

VWWP TEI P5 Encoding Guidelines

Pending Issues

- Angela tasks
 - Verify bibliographic anatomy of the notes; make sure they confirm to MLA; update these guidelines and examples to reflect MLA style
 - consider also using the [OCM](#)– Outline of Cultural Materials from Yale – for topical (text and phrase-level) indexing
 - Already in XML form so we can convert into a plugin easily, I think. Need to look into licensing issues.
 - consider using FAST headings via's [OCLC's Classify web service](#) for topical headings
 - investigate GSAFD for genre terms: http://alcme.oclc.org/gsafd/OAIHandler?verb=ListIdentifiers&metadataPrefix=z39_19 (another OCLC web service)
 - need to update the <relation> description; mutual, active, passive need to be explained correctly
 - review pending encoding issues on [VWWP Encoding Problems](#) page; codify solutions in encoding guidelines; archive problems resolved and/or codified
 - begin brainstorming prosopography strategy with Rebecca; document on wiki somewhere
- Michelle tasks
 - Notes
 - Done. Angela and Rebecca checking for MLA Style compliance.
 - New Schema (notes, reflect relation update and annotation/notes typology)
 - Update XSL that generates the TEI shell
 - Every div NEEDS a head
 - <head type="supplied">
 - Update references to critical intro and bios in here and in the VWWP header template; add new instructoins (place holder in the guidelines in gree)
 - Add to date description in guidelines and QC checks: <date type="unknown">[n.d.]</date>
- Angela and Michelle tasks
 - Finish first pass of editorial review
 - After Rebecca encodes the annotations, review files again (reference QC documentation)

- Reference
 - [About TEI P5](#)
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 - [What to Encode \(and not to encode\)](#)
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 - [Encoder Supplied Content: Annotations, Citations, etc.](#)
 - [Encoding Structure](#)
 - [TEI Header](#)
 - [Link to related materials \(i.e., intros and bios\)](#)
 - [Adding subject and genre terms](#)
 - [Compiling Prosopographical Information](#)
 - [Front Matter](#)
 - [See Detailed Guidelines for Front Matter](#)
 - [Body](#)
 - [Text Divisions](#)
 - [Personal Names](#)
 - [See Guidelines for a Specific Genre](#)
 - [Back Matter](#)
 - [See Detailed Guidelines for Back Matter](#)

Quick Links

- [VWWP Encoding Setup and Validation](#)

- [VWWP Encoding Log](#) (assigned texts)
- [VWWP Encoding Problems](#) (report problems encountered with encoding)
- [VWWP OCR Issues](#) (report problems encountered with the full text generation)

Encoding Contextual Information

- [VWWP Critical Introductions and Bios Encoding Guidelines](#)
- [VWWP Annotations](#)
- [VWWP Timeline Encoding Guidelines](#) (update the timeline with new batch of authors/texts, documentation pending)

Reference

About TEI and XML

- [A Gentle Introduction to XML](#)
- [About the TEI P5 Guidelines](#) (setting the stage)
- [TEI P5 Guidelines](#)(official TEI Guidelines documentation from which the VWWP encoding guidelines are derived)
 - [TEI P5 Element Reference](#)

TEI P5 Chapters of Importance

- [The TEI Header, Chapter 2](#)
- [Default Text Structure, Chapter 4](#)
- [Verse, Chapter 6](#)
- [Drama/Performance Texts, Chapter 7](#)
- [Biographical and Prosopographical Data, Chapter 13](#)
- [Tables, Chapter 14.1](#)
- [Figures/Illustrations, 14.3](#)

About Victorian Women Writers Project

- [About the Victorian Women Writers Project](#)-The history of the project and original editorial guidelines. Make sure to read [Perry Willett's essay](#).
- [Digital Libraries Program Project Proposal, *Women Writing Humor*](#)
- [Electronic Texts: Audiences and Purposes](#) by Perry Willett

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Getting Started

The books are encoded in TEI P5, with special attention to structural tagging (sections, paragraphs, page breaks, chapter headings, line groups, etc.) and other stylistic features such as textual emphasis (bold, italics, etc.) within the texts. For this project we will be exploring a limited range of semantic encoding at the division (e.g., poetry) and phase-level (e.g., personal names).

A shell XML/TEI document has been generated after concatenating the OCR text files. The header and body of text requires metadata and mark-up following the [TEI P5 Guidelines](#) and the [encoding guidelines](#) contained [herein](#).

You will use the latest version of the Oxygen editor for encoding ([download from IUWare](#)). To learn more about the editor, reference the [user manual](#). The DLP also has [basic documentation](#) about editor preference settings and short cuts.

Encoding Workflow

Encoding Setup and Validation

Before you begin encoding, you will need to setup your encoding environment and understand validation principles. This information is maintained in another page since you will only need to reference it as-needed.

- [VWWP Encoding Setup and Validation](#)

Encoding Guidelines

Global Guidelines

Below are encoding scenarios that can be found across all texts.

What to Encode (and not to encode)

- Intellectual Content: Only encode the printed text. Any handwritten notes or library/owner stamps should be ignored.
- Running Headers / Running Titles: Do not encode running headers like chapter headings. Running headers may include such information as the book title, chapter title, author's name, etc. **This text should be deleted from the XML/TEI document.**
 - **With the exception of running headers** that are unique or meaningful such as headers that emphasize the storyline in some way.
- Page Numbers: Do not encode the page numbers that may appear at the top or bottom of each page. **Delete the page number** from the place it appears on the page and instead, follow the directions [below](#) for capturing page number information.

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Running Headers

In general, we will not not encode running headers like chapter headings. Running headers may include such information as the book title, chapter title, author's name, etc. **This text should be deleted from the XML/TEI document.** However, running headers that are unique or meaningful (i.e., emphasize the storyline in some way; clearly the author had a hand in determining these headers, not the publisher) should be encoded. One indication of significant running headers are those that change from page to page.

Page numbers **should be deleted** from running headers and instead added to the [page break tag](#).

```
<fw place="top">A Meaningful Running Header</fw>
```

Use the appropriate value for place as provided automatically by the TEI:

- top and bottom being the more common values

Character Encoding

- All characters, including "diacritics," should be entered directly (e.g., é) rather than using entity references, with the exception of the three predefined XML entities listed below:

```
& = &amp;  
< = &lt;  
> = &gt;
```

- If these entities are not used in place of the desired character, the TEI/XML document will be invalid.

For help with how to type diacritics, reference the:

- "Character Map" utility (Windows, in the Start menu, Programs=>Accessories=>System Tools=>Character Map)
 - Click on the character you want, and then click on "Select" (the character should appear in the "Characters to copy" box) and then click "Copy". You can then paste the character into your XML file in Oxygen.
- OR the "Character Palette" (Macintosh, in System Preferences, under International, select "Character Palette" and "Show input in menu bar" for easy access to the palette)

Em-Dash and End-of-Line Dashes

Many authors of this period are fond of using em dashes—like this—in order to add grammatical emphasis or a parenthetical comment. In poetry, em dashes may appear in the middle or at the end of a line. These parenthetical pauses shouldn't be confused with naturally hyphenated words or words that run off the page and are finished on the next line. Em dashes serve a unique grammatical purpose and are to be reproduced faithfully.

