFC, on its 100th foundation anniversary, ...); if it is about the opening of Mission in Malaysia then the Where-element takes precedence in the lead statement (e.g., Phitsanulok, Malaysia welcomes the Augustinian Recollect Missionaries last May 5, 2019 with).

The Exposition and Development Paragraphs

The succeeding paragraphs after the lead statement are the narrative, the further explanations and the giving of necessary details of the five-w's. As a general rule, the sequence of the development of the five-w's is according to the sequence in the lead statement. However, creativity and novelty are also an art. One may interchange the sequence, leaving the details of the most important "w" at the end to have a sense of résumé of the narrative.

In this section, one is to think of best data, information, and or narrative to tell the future generations of how best we have lived the Recollect spirit today. It does not hurt much too if one tells of some of our foibles so they may learn from past experiences.

The *who-element* is to include other important personalities present in the event or occasion. Names may be mentioned including their position in society or ecclesiastical hierarchy. If there are speeches and homilies, or messages delivered by important personalities, then an excerpt of their message would have to be included. Especially, statements that speak well of the event or the occasion at hand. (e.g. In his homily, the Cardinal of Manila challenged the Recollect friars with the words "...")

The *Why-and-What-sections* may be joined for these are closely related. This section may narrate the timeline of decisions and events that lead to the celebration--from preparation to its fulfillment. Likewise, it is to give the rationale and importance why such occasion transpired.

When and Where may include, not only the date and place but also the significance of the choice of date and the place for the occasion.

Titling the Cosas Notables

Generally the rule of importance and impact can be applied on how to title appropriately the article e.g. "Pope Visit RFC on its 100th Foundation Anniversary." Titles are generally short and are to catch attention. The same title of entries will be the basis for cataloguing in the Book of Cosas Notables.

Supplementary Documents

Generally, this 21st century events, occasions, and celebrations have supplementary documents for promotion and information purposes. For archival, there is a need to have copies of such documentations relative to the events and occasions chronicled. These, too, are important data for posterity purposes and for information of the future Recollect generations. Copies both digital (pdf format) as well as hard copies need to be archived. These supplementary documents are the invitation cards, pamphlets, program of activities, photos, tarps. Speeches, homilies, adds etc.

Archiving Cosas Notables

The articles need to be archived both in the local community as well as in the Provincial Archives. The original copies are to be in the local archives while a copy of each event-narrative has to be sent to the Provincial Archives.

The community's Book of Chronicles and Digital Library Archives

The book of Chronicles is such an important document that is constantly checked by the Prior Provincial and the Prior General during official visits.

In the old practice, all details of the narrative are penned in the book of notable events. Since, most writers today use their laptop or ipods as writing medium and have lost the touch of the extensive use of pen, this document suggests that only the lead statement of cosas-notables article be written in the book of Chronicles.

The community, however, is to maintain a digital library archives for notable events. This library is made up of CATALOGUED CDs which contents are identified. It is highly suggested that one narrative of event is stored in one CDR. This is to facilitate easy cataloguing. To be included in the content of the CDR are the pdf format of the following: cocas-notables article, the brochures, invitations, stampetas, etc (all published documents, the financial documents may also be included) and photos of the event. It is highly suggested that CDR is used not the CDR-W so that there will be no changes in the entries of each article already penned.

Cataloguing the CDs

There are various ways of cataloguing the CD entries. One simple way is to identify the Date and the Title of the Article e.g. December 5, 2050 "Pope Visits Recoletos Formation Center." This catalogue data is to be reflected both in the CD as well as in the Book of Notable Events of the Community. In a way the book of chronicles may be transformed as the catalogue of the digital library archives of every community.

The Provincial Library Archives

Copies of the digital data are to be forwarded to the Provincial Archives through rec_archives@rst.edu.ph the official

email address of the office of the Provincial Archivist or the Head of the Division on History of the COoHCH-R. The digital copy(ies) of cosas notables-entry with all the supplementary documents may be sent to the Provincial archives on a monthly, quarterly, semestral, yearly or as the writing of the narrative is finished. It is the duty of the Provincial Archivist to organize his own cataloguing of articles according to local communities' submission.

Articles for the recoletosdefilipinas web.

The same article written for the book of noteworthy events may be submitted for web posting at the recoletodefilipinas. If one finds the article too long, one may decide to shorten it by choosing some of the paragraphs in the exposition and development section. To be included for posting are selected photos that very much speak of the event or shed significant slants and highlights to the said occasion. Articles for posting are to be sent to provsec_stezekiel@yahoo.com—the official email address of the Head of the Commission on Communications and Publications-Recoletos.

Duties and Responsibilities of Cosas-Notables Writers

Based on the above proposed established guidelines, two basic responsibilities are placed on the shoulders of the community chronicler and archivist.

As chronicler, one is to always have his smart phone (or pocketbook) to record speeches, messages, homilies, interviews and to take photos during important events and occasions. One may, at special occasions, create an ad hoc committee to do precisely these important responsibilities.

After having worked out the chronicle for the event, he sends his chronicles (in toto or abridged) and some photos to the Head of the Commission on Communications and Publications—Recoletos for posting in the website. If there is a different secretary

of the community assigned, he may coordinate with that office best possible practice.

As local archivist, one takes the responsibility of creating and maintaining a digital library for the community and establishing a catalogue system appropriate for easy access and retrieval of data.

He, likewise determines a schedule of forwarding the chronicles to the Provincial Archives in coordination with the Head of the Division on History of the CoHCH-R.



Commission on History Culture and Heritage—Recoletos
(CoHCH_R)