

<msDescription>

The <msDescription> element encodes a description of a medieval or renaissance manuscript

The <msDescription> element, as elaborated in this document, is of the length and complexity that it may best be used for encoding medieval and renaissance manuscripts catalogued ex novo, or legacy data of this material in the form of extant catalogues of medieval and renaissance manuscripts. As such, the <msDescription> element may be placed anywhere that a paragraph might appear. However, the <msDescription> element may also appear in the header of a TEI conformant document, when the description of a manuscript forms part of the metadata to be associated with a digital representation of the manuscript, whether as a transcription, as a collection of digital images, or as some combination of the two. In this case the <msDescription> should appear within the <sourceDesc> element of the header.

The <msDescription> element has the following seven subelements, of which only <msIdentifier> is mandatory; if <msHeading> is present, it must occur directly after <msIdentifier>. The remaining five subelements may occur in any order and are repeatable.

The subelements, with their definitions, are:

<msIdentifier> groups information from the holding institution that serves to uniquely identify one manuscript.

<msHeading> contains brief database-like statements about key elements of a manuscript, intended for quick viewing by the user.

<msContents> encloses the section, or sections, of a manuscript or manuscript part that describes its intellectual content.

<physDesc> contains the physical description of a manuscript.

<history> contains information concerning the history of a manuscript from the moment of its production to the present day.

<additional> groups information relating to curatorial issues, and to the bibliography and subject headings of the manuscript as a whole.

<msPart> contains the description (intellectual, physical and historical) of a manuscript or manuscript fragment that shares the binding with another manuscript but that is of separate origin.

See the appropriate section below for a more discursive treatment of each subelement.

As well as the four global attributes, the element <msDescription> has several attributes to meet its specific needs: status; composite; type; dateAttrib. The status attribute is shared with three other elements (<msPart>, <msContents> and <msItem>); for a damaged manuscript (or manuscript part, or section of texts, or single text), it states the amount of the book that remains: "frag" meaning that only a fragment remains; "def" meaning that the manuscript has largely survived, that it is merely defective; "unk" meaning that the proportion of surviving codex to what has been lost is unknown.

The attribute "composite" with its closed list of values is shared with <msPart>. In both cases it serves to answer "yes," "no" or "unknown" to the question: is this manuscript composite? is it composed of more than one part of separate physical origin?

The "type" attribute is employed here and for <msPart> to perform the watershed sort between the manuscripts of textual interest and those of archival or legal origin by use of the explicit statement: type="dipl" (for "diplomatic") for the manuscripts relating to diplomatics. Overall, the present extension to the TEI set of elements and the present documentation were written for the encoding of descriptions of text manuscripts, or codices, not for documentary or legal materials. Nevertheless, a certain minimum of description is provided here for archival material, since legal documents occur with fair regularity as pastedowns and flyleaves of codices, and as the occasional denizens of libraries that wish to describe all their medieval and renaissance holdings with one set of encoding rules. Significantly absent in the present system is the encoding that would structure these early archival materials in to series, boxes, folders and so forth.

A fourth attribute, used by both <msDescription> and <msPart> and of crucial importance to the field, is "dateAttrib" with its closed list of values: dated; datable; unknown; there is no default value. Since the vast majority of manuscripts of this period are not dated by the scribe, nor are they datable by the cataloguer with a combination of internal and external factors, it is all the more important to have at one's fingertips the manuscripts that do meet the criteria of either category. Careful and consistent use of the "dateAttrib" attribute will allow a user to winnow his search results to precisely these manuscripts. The attributes on "evidence" for the element <origDate> mimic albeit rather imperfectly the information given by the "dateAttrib" attribute on <msDescription> and <msPart>; the correspondence is:

<msDescription>:	<origDate>:
dateAttrib="dated"	evidence="internal"
dateAttrib="datable"	evidence="external"
dateAttrib="unknown"	evidence="attributed" (by the cataloguer)

Note: As mentioned above, the smallest possible description is one that contains only the element <msIdentifier>; internally to that element, only one subelement is required, and the choice of subelement is at the cataloguer's choice. This is in recognition of the way many cataloguers work, by starting with a very brief list of call numbers. The next step, involving minimalist statements about author, title, place and date, require that the cataloguer move to the appropriate subelements of <msDescription> as shown in the following examples.