OCR usually interprets em dashes as a single dash. To correct this, replace the single dash with the code, --- as in the example below.

```

<lg>
    <l>1. O D<hi rend="sc">AY OF</hi> D<hi rend="sc">EATH</hi>,
    how dark thy gray and shadowy wing;&#8212;</l>
    <l>Eclipsed the natural sky, hushed everything.</l>
</lg>

<lg>
    <l>4. I thought-- but now I see: the most I failed to
know,</l>
    <l>I reached too far and missed, I learned too slow.</l>
</lg>

```

For end-of-line dashes used as a printing convention (word wrapping due to preset margins), delete the dash or hyphen so the word appears as one (e.g., laugh-ing should appear as laughing, without the dash).

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Text Formatting

Typographically distinct text should be encoded with *hi* (e.g. `<hi rend="bold">` unless it is contained by some other take to which the rendering value can be applied (e.g., `<head rend="i">}}`Love me or leave me.</head>). By default, the `{{<title level="m">` is rendered in italics.

- *i* for italics
- *b* for bold
- *super* for superscript (e.g., a footnote number)
- *sub* for subscript
- *uc* when a word is all uppercase capitals and the font is larger than the surrounding text
- *sc* when a word is all small but the font size is the same as the surrounding text
- *blockquote* for content that needs to be blockquoted
- *center* for content centered on the page
- *left* for content to the left of the page
- *right* for content to the right of the page

Note: the `<emph>` element will NOT be used. Always use the `<hi rend="i">` to mark up any phrase-level text that is italicized, but is not contained in some other tag (e.g. `<head>`).

Indentation as Commonly Used in Poetry

In poetry, the following values can be used with the `rend` attribute of the `<l>` element to indicate the indentation of lines of poetry (see also [Tags Used Especially for Poetry](#)):

- *ti-1* (text indent level 1)
- *ti-2* (text indent level 2)
- *ti-3* (text indent level 3)

- ...
- ti-10 (text indent level 10)

Lists

For lists, the following values can be used with the `rend` attribute of the `<list>` element to indicate styling:

- Bulleted lists (`type="bulleted" rend="disc"`)
 - disc (filled circle)
 - circle
 - square
- Ordered lists (`type="ordered" rend="decimal"`)
 - decimal (1, 2, 3, 4, 5, etc.)
 - lower-latin (a, b, c, d, e, etc.)
 - lower-roman (i, ii, iii, iv, v, etc.)
 - upper-latin (A, B, C, D, E, etc.)
 - upper-roman (I, II, III, IV, V, etc.)

List of `type="simple"` do not require a `rend` attribute.

Tables

Tables currently have two rendition values:

- `rend="border"` for tabular data displayed with borders
- `rend="noborder"` for tabular data displayed without borders

An example of the latter can be found in the title page of [Notes upon some of Shakespeare's plays](#) (see TEI snippet below):

```
<docTitle><titlePart type="alt">
    <table rend="noborder center">
      <row>
        <cell cols="2"
rend="center">INTRODUCTION</cell>
      </row>
      <row>
        <cell>MACBETH</cell>
        <cell rend="right">THE TEMPEST</cell>
      </row>
      <row>
        <cell>HENRY VIII.</cell>
        <cell rend="right">ROMEO & JULIET</cell>
      </row>
    </table>
  </titlePart>
</docTitle>
```

Not all possible rendition values for tables have been identified so if you encounter a table with a particular border that should be displayed differently, please indicate this on the [VWWP Encoding Problems](#) page.

These `rend` values may be combined, separated by white space, e.g., `<hi rend="u b">this text will be bold and underlined</hi>`, except when marking up poetry lines (e.g. `<ln n="3" rend="i 1 b">`). Instead use the `<hi>` element after the `<1>` element (e.g. `<1 n="3" rend="ti-1"><hi rend="b">The content of the line</hi></1>`).

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Page Breaks

Page breaks can come at any point in the text. You mark page breaks with a self-closing `<pb/>`. **Page breaks are marked at the beginning of the content for that page.**

Page breaks will have 2 attributes:

1. `number (n="")`
2. `xml:id (xml:id="")`

Paragraphs and Line Breaks

- `<p>`: Used to surround paragraphs.
 - Do not close a paragraph at the end of a page unless the paragraph actually ends there. Instead, nest the `<pb/>` tag between the `<p>` and `</p>` tags at the appropriate location in the text.
- `<lb/>`: A line break is used when it is important to represent a break in the textual flow.
 - Generally used in headings, on the title page, lists, etc.
 - **Do not use** in standard prose paragraphs.

Number Attributes in Page Breaks

- The actual page number must be entered for the "n" attribute.
 - If a page number is printed on the page, enter it as it appears (e.g. `n="32"`)
 - If a number does not appear on the page, but is part of the numbering sequence (e.g. chapter title page), enter the page number in brackets (e.g. `n="[45]"`)
 - If a page does not have a number, enter empty brackets for the 'n' attribute (e.g. `n="[]"`)

The page break tag can come at nearly any point in the text, no matter where one is in the encoding. For example, if the page break comes before the end of a paragraph, encode the `<pb/>` inside the paragraph tags:

```
<div>
  <p>
    <hi rend="sc">THE</hi> first one -- the very first one? Well, I almost
    think it was a sallow, undersized Italian with handsome
      ox-eyes, who used to give us violin lessons; or else it was a cousin,
    a boy with sandy hair, who stammered, and who was reading
      for the army; but, no, I rather think it was the anxious young
    doctor, who came when I had the measles-anyhow,
      <pb n="106"/>
    he, the primeval one, is lost in the mists of antiquity. . . .
  </p>
</div>
```

In the following, more complicated example:

- The first page is the frontispiece, which has no page number and is not part of a numbering sequence.
- The title page has the number i, but that number is not printed on the page.
- The table of contents begins on page ii (no number printed on the page) and continues on page iii (the number is printed on the page).
- The first chapter begins on page 1, however the number is not printed on the page.
- The chapter continues on pages 2 and 3, and both of those numbers are printed on the page.
- Notice that the `pb` tag for page 4 comes between the closing `div` tag for chapter 1 and the opening `div` tag for chapter 2. Chapter 1 ended on page 3, so the closing `div` tag must come before the `pb` tag for page 4. Since chapter 2 begins on page 4, the opening `div` tag for chapter 2 must come after the `pb` tag for page 4.
- Notice also that no `pb` tags appear between the front and body tags (nor should a `pb` tag appear between the body and back tags).

```

<text>
  <front>
    <pb xml:id="VAA9999-001" n="["/>
    <div type="frontis">
      <figure/>
    </div>
    <pb xml:id="VAA9999-002" n="[i]"/>
    <titlePage>
      ...
    </titlePage>
    <pb xml:id="VAA9999-003" n="[ii]"/>
    <div type="contents">
      ...
      <pb xml:id="VAA9999-004" n="iii"/>
      ...
    </div>
  </front>
  <body>
    <pb xml:id="VAA9999-005" n="[1]"/>
    <div type="book">
      <div type="chapter">
        <head>Chapter 1</head>
        <p>...</p>
        <pb xml:id="VAA9999-006" n="2"/>
        <p>...
        <pb xml:id="VAA9999-007" n="3"/>
        ...</p>
      </div>
      <pb xml:id="VAA9999-008" n="[4]"/>
      <div type="chapter">
        <head>Chapter 2</head>
        <p>...</p>
        <pb xml:id="VAA9999-009" n="5"/>
        <p>...
        <pb xml:id="VAA9999-010" n="6"/>
        ...</p>
      </div>
      ...
    </div>
  </body>
</text>

```

xml:id attribute

The second attribute on the page break element will be the `xml:id`. The `xml:id` will be used to coordinate the transcribed text with the scanned images of the original print text. It will also be used to coordinate the table of contents entries with the correct section of the text (see [linking section](#) below). The `xml:id` will be generated automatically from the unique identifier for the electronic text and a three digit sequence. For instance, if the identifier for the text is VAB1983, and the page number is 3, then the `xml:id` might look like: VAB1983-003. As the encoder, you:

- **will not alter** that number
- **will want to check** that the page break `xml:id` numbers correspond to the correct scanned image.

