



The principles of entering data into the Gender and Work database



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Preface

The following principles of entering data into the GaW database have been determined in light of the experiences gained within the research project *Gender and Work* since its inception in 2008, and as part of the development of the new database application that became operational for recording data in 2023.¹ This means that the data recorded in the database before these principles were approved (2023-12-11) may include deviations from the principles presented here. In particular, clarifications have been made concerning the definitions of labour relations of individuals (especially for the following kinds of work: temporary work, credit and commercial transactions and officials' work) as well as concerning certain descriptors and occupational descriptors.

Introduction

The database GaW (*Gender and Work*) is a tool for digitising, analysing and searching a large quantity of information retrieved from various types of historical source material. Information has been extracted from diaries, accounts, petitions and various lists and registers but especially from court records.

Court records are a rich and varied material that contain vast, detailed information about the activities people actually engaged in to support themselves. In Sweden, court records in earlier times dealt with a whole host of different types of topics. Court records therefore contain both legal documents from criminal cases and reports on and resolutions to civil disputes as well as the handling of various administrative matters. There were both secular and ecclesiastical courts, as well as courts for urban and rural areas, special courts for certain domains and different levels of the judiciary.

For the following review it is important to note that the nature of the source material, especially of the court records, is significant in shaping the principles of data entry. The nature of the source material helps in terms of understanding the logic behind the approach to entering data into the database GaW as well as understanding the examples given.

By way of introduction, the fundamental principles for inputting data are set out. These principles are then illustrated by way of a series of examples of particularly difficult cases. Subsequently, the various kinds of metadata that can be recorded as well as a list of all metadata are set out. Next, the definitions for the various labour relations and the types of work categorised are listed. Please note that source extracts entered into the database are transcribed letter by letter according to more detailed principles that are described in a separate document.

Principles of recording data

The purpose of the GaW database is to increase knowledge about men and women's work in the past. The database is a research infrastructure that has been developed as an integral part of the research project *Gender and Work* at the Department of History at Uppsala University.

The research project's purpose should not, however, be viewed as identical to that of the database. Though the research project and database proceed from the same basic question, both the database and research project have broader objectives that do not always coincide. The research project develops the questions, theories and needs that arise there, both within the project as a whole and within the various sub-projects related to it. What is recorded in the database is intended to be of use for individual researchers, for the project team as a whole and for future researchers, whether they are interested in

¹ This document supersedes the document '*Registreringsprinciper för databasen GaW*' (Principles of entering data into the GaW database) approved on 27 April 2010 (version 1) and 1 February 2011 (version 2). It also replaces the previous document '*Beskrivning av variabler i GaW*' (Description of variables in GaW), '*Kategoriska definitioner*' (Categorical definitions) and '*Transkriberingsprinciper*' (Principles of transcription).

the same questions as the *Gender and Work* research project or for other reasons find the data available to be useful. It is this broader usefulness of the database that makes it into a research infrastructure.

At the core of the GaW database are source fragments which describe the activities people performed to support themselves, in the vast majority of cases in the form of verb phrases. Common to all the database's source texts, regardless of the kind of text, is that they contain at least one piece of evidence that a certain kind of activity to support oneself was actually performed, defined as 'the use of time for the purposes of supporting oneself', and that the activity is described as having been performed by at least one explicitly named person. The activities carried out to support oneself often, but not always, have the character of what is normally termed 'work' (see p. 5, below).

This section provides an overview of the fundamental principles of the collection, selection and recording of data into the database. Though it is often difficult to formulate completely consistent principles, our thinking behind the principles outlined here, the actual examples given and the reasoning behind these should be viewed as guidance so that analogous conclusions can be drawn on the basis of these principles.

These principles should generally be followed, regardless of whether it is an individual researcher inputting data for their own research project into the database or if it is a source material for the GaW project. Please, however, note that the rules should never just be followed mechanically! There is sometimes good reason to diverge from a principle, as highlighted in numerous places in the following document. It is also good practice to discuss these principles for a specific body of source material within a research group.

By way of summary, the following principles are fundamental for entering data into the database:

- Activities can be connected to individuals.

The data on activities performed to support oneself are the core of the database as they provide evidence of how time was used. Note that an activity cannot be recorded without an individual associated with it. This is because the database focuses on practices. By only recording activities that are stated as having someone perform them, the risk of accidentally recording things that are not actual practices is reduced. A list of a variety of activities that cannot be concretely linked to actual individuals is thus not recorded, as, for example, in a case where a commander, at a parish meeting in Orsa in 1773, gave an account of the various industries in the area. He talked about arable farming and the production of grindstones, and about "women" (unspecified) who spun yarn or worked in mines, but did not give any concrete evidence of work done by specific individuals.

- The person recording the data has expertise and skills in history.

Recording data involves various types of translations and interpretations of the content of different source texts, such as creating standardised contemporary versions of a verb phrase as used in the original source text or categorising the field of work to which an activity belongs. These interpretations should be made carefully and consistently. It is important that it is clear what the basis of the interpretation is. But it is also important not to see the act of interpretation as a problem or something that makes the database data less reliable or lowers the quality of such data. When carried out by competent historians, interpretation adds quality to the database. Data is not improved by being presented 'raw', in fact, data can be misused if not placed in the right context. It is important that the person recording the data feels that he/she is contributing valuable knowledge. This is achieved, for example, when one makes certain relationships that are implicit in the source explicit or develops expressions that are elliptical in the source, i.e. if one or two words have been omitted in the source text because they should be understood by the context, which the researcher with a good knowledge of the source material and its context can do.