Examples:

```
<msDescription><msIdentifier><idno>Plimpton MS  
001</idno></msIdentifier></msDescription>
```

```
<msDescription><msIdentifier><idno>Plimpton MS  
002</idno></msIdentifier></msDescription>
```

```
<msDescription>  
<msIdentifier><idno>Plimpton MS 045</idno></msIdentifier>  
<msContents><msItem><author>Boethius</author>  
<title>De musica</title></msItem></msContents>  
<history><p><origPlace>Germany</origPlace><lb>  
<origDate>s. XII</origDate></p></history>  
</msDescription>
```

<msIdentifier>

The element <msIdentifier> groups information from the holding institution that serves to uniquely identify one manuscript.

The element may be used in an encoded description of a manuscript for the following four purposes: (1) to identify the manuscript that is being described in its current home, or (2) to identify any/each of its constituent parts, or (3) to identify other manuscripts cited internally to the primary description, or (4) to identify the currently described manuscript when it was under previous ownership.

The element <msIdentifier> is the only required element in <msDescription>; thus, it must occur at least once in its capacity to pinpoint the manuscript being described. A type attribute with the default value of "primary" will signal this use. However, when it functions as the unique identifier for the <msPart> of a manuscript, <msIdentifier> can occur again and as often as needed; it is then distinguished by the appropriate attribute. When used as a citation, <msIdentifier> can occur any number of times in any context; an attribute will also signal this particular purpose. In discussions of the history of the manuscript being described, one may want to give its former home(s); in this case the value on the attribute will be "former."

```
<msIdentifier type="primary">      [N.B. This is the default.]  
<msIdentifier type="msPart">  
<msIdentifier type="cited">  
<msIdentifier type="former">
```

Internal to <msIdentifier> are eight optional subelements; at least one of these must be present, without restriction as to the choice of subelement. The eight subelements are all repeatable and may occur in any order.

The eight subelements may be defined as follows:

- <country> contains the name of a geo-political unit larger than or administratively superior to a <region> (standard TEI element)
- <region> contains the name of a smaller geo-political unit, intermediate between <country> and <settlement> (standard TEI element)
- <settlement> contains the name of the smallest component of a placename expressed as a hierarchy of geo-political or administrative units (standard TEI element)
- <institution> contains the name of an organization such as a university, within which a repository is located
- <repository> contains the name of an organization such as a library that holds a given manuscript.

- <collection> contains the name of a collection that holds a given manuscript.
- <idno> supplies the alphanumeric sequence, usually termed "call number" or "shelfmark" or "press mark" or "accession number," that is used to identify a manuscript (standard TEI element, here with specific application). This element may carry a type attribute with the values of "alternate," when an institution accepts two forms of call number for a given manuscript
- <altName> contains the "ocelli nominum" or the altNames, the CLA volume and entry numbers, or the sigla, etc. whereby manuscripts are often designated, instead of or in addition to their call numbers

DISCUSSION

It is clear that the standards proposed in this document are solely intended to provide guidance for markup of a description; they do not propose to teach correct methodology in the cataloguing of medieval and renaissance manuscripts. Nevertheless, the fact that we are developing this markup specifically for an electronic environment prompts us to remind cataloguers and researchers alike of the prime importance of correct citation of manuscripts (in <msIdentifier>). Just as a telephone number is rendered useless if any of its numbers are omitted or transposed or otherwise changed, inaccuracies in <msIdentifier>, and in particular in <idno>, will potentially not retrieve the intended description (at least with the present capacities of search engines). Ultimately, the data contained in <msIdentifier> can be considered correct only if it represents the holding institution's preferred form of citation.

Although <msIdentifier> contains geographical information, it should be understood as a quasi-, if not entirely "legal" statement of ownership. For example, the manuscripts that belong to Peterhouse, even if they are housed and studied at the Cambridge University Library, would have their Peterhouse "address" in <msIdentifier> while issues of CUL access and availability would be presented in the <adminInfo> element discussed below. Holding institutions will also presumably prefer to use (and probably not display) parts of <adminInfo> for the actual physical location of the manuscript, such as "High security storage facility, vault G" or "locked cage" or "Map Case, 13-7."