Linking the page breaks and table of contents

In order to link the table of contents to the correct section of the electronic text a `<ref>` element will be placed around the part of text that you want to link with another section of the text. A target attribute is used to reference the `xml:id` of the page number where the corresponding content begins. The pound sign (#) signals that the link is being made within the text rather than outside it.

In this example, the Chapter 1 label is linked to the page number where chapter one begins by using the `xml:id` of that page:

```
<div type="contents">
  <pb xml:id="VAB7087-002"/>
  <head>CONTENTS.</head>
  <list type="simple" rend="none">
    <item>CHAPTER I. THE WRITING IN THE BOOK <ref
rend="right" target="#VAB7087-005">1</ref></item>

    *****

  <pb n="1" xml:id="VAB7087-005"/>
  <div type="chapter">
    <head>CHAPTER I.</head>
    <head>THE WRITING IN THE BOOK.</head>
```

There may be cases, such as in poetry, where two poems may occur on the same page. In such a case, place the same `xml:id` as the value in both the target attributes.

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Lists

Lists are ordered, itemized information that are marked by the using the `<list>` and `<item>` elements. Lists can have headings, come within paragraphs and divisions, or even within another list (see examples in [TEI P5 guidelines](#)).

With the use of attributes, one can indicate the number of items in a list and whether a list is bulleted, numbered, or otherwise marked. The most common type of list will be "simple", which merely consists of a list of items, as seen in the first example below. It is also important to indicate the styling with a `rend` attribute in the `<list>` tag:

- Bulleted lists (`type="bulleted"`)
 - disc (filled circle)
 - circle
 - square
- Ordered lists (`type="ordered"`)
 - decimal (1, 2, 3, 4, 5, etc.)
 - lower-latin (a, b, c, d, e, etc.)
 - lower-roman (i, ii, iii, iv, v, etc.)
 - upper-latin (A, B, C, D, E, etc.)
 - upper-roman (I, II, III, IV, V, etc.)

List of `type="simple"` do not require a `rend` attribute.

```
<list type="simple">
  <item>Clean Bathroom</item>
  <item>Wash Dishes</item>
  <item>Vacuum</item>
</list>
```



```
<list type="bulleted" rend="disc">
  <item>Mistake, line two, page 41</item>
  <item>Mistake line three, page 54</item>
</list>
```

```
<list type="ordered" rend="decimal">
  <head>Groceries</head>
  <item n="1">Apples</item>
  <item n="2">Milk</item>
  <item n="3">Bread
    <list type="ordered" rend="decimal">
      <item n="3.1">Whole Grain</item>
      <item n="3.2">Italian</item>
    </list>
  </item>
</list>
```

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Lists of Definitions and Terms, Glossaries

Lists are not always confined to a group of items. Lists are also used to mark up glossaries. Glossaries are marked up using the `<list type="gloss">` and `<label>` tags. The `<item>` tag is then used to denote the definition, as show in the example below.

```
<list type="gloss">
  <label>TEI</label>
  <item>The Text Encoding Initiative. This Group produce the TEI
guidelines
  for encoding texts in humanities scholarship.</item>
  <label>VWWP</label>
  <item>The Victorian Women Writers Project. One of the earliest examples
of a
  digital humanities project. Housed at Indiana University, it
contains a
  texts written by women in the 18th and Early-19th Century.</item>
</list>
```

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Figures

Figures and illustrations that appear in the text are represented with the `<figure>` tag. The actual graphic will not be included in the mark up, ONLY the caption or other accompanying text. The caption or accompanying text is marked up using a `<p>` element.

Example:

```
<figure>
  <p>The caption of the figure goes here.</p>
</figure>

or

<div type="frontis">
  <figure>
    <p>The caption of the figure goes here.</p>
  </figure>
</div>
```

Frontispieces are frequently found in front matter and are described in more detail in the [front matter section](#) of these guidelines.

Tables

A few texts may include tables. Tables are marked with the `<table>` tag.

Each row in the table is marked with a `<row>` tag. The `<row>` element contains a `role` attribute to determine whether the information in the table is a heading or data. Within the `<row>` tag, there are `<cell>` tags. These tags indicate the specific units within the table. There should be as many cells as there are columns in the table. The rows are in order, but cells are used to indicate columns, rather than a separate `<col>` tag. The text from the table is placed within the `<cell>`.

Tables can come inside of paragraphs, lists and many other elements.

Tables should have a rendition (`@rend`) style designated; either `rend="border"` or `rend="noborder"`. Learn more about table renditions in the [Text Formatting/Rendition](#) section of the Guidelines.

<p>The yearly funding from this grant is clearly set forth:

```
<table rows="3" cols="5" rend="border">
  <row role="label">
    <cell>Department</cell>
    <cell>Purchase</cell>
    <cell>Amount</cell>
    <cell>Percent</cell>
    <cell>Year</cell>
  </row>
  <row role="data">
    <cell>Library</cell>
    <cell>Text Books</cell>
    <cell>$10,000</cell>
    <cell>10%</cell>
    <cell>2009</cell>
  </row>
  <row role="data">
    <cell>English</cell>
    <cell>Computers</cell>
    <cell>$30,000</cell>
    <cell>30%</cell>
    <cell>2010</cell>
  </row>
</table>
```

Only about 10% goes to libraries.</p>

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Headings/Titles

Headings include the titles of lists, chapters, sections, etc. in a work. Most commonly, you will use them for chapters, lists and sections. Headings are marked up using the <head> element.

```
<div type="chapter">
  <pb n="1"/>
  <head>MY FLIRTATIONS</head>
  <head>CHAPTER I</head>
  <p>
    <hi rend="sc">THE</hi> first one -- the very first one? Well, I almost
    think it was a sallow, undersized Italian with handsome
    ox-eyes, who used to give us violin lessons; or else it was a cousin, a
    boy with sandy hair, who stammered, and who was reading
    for the army; but, no, I rather think it was the anxious young doctor,
    who came when I had the measles-anyhow,
    <pb n="2"/>
    he, the primeval one, is lost in the mists of antiquity. . . .
  </p>
</div>
```

Closers

Closers are most commonly seen at the ends of letters, but they also appear at the end of prefaces, pamphlets and poems. They include the closing salutation, such as "sincerely," the author's name, and sometimes information about the date of publication or the place. Closers are grouped inside the `<closer>`, which can contain various other elements.

```
<closer>
  <salute>
    Sincerely,
  </salute>
  <signed>
    Anita Loos
  </signed>
  <dateline>
    New York, 1925
  </dateline>
</closer>
```

```
<closer>
  <signed rend="sc">
    BARBARA LEIGH SMITH BODICHON.
  </signed>
  <dateline>
    J. BALE, Printer, 78, Great Titchfield-street, Marylebone, W.
  </dateline>
</closer>
```

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Corrections

Always correct errors or typos found in the printed texts (these errors are [distinctly different from OCR errors](#)):

