

Front Matter

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Front Matter

In the TEI/XML shell file, all text will be in `<ab>` tags within the `<body>` tag. You must move the text of the front matter out of the `<body>` and into the `<front>` (between the `<front>` and `</front>` tags). The front matter consists of anything that comes before the beginning of the first chapter/poem/act/etc., for example: title page, table of contents, dedication, epigraph, preface, advertisement, etc. Front Matter will contain two main TEI elements:

- [titlePage](#)
- [div](#)

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Title Pages

The most common element used in front matter is `<titlePage>`. The `<titlePage>` element is used to wrap other elements that describe the text such as title, author, and publisher.

The element that can be nested in `<titlePage>` are:

- `<docTitle>`
- `<byline>`
- `<docEdition>`
- `<docImprint>`
- `<epigraph>`
- `<imprimatur>`
- `<figure>`

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`<docTitle>`

Two tags enclose a book's title, `<docTitle>` and `<titlePart>`. The `<docTitle>` surrounds the entire title. The `<titlePart>` surrounds a portion of the title, and uses an `type` attribute with a value of either 'main' or 'sub' to demarcate main title and subtitles.

```
<docTitle>
  <titlePart type="main">THE YANGTZE VALLEY AND BEYOND</titlePart>
  <titlePart type="sub">AN ACCOUNT OF JOURNEYS IN CHINA, CHIEFLY IN THE PROVINCE OF SZE CHUAN AND AMONG THE
MAN-TZE OF THE SOMO TERRITORY</titlePart>
</docTitle>
```

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<byline>

A [byline](#) is the portion of the title page that shows who the book is by. The entire byline, including any additional information given about the author on the title page, is enclosed in this tag. The name of the book's author is marked up using the `<docAuthor>` tag.

```
<byline>
  By MRS. J. F. BISHOP
  (<docAuthor>ISABELLA L. BIRD</docAuthor>), F.R.G.S.
  HONORARY FELLOW OF THE ROYAL SCOTTISH GEOGRAPHICAL SOCIETY
  HONORARY MEMBER OF THE ORIENTAL SOCIETY OF PEKING, ETC. ETC.
</byline>
```

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<docEdition>

Often times, the book will give information about the edition on the title page. For instance, new revised edition, or second edition. This information is marked up using the `<docEdition>` tag.

```
<docEdition>2nd Revised edition.</docEdition>
```

Any information about the features of that edition of the book, for instance, information listed on the title page about the number of illustrations or maps in a book, or regarding the dedication of the book, also goes in a `<docEdition>` tag. Statements of copyright and "all rights reserved" are also listed in `<docEdition>` tags.

```
<docEdition>WITH MAP AND 116 ILLUSTRATIONS</docEdition>

<docEdition>DEDICATED BY PERMISSION TO THE MARQUESS OF SALISBURY, K.G.</docEdition>

<docEdition>All Rights Reserved, Including That of Translation Into the Scandinavian and Other Foreign
Languages.</docEdition>
```

Note: Dedications listed on a page that is separate from the title page are not handled using the `<docEdition>` tag. Please see the separate [Dedications section listed below](#).

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<docImprint>

`<docImprint>` is used to include any information on the recto or verso of the title page that designates publication information. This tag is used to mark up place of publication, publisher's name, etc., as in the following example.

```
<docImprint>
  <pubPlace>LONDON</pubPlace>
  <publisher>JOHN MURRAY,</publisher>
  <pubPlace>ALBEMARLE STREET</pubPlace>
  <docDate>1899</docDate>
  <pb/>
  Printed in the U. S. A.
</docImprint>
```

<epigraph>

Epigraphs are lines of text, either by the author or from another author, placed outside the main body of the text marked up using the `<epigraph>` element. When using the epigraph element making sure to use the `<cit>`, `<quote>`, and `<bibl>` elements as in the following example.

```
<epigraph>
  <cit>
    <quote>
      "I could be bounded in a nutshell, and count myself a king of infinite space."
    </quote>
    <bibl><title>HAMLET</title></bibl>
  </cit>
</epigraph>
```

<imprimatur>

Imprimaturs are formal declarations that the book has been approved by a governing body for printing. They are much more common in the 16th and 17th century, but occasionally show up in early 20th and late 19th-century books, particularly around the time of WWI. Imprimaturs are marked up using the `<imprimatur>` tag.

```
<imprimatur>Licensed and entered according to Order.</imprimatur>
```

Divisions

Sometimes there is front matter that cannot be marked up using a specific TEI tag. In such a case, you use a `<div>` element with a `type` attribute to properly capture the meaning of the part of the text.