Order of the subelements is intentionally not prescribed here, since it is desirable to ensure maximum flexibility, in particular internal to general prose (as opposed to the database-like situation of the formal citation of a manuscript in the heading of a description or in a list of Manuscripts Cited); see Examples 5, 6 and 7 below. However, given the principle of inheritance, whereby elements absorb the information that precedes them, it is clear that order should move from the largest to the smallest unit whenever possible.

The distinction between <institution> and <repository> may not always exist, nor is it possible here to propose use of one element over the other; presumably local decisions will apply as to which element seems more appropriate. As examples, consider the following two situations:

<settlement>Ros</settlement>
<institution? repository ?>I.RI.GEM</ ?>

where I.RI.GEM is a commercial school that teaches goldsmithing and owns medieval manuscripts; or:

<settlement>New York</settlement>
<institution? repository ?>Metropolitan Museum of Art</ ?>

whose multifarious holdings all bear the same type of accession number as identification.

The distinction between <collection> and <idno> may or may not be adhered to by a given holding institution, depending upon local interpretation or intention. For example,

<collection>fr.</collection><idno>2810</idno>

may be considered as gratuitous, extraneous markup by cataloguers at the Bibliothèque nationale de France, where the concept of

<idno>fr. 2810</idno>

as a unit may be felt to better determine the identity of the manuscript in question. Other examples are the Rawlinson collection in the Bodleian Library, or the Ellesmere collection in the Huntington Library, where separate tagging of "Rawlinson" and "Ellesmere" as collections would lead users to incorrect forms of citation; correct markup in these cases is:

<repository>Bodleian Library</repository>
<idno>MS. Rawl. Poet. d. 149</idno>

and:

<repository>Huntington Library</repository>
<idno>EL 26 C 9</idno>

It will fall to the cataloguer's good judgment or the holding institution's collection management policy to choose the more appropriate of the two possible markup approaches in the case of a "manuscript" in multiple "parts" (each with its own extant or assignable call number) in those cases when the "manuscript" is in fact more akin to a collection than an item. For example: the Bancroft Library at the University of California, Berkeley holds a "Paleography Collection" under the call number of "UCB 130"; one could catalogue the entire set of 164 single leaves as one "manuscript" and treat each single leaf as a "part" using its specific subset call number tagged as <msIdentifier type="msPart">, or each of these leaves could be catalogued as an individual item with the subset call number tagged as <msIdentifier type="primary">. Example 4 allots one "primary" entry for the Maurdramnus Bible and treats its five constituent volumes as "parts"; as noted, one could also convincingly catalogue each of the five codices as a "primary" record in its own right, with a comment in the <origin> tag that ties the five together.

EXAMPLES

Example 1 (reflecting the standard minimal format for citation of a manuscript):

<msIdentifier>
<settlement>Arezzo</settlement>
<repository>Biblioteca comunale</repository>
<idno>MS 52</idno>

Example 2 (fullest option):

```
<msIdentifier>
  <country>USA</country>
  <region>New Jersey</region>
  <settlement>Princeton</settlement>
  <institution>Princeton University</institution>
  <repository>Princeton University Library</repository>
  <collection>Scheide Library</collection>
  <idno>MS 71/Idno>
  <altName>Blickling Homiliary</altName>
</msIdentifier>
```

Example 3 (where there are two legal owners of the same manuscript):

```
<msIdentifier>
  <settlement>Wolfenb&uuml;tzel</settlement>
  <repository>Herzog August Bibliothek</repository>
  <idno>Cod. Guelf. 105 Noviss. 2<hi rend="superscript">o</hi></idno>
  <altName>Gospels of Henry the Lion</altName>
</msIdentifier>
<msIdentifier>
  <settlement>Munich</settlement>
  <repository>Bayerische Staatsbibliothek</repository>
  <idno>clm 30055</idno>
  <altName>Gospels of Henry the Lion</altName>
</msIdentifier>
```