- the `<sic>` element indicates the printed error
- the `<corr>` element indicates your correction
- the `<choice>` element allows both the apparent error and its editorial correction to be recorded, as in the following examples:

```
<p>He has no Scruple about Fish; but won't touch a bit of Pork, it being
  <choice>
    <sic>expresly</sic>
    <corr>expressly</corr>
  </choice> forbidden by their Law
</p>
```

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Notes

Use the [note element](#) to encode the text of a margin note, footnote, endnote, or other note found in the source document. Typically these notes are provided by the:

- author
- editor
- publisher
- if you encounter others, please report this in the [VWWP Encoding Problems](#) page

Notes by the author **do not require** a type value of "author." By default, all notes that are not typed are considered notes provided by the author. **Please do type** notes from the editor and publisher as:

- `<note type="editor">`
- `<note type="publisher">`
- Use the `<ref>` element to surround the number, symbol, etc used to link the point of reference to the note.
 - Use the "target" attribute to point to the actual note
 - Use the "rend" attribute if applicable (e.g., to denote superscript; [see allowable values above](#))
- Use the `<note>` element around the content of the note.
 - Use the "xml:id" attribute to facilitate linking from the "target"
 - Use the "place" attribute to indicate where the note should appear. Sample values include:
 - top
 - bottom
 - end
 - side
 - inline
- If portions of the note run on to other pages, place all of the text of the note at the point where the note begins.

Note ID/target schemes should be defined in numerical order as notes (numbered or unnumbered) appear in the text. The id scheme is as follows:

- note_001, note_002, etc. Each note should be uniquely identified.
 - Always use leading zeros to indicate values up to 999.

```
<p>
Whenever anything could be shown by a picture, the picture was made,
but if the thought
was one of which no drawing could be given, then an arbitrary symbol
was
used<ref rend="super" target="#note_014">*</ref> and in a few cases,
where
neither the picture nor the sign was plain enough, the sound of the
word was
represented as in our own alphabet.<ref rend="super"
target="#note_015">†</ref>
</p>
```

```
<p>
Such a manuscript might seem to us a crude jumble of bad pictures and
unintelligible
signs and yet to him who understands it it has a deeper meaning than
the choicest
engraving or the most delicate Elzevir, for, like the incomplete arch
which shows the
<note xml:id="note_014" place="inline"><hi rend="super">*</hi>As in the
Chinese
language.</note> <note xml:id="note_015" place="inline"><hi
rend="super">†</hi>Bishop
Landa has since given us the Maya alphabet. The correctness of this is
seriously
questioned, yet there is little doubt that phonetic characters were
occasionally
used.</note>
</p>
```

Notes that Span Pages

When you encounter a note that spans pages, for readability, collapse the note into one page, the first page it occurs. To signify the page break, which is important for citing and other reasons, we will impose the following editorial markup:

```
<add type="editorial" resp="#mdalmau" rend="i">[con't on p.202]</add>
```

- type="editorial" (always true)
- resp=encoder/editor ID as stated in the statement of responsibility section of the TEI Header
- rend="i" (always true)
- notation about pagination should be structured as follows:
 - [con't on p. # (reference printed page number or supply the page number if it is not printed)]

For example, text VAB7401.xml contains the following collapsed note:

```
<note xml:id="note_002" rend="foot">
  <hi rend="super">*</hi> I like better to think of George Sand as I never
  saw her, with
  gray hairs and a softened life, outcoming and helpful, and living in
  later years among her plants and her grandchildren and her poor
  people; to imagine her as I have heard her described in her age,
  <add type="editorial" resp="#mdalmau" rend="i">[con't on p.202]</add>
  beneficent, occupied, tending and prescribing, distributing the simples
  out of her garden, healing the sick, softened by time, giving to
  others day by day what she had earned by her nights of persistent
  work.
</note>
```

Citations

For notes in the form of a citation even a loose citation, tag the note using a <bibl> tag (as opposed to <biblStruct> or <biblFull>). For example:

```
<note xml:id="note_004" place="foot"><bibl>
  <hi rend="super">4</hi><title level="m">The Mystery of
  Metropolisville</title>
  ( <pubPlace>New York</pubPlace>, <date>1873</date>),
  <biblScope type="pp">12</biblScope>.
</bibl></note>
```

Use <biblScope> to indicate volumes, issues and pagination by selecting the appropriate "type" value (as shown in the example above). Other values are also possible:

- pp = pagination
- chap = chapter title
- issue
- ll = line numbers
- part
- vol

When using the <title> element in the text **be sure to use the level attribute** when ever possible. The TEI provides values such as "m" for monographs, "a" for analytic (which would be used for a journal article, for instance), etc.

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Encoder Supplied Content: Annotations, Citations, etc.

Annotations

English graduate students compile annotations as part of their scholarly encoding process. These annotations are distinct from "notes" provided by the author, editor or publisher.

Notes provided by scholars will have the following attributes:

- type (emphasize supplied note as opposed to printed notes part of the text)
 - scholarly
- subtype (nature of the note)
 - gloss
 - explanatory
 - translation
 - citation
- resp (the encoder/scholar)

Annotations that contain in-line citations regardless of their subtype, should use <bibl> to identify the citation (even if just a title or author).

Placement of Annotations and ID schemes

The scholar-supplied notes should be placed in the <back> section of the TEI document with the following attributes:

- type="notes"
- subtype="scholarly"

For example:

```
<back>
  <div type="notes" subtype="scholarly">
    <note type="scholarly" subtype="gloss" resp="#encoderusername"
          xml:id="note_017">
      Jocosely: "Playfully, in a waggish manner"
      (<bibl><title level="m">OED</title></bibl>)
    </note>
  </div>
</back>
```

As stated in the [Notes](#) section of this document, **the Note ID/target schemes**, for both notes found in the printed texts or supplied by scholars, should be defined in numerical order as notes appear in the text (whether numbered or unnumbered). The id scheme is as follows:

- note_001, note_002, etc. Each note should be uniquely identified.
 - Always use leading zeros to indicate values up to 999.

Encoding the Referent

- ptr v. ref

Types of Annotations

Four types of annotations have been defined:

Gloss Annotation

A gloss annotation is usually a brief notation of a word or phrase in text often in the form of a definition.

```
<note type="scholarly" subtype="gloss" resp="#encoderusername"
xml:id="note_017">
    Jocosely: "Playfully, in a waggish manner"
    (<bibl><title level="m">OED</title></bibl>)
</note>
```

Explanatory Annotation

An explanatory annotation is an extended explanation intended to provide additional context of the word, phrase or passage annotated.

```
<note type="scholarly" subtype="explanatory" resp="#encoderusername"
xml:id="note_018">
    (The name Skratdj) Due to violence and political unrest in
    Poland and Russia, there was an influx of immigrants
    into England during the Victorian period. While the name is
    more likely to be Polish, it is principally chosen for its
    onomatopoeia.
</note>
```

Translation Annotation

A translation annotation is often just that a translation or explanation of a word or phrase in a language other than the dominant one of the text. Make sure you indicate the language if known.

```
<note type="scholarly" subtype="translation" resp="#encoderusername"
xml:id="note_019">
    <foreign xml:lang="fr">PLUTÔT MOURIR QUE DE
    CHANGER</foreign> (Beginning on the
    preceding page) French: "I'd rather die than change or give
    in." This is one of the few phrases
    in "Snapdragons" not included in Bohn.
</note>
```

Citation Annotation

A citation annotation is typically a complete bibliographic citation following the MLA Style that is otherwise lacking in the source text.