- The information is rich in actually performed activities.

When in doubt about what information to include in the database, the principle that the information should be as rich and concrete as possible can be used as a guide. It is not desirable to fill the database with a large amount of similar and stereotypical information, such as the fact that a town hall court received letters from the governor. In a way, this illustrates what a governor's work was about, but at the same time such information is numerous, vague and of similar content. Moreover, it is unclear whether the governor actually did anything or whether it was his subordinate who wrote the letter and submitted it to the town hall court.

The principles of entering activities into the database

Which activities should be recorded in the GaW database? It is more difficult than one might think to determine which activities should be recorded, but the starting point for both the research project and the database is that we are interested in 'time used for the purposes of supporting oneself'. This can be clarified as meaning that we want the database to include information that concerns:

- Work which has resulted in compensation/payment.
- Work which has not resulted in compensation/payment but which could have, in another context or time period, resulted in payment.²
- Other uses of time which result in an individual being able to support themselves.

The following is **not** included in the database:

- Uses of time which are not for the purposes of supporting oneself, such as play, sleep or courtship.

Thus, all work is, by definition, time used for the purposes of supporting oneself.

There are, in addition, other uses of time for the purpose of supporting oneself that *cannot* be classified as work but should nevertheless be recorded. Using one's property, for example by renting it out to others, can be an example of this. Another example could be asking the government for financial support by writing petitions. Both of these types of activities should be included, for two different reasons. Firstly, because it is likely that activities such as monetising one's property/capital became more common in the early modern period, due to the fact that the economy as a whole became progressively less agrarian; a circumstance that men seem to have been able to exploit more than women.³ Secondly, because women seem to have had more reason to beg or ask for support, due to their poorer access to capital and literacy, etc. The time frame of the research project, around 1550 to 1900, and the issues - gender - both make it important to include such activities.

All selling activities should be recorded, as well as most buying activities. For example, a purchase may be part of an activity of supporting oneself if the purchase is made for the purposes of subsequent resale. This case is thus recorded as an activity. But if the purchase leads to personal consumption, it is not recorded, such as when someone buys a pint of beer in a pub. A parallel example is prostitution. Buying sexual services is not to be recorded, but selling them is, provided there is evidence that the activity was carried out for the purpose of supporting oneself and that some form of remuneration has been received. The activity will have a different character than work if, for example, it appears that the person in question has not received any kind of remuneration.

Getting to work (trips, labour migration, etc.) are examples of activities to be recorded. But it is important that it is clear that the purpose of the travel is to get to a place, such as a workplace or a market, in order to support oneself. If it is not clear whether the work is paid or not, which is often the

² See the definition of 'third party criterion' in Margaret Reid, *Economics of Household Production*, 1934.

³ See Margaret Hunt, 2010.

case, this is not a problem as both unpaid and paid work are important for the GaW. When considering whether there is an intention to support oneself, the verbs used can sometimes provide a guide, as the very nature of words such as 'to lease' (*förpakta*), 'rent out' (*hyra ut*), 'lease out' (*arrendera ut*) implies that the person carrying out the activity receives a payment. Consequently, for example, 'leasing land' (*förpakta jord*), 'renting out land' (*arrendera ut jord*), and 'renting out rooms' (*hyra ut rum*) should be recorded.

Note that lending can be a form of mutual aid that does not generate income for the lender (but does generate a greater amount of trust). We have decided that, in such cases, there must be an indication of interest being earned for the activity to be recorded. Thus the principle for recording lending activities is that the charging of interest or some form of pledge, such as goods, products or property, is involved. As a category of activity, it is recorded as credit and it is recorded as a credit and commercial transaction in terms of defined labour relations. This is justified by reference to our focus on time used for the purposes supporting oneself.

It is important to note that you should not just apply the rules described here in a rigid, mechanical way. It may be that there is no mention of interest in the first source found, but that it appears later in the source. There may also be circumstances that give you good reason to conclude that interest was charged, even if it is never explicitly mentioned. In this case, you should use your common sense and include such activities, but you should comment briefly and document the reasons for the inclusion of the activity.

Note that even illegal activities can be recorded, if the purpose of supporting oneself is clear. For example, the paragraph below (from a court record) generates the activities of selling fruit, selling bread, stealing money:

Such was the case of an innocent boy who, because of his frailty, can do nothing but sit in a shelter and sell bread and fruit and loudly complain about how his money has been stolen time after time, but has never been able to know who did it until he got information about Erich Nybbeltz's boy, Olof Larson, who was accused and interrogated.⁴

Individuals are those who carry out the activities. Each activity must have an individual attached to it. Thus, for an individual to be recorded in the database, it must be clear how he/she used his/her time for the purposes of supporting himself/herself.

Note that if the individual appears with a title, and there is no information on how the person used his/her time for the purposes of supporting themselves, the title alone should not be taken as evidence for an activity. Thus, if someone appears in the text with the title 'shoemaker', this should not be recorded as the activity of making shoes or similar. After all, we do not know whether the person in question actually made shoes or whether he supported himself in some other way.