Example 4 (where one manuscript has multiple parts, each with its own call number);

```
<msDescription>
  <msIdentifier>
    <settlement>Amiens</settlement>
    <repository>Biblioth&egrave;que Municipale</repository>
    <altName>Maurdramnus Bible</altName>
  </msIdentifier>
  <msPart>
    <msIdentifier type="msPart"><idno>MS 6</idno></msIdentifier>
  </msPart>
  <msPart>
    <msIdentifier type="msPart"><idno>MS 7</idno></msIdentifier>
  </msPart>
  <msPart>
    <msIdentifier type="msPart"><idno>MS 9</idno></msIdentifier>
  </msPart>
  <msPart>
    <msIdentifier type="msPart"><idno>MS 11</idno></msIdentifier>
  </msPart>
```

```

    <msPart>
      <msIdentifier type ="msPart"><idno>MS 12</idno></msIdentifier>
    </msPart>
  </msDescription>

```

Example 5 (where another manuscript is cited internally to a description of a manuscript in the course of a prose discussion that may present the elements in varied order):

```

  <msDescription>. . . Written in an anglicana formata script by the scribe who also
  copied the <msIdentifier type ="cited"><altName>Hengwrt Chaucer</altName>, held by
  the <repository>National Library of Wales</repository> in
  <settlement>Aberystwyth</settlement> as <idno>MS 392</idno> of the
  <collection>Peniarth</collection> ></msIdentifier> . . .</msDescription>

```

Example 6 (when common usage determines the format of a citation, perhaps most frequently internal to expository prose):

```

  <p> . . . another copy of this text may be found in <institution>Corpus Christi
  College</institution> <settlement>Cambridge</settlement> ... </p>

```

Example 7 (when a manuscript's previous owner, personal or institutional, is being discussed):

```

  <history>...Belonged to the Cistercian abbey of <msIdentifier
  type="former"><institution>St. Mary</institution> at <settlement>Holme
  Cultram</settlement>, <region>Cumberland</region> . . . in the upper margin, the
  pressmark, s. XV, "<idno>liber lxxvi<hi
  rend=superscript>us</hi></idno>"</msIdentifier>. . . </history>

```

Example 8 (when an institution has changed its call number system but retains a record, displayed or not to public view, of the earlier call number, especially in the situation when manuscripts have been cited in print with the previous number):

```

  <msIdentifier>
    <settlement>Berkeley</settlement>
    <institution>University of California</institution>
    <repository>Bancroft Library</repository>
    <idno>UCB 16</idno></msIdentifier>
  . . . <history> . . . Former Bancroft call number, <msIdentifier type="former"><idno>
  2MS BS1145 I8</idno>.</msIdentifier></history>

```

Example 9 (when the repository only has one ms, or only one of any significance, with no call number but known under multiple altNames):

```

  <msIdentifier>
    <settlement>Rossano</settlement>
    <repository>Biblioteca arcivescovile</repository>
    <altName>Codex Rossanensis</altName>
    <altName>Codex aureus</altName>
    <altName>Codex purpureus</altName>
    <altName>Rossano Gospels</altName>

```

</msIdentifier>

Example 10 (when there is more than one identifying number; on occasion the holding institution may choose to display only the preferred form of citation but retain the other for searching/internal purposes; the secondary choice may carry a type attribute with value "alternate"):

```
<msIdentifier>
  <settlement>Oxford</settlement>
  <repository>Bodleian Library</repository>
  <idno>MS. Bodley 406</idno>
  <idno type="alternate">S.C. 2297</idno>
</msIdentifier>
```

Example 11 (when a collection legally exists in more than one city):

```
<msIdentifier>
  <settlement>London</settlement>
  <settlement>Oslo</settlement>
  <collection>The Schøyen Collection</collection>
  <idno>MS 1</idno>
```

Example 12 (when the manuscript's present location is unknown to current scholarship, and the manuscript is only known from photographs):

```
<msIdentifier>
  <settlement>Present location unknown</settlement>
  <altName>Seilern Hours</altName>
</msIdentifier>
```

Example 13 (when, e.g., a research project is at an early stage, and the precise identification of "the Grosseteste in Berlin" has yet to be retrieved by the scholar):

```
</msIdentifier>
  <settlement>Berlin</settlement>
</msIdentifier>
<author>Grosseteste</author>
```

Example 14 (when, e.g., the Greek siglum is used to indicate a no longer extant codex in the transmission of Livy):

```
<msIdentifier>
  <altName><!-- Greek siglum, in this case a lambda --></altName>
</msIdentifier>
<author>Livy</author>
```

<msHeading>

<msHeading> contains brief database-like statements about key elements of a manuscript, intended for quick viewing by the user.

