

Prose

- [Front Matter](#)
- [Body Section](#)
 - [How to encode sections of the text](#)
 - [How to encode headings and section titles](#)
 - [How to encode paragraphs](#)
 - [How to encode floating texts](#)
 - [How to encode figures, pictures and images](#)
 - [How to encode lists](#)
 - [How to encode tables](#)
 - [How to encode quotes](#)
 - [How to encode externally quoted material](#)
 - [How to encode internally quoted material](#)
 - [How to encode letters](#)
 - [How to encode closers](#)
 - [How to encode page break](#)
- [Back Matter](#)
- [What to do with content that doesn't fit any of features already described in Prose page](#)

Front

See the [Front Matter page](#) for more detailed information.

[Return to top](#)
[Return to General Guidelines](#)

Body

Prose includes novels, shorts stories, essays, etc.

The body will generally take the following structure (with a few [exceptions](#)):

- body
 - `div type="chapter"`
 - any of the below tags needed to encode the text
 - `div`
- body

There are several main tags that we use to mark up the structural elements of prose.

They indicate:

- [Divisions](#)
- [Headings](#)
- [Paragraphs](#)
- [Floating Texts](#)
- [Notes](#)
- [Figures, Pictures and Images](#)
- [Lists](#)
- [Tables](#)
- [Quotes](#)
- [Letters](#)
- [Closers](#)

[Return to top](#)
[Return to General Guidelines](#)

Divisions

Divisions are often indicated by a chapter, section, etc. of a book. Nest as many divisions as necessary to properly represent the structure of the text (e.g., chapters, sections, etc.). Be sure to maintain consistency among the levels of division within the body (e.g., all chapters occur as first-level divisions, section as second-level, etc.).

```
<div type="chapter">
  <head>1. Chapter Title</head>
  <p>Chapter prose ...</p>
  <div type="section">
    <head>1.1 Chapter Section Title</head>
    <p>Chapter section prose ...</p>
  </div>
</div>
```

All **division tags** will have a type attribute. The value of the type attribute will be one of following:

- chapter
- section
- lecture
- letter
- essay
- story (used to demarcate short stories)
- book
- pamphlet
- notes
- dedication

If none of these value correctly describe the section of text you are encoding, document the nature of the division in the [VWWP Encoding Problems](#) page.

```
<div type=chapter>
  <pb n="4" />

  <head>CHAPTER II</head>

  <head>THE SEPARATION</head>
```

[Return to top](#)
[Return to General Guidelines](#)

Headings

See [VWWP TEI P5 Encoding Guidelines](#) for more information about headings.

Paragraphs

Paragraphs are marked with a `<p>` tag. Paragraphs can be marked virtually anywhere in the text to mark a prose block. Paragraphs include `<pb/>` (page breaks), lists and tables. Paragraphs are extremely versatile and are used in a wide variety of text encoding situations. Generally speaking, if something is written as a paragraph, it can be marked as such. `<div>` tags cannot come within paragraphs, but `<list>` tags, `<figure>` tags, `<pb/>` tags, `<note>` tags, and many others can come within `<p>` tags. For instance, if a paragraph is broken up by a blank page and an image, as shown below, you do not need to close the paragraph to include these features. This allows you to faithfully represent the text.

```
<p>With a strong, fair wind our sail was set; the creak and swish  
of the oars was exchanged for the low music of the river as it  
parted under our prow; and the deep water (from fifty to a  
hundred feet), of a striking bottle-green colour, was unbroken  
by a swirl or ripple, and slid past in a grand, full volume.  
The stillness was profound, enlivened only as some big junk  
with lowered mast glided past us at great speed, the fifty or  
sixty
```

```
<pb n="107"/>
```

```
<pb n="108"/>
```

```
<figure>
```

```
<p>
```

```
"Entrance to Ichang Gorge."
```

```
</p>
```

```
</figure>
```

```
<pb n="109"/>
```

```
men at the sweeps raising a wild chant in keeping with the  
scene. Scuds of snow, wild, white clouds whirling round  
pinnacles, and desolate snow-clothed mountains, apparently  
blocking further progress, added to the enchantment.
```

```
</p>
```

[Return to top](#)
[Return to General Guidelines](#)

Floating Texts

Often in prose texts you may encounter an "embedded" or floating text in the form of a letter, poem, journal entry, song, etc. Floating texts such as these have a complete structure that interrupts the flow of the main text that require the use of the `<floatingText>` tag. For example, letters and journal entries ([see detailed description below](#)) have an opener and body; letters usually have closers, and a poem may be quoted in its entirety, with a title, epigraph, etc.