There are several type values for `<div>` that may appear in the front matter:

- [half_title](#)
- [fly_title](#)
- [docImprint](#)
- [frontis](#)
- [preface](#)
- [introduction](#)
- [dedication](#)
- [acknowledgment](#)
- [intro_text](#)
- [contents](#)
- [errata](#)
- [epigraph](#)

Other likely types are:

- [verso](#) (the back of the title page)
- [illustrations](#) (table of illustrations)
- [advertisement](#)
- [characters](#) (table of characters)

If none of these options are appropriate, do not include a type in the `<div>` tag

Half-Titles: Partial Title Pages Before the Title Page

Any title information that comes before the title page is called a half-title. Half-titles will generally include a short version of the title of the book, and will sometimes include author information or a series title. On rare occasions, they will include publication information. The half-title page should be marked up as follows:

```
<div type="half_title">
  <bibl>
    <title level="m">THE YANGTZE VALLEY AND BEYOND</title>
    <title level="s">The Travel Series</title>
    <author>Isabella Bird</author>
  </bibl>
</div>
```

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Fly-Titles: Partial Title Pages After the Title Page

Any title information that comes after the title page is called a fly-title. Like half-titles, fly-titles will generally include a short version of the title of the book, and will sometimes include author information, a series title, or publication information, and should be marked up as follows:

```
<div type="fly_title">
  <bibl>
    <title level="m">THE YANGTZE VALLEY AND BEYOND</title>
    <title level="s">The Travel Series</title>
    <author>Isabella Bird</author>
  </bibl>
</div>
```

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Frontispieces: Images that Face the Title Page.

Frontispieces are placed in a `<div>` with the attribute `type="frontis"`. The `<figure>` tag is then used to indicate there is an image in this section of the text, and the `<p>` is used to encode the caption of the figure, *if there is one*. **Only the caption of the image will be included in the encoding. The graphic will not be included in the document.** The encoding of the frontis will look like the following example.

```
<div type="frontis">
  <figure>
    <p>A photograph of Tibetan Lamas in ceremonial, religious masks and costumes. They are
      holding various instruments and religious
      paraphernalia.</p>
  </figure>
</div>
```

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Printer Information

Sometimes a statement appears on its own page, either in the front or back matter, indicating some information about the printer or print history. In these cases, use a division type of "docImprint" and encode following the example below.

```
<div type="docImprint">
  <p>Printed by R. & R. CLARK, Edinburgh.</p>
</div>
```

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Prefaces

Prefaces are placed in a <div> with the attribute type="preface". The text is marked up like standard prose, with the signed tag for any signature at the bottom. The signature distinguishes a preface from the more generic [introduction](#).

```
<div type="preface">
  <head rend="sc">PREFACE</head>
  <p><hi rend="sc">THESE</hi> journeys in China [concluding in 1897], of which the following
    <pb n="33"/>
    pages are the record, were undertaken for recreation and interest
    solely, after some months of severe travelling in Korea. I had no
    intention of writing a book, and it was not till I came home, and China
    came very markedly to the front, and friends urged upon me that my
    impressions of the Yangtze Valley might be a useful contribution to
    popular knowledge of that much-discussed region, that I began to arrange
    my materials in their present form. They consist of journal letters,
    photographs, and notes from a brief diary.</p>
  <signed>
    <hi rend="sc">ISABELLA L. BISHOP</hi> October, 1899.
  </signed>
</div>
```

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Introductions

Oftentimes, these books of this period include writing before the beginning of the main text. In such a case, the text is placed in its own <div> tag with the attribute type="introduction". The rest of the text is then marked up in the same way as other prose or verse.

```
<div type="introduction">
  <head>Introduction</head>
  <p><hi rend="sc">THESE</hi> journeys in China [concluding in 1897], of which the following
    <pb n="33"/>
    pages are the record, were undertaken for recreation and interest
    solely, after some months of severe travelling in Korea. I had no
    intention of writing a book, and it was not till I came home, and China
    came very markedly to the front, and friends urged upon me that my
    impressions of the Yangtze Valley might be a useful contribution to
    popular knowledge of that much-discussed region, that I began to arrange
    my materials in their present form. They consist of journal letters,
    photographs, and notes from a brief diary.</p>
</div>
```

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Dedications

Dedications sometimes appear in the front matter and should be encoded in a division, attribute type="dedication":

```
<pb id="VAA2443-007" n="[7]"/>
  <div type="dedication">
    <p rend="center">TO<lb/> MY MOTHER</p>
  </div>
```