Historically, the briefest possible meaningful description of a manuscript consists of no more than a title, which will often have been enough to identify a manuscript in a small collection (e.g. 'Polychronicon') because the identity of the author is implicit. Where a title does not imply the author, and thus is insufficient to identify the main text of a manuscript, the author has to be stated explicitly (e.g. 'Augustinus, Sermones', 'Cicero, Letters'). Many inventories of manuscripts consist of no more than the author and title, with some form of copy-specific identifier, such as a shelfmark or secundo folio reference (e.g. 'Arch. B. 3. 2: Evangelium Matthei cum glossa', '126. Isidori Originum libri octo', 'Biblia Hieronimi, 2^o fo. opus est'). In the present DTD, identifying numbers such as shelfmarks are marked-up using the <msIdentifier> element (see above), while the author and title are tagged using the <msHeading> element.

Most users of medieval manuscripts would probably agree that, after author and title, the date and place of production of the manuscript are the next most important features to record: knowledge of these four pieces of data alone will often allow the reader to form a fairly reliable impression of other features such as the support, format, size of the typical quire, ruling instrument and layout, type of script, type and extent of decoration, and so on.

The <msHeading> element is intended to provide to the user an at-a-glance impression of a manuscript, the minimum of essential information, such as might be displayed or printed as a heading to a catalogue description. It may contain PCDATA or one or more of the following eight optional sub-elements: <author>, <respStmt>, <title>, <origPlace>, <origDate>, <textLang>, <writingSystem>, and <note>. The elements may occur in any order, and may be repeated within the <msHeading>.

Note: It must be emphasised that the <msHeading> element is not intended to stand in place of a brief description for purposes of computer readability. The description of the manuscript, however short, should be encoded using the appropriate elements located within the appropriate wrapper elements, such as <msItem> or <history>, so as to offer a reliable and consistent location for indexing or searching by a search engine.

Examples (but see <msItem>, <physDesc> or <history> for fuller descriptions of these elements):

<author>

The <author> element is used to encode the name of a person with primary responsibility for the intellectual content of the manuscript.

<author>Cicero</author>

<author>Guillaume de Lorris</author> and <author> Jean de Meun</author>

INTELLECTUAL CONTENT OF THE MANUSCRIPT

<msContents>

The <msContents> element encloses the section, or sections, of a manuscript or manuscript part that describes its intellectual content.

This wrapper element may in its simplest form simply enclose one or more <p>s; normally, it contains a number of <msItem> elements. The <overview> element may introduce the set of <msItem> elements if desired (see the documentation on <overview>). The <msContents> element may be introduced by the <head>, and it may offer the <keywords> element as many times as desired to encode subject headings according to a known scheme, such as that of the Library of Congress Subject Headings (see <keywords>, a standard TEI element with its "scheme" attribute).

Two of its attributes are particular to the present context, and are shared with <msItem>: the "status" and the "incomplete" attributes. "Status" with its closed list of values (frag | def | unk) speaks to the physical situation of the manuscript as a whole, indicating whether it is fragmentary (missing very large amounts of its support, and thus also of its texts), or defective (missing relatively small amounts of its support and thus of its texts), or whether the physical situation is unknown.

The attribute "incomplete," on the other hand, refers to the scribe's work; the closed list of values encode the lack of completion of the scribe's work, even though the physical manuscript may be complete with blank leaves reserved for the scribe (incomplete="y"); or the scribe's work may have been finished, even though the manuscript is defective, when the scribe took advantage of empty margins on already inscribed leaves (incomplete="n"); or the cataloguer / encoder may not be sure of the scribe's completion (incomplete="u").