THIS ESPECIALLY NEEDS TO BE CHECKED AND UPDATED TO REFLECT MLA STYLE


```

<note type="scholarly" subtype="citation" resp="#encoderusername"
xml:id="note_020">
    <bibl><author>Milton</author>, <title level="a">On
Education</title>
    (<date>1644</date>).
    [<title level="j">Higher Education of
Women</title>]</bibl>
</note>

```

Clarifying or Enhancing Citations

Often, along with providing a citation annotation (as defined above), students will conduct additional bibliographic research to determine attribution or source for quotes or epigraphs cited in the source text. These citations should be tagged much like a citation annotation as described above.

Typically the additional bibliographic information will be added to an epigraph or the <cit>/<quote>/<q> tags.

For example:

```

<cit>
    <quote>
    <l rend="ti-2">Away, away, o'er the western
plain,</l>
    <l rend="ti-2">This was the free and joyous
strain,</l>
    <l rend="ti-2">There are clearer skies than ours
afar,</l>
    <l rend="ti-2">We will shape our course by a
brighter star;</l>
    <l rend="ti-2">There are plains whose verdure no
foot hath pressed,</l>
    <l rend="ti-2">And whose wealth is all for the
first brave guest.</l>
    </quote>
    <bibl>
    <author>
    <hi rend="i right">--Hemans.</hi><ptr
target="#note_003"/>
    </author>
    </bibl>
    <note type="scholarly" subtype="citation"
resp="#encoderusername"
xml:id="note_003">
    <bibl>
    <author>Felicia Hemans</author>
    <title>Adapted from "Song of
Emigration"</title>
    </bibl>
    </note>
</cit>

```

Note: The use of <ptr> or <ref> once it is defined.

Encoding Structure

This is a **typical** encoding structure for the monographs:

- teiHeader
- text
 - front
 - advertisement
 - title page
 - preface
 - body
 - chapter or poem or act, etc
 - back
 - appendix
 - advertisement

Please **note that NOT every monograph contains this structure**. Some may not have back matter and the internal structure within the body of the book will change depending on its genre:

- Prose usually contains chapters, but not always
- Verse may be sub-divided by parts, but not always and will contain a series of line groups
- Dramas may be divided by sections (e.g., acts), and will contain various speech conventions

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TEI Header

Reference: [<teiHeader>](#)

Every XML file contains a basic TEI Header with boilerplate information already completed and bibliographic metadata extracted from the MARC record. You will complete/update the information represented by a dollar-sign variable (e.g., \$Encoder's First and Last Name). The following TEI Header information will need to be completed (see example header below):

- In the <fileDesc> <titleStmt>: <title type="filing">?Title without articles</title>
- In the <fileDesc> <respStmt>: <name>\$Encoder's First and Last Name</name>
- In the <fileDesc> <publicationStmt>: <date>\$Year of Encoding</date> (4 digit year)
- **ADD INFO ABOUT RELATED MATERIALS**
- In the <fileDesc> <profileDesc> <particDesc>: in support of [prosopography](#)
- In the <fileDesc> <profileDesc><textClass><keywords scheme="#mla">: <term>.\$genre heading</term> (see [explanation below](#))
- In the <fileDesc> <profileDesc><textClass><keywords scheme="#victbib">: <term>.\$subject heading</term> (see [explanation below](#))

```

<!-- brackets [ ] around a value indicate it will be mapped from the item
MARC record automatically, or otherwise supplied by the TEI shell
generation process -->
<!-- a dollar sign $ preceding a value indicates the encoder should
manually update the value -->
<teiHeader>
  <fileDesc>
    <titleStmt>
      <title type="marc245a">[title, from MARC 245a]</title>
      <title type="marc245b">[subtitle, from MARC 245b]</title>
      <!--Optional; filing title manually added. If not needed,
delete.-->
      <title type="filing">?Title without articles</title>
    <author>[author of original text, from MARC 1xx]</author>
    <respStmt>

```

```

        <resp>Encoded By</resp>
        <name xml:id="encoderfirstandlastname">$Encoder's First
and Last Name</name>
    </respStmt>
    <!--Repeat respStatement for Editorial reviewer or anyone
else who will
below
example:
        <resp>Edited By</resp>
        <name>$Editor's First and Last Name</name>
        </respStmt>-->
</titleStmt>
<publicationStmt>
    <publisher>Digital Library Program, Indiana
University</publisher>
    <pubPlace>Bloomington, IN</pubPlace>
    <address>
        <addrLine>1320 E. 10th St.</addrLine>
        <addrLine>Bloomington, IN 47405</addrLine>
    </address>
    <idno>[VAA#]</idno>
    <availability status="unknown">
        <p>2011, The Trustees of Indiana University. Indiana
University makes a
        claim of copyright only to original contributions
made by the Victorian
        Women Writers Project participants and other members
of the university
        community. Indiana University makes no claim of
copyright to the original
        text. Permission is granted to download, transmit or
otherwise
        reproduce, distribute or display the contributions
to this work claimed by
        Indiana University for non-profit educational
purposes, provided that
        this header is included in its entirety.
        For inquiries about commercial uses, please contact
the Digital Library
        Program.</p>
    </availability>
    <date>$Year of Encoding</date>
</publicationStmt>
<seriesStmt>
    <title level="s" type="project">Victorian Women Writers
Project: An Electronic
        Collection</title>
</seriesStmt>
<!--If text has neither an intro or bio, delete entire notesStmt-->

```

<!--Reference to critical introductions for this text; added by VWWP editors.

If text does not have an intro, delete note-->

<notesStmt>

<note type="relatedItem" subtype="critical_intro">

<bibl>

<!--Make sure the ref value points to critical intro PURL-->

<title

ref="http://purl.dlib.indiana.edu/iudl/vwwp/VABnnnn_intro.xml">\$Title of introduction</title>

<author>\$Name of intro author</author>

<pubPlace>\$Indiana University</pubPlace>

<date>\$2011</date>

</bibl>

</note>

<!--Reference to bio for this text; added by VWWP editors.

If text does not have a bio, delete note-->

<note type="relatedItem" subtype="bio">

<bibl>

<!--Make sure the ref value points to bio PURL-->

<title

ref="http://purl.dlib.indiana.edu/iudl/vwwp/kemble.xml">\$Bio title; usually name of VWWP Author</title>