Floating texts are contained within a division of text (see example below) and may have one of the following division types (e.g., `<div type="letter">`):

- article (e.g., journal or newspaper article)
- letter
- poem
- journal
- song

If you encounter another genre, **do not assign** a "type" attribute. Please document this in the [VWWP Encoding Problems](#) page for review and later designation.

- Chapter with a letter

```

<div type="chapter">
  <pb xml:id="VAA2383_126" n="118"/>
  <head>CHAPTER XIV</head>
  <head>MAURICE LEVY'S CONSTITUTION</head>
  <p><said who="#maurice"><hi rend="b">L</hi>O, SAM!</said>" said Maurice cautiously.
    " <said who="#maurice">What you doin'?!</said>"</p>
  <p>Penrod at that instant had a singular experiencean intellectual shock like a flash
    of fire in the brain. Sitting in darkness, a great light flooded him with wild brilliance.
He
    gasped!</p>
  <!--Text removed from example-->
  <p><said who="#maurice">What you doin'?!</said>" asked Maurice for the third time,
    Sam Williams not having decided upon a reply.</p>
  <pb xml:id="VAA2383_127" n="119"/>
  <p>It was Penrod who answered.</p>
  <p><said who="#penrod">Drinkin' lickrish water</said>," he said simply, and wiped his mouth
with such delicious enjoyment
    that Sam's jaded thirst was instantly stimulated. He took the bottle eagerly from Penrod.<
/p>

  <p><said who="#penrod">A-a-h!</said>" exclaimed Penrod,
    smacking his lips. " <said who="#penrod">That was a good un!</said>"</p>
  <!--Text removed from example-->
  <p>Penrod uttered some muffled words and then waved both armseither in response or as an
intention
    expression of his condition of mind; it may have been a gesture of despair. How much
impossible to
    there was in this actobviously so rash, considering the position he occupiedit is
    say. Undeniably there must remain a suspicion of deliberate purpose.</p>
  <!--Text removed from example-->
  <pb xml:id="VAA2383_138" n="130"/>
  <p>The damsel curtsied again and handed him the following communication,
    addressed to herself: </p>
  <floatingText>
    <body>
      <div type="letter">
        <p>Dear madam Please excuse me from dancing the cotilo with you
          this afternoon as I have fell off the barn.</p>
        <closer>
          <salute>Sincerly yours</salute>
          <signed><hi rend="sc">Penrod Schofield.</hi></signed>
        </closer>
      </div>
    </body>
  </floatingText>
</div>

```

[Return to top](#)
[Return to General Guidelines](#)

Notes

See [VWWP TEI P5 Encoding Guidelines](#) for more information about encoding notes (footnote, endnotes, etc.).

Photographs, Graphics, and other Images

See [VWWP TEI P5 Encoding Guidelines](#) for more information about photographs, graphics and other images.

Lists

See [VWWP TEI P5 Encoding Guidelines](#) for more information about lists.

Tables

See [VWWP TEI P5 Encoding Guidelines](#) for more information about tables.

Quotes

Quotes are denoted by quotation marks, which will be retained in the text. Only text that comes within quotation marks will be marked as a quotation for the purposes of encoding. There are two types of quotes: quotes that are external to the text and quotes that are internal. The `quote` element is used for passages that are external to the text, like a reference to a study or another book. Internal quotes are quotes occur inside the text (e.g., character speeches or thoughts or notes written by characters) and have various TEI elements to represent them.

[External](#)
[Internal](#)

Quotes that are External to the Text: Outside Sources and Other References

Quotes that come from outside the text are marked by first using a `<cit>` tag, to denote an external citation. Within the `<cit>` tag there are two smaller parts, `<quote>` and `<bibl>`. `<quote>` encompasses the body of the quote, or actual quoted text. The `<bibl>` tag encompasses any bibliographic reference given that identifies the source of the text, such as a title or author. For a more comprehensive discussion of the `<bibl>` tag, please see the [<bibl> section of the official TEI P5 guidelines](#). Quotes can also be marked with other tags, for instance, inside the `<quote>` tag, you can have an `<l>` tag to denote a line of poetry.

```
<cit>
  <quote>
    <l>Parted without the least regret,</l>
    <l>Except that they had ever met.</l>
    <l>* * * *</l>
    <l>Misses, the tale that I relate,</l>
    <l>This lesson seems to carry:</l>
    <l>Choose not alone a proper mate,</l>
    <l>But proper time to marry!</l>
  </quote>
  <bibl>
    <author>Cowper,</author>
    <title level="a">Pairing Time anticipated</title>
  </bibl>
</cit>
```

```
<cit>
  <quote>
    "To be or not to be?"
  </quote>
  <bibl>
    <author>Shakespeare,</author>
    <title level="a">Hamlet</title>
  </bibl>
</cit>
```

```
<p>
  There are three main female characters in The Great Gatsby, Myrtle Wilson, Jordan Baker and Daisy Buchanan.
  When
    <cit>
      <bibl>
        <author>Fitzgerald</author>
        says,
      </bibl>
      <quote>"it takes two to make an accident,"</quote>
    </cit>
  one wonders to which of these women he is referring.
</p>
```

Quotes that are Internal to the Text: Thought, Speech, Writing

Quotations in the text that indicate speech, thought, writing, etc. by one or more characters is marked by the various TEI elements.