Examples:

```
<msContents><head rend="bold">Contents</head><p>Atlas of the world from Western Europe and Africa to Indochina, containing 27 maps and 26 tables</p></msContents>
```

```
<msContents><overview><p>Biblia sacra: Antiguo y Nuevo Testamento, con prefacios, pr&ocirc;logos y argumentos de san Jer&ocirc;nimo y de otros. Interpretaciones de los nombres hebreos:</p></overview>
```

```
<msItem n="1">1. <locus>ff. 1-257</locus>: <title>Antiguo Testamento</title></msItem>
```

```
<msItem n="2">2. <locus>ff. 257v-354v</locus>: <title>Nuevo Testamento</title></msItem>
```

```
<msItem n="3">3. <locus>ff. 355-371v</locus>: <title>Interpretaciones de los nombres hebreos</title></msItem></msContents>
```

```

<msContents><msItem><locus>f. 1<hi rend="superscript">r</hi>-58<hi
rend="superscript">v</hi></locus> <author>Johannes Nanni Viterbiensis</author>,
<title>De futuris christianorum triumphis in Saracenos</title> (&acute;d.
G&ecircum;nes, 1480, d'apr&egrave;s laquelle le ms. a &acute;t&acute;e;
copi&acute;e;). <rubric>Incipit primus tractatus.</rubric> <incipit>Magister Raimundus
martini ordinis predicatorum et magister nicholaus de Lyra Ordinis
minorum</incipit></msItem>
<msItem><locus>f. 59<hi rend="superscript">r</hi>-72<hi
rend="superscript">v</hi></locus> <author>Apuleius Madaurensis</author>, <title>De
Deo Socratis</title>. <rubric>Incipit liber Apuleii philosophi magni de Deo
Socratis.</rubric> <incipit>Qui me voluistis dicere</incipit></msItem></msContents>

```

<msItem>

<msItem> contains a unit of bibliographic information within a manuscript or a manuscript part, as determined by the cataloguer.

The <msItem> tag encloses untagged as well as tagged materials relating to the intellectual content of a discrete segment of the text of a manuscript. Different cataloguers will handle the same sections of text in different ways, and the encoding will reflect this variety. It becomes all the more important, therefore, to use the various subelements correctly and completely, since the searching will focus on these, leaving the wrapper element, <msItem> to serve mainly for formatting purposes. The wrapping or binding aspect of <msItem> serves to form a unit of what are two discernible parts. One part focusses on the text as given in the manuscript (and thus employs the elements that encode rubric, incipit, explicit, colophon, and summary). The other segment of <msItem> cites modern printed editions or studies on the text in question, or allows the cataloguer to comment on the nature of the text (<bibl> with its own subsets of element will be the most usual for this section of <msItem>).

The <msItem> element has two attributes of particular application. The first, "status," refers to the physical situation of the manuscript with its necessary implications for the text, which may be "fragmentary" ("frag") and thus only remaining extent in little more than scraps; or it may be "defective" ("def") and thus proportionately more extant than not, missing only relatively small sections; or its status as "unknown" (which is provided here more for exhaustiveness than for actual use).

The second attribute refers to the amount of work completed by the scribe, and it is thus much more closely related to the intellectual content of the manuscript than to its physical situation. The book may be complete, with all leaves duly present, but with a certain number of them blank because the scribe did not finish his job; the incomplete work is of particular interest for manuscripts copied from rented peciae, as it indicates which peciae were unavailable at a given moment. The values for this attribute are "yes," "no," or "unknown" of which the one used most frequently will be "yes" (if the cataloguer hasn't

bothered to comment on a manuscript's completion or not, one assumes that it is complete); "unknown" is provided here more for exhaustiveness than for actual use.