<author>\$Name of bio compiler</author>

<pubPlace>\$Indiana University</pubPlace>

<date>\$2011</date>

</bibl>

</note>

</notesStmt>

<sourceDesc>

<biblStruct>

<monogr>

<author>[author of original text, from MARC 1xx]</author>

<title level="m" type="marc245a">[title, from MARC 245a]</title>

<title level="m" type="marc245b">[subtitle, from MARC 245b]</title>

<title type="marc245c">[responsibility statement]</title>

<edition>[edition]</edition>

<imprint>

<pubPlace>[place of publication]</pubPlace>

<publisher>[publisher]</publisher>

<date>[date of publication]</date>

</imprint>

<extent>[extent]</extent>

```

        </monogr>
        <series>[series]</series>
        <note>[note]</note>
        <idno type="LC_call_number">[LC call number]</idno>
    </biblStruct>
</sourceDesc>
</fileDesc>
<encodingDesc>
    <projectDesc>
        <p>The Victorian Women Writers Project produces literary
works by British women
        writers of the 19th century. The works selected include
anthologies, novels,
        political pamphlets, and volumes of poetry and verse
drama.</p>
    </projectDesc>
    <editorialDecl n="4">
        <p>This electronic text file was created by Optical
Character Recognition (OCR). The
        text file has been corrected and encoded in TEI P5
following the recommendations
        for Level 4 encoding of the Best Practices for TEI in
Libraries. </p>
        <p>The bibliographic metadata located in the sourceDesc is
based on the source MARC
        record for the monograph.</p>
        <p>Subject headings are applied from three sources: LCSH
copied from the library's
        MARC records for the print volumes; genre terms from
the Modern Language
        Association Thesaurus, and topical terms from the
Victorian Studies Bibliography
        Project. Only a subset of terms from the Modern
Language Association Thesaurus
        are used in this project.</p>
        <!--Processing instructions that indicate the newer
encodings have
        page images-->
        <p><note n="true" xml:id="hasPageImages"/></p>
    </editorialDecl>
    <tagsDecl>
        <namespace name="http://www.tei-c.org/ns/1.0">
            <tagUsage gi="div">No numbered divs used. </tagUsage>
        </namespace>
    </tagsDecl>
    <classDecl>
        <taxonomy xml:id="lcsh">
            <bibl>
                <title>Library of Congress Subject Headings</title>
                <ptr target="http://id.loc.gov/"
type="source"></ptr>
            <note>
                <p>Library of Congress Subject Headings

```

originate from the source MARC
record for the monograph when
available.</p>
</note>
</bibl>
</taxonomy>
<taxonomy xml:id="victbib">
< bibl>
< title>Victorian Studies Bibliography Subject
Headings</title>
< ptr
target="http://www.dlib.indiana.edu/collections/victbib/"
type="source"></ptr>
< ptr
target="http://dlib.indiana.edu/vocabulary/victbibsubject/"
type="webservice"></ptr>
< note>< p>
The Victorian Studies Bibliography Subject
Headings are maintained by the editorial staff
of the Victorian Studies journal published at
Indiana University. The VWWP will use a subset
of these terms -- those more topically oriented
-- to facilitate a connection between articles
compiled as part of the online Bibliography and
the VWWP texts.
</p></note>
</bibl>
</taxonomy>
<taxonomy xml:id="mla">
< bibl>
< title>Modern Language Association
Thesaurus</title>
< ptr
target="http://www.mla.org/publications/bibliography/howtouse_mlabiblio/ho
wtosearchmlabiblio#mla" type="source"></ptr>
< ptr
target="http://dlib.indiana.edu/vocabulary/modernlangassocgenre/"
type="webservice"></ptr>
< note>< p>
The MLA Bibliography staff has created a
thesaurus of over 50,000 terms and
200,000 names to ensure consistency in the
terms and names assigned during
indexing. The VWWP project will utilize a
subset of the MLA Thesaurus to assign
genre headings to the VWWP texts. The genre
terms are further enhanced by definitions
compiled from various sources such as <title
level="m">The Oxford Dictionary of Literary
Terms</title>.
</p></note>
</bibl>
</taxonomy>

```

        </classDecl>
    </encodingDesc>
    <profileDesc>
        <langUsage>
            <language ident="en">English</language>
            <!--Repeat language tag if other prominent language(s)
appear in the text-->
        </langUsage>
    <particDesc>
        <!-- An Example of Prosopography: Replace info with
relevant personages-->
        <listPerson type="fictional">
            <person xml:id="jabuendia">
                <persName>

<forename>$José</forename><forename>$Arcadio</forename><surname>$Buendía</
surname>

                </persName>
                <sex>$Male</sex>
                <faith>$Atheist</faith>
                <nationality>$Columbian</nationality>
                <occupation>$Pioneer</occupation>
                <occupation>$Patriarch</occupation>
                <occupation>$Alchemist</occupation>
                <affiliation>$Founder of Macondo</affiliation>
                <residence>$Macondo</residence>
                <education>$Left school at age 8</education>
            </person>
            <person xml:id="uiguaran">
                <persName>

<forename>$Úrsula</forename><surname>$Iguarán</surname>
                </persName>
                <sex>$Female</sex>
                <faith>$Catholic</faith>
                <nationality>$Columbian</nationality>
                <occupation>$Matriarch</occupation>
                <occupation>$House Wife</occupation>
                <residence>$Macondo</residence>
            </person>
            <person xml:id="abuendia">
                <persName>

<forename>$Aureliano</forename><surname>$Buendia</surname>
                </persName>
                <nationality>$Columbian</nationality>
                <occupation>$Colonel</occupation>
                <occupation>$Poet</occupation>
                <residence>$Macondo</residence>
            </person>

            <relationGrp>
                <relation name="spouse" mutual="#jabuendia

```

```

#uiguaran"/>
        <relation name="parent" active="#jabuendia
#uiguaran"passive="#abuendia"/>
        <relation name="child" active="#abuendia" passive
="#jabuendia #uiguaran"/>
        </relationGrp>

        </listPerson>
</particDesc>
<!-- End Example of Prosopography-->
<textClass>
    <keywords scheme="#lcsh">
        <list>
            <item>[first subject heading]</item>
            <item>[second subject heading]</item>
            <item>[etc]</item>
        </list>
    </keywords>
    <keywords scheme="#victbib">
        <list>
            <item><term>$first heading</term></item>
            <item><term>$second heading</term></item>
            <item><term>$etc</term></item>
        </list>
    </keywords>
    <keywords scheme="#mla">
        <list>
            <item><term>$first heading</term></item>
            <item><term>$second heading</term></item>
            <item><term>$etc</term></item>
        </list>
    </keywords>
</textClass>
</profileDesc>
<revisionDesc>
    <!--Update the @who reference based on encoders/editors entered
in the
        respStmt in the fileDesc above AND update the @when to
reflect date of change:
        yyyy-mm-dd-->
        <change when="2009-01-01"
who="#encoderfirstandlastname">$Document any significant
changes to the encoding or text.</change>
    <!--Repeat change as many times as needed-->
</revisionDesc>
</teiHeader>
<text>
    <body>
        <p></p>
    </body>

```



```
</text>
</TEI>
```

Noting Pseudonyms

If you encounter a pseudonym whether or not it is reflected in the bibliographic information already provided in the Header, update the Header as follows:

```
<!--In the fileDesc:-->
<author>Dixon, Ella Hepworth (1855-1932)</author>
<author><name type="pseudonym">Wynman, Margaret</name></author>

<!--In the sourceDesc:-->

<author>Dixon, Ella Hepworth</author>
<author><name type="pseudonym">Wynman, Margaret</name></author>
```

Adding the Filing Title

1. For those titles beginning with an article:
 - a. Add a second title tag with a filing type only in the fileDesc/titleStmt:
 - b. Remove the leading articles (English and non-English)

```
<title type="marc245a">The Autobiography of Christopher Kirkland, Volume
3</title>
<!--Second title tag manually added for filing title-->
<title type="filing">Autobiography of Christopher Kirkland, Volume
3</title>
```

Linking to Related Materials: Intros and Bios

- [NEED TO ADD INFO](#)

Selecting Subject and Genre Headings

You will need to select subject and genre headings for the text you are encoding. The headings come from two sources:

- Victorian Studies Bibliography taxonomy, which we will use to identify the **prominent** subject(s).
- MLA thesaurus and the Oxford Dictionary of Literary Terms, which we will use to identify the genre (e.g., pamphlet, sensational novel, etc.). Please select the **most specific** term(s).