If, however, there is indirect evidence of how a person supported themselves, this, combined with the title, can be considered sufficiently strong evidence of a particular activity. For example, if the source mentions that a maid demanded her wages from her former master, it must be considered evidence that she had indeed served as a maid for a particular person for a year. The following three source examples serve to illustrate these principles:

⁴ Original: *Sådan förekåm een ofärdigh drängh som förmedelst sin bräcklighetz skull ey annat kan göra än sitter uthi een lyten bodh och sälljer brödh och frucht och högeligen sigh beklagar huru som honom tydh efter annan är blifwit ifrån stuhlit penningar, doch aldrig kunnat weetha ehoo det giort för ännu at han fåt spaningh på Erich Nybbeltz gässe Olof Larson hwilcken efter anklagan fram hafdes och examinerades.*

- 1) The source mentions the maid Anna Matsdotter but we do not learn anything more about her. This information should not be recorded, as it does not provide any information at all about how Anna Matsdotter used her time for the purposes of supporting herself.
- 2) The source mentions the maid Anna Matsdotter and it also states that she demands her wages outstanding for 1754 from her former master Dag Svartman. This, i.e. that the maid has served with someone, should be recorded. The information is in itself somewhat devoid of content - we do not get a concrete description of what her work consisted of - but it must be considered as evidence that she had indeed served as a maid for a particular person for a year.
- 3) The source mentions that the maid Anna Matsdotter has spent three days applying putty to the windows of the house of master Dag Svartman on Storgatan. This task should definitely be recorded. It is clear evidence that Anna Matsdotter worked for Dag Svartman, and gives a concrete picture of what she did and when and where the work was done.

Examples of tricky cases

In the following section a series of examples are presented in which it can be especially difficult to decide what should be recorded in the database.

What people in employment do

Data concerning activities which highlight what a certain occupation actually involved should normally be included. For example, if a state-employed bailiff sues in court and does so as part of his/her job (and not as a private individual), such a task can be recorded. At the same time, some cases may provide an extremely large amount of rather meaningless data on what a particular person does, such as all the data contained in letters issued by a governor to various lower courts. As a rule of thumb such similar data, often devoid of much content and rarely very concrete, should not be included. Again, the rule of thumb is to focus on activities that provide as much information as possible and do not result in empty lists.

At other times, a very rich, concrete picture of what an individual might have done in the course of their employment can be gained. For example, in a case where it appears that a schoolteacher climbed a tree to cut branches to be used to beat the pupils (he drowned when he fell out of the tree and into the river.)⁵ This type of information that gives a clear picture of someone's livelihood, in this case a schoolteacher's, should be recorded.

Guarding and claiming rights

That people claimed and guarded their rights was often an important precondition for enabling them to support themselves in a successful and legal way, such as when someone was brought before court, or was engaged in a dispute over land or an inheritance. These were thus a kind of activity that indirectly contributed to people's survival, and at times was a very common occurrence in courts and other authorities and official bodies. However, based on the rule of thumb to focus on activities that provide the richest possible information rather than empty lists, this type of activity is often less interesting and should not normally be recorded. Nevertheless, there are exceptions.

Activities that are performed outside the judicial authority may be recordable, such as an expression like '*jaga bönhasar*', referring to the act of hunting out those performing a trade without the concession of the respective guild, which testifies to the ways that people concretely maintained their livelihoods. Another example of what should be recorded is if a woman in a petition describes her work, she wants to continue 'selling biscuits' (*sälja kakor*) on the streets of Stockholm. Here, it is primarily the activity

⁵ Barbara Hanawalt, 'Childrearing Among the Lower Classes of Late Medieval England', *Journal of Interdisciplinary History*, 7, 1 (1977).

carried out to support herself that is interesting to record, not the fact that she applied for permission to carry out this kind of work.

Please note that often the guarding and claiming of rights are, in themselves, not always to be considered as activities worth recording in the database. However, our general principles (see p. 5 above) state that there are reasons to record if someone makes a petition asking the government for financial support or the right to support themselves in a specific way. In addition, we are interested in the way people managed their day to day lives, so such information should be recorded provided that it is sufficiently concrete, such as if someone applies for a right as burgher (*burskap*) or to receive their salary or compensation for work done.

In cases such as these, researchers must rely on their historical expertise and knowledge of the context to decide what to record, and preferably discuss with other members of the research team the principles to be applied based on the nature of the specific source material.

Credit relations

Instances in which someone loans money with interest should be recorded in the database as an activity. One example of this is ‘head of the hospital Johan Larsson [had an offer made] for a plot of land that Johan Person Warg pledged to the hospital for 100 daler kmt’ (*‘Hospitalsföreståndare Johan Larsson [lät uppbjuda] en åkerlycka som Johan Person Warg uti hospitalet förpant för 100 daler kmt.’*) This is recorded as lending money - the pledge shows that a form of interest was charged, namely the use of the plot of land.

The borrower is also considered to be carrying out an activity because the borrowing of money or other resources is a means of supporting oneself.

The following should therefore be recorded:

- To loan money (or equivalent) in exchange for interest
- To borrow money (or equivalent)

On the other hand, loan disbursements and repayments that could be made in many instalments should not be recorded. The principle is that a credit relationship based on the charging of interest should only result in two recorded activities and loans without interest is one recorded activity, i.e. ‘borrowing money’.

Note that in accounts of a credit relationship there may be concrete descriptions of work performed, for example that a certain person transported grain from one village to another by order of the borrower. This work, transporting grain, should be recorded, but it should not be recorded as an instalment paid by the borrower. The activity to be recorded is ‘transporting grain’ and is categorised as transport. For the borrower, it is recorded that he/she ordered someone to transport grain, an activity categorised as managerial activity.

Activities expressed in the negative and expressions of activity in the form of demands
Sometimes activities are mentioned in the source in the form of negation or in the form of a request or order, such as ‘he did not watch the child’, which implies that he was expected to do so, or that someone has a court order to ‘deliver herring’ (*ska levera strömming*).