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Acknowledgments

Acknowledgments sometimes appear in the front or back matter and should be encoded in a division, attribute type="acknowledgment." On occasion, like in the example below, the title for that section is misleading. In this example, the section labeled "ADVERTISEMENT" is in fact an acknowledgment.

```

<div type="acknowledgment">
  <pb xml:id="VAB7020-003"></pb>
  <head>ADVERTISEMENT.</head>
  <p><hi rend="b">THE</hi> Author, in including among "AVILLION AND OTHER TALES" some
    reprints, has to offer acknowledgments for permission, to the proprietors of
    "Fraser's," "Bentley's," "Sharpe's," "Jerrold's," and the "Dublin University"
    Magazines; likewise to the "Athenæum," and the Messrs. Chambers.</p>
</div>

```

To see an example of an acknowledgment, visit: <http://purl.dlib.indiana.edu/iudl/vwwp/VAB7020>.

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Other Information in the Front Matter

There is sometimes writing that occurs before the the body of the text that we do not consider to be a preface or introduction. This information will be marked up using a <div> element with the attribute type="intro_text". The passage is then marked up like standard prose, as in the following example.

```

<div type="intro_text">
  <head>Note to the Reader</head>
  <p>This work is the last I will ever publish.</p>
  <signed>
    Earl of Gray Scale
  </signed>
</div>

```

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Tables of Contents and Illustrations

Tables of contents and lists of illustrations are marked up using a <div> element with attribute type="contents" or type="illustrations". The rest of these table of contents is marked up just like a list (see [list section](#)) with ref tags to facilitate linking to the start of the page. This is done by referencing the corresponding page break's ID (e.g., <pb xml:id="VAB1978-005"/>. The VAB part of the ID represents the bibliographic entity (the book) and the 3 digit ending number is the sequential (not printed) ordering of the pages.

```

<div type="contents">
  <list type="simple">
    <head>CONTENTS </head>
    <item rend="right">CHAPTER PAGE</item>
    <item>I. Geographical And Introductory . . . . <ref target="#VAB7186-005" rend="right">1</ref></item>
    <item>II. "The Model Settlement" . . . . . <ref target="#VAB7186-019" rend="right">15</ref></item>
    <item> III. Hangchow . . . . . <ref target="#VAB7186-036" rend="right">29</ref></item>
  </list>
</div>

or

<div type="illustrations">
  <list type="simple">
    <head rend="sc">LIST OF ILLUSTRATIONS </head>
    <item rend="right">PAGE</item>
    <item>Tibetan Lamas masked for a Religious Dance (Lal Singh) . <ref target="#VAB7186-001" rend="right"
  >Frontispiece</ref></item>
    <item>Zig-zag Bridge and Tea House, Shanghai . . . . . <ref target="#VAB7186-032" rend="right">27</ref><
  /item>
    <item>A <hi rend="italic">Pah</hi>, or Haulover . . . . . <ref target="#VAB7186-038" rend="right"
  >33</ref></item>
  </list>
</div>

```



Important

For more information about how to link the table of contents items to their corresponding sections of the text, see the [linking section](#).

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Errata

Errata is a list of corrections for mistakes found in that particular edition and can be either front or back matter of a text. Errata is marked up using a `<note>` element which will contain a list of the mistakes in the edition. The list of errors is marked up like other lists (see [list section](#) for more info), as the following example shows.

```
<div type="errata">
  <note>
    <title>Errata</title>
    <list type="simple">
      <item>Mistake, line two, page 41</item>
      <item>Mistake line three, page 54</item>
    </list>
  </note>
</div>
```

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Epigraphs

Epigraphs that do not appear in the Title Page or half-title, should be marked up using a `<div>` element with the attribute `type="epigraph"`. Inside the division, the passage should be marked up just like an epigraph (see [epigraph section](#) for more details), as in the example that follows.

```
<div type="epigraph">
  <cit>
    <quote>
      "I could be bounded in a nutshell, and count myself a king of infinite space."
    </quote>
    <bibl>
      <title>HAMLET</title>
    </bibl>
  </cit>
</div>
```

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Advertisements and Publisher's Catalog

Occasionally the front matter may contain an advertisement or a publisher's catalog. Follow the instructions [located in the back matter section](#) of these guidelines.

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Problems

If a part of the back matter that you are trying to encode does not fit one of the above described features, document the problem in the [VWWP Encoding Problems](#) page. Alternatively, you may want to first check the [Back Matter](#) documentation as sometimes content identified as occurring usually in the back matter could appear in the front.

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