Adding Subject Terms

To select the subject terms:

1. Place the cursor between the opening and closing `<keywords scheme="#victbib">`
2. Right-click

3. Select from the menu: Plugins => Terminology Service Plugin
 - a. A window will pop-up with two tabs: Victbib and MLA
4. Select the "Victbib" tab
5. Select "Add Terms" button, which will launch a search window
 - a. If you know the term, search
 - b. If you don't know the term, browse the list of subject headings
6. Find the relevant term
7. Click "Add Term"
8. When you are done adding the term, select "Update Selection" ("update selection" saves the term you selected)
9. If more terms apply, repeat the previous two steps as necessary
10. When you are happy with all the terms selected, click on "Update Document" (your cursor will jump down to the bottom of the text, sadly)
11. Scroll back up to the <keywords> section of the TEI Header to confirm terms were added

Adding Genre Terms

Repeat these steps for the genre terms, except:

1. Place the cursor on the first placeholder <term> in <fileDesc> <profileDesc><textClass><keywords scheme="#mla">
2. Select the "MLA" tab (note: MLA genre terms include descriptions to help you identify the proper genre)
3. Follow the steps as outline above

```

<!--Before adding the genre terms, the Header appears like so:-->
  <keywords scheme="#mla">
    <list>
      <item><term>$first heading</term></item>
      <item><term>$second heading</term></item>
      <item><term>$etc</term></item>
    </list>
  </keywords>
<!--After adding an MLA genre term, the Header appears like so:-->
  <keywords scheme="#mla">
    <list>
      <item><term
ref="http://terminology.dlib.indiana.edu/vwwpgenre/poetry">poetry</term></
item>
      </list>
    </keywords>

```

Prosopographical Information

Note!

Capturing prosopographical information is experimental in nature. We hope to learn from you as you record this information about what works and what doesn't. We will also perform analysis of this work after the texts have been encoded to determine how to best proceed. But in the meantime, have fun with it! Recording information about personages has lots of great potential.

Broadly speaking, prosopography is the study of individuals within a specific context and their relationships to one another. The [TEI P5 Guidelines](#) now dedicate a section to the compilation of prosopographical information. While it seems more geared toward demographic information, it is also applicable to fictional and non-fictional works.

The prosopography section, included in the <particDesc> section of the TEI Header, is comprised of one main section, <listPerson>, which is further subdivided by many components, the main ones being:

- <person>
- relationGrp>

(Reference the [TEI Header](#) template above to see the whole of how the prosopographical data is constructed. Below, examples are included, but in chunks to illustrate the topic at hand).

<listPerson>

This is the container tag that will contain your list of people! It is important to assign it a type attribution with one of the following values:

- fictional
- historical
- biblical
- mythical

If you encounter another type of person, report this issue in the [VWWP Encoding Log](#) page.

<person>

Many characteristics can be recorded about a particular personage. Below are some examples, but feel free to reference the section on [Biographical and Prosopographical Data](#) in the TEI P5 Guidelines. At a minimum, you should have, if relevant to your particular work, a person's name. None of the other characteristics listed below or otherwise documented in the P5 Guidelines are required.

All persons required an `xml:id`, the value for which you will create based on some combination of fore- and surnames. Remember that `xml:id` values must be unique so if you have two characters, Joe and Jane Garcia, you can't ascribe *kgarcia* as the `xml:id` for both. Instead one would have to be *joejgarcia* and the other *janegarcia*.

```
<listPerson type="fictional">
  <person xml:id="jabuendia">
    <persName>
      <forename>$José</forename><forename>$Arcadio</forename><surname>$Buendía</
      surname>
    </persName>
  </person>
</listPerson>
```

The `<person>` tag can contain any number of predetermined characteristics. Below are just a few that are possible to capture. Again, consult the P5 Guidelines for additional options, if you are interested. Remember that none are required and each personage could have a different set of characteristics. In other words, they do not need to be uniform across personages.

```

<listPerson type="fictional">
  <person xml:id="jabuendia">
    <persName>

<forename>$José</forename><forename>$Arcadio</forename><surname>$Buendía</
surname>

    </persName>
    <faith>$Atheist</faith>
    <nationality>$Columbian</nationality>
    <occupation>$Pioneer</occupation>
    <occupation>$Patriarch</occupation>
    <occupation>$Alchemist</occupation>
    <affiliation>$Founder of Macondo</affiliation>
    <residence>$Macondo</residence>
    <education>$Left school at age 8</education>
  </person>
  <person xml:id="uiguaran">
    <persName>

<forename>$Úrsula</forename><surname>$Iguarán</surname>
    </persName>
    <faith>$Catholic</faith>
    <nationality>$Columbian</nationality>
    <occupation>$Matriarch</occupation>
    <occupation>$House Wife</occupation>
    <residence>$Macondo</residence>
  </person>
  <person xml:id="abuendia">
    <persName>

<forename>$Aureliano</forename><surname>$Buendia</surname>
    </persName>
    <nationality>$Columbian</nationality>
    <occupation>$Colonel</occupation>
    <occupation>$Poet</occupation>
    <residence>$Macondo</residence>
  </person>

</listPerson>

```

relationGrp

Personages or characters can be explicitly related in the TEI Header. This ability is probably the least intuitive with respect to markup so hopefully my limited examples will capture the range of relationships you may encounter. Again, if you encounter a relationship not defined, report this in the [VWWP Encoding Problems](#) page.

Relationships may be either mutual or non-mutual. A mutual relationship is one in which the participants are equal, such as a sibling, co-worker, or spousal relationship.

A non-mutual relationship currently includes only two types of roles: active and passive. According to the TEI Guidelines 13.3.2.4, these designations suggest that the relationships are best described by using a transitive verb, requiring a subject and object. The subject is active and the object is passive. In a parent-child relation for example, the parent is active in a "parent" (read "is parent of) relationship and the child is passive. In a "child" (is child of) relationship the active and passive roles are reversed.

```
<!--Reference the above people documented.-->

<relationGrp>
  <relation name="spouse" mutual="#jabuendia #uiguaran"/>
  <relation name="parent" active="#jabuendia #uiguaran"
passive="#abuendia"/>
  <relation name="child" active="#abuendia" passive ="#jabuendia
#uiguaran"/>
</relationGrp>
```

Possible relationship values for the attribute "name" include:

- spouse
- sibling
- parentchild
- fiancé(é)
- friend
- lover
- apprentice
- adversary
- colleague
- coworker
- masterservant
- others you encounter (the possibilities are endless)

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Sections of the Text:

- [Front Matter](#)
- [Body](#)
- [Back Matter](#)

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Front Matter

The front matter consists of any writing or images that comes before the beginning of the main text (e.g., table of contents, preface, frontispiece, etc.). Most texts in the collection should have front matter, but some texts may have more front matter materials than others. All front matter will be marked up using the `<front>` element. The most basic front matter will include only a title page. The following example show the markup for a title page.

```

<front>
  <titlePage>
    <docTitle>
      <titlePart type="main">THE AUTOBIOGRAPHY OF CHRISTOPHER
KIRKLAND.</titlePart>
    </docTitle>
    <byline>
      BY <docAuthor>MRS. LYNN LINTON, </docAuthor> AUTHOR OF 'THE
TRUE HISTORY OF
      JOSHUA DAVIDSON,' 'PATRICIA KEMBALL,' 'THE ATONEMENT OF LEAM
DUNDAS,' 'UNDER
      WHICH LORD?' ETC.
    </byline>
    <docEdition>IN THREE VOLUMES.</docEdition>
    <docEdition>VOL. III.</docEdition>
    <docImprint>
      <pubPlace>LONDON: </pubPlace>
      <publisher>RICHARD BENTLEY AND SON, Publishers in Ordinary to
Her Majesty the Queen.</publisher>
    </docImprint>
    <docDate>1885.</docDate>
    <docEdition>[All Rights Reserved.]</docEdition>
  </titlePage>
</front>