Can these cases be recorded as ‘looking after children’ and ‘delivering herring’, or does this violate the principle of only recording information about what people actually did to support themselves? In the first example, it says that one person did not watch the child, and in the second example we do not know if the other person actually obeyed the court order to deliver the herring.

Information provided in these forms should be included. In terms of the negated statement, it can be said that there is a power aspect that must be taken into account. The man concerned may have been

looking after the child, but according to the court records, who had power over what went into the court records, he did not do so well enough. This does not, therefore, prevent us from considering it as evidence that a man was responsible for looking after a child at that time.

In the case of the order to deliver herring, it can be said that although there is some uncertainty as to what happened next, this uncertainty is perhaps no greater than that of any historical record. We can rarely be one hundred percent sure of what actually happened. There is also a big difference between general ideological statements such as ‘the father of the house should ensure the survival of the household’ (*husfadern ska sörja för hushållets överlevnad*), which should not be recorded, and this kind of concrete exhortation aimed at specific people in a particular situation and at a specific time.

Individuals’ designations: names, occupational descriptors and other descriptors

Individuals do not have to be named to be recorded in the database. Those who are referred to can be identified by one or more descriptors, such as a title like ‘Mrs’ or an occupational descriptor such as ‘shoemaker’. It can also refer to a group of individuals carrying out an activity, such as ‘maids drying hay’ (*pigor hässjar hö*).

The source must show either the individual’s preferred name (*tilltalsnamn*), first and/or surname, or it must provide an occupational descriptor such as ‘shoemaker’ or ‘maid’ or another type of descriptor such as ‘Mr’ or ‘Finn’ (*finne*).

It is, however, not always easy to distinguish between an occupational descriptor and other descriptors. For example, ‘pastor’, ‘street vendor’ (*månglerska*), ‘councillor’ (*nämndeman*), ‘farmhand’ (*dräng*), ‘crofter’ (*torpare*) and ‘farmer’ (*bonde*) are all recorded as occupational descriptors. Meanwhile, ‘villager’, ‘wife’ and ‘widower’ are recorded as other descriptors. Note that both ‘wife’ and ‘widower’ are also recorded as specific descriptors of marital status.

Given the aim of the database, it is important to be aware of how women are referred to. The title ‘wife’ is particularly tricky because it was both a descriptor of marital status and an occupational descriptor, economic position and specific household position. Sometimes the sources refer to the same woman as both widow and wife, in which case the marital status should be given as ‘married or widow/widower’ (*gift eller änka/änkling*). In this way, we include women who in English are called ever-married women, which is the opposite of never-married women. Widow and wife should also be recorded as descriptors. Particular care should be taken in instances where someone appears only with the designation as ‘wife’. If you are unsure whether the woman’s husband was alive or not, you should choose the marital status option ‘married or widow/widower’.

Database metadata

Standardised versions – contemporary verb phrases

The verb phrases used in the original sources involve a great deal of linguistic variation in terms of spelling, grammatical form, word choice and word order. A verb can appear in different forms, such as the example ‘*tjäna*’, meaning ‘to serve’. Variations include *tiena*, *tiäna*, *tiähna*, *tient*, *tiänt*, *tiente*, *tiänte*, *tiändt*. In the process of entering data into the database verb phrases are reformulated and given a standardised contemporary version to facilitate searching and analysis as well as the compilation of recorded data.

Please note that contemporary verb phrases are recorded as transitive verbs (in infinite form), often followed by a direct object. According to this principle, the following activities would, for example, be recorded: ‘*tvätta kragar*’ (to wash collars), ‘*fiska lake*’ (to fish for burbot), ‘*stryka klänning*’ (to iron a dress), ‘*vakta barn*’ (to look after children), ‘*plöja åker*’ (to plough fields), ‘*förbinda sår*’ (to dress wounds). Phrases to the effect of ‘to work as something’ (*arbeta som något*), such as ‘to work as a shoemaker’ (*arbeta som skomakare*) are therefore not to be accepted.

However, on occasion, a direct object is absent. The example of ‘to plough’ (*att plöja*) is an activity that should be recorded because the object – the field – is implied, just as, in the example of to fish (*att fiska*), the object, herring, is implied.

When an activity is reformulated as a standardised contemporary version, the verb used in the source text should generally be used if it is still used in Swedish today. In order to decide whether a word is still in use, please consult the current edition of SAOL⁶. For example, the present tense verb phrase ‘*göra skor*’ (to make shoes) corresponds to the phrase used in the source text, ‘*giorde Skoor*’ (made shoes). Please also check whether a suitable standardised version is already being used in the database, in which case, that should be used.

An exception to this principle is if a word is not included in SAOL but is commonly used in historical academic literature and if there is not a better translation to present-day Swedish, such as the example ‘*syta*’, a verb which refers to someone receiving care or support due to their age, sometimes expressed as a carer receiving ‘*sytningslöön*’ (payment for caregiving).

A verb phrase can be combined with other words from the source text that are separate from each other or can be combined with a longer string of text. Sometimes, it can nevertheless be difficult to find an expression in the source text that works as evidence for the activity it concerns. The activity we are interested in is implicit, and it appears *en passant* in a case that deals with something else. Do not hesitate to record an activity: use your historical knowledge and expertise to simply pick the expressions in the source text that most closely capture the activity.