Specialized tags are provided to indicate the various types of internal quotations, but for this project we will only use a subset of the possible tags:

- **<said>**: Use to indicate passages thought or spoken aloud
 - When **<said>** is used, the **who attribute** is required. To facilitate the use of the **who attribute**, **be sure you first record the person in the TEI Header following the instructions under the prosopography section**. This will generate a pick list for the who attribute (to minimize errors and ensure consistency).
- **<q>** is used when someone is being quoted, but it's not an actual **<said>**. The use of **<q>** is kinda mushy, but here's a good example:

```
<p>When, for instance, <persName ref="#maurice">Mr Maurice</persName> tells us that
<q who="#maurice">'the end of education itself is, as it has always been considered, to
form a nation of liv- ing, orderly men,'</q> the definition will be accepted, with the
tacit reservation that it applies only to men, in the exclusive sense of the word, and
has nothing to do with the education of women.</p>
```

- **<foreign>**: A word or phrase is in quotation marks, italisized or set apart in some way because it not the predominant language used in the text.
 - Attempt to identify the language using the "xml:lang" attribute and a two-letter (as opposed to the three-letter) code according to the **ISO 639 standard**. See example below.
- **<distinct>**: A word or phrase is in quotes or set apart in some way because it is linguistically distinct such as slang or regional dialect.

Anything else that appears in quotes but is neither **<quote>**, **<said>**, **<foreign>** or **<distinct>** does not need to be differentiated in the markup.

Retain the quotation marks printed in the text. Tags should surround the quotation marks when present.

Quotes can come within quotes, such as when one speaker quotes someone else. If there is an external quote inside an internal quote, for instance, a character quotes the bible, the correct tags will be used to delineate between the two distinct types of quotes.

```
<p>Henry blustered,
  "<said who="#henry">I know you</said>.
  <quote>'Thou Shalt Not Kill.'</quote>"
</p>
```

```
<p>I had four days of <distinct>"hanging on."</distinct>
```

```
<p>
<said who="#jack"><foreign xml:lang="fr">C'est la vie</foreign></said>, said Jack.
</p>
```

[Return to top](#)
[Return to General Guidelines](#)

Letters

Letters commonly appear within prose texts and should be encoded as **<floatingText>** with **<div type="letter">**.

- Use **<opener>** if the letter contains a dateline, salutation or other opening content.
 - Use **<salute>**, **<dateline>**, etc. when present
- Use **<closer>** if letter has closing content like signature, dateline, etc.
 - Use **<signed>** if name appears in the closing
- Use **<postscript>** to encode P.S. content

```

<floatingText>
  <body>
    <div type="letter">
      <byline>OFFICE OF TREASURER OF STATE, INDIANA
        INDIANAPOLIS, November 27, 1858. </byline>
      <opener>
        <salute>Hon. A. A. Hammond, President of the Senate of
          Indianapolis:</salute>
      </opener>
      <p>In answer to a resolution of your honorable body concerning the
        condition of the "school fund" during the present and past years,
        I beg leave to submit that
        <pb xml:id="VAA8558-01-056" n="48"/>
        the report of the Auditor of State to the Legislature, which
        will be before you in a day or two, contains all
        the information you desire on that subject; and the previously
        submitted reports of this officer to the Governor and the Legislature
        contain the history of his fund during the time specified in the
        resolution.</p>

      <closer>
        <salute>Very respectfully,</salute>
        <salute>Your obedient servant,</salute>
        <signed>AQUILLA JONES, Treas. of State.</signed>
      </closer>
      <postscript>
        <label>P.S.</label>
        <p>The reports also contain information on the school corporations'
          voting history.</p>
      </postscript>
    </div>
  </body>
</floatingText>

```

[Return to top](#)
[Return to General Guidelines](#)

Closers

See [VWWP TEI P5 Encoding Guidelines](#) for more information about letter closers.

Page Breaks

For more information on how to encode page breaks see the [page break section](#) of the general guidelines.

Back Matter

See the [Back Matter page](#) for more detailed information.

Problems

If a part of the prose text that you are trying to encode does not fit one of the above described features, document the problem in the [VWWP Encoding Problems](#) page.

[return to top](#)
[return to general guidelines](#)