```

Some other common features that occur in the front matter after the title page are dedications or epigraphs and table of contents. Both features use the <div> element to contain the information and are marked up as follows:

```

<div type="dedication">
  <pb n="v" xml:id="VAB7022-001"/>
  <head>DEDICATION.</head>
  <lg type="verse_paragraph">
    <l><hi>THOSE</hi> whom these Poems may concern</l>
    <l rend="ti-1">Will each their own true portion know;</l>
    <l>No cause that other eyes should learn</l>
    <l rend="ti-1">The reason why I penned them so.</l>
    <l>But if—I think there is—there be</l>
    <l rend="ti-1">One thread of thought that runs throughout,</l>
    <l>One heart remembered tenderly,</l>
    <l rend="ti-1">One echo caught from strains devout;—</l>
    <l>If through the busy Week of Years,</l>
    <l rend="ti-1">To which these scattered thoughts belong,</l>
    <l>One constant image still appears,</l>
    <l rend="ti-1">Reflected in my casual song;—</l>
    <l>Dear critic, for whose eyes I wrote the greater part,</l>
    <l>Take to thyself the book I give, with all my heart.</l>
  </lg>
</div>

```

```

<div type="contents">
  <head rend="center">THE TABLE OF THE FIRST BOOK.</head>
  <list type="simple" rend="i">
    <item><ref rend="right" target="#VAB7202-085">1. Mortal, if thou
art beloved</ref></item>
    <item><ref rend="right" target="#VAB7202-085">2. Once, bis feet
among the roses</ref></item>
    <item><ref rend="right" target="#VAB7202-085">3. Let us wreathe tie
mighty cup</ref></item>
    <item><ref rend="right" target="#VAB7202-085">4. O wind, thou hast
thy kingdom in the trees</ref></item>
    <item><ref rend="right" target="#VAB7202-085">5. Death, men say, is
like a sea</ref></item>
    <item><ref rend="right" target="#VAB7202-085">6. Ah, Eros does not
always smite</ref></item>
    <item><ref rend="right" target="#VAB7202-085">7. Who hath ever
given</ref></item>
    <item><ref rend="right" target="#VAB0008-001">8. Sometimes I do
despatch my heart</ref></item>
    <item><ref rend="right" target="#VAB0009-001">9. Down the
forest-path I fled</ref></item>
    <item><ref rend="right" target="#VAB0010-001">10. I dance and dance
! Another faun</ref></item>
    <item><ref rend="right" target="#VAB0011-001">11. In the moony
brake</ref></item>
    <item><ref rend="right" target="#VAB0012-001">12. Love doth never
know</ref></item>
    <item><ref rend="right" target="#VAB0013-001">13. Love's wings are
wondrous swift</ref></item>
    <item><ref rend="right" target="#VAB0014-001">14. If the sun our
white headlands with flame</ref></item>
  </list>
</div>

```

For more detailed information about what may appear in the front matter how to encode it see the [Front Matter page](#).

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Body

The body of the text consists of the chapters, poems, and other matter that make up the primary text. The body is encompassed by the `<body>` tag.

```

<body>
  <p>This is some text.</p>
</body>

```

Divisions of the Text

For the Victorian Women Writer monographs, we use divisions (<div>) with type attributes to denote sections of the text. (See one of the specific genre types for more detail.)

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A few exceptions that may occur in the body of any genre:

Embedded Text/Floating Text

Sometimes an embedded text may appear in a work (common in prose): a letter, journal entry, poem, songs, etc. If this is the case, use the <floatingText> element to separate this embedded text from the rest of the work.

What to include inside <floatingText>:

- <body>, <div> with a type attribute which describes the text that follows (e.g., letter, poem, song, etc.), any other tags needed to encode the embedded text.

For instance, below is an example of how to encode a letter with the <floatingText> element.

```
<p>She opened and read as follows:</p>
  <floatingText>
    <body>
      <div type="letter">
        <opener>
          <dateline>AUGUSTA, March 4th, 18-</dateline>
          <salute>
            <hi rend="i">Mrs. A. Mitten:</hi>
          </salute>
        </opener>
        <p>"Having recently understood that you have procured a
private teacher, we have
ventured to stop your advertisement, <hi rend="i">though ordered to
continue it
until forbid,</hi> under the impression that you have probably forgotten to
have it
stopped. If, however, we have been misinformed, we will promptly resume the
publication of it. You will find our account below; which as we are much in
want of
funds, you will oblige us by settling as soon as convenient. Hoping your
teacher is
all that you could desire in one,</p>
        <closer>
          <salute>"We remain, your ob't. serv'ts,</salute>
          <signed>"H-& B-</signed>
        </closer>
      </div>
    </body>
  </floatingText>
```

For more information on how to encode embedded texts and which division types you may encounter, please consult the [prose guidelines](#).

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A work that contains more than one book by an author

Although it is rare, there may be a case where a work has more than one book inside it. The most common occurrence of this is poetry work that includes several book titles by one author. When this occurs, replace the global <body> element with a <group>.

What comes inside the `<group>` tag:

- `<text>`
- `<front>` (optional)
- `<body>`
- any tags needed to encode the embedded text
- `<back>` (optional)

```
</front>
  <group>
    <!-- First text encountered-->
    <text>
      <front>
        <titlePage>
          <titlePart rend="uc center">The First Book of
Songs</titlePart>
        </titlePage>
      </front>
      <body>
        <pb n="5"/>
        <head rend="uc center">The First Book of Songs</head>
      </body>
    </text>
    <!-- Second text encountered-->
    <text>
      <front>
        <pb/>
        <titlePage>
          <titlePart rend="uc center">THE SECOND BOOK OF
SONGS</titlePart>
        </titlePage>
        <pb/>
      </front>
      <body>
        <p>...</p>
      </body>
      <back>
        <div type="index">
          <list>
            <item target="#VAB5675-133">Hedonism ..... <hi
rend="right">137</hi></item>
          </list>
        </div>
      </back>
```

The `<back>` element, as well as the `<front>` element, are optional when using `<group>`. Only use these elements if there is front matter and back matter that needs encoding.

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Personal Names

In conjunction with the [prosopographical information](#) we are compiling in the TEI Header, personages will be tagged accordingly throughout the

text. In most cases, this will occur in prose texts that contain dialogue. In those cases, the `<said>` tag will be used with a `who` attribute. However, names may appear across genres and in various contexts. In those cases, where names are mentioned, use `<persName>` with the `ref` attribute to points to the `xml:id` of the name established in the TEI Header as part of your prosopographical work. For example:

```
<persName ref="#jabuendia">Joe</persName>
```

See a specific genre for detailed guidelines:

- [Prose](#)
- [Drama](#)
- [Verse](#)

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Back Matter

Ofentimes the books in this collection will not contain back matter. If the text does contain back matter, use the `<back>` element to encode it. Back matter content can be unpredicatble, but common content include indices, appendix, advertisments, etc. Below is an example of a short back matter that consists of only a note.

```
<back>
  <div type="note">
    <note xml:id="note_002" place="end"><ref>SubhiKasib</ref>
      (Arabic): a poetical name for a transient light which appears in the
      east aboutan hour before the dawn.</note>
    </div>
</back>
```

For more information how you to compose specific parts of the back matter see the [Back Matter page](#).

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