In one case, for example, it appears that a wife noticed a broken fence and acted to prevent livestock from wandering onto the wrong land, even though it is not explicitly stated in the source text. In this case, the researcher solved the problem by using the phrase of the source text, ‘*stådt qwar*’ (remained in place), as evidence of the wife’s activity. The researcher then chose to record ‘*ta ansvar för att kreatur inte gör skada*’ (to take responsibility for keeping livestock out of harm’s way) as the standardised contemporary verb phrase.

Place in time and space

The environment in which an activity took place should be recorded and it is something that should be decided based on the knowledge and context of the specific case. More than one type of environment can be recorded. If the activity is, for example, ‘*flotta timmer*’ (to drive timber logs), the type of

⁶ Svenska Akademiens ordlista, (“Word list of the Swedish Academy”), abbreviated SAOL.

environment outside (*utomhus*) and water (*vatten vid/i/på*) are recorded, while if the activity is ‘*skörda hö*’ (to harvest hay), the type of environment ‘outside’ and ‘field’ may be recorded.

Even where and when an activity takes place can be recorded. The location can be a geographical location, such as a place, but it can also be a place described in the source, such as ‘*en bod*’ (a stall) or ‘*ett torg*’ (a square). For example, if a source states that someone sold milk by the church in Västerfärnebo in Västerfärnebo parish, then Västerfärnebo is recorded as the place name (*ortnamn*) (as it appears in the original source text) and by the church (‘*vid kyrkan*’) is recorded as the ‘place described in the original source’.

If a source text makes mention of when an activity occurred, this can also be recorded. This could take the form of a specific date, such as 13 February 1787 or a specific time, such as midsummer. The start and end date of an activity can also be recorded, even though this type of information is rarely provided in the sources. If an activity took place on one day the start and end date are the same.

The place where an individual was resident at the time an activity took place can be registered as ‘place of living’ (*boplats*) (in the same way as ‘location’ can be recorded for an activity). If the information about this is lacking in the source text, the external source from which the information is instead retrieved is entered into the database.

This kind of information is of interest as it can show what activities people engaged in to support themselves during different seasons and in different regions.

Labour relations (individual)

The variable ‘labour relations’ describes the legal and relational context in which an activity is performed.⁷ These relations relate, firstly, to the specific activity in question. If a maid steals from her master, she does not do so in the context of her employment as a maid but besides it (or even in violation of it). The labour relations for this particular activity, as opposed to many others performed by a maid, should therefore not be classified as ‘Servant’ but as ‘Illegal activity’ (although if she has committed an offence because her master has ordered her to do so, it is justified to classify it as ‘Servant’). Secondly, the labour relations apply to the individual performing the activity. If a head of household performs transporting duties, which he is obliged to do, this should be recorded as ‘Forced labour’. If the farmer instead entrusts the transporting to his farmhand, who does it on behalf of his master, the category of labour relations selected should be ‘Servants’. Often the context of an activity consists of a number of overlapping relationships of various kinds. The relationship “closest” to the person performing the activity should be selected.

The most fundamental question to be asked in selecting the right labour relation is whether the individual performs the activity in question for himself/herself or for someone or something else, such as some kind of institution. (The maid in the example above does not steal for her master but for herself. The farmhand does not do the transporting for his own sake but for his master's.) If the activity is self-directed, ask whether it is legal or not. If it is done for someone or something else, the relationship to that someone or something else should be determined. Does the activity take place in the context of employment and, if so, what form of employment? Or is the context something else? Sometimes you simply do not know the conditions under which a certain activity is carried out. In uncertain cases, select ‘Unknown’ if the activity is not a trading or credit activity, for which the category ‘Credit and

⁷ The variable of labour relations is thus close to the concept of ‘labour relations’ used by Hofmeester and van der Linden, namely ‘for whom or with whom one works, and under what rules.’ See Karin Hofmeester & Marcel van der Linden, ‘Introduction’, in *Handbook The Global History of Work* (De Gruyter 2018), p. 4. However, the classification of labour relations in GaW differs from the classification of Hofmeester's and van der Linden's labour relations.

commercial transactions' should be selected. (See below section 'Defined labour relations' and the flow chart for labour relations.)

Types of work categorised (activities)

In order to process the thousands of verb phrases, they need to be grouped. Therefore, we have created sixteen categories into which all activities in GaW should be placed. Each category indicates the type of work in which an activity belongs. For example, the activity 'fishing herring' can be categorised as 'hunting and fishing', while 'delivering herring' can be categorised as 'transport'. Some activities are harder to categorise than others, such as when a housewife orders her maid to fetch fish, it is categorised as a form of 'managerial activity' (see below in the section on category definitions).

Categorisation often cannot be based on the verb phrase alone, but requires knowledge of the context, i.e. the case. Therefore, the person recording data should specify the category directly at the same time as when the case is analysed and entered into the database.

The sex, age and marital status of the individual

Since the issue of gender division of labour is central to the overall purpose of the database, the gender of the individuals should be specified. The gender of an individual is assessed on the basis of how the person in question is referred to in the source text, either on the basis of the individual's name, for example Jonas, or on the basis of marital status designations such as 'wife' or occupational descriptors such as 'shoemaker'. Individuals referred to as shoemakers are recorded as men, but it should be noted that there are some designations that do not alone tell us which gender is being referred to. For example, a farmhand is recorded as a man, while 'sex unknown' is recorded for a farmer or a crofter if the gender is not explicitly stated.

Note that if an individual is only referred to as 'Lapp' (without a proper name, or additions such as 'Lapp wife' or 'Lapp bailiff'), 'male' is recorded as the sex, but if it is only 'Lappar' (plural), 'unknown sex' is recorded. If an individual is referred to as 'Finn', and the sex is not clear from the source text, the individual's sex should be recorded as unknown. This recording principle follows the versions of these terms in SAOB⁸. Both 'Lapp' and 'Finn' are also recorded as descriptors.

Similarly, the question of the marital status of individuals at the time they performed a particular activity is crucial. The marital status is recorded if it is stated in the source text, but it can also be found in other ways, for example in a register of births, deaths and marriages or other recorded external sources.

Please note that age is only recorded if it is explicitly stated in the source text, if it can be calculated from the date of birth and time of performance of the activity, or if it can be determined from a complementary source. If there is uncertainty, or if an individual performed several activities at different times, the individual's age should not be recorded.

If the source text indicates that the activity was performed by a child, this is recorded. For example, the source text may state whether the person is referred to as a 'child', 'boy' or 'girl'. It may also indicate that the person in question had not yet reached the age of 15 at the time.

Sources

Source references are recorded for each individual case. This is a prerequisite for the creation of a case in the database. When a case is created, it is assigned a unique identification number (ID number), which is used in references to the material in the database.

A case can be, for example, a matter described in court records, a record in an account book or a letter in a letter collection. The principles according to which a source text has been defined as a case should

⁸ *Svenska Akademiens ordbok* (abbreviated SAOB), is a historical dictionary of the Swedish language published by the Swedish Academy. It is the Swedish counterpart of the Oxford English Dictionary (OED).

be stated in the project documentation drawn up for each source document (by the moderator of the GaW database in consultation with researchers and those entering data for the Gender and Work project).

A source document can consist of one volume, a series of volumes from the same archive, several volumes from different archives, etc. A source document can also be thematic, for example a type of case from several different courts. Volumes may have been searched in whole or in part, according to different principles of selection and recording of data. The project documentation provides a more detailed description of the evidence used— such as source material, selection, transcription principles and how much of the source document(s) has been recorded in the database. Project documentation also states whether deviations from the basic principles for entering data into the database have been made, and the reasons for these are presented.

Metadata

Below are lists of all the metadata that can be entered into the database. The first list shows all the metadata for the content of the source texts and the second list shows the different metadata that can be entered for the sources used. Obligatory metadata is marked with an asterisk, *. It should be noted that when a case is created, a Case number is automatically generated (a unique identification number). Please also note that there are specific fields in the database for each case where detailed descriptive comments can be entered.

Contents

The following metadata are recorded on the original source text itself by directly marking the source text via **'Mark source phrases'**.

Metadata	Detailed description
Verb phrase*	The descriptions of activities given in the source text (i.e. time used for the purposes of supporting oneself), almost always containing verbs.
Individual's name* Descriptor Occupational descriptor	At least one of three of these three types of data is required to create an activity, which consists of a verb phrase + an individual. If all three metadata exist in a given source text for a given individual, all three should be specified.
Place name	The geographical place in which an activity is performed, or where an individual has been resident.
Place as described in original source	The description of the place in which the activity occurred, such as 'in the forest', 'at the square', or 'in the shed'.
Time as described in original source	The description of the time when an activity was performed, such as 'during the summer', 'at Michaelmas' (<i>vid Mickelsmäss</i>), or 'at four o'clock'.
Age as described in original source	Description of an individual's age, such as 'young', 'old' or 'fourteen years'.

The following metadata are recorded for **Activities**.

Metadata	Detailed description
Contemporary verb phrase*	A reformulation of the description of an activity (uses of time for the purposes of supporting oneself) as it appears in the original source text into modern Swedish. The verb phrase takes the form of the verb in the infinitive + direct object.
Payment details	The tick box shows whether a source text contains quantitative information about the compensation for goods, services or time worked. Data about the size of such compensation is not recorded.
Category*	The type of work of the activity according to the sixteen pre-defined categories (see below section: Category definitions).

Labour relations*	The labour relations in which an activity is performed. There are thirteen such pre-defined categories: Casual labour Communal work Credit and commercial transactions Employed, supervisory Forced labour Illegal work Officials' work Other Other employment Self-employment Servant work Unknown Work within the family
Type of environment*	At least one of the following eleven types of environment in which a given activity is performed: Fields Forest Indoors Mountain Outdoors Road (at/along/on) Rural area Summer pasture (<i>fäbod</i>) Unknown Urban Water (at/in/on)
Start date of activity	The earliest date at which an activity commenced, if indicated in the source text (YYYY/MM/DD).
End date of activity	The date of completion of an activity if indicated in the source text (YYYY/MM/DD).
Add place	Geographical place and/or parish where the activity was performed, according to predefined choices (via place name, place name and/or parish, as in the original source text).

The following metadata are recorded for **individuals**

Metadata	Detailed description
Sex*	An individual's sex, based on their name or descriptor used in the source: woman, man or unknown
Marital status*	Marital status if indicated in the source text or from an external source (which must be indicated). Marital status is to be specified as one of the following options: Married Married or widow/widower Unmarried Unknown

	Widow/widower
Number of individuals	The exact number of individuals who performed an activity if this is indicated in the source text; if not, choose “unknown”. If nothing else is specified it is assumed that one individual performed the activity.
Date of birth	The individual’s date of birth (YYYYMMDD) if indicated in the source text or external source (which should be indicated).
Age	The age of the individual when they performed an activity if it is indicated in the source text or elsewhere (external sources should be specified). If an individual was a child this should be specified in the given tick box.
Add place of residence	Geographical place and/or parish in which the individual was living when the activity was performed according to the following pre-defined criteria: place as in the original source, place name and/or parish.
Add external source	Explanations relevant to the interpretation of a case and information if the data is retrieved from somewhere other than the source text (source references should be provided with a link to the source, where relevant).

Sources

Sources are to be specified in the tab ‘**Edit source text**’ (*Redigera källtext*). This is where the source text shall be inputted or copied and pasted in.

Metadata	Detailed description
Type of source references*	At least one source citation out of the following seven possible for the respective case should be used, with the recommendation that as much information as possible is provided: Heading as in original source Page number as in original source Page number as in source edition Date when source was created Place where source was created Numbered section in original source Image number Image link

Defined labour relations (individual)

Labour relations are to be recorded in the database by selecting one of the following thirteen options:

Independent work

Self-employment. Activities that are carried out by someone on their own account, either as an individual or as a head of household or head of other independent work, for example as the owner of a business or workshop. No distinction is made based on whether the activity is carried out for the household or for a market.⁹ Both masters and matrons are counted as heads of household.

Work for a client or employer

Work within the family. Activities that are carried out for a parent or another near relative. An example of this kind of activity is children who work for their parents in a way equivalent to that of maids and farmhands.

Forced labour. Activities carried out under duress or as an obligation. This includes forms of *corvée* labour, such as a crofter's *corvée* day labour in the manor house, day labour for the crown and transporting duties, or when someone works off a debt, as well as penal work and slave labour.

Servant work. Activities carried out within the framework of an employment as a servant. The employment must in this case be long-term (typically a year) and often, but not always, involves belonging to the master's household. Besides maids and farmhands, contracted labourers (*statare*), wet nurses and personal servants/butlers as well as apprentices and journeyman are to be included as servants, while day labourers and crofters should not be included as servants because their relation to their employers was of a more temporary nature.

Officials' work. Activities carried out by officials employed by the state or by the church in their capacity as civil servants. A priest who conducts a religious service or who writes a certificate of change of residence does so in his official capacity, but if he purchases a sack of potatoes for his household he does this in a private capacity. Those who are to be categorised as officials include priests, officers of the Crown, district governors and customs officials, while councillors and counsellors are not. The activities performed by these latter groups are to be categorised as 'communal work'.

Employed, supervisor. Activities carried out in the context of an employment as a supervisor, but not by an official. Examples of this kind include bailiffs, officers, foremen and milkmaids.

Temporary work. Activities performed within the framework of a temporary assignment or contract, a paid day's work or in the context of another temporary relationship. Typical examples are a '*dalkarl*' (a man from the province of Dalarna) who does some threshing for a farmer in Västmanland for a few days, a wife who occasionally does laundry for other households and a person who represents another person in court during a trial. Temporary refers to the relationship between the performer of the activity and the client, not the activity as such. This means that a shoemaker who goes around the cottages making shoes for many different clients is performing (several) temporary jobs, even if he performs the same type of task every day. Both paid and unpaid temporary work is included.

Employment, other. Activities carried out in the context of employment other than those mentioned above, such as soldiers, miners and factory workers.

Other work

Communal work. Activities carried out in the context of a local community, such as a parish, a town or a district (*härad*). This includes the work of councillors and counsellors, shared commitments such

⁹ The classification used in GaW differs here from that proposed by Hofmeesters and van der Linden.

as road maintenance and the construction of public buildings as well as jointly organised hunting and fishing.

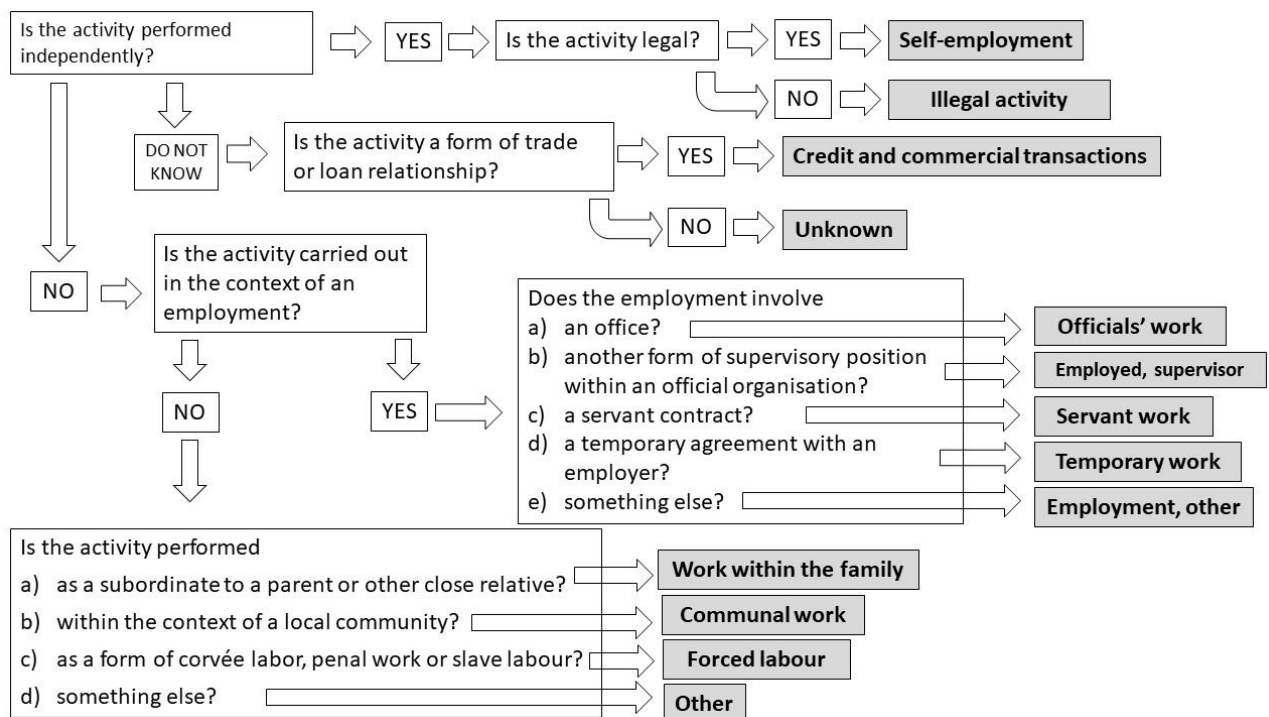
Credit and commercial transactions. Activities in which there is a form of commercial or credit relationship but the conditions are otherwise unclear or it is impossible to categorise such activities in any of the other labour relation categories.

Illegal activities. These activities are illegal to perform for the individual who carries them out at the time. In cases where there are divergent perceptions of whether or not an activity is legal the court's opinion on the matter is followed (this applies for court cases). If the activity is performed for an employer, within a family or is performed communally or as forced labour then that relevant option should be selected instead.

Other. Activities that occur in contexts other than those listed above and are of a more random character such as if a visitor to a pub intervenes to separate parties engaged in a fight.

Unknown. The legal and relational conditions for the carrying out of an activity are unclear.

Flow chart for selecting labour relations



Category definitions (activity)

This section explains the sixteen types of work in which all activities are to be categorised when entering data in the database.

Administration and justice. Justice and administration were closely linked in early modern Sweden and it is often difficult to draw a line between them. It therefore includes both 'pure' administrative tasks such as keeping accounts, the investigation of suspected offences and enforcement of penal sentences. It also includes applications of various kinds, entering into contracts, taking testimony and witnessing, as well as paying taxes and other fees.

Managerial work. An unusual, difficult, but interesting and important category for our purposes. It includes all 'commanding', 'ordering', 'employing' and 'demanding', many instances of 'letting' someone do something and most 'asking' someone to do something (including, for example, beating servants). 'Managing' households and the like are included. Only those instances where it is clear that something involves practical management should be included (many instances of being 'responsible for' are therefore excluded). Some managerial activity borders on the purchase of a service (which is included in trade). Sometimes the distinction with the exercise of authority (above) is difficult to make.

Trade in real estate. Property trade is distinguished from other trade and includes the purchase, sale and lease/rental of land, farms, mills, vegetable gardens, etc. (including part ownership), and stone houses (but not wooden houses).

Trade. Trade includes all buying and selling of goods (as well as wooden houses), but also, for example, going to the market, baking goods for sale and buying services (such as renting a guide).

Crafts and construction. The category includes all manufacturing of objects, be it in the home, workshop or factory, both inside and outside the guild. All types of textile production, such as preparing flax for weaving linen, are included, as are repairs, construction and building work, including demolition.

Hunting and fishing. All legal and illegal hunting and fishing, including the authorising and organising of hunting.

Agriculture and forestry. A broad category, it includes arable farming, livestock farming, gardening, berry picking and forestry, but also more general activities such as homesteading or working on a farm. Clearing and fencing land is included, as is charcoal burning. The boundary with food preparation is drawn at grinding, slaughtering and milking, which are included in the category of agriculture.

Credit. Anything involving claims and debts, pledging and acting as guarantor. This category also includes the loans of horses, cows, hay, etc., but not the renting out of rooms (accommodation, see below).

Food and accommodation. This includes activities that combine food and accommodation, such as innkeeping, but also cooking (such as stirring the pot), making beer and spirits, churning butter and baking bread. The category also includes the provision of accommodation, letting or renting rooms (including stables) and those activities related to storage.

Military work. Strictly limited. Serving as a soldier, participating or going to war or training for combat are included here.

Theft and misappropriation. All thefts, robberies and stealing from shops, as well as embezzlement, smuggling and inducing someone to steal, are considered offences of theft and misappropriation.

Transport. This includes carrying, shipping, picking up and delivering things, but also escorting or driving people (including giving directions), receiving deliveries and packing for shipping. However, going to the market, for example, should not be categorised as transport, but as trade.

Teaching. Teaching is defined broadly. It includes bringing up children, disciplining children, preaching and conducting catechismal examinations. Both teaching someone to read and teaching someone a craft are included, as well as going to school and some learning (here the distinction with artisanry/crafts is difficult).

Care. Care is a category that may merit special attention, as it has traditionally attracted less interest. It includes care of both humans and animals, both physical and spiritual care (e.g. communion and care of the dead). Childcare, elderly care and cosmetic care (e.g. combing) are included. The category includes both concrete actions, such as dressing wounds or extracting a tooth, and overall responsibilities, such as caring for an elderly person.

Unspecified work. All 'empty' phrases such as 'working, earning, looking for work, doing day labour and doing chores' are included here.

Other specified work. This is a residual category for everything that does not fit into any of the other categories, such as begging. Many of the descriptions are very concrete, such as washing a bench, making a fire, writing a letter. All guarding and travelling is included here, but not, for example, travelling to the market, which is categorised as trade. References to 'domestic work' should also be put into this category: cleaning, washing and making beds.