Examples:

```
<msItem><author>Petrarca</author>, <title rend="ital">De viris illustribus</title>
(estratti). <locus>ff. 2-103v</locus></msItem>
```

```
<msItem n="4">4. <locus>ff. 16-23v</locus>: [title added in the margin, <rubric>de
invencione veronice</rubric>] <incipit>In diebus Tyberii claudii sub tetracho poncio
pilato traditus fuit christus Iudeis</incipit> . . . <explicit>ipse regit nos et det nobis
adiutorem et perducatur nos ad vitam eternam qui es laudabilis et benedictus et gloriosus in
secula seculorum. Amen.</explicit> <rubric>Et sic est finis.</rubric>
<lb/>Related by <bibl>M. R. James, <title>The Apocryphal New Testament</title>
(Oxford 1924) 159-60</bibl> as "Vengeance of the Saviour."</msItem>
```

```
<msItem><locus>ff. 1-36v</locus>: <rubric lang="ita">Relatione de svizzeri, Bernesi,
Grisoni et Vallesani</rubric>, <incipit lang="ita">Terra de svizzeri e una Regione posta
in Germania quasi sul Dorso del mondo</incipit> . . . <explicit lang="ita">senza Capitoli
di novita, ma solamente con gl'obligghi et conditioni generali, Laus Domino.</explicit>
<lb/>The account is geographical, then historical, canton by canton, and outlines the
growth of the confederation. The latest date mentioned is 1552, on f. 36v, discussing a
pact between <name>Charles V</name> and the Swiss.</msItem>
```

```
<msItem incomplete="y">109r-113r <author reg="Bernardus Claraevallensis,
Pseudo">Ps.-Bernardus Claraevallensis</author>, <title>De interiori domo seu De
conscientia aedificanda</title>. <rubric lang="lat">Incipit liber de conscientia humana a
beatissimo Bernardo editus.</rubric> <incipit lang="lat">Domus hec in qua habitamus
ex omni parte sui minatur ruinam</incipit> . . . [113r] . . . <explicit
defective="yes">Dampnat me conscientia mea quamquam diuinum iudicium nondum me
dampnauit</explicit>---(bricht ab an der PL 184, 524A). 113v-118v leer bis auf die oben
genannte Provenienz und eine kurze Notiz &uuml;ber den Inhalt.</msItem>
```

<locus>

The <locus> element defines a location within a manuscript or manuscript part.

The locations of texts or images or ownership notes (as examples) are normally stated as references to one or more folios, the latter expressed as a span; the locations are sometimes given as pages; the locations may not always be continuous. The optional <locus> element encodes such locations. It may contain PCDATA or the <hi> element which is provided for the frequent occurrence of superscript letters in foliation.

The element has several attributes: "scheme" could be used to specify the type of foliation or pagination if deemed necessary and if the cataloguer has not done so

explicitly; otherwise, the <foliation> element will prove more appropriate. Other attributes are "from" and "to" for the leaf/page numbers. More frequently used will be the "targets" attribute, with IDREFS as its datatype. This attribute supplies identifiers of associated images, for example, of transcriptions or of pictorial representations (via <figure> or <xptr> elements).

Note: The number that expresses the quantity of leaves/pages in a manuscript as part of the physical description of the manuscript is encoded with the <extent> element.

Examples:

```
<msItem><locus>f. 1-39<hi rend="superscript">v</hi></locus>:  
<author>Catullus</author>, <title>Carmina</title></msItem>
```

```
<msContents><msItem><rubric>Visio cuiusdam militis Tugdaldii hiberniensis ad  
aedificationem multorum scripta</rubric>, <locus>fol. 1 e  
sgg.</locus></msItem><msItem><rubric>De die iudicii</rubric>, sermone adespoto,  
<locus>fol. 21 e sgg.</locus></msItem></msContents>
```

```
<msItem><locus>pp. 2, 17, 19-21</locus><summary>Charms against snake and dog  
bite</summary> added in the margins by a later hand.</msItem>
```

<decoration>

<p>Most of the main body of the book, including the prayer on <locus targets="S1">fol.182v</locus>) was painted and decorated in one style, having links in style and iconography with the school of Maître François, although several of the miniatures in this section have been damaged and overpainted at a later date (e.g. the figure of Christ on <locus targets="F33R">fol. 33r</locus>; the face of the shepherd on <locus targets="F59V">fol. 59v</locus>, etc.).</p>

</decoration>

In the last example, the identifier s1 is assumed to reference the section of the manuscript "prayer on fol.182v" which has been transcribed elsewhere in the current document; the identifiers F33R and F33R reference <figure> elements containing images of the indicated pages.

<rubric>

<rubric> contains the string of words that denotes the beginning or the end of a text division, usually set off from the text itself by red ink, or by a different size or type of script, or by lining through, or other such visual device.

This element encodes the piece of text in the medieval manuscript that comes closest to the modern world's title page: it is the assertion of the book itself as to its author and title. The assertion may be incorrect; it may have been rejected or corrected by later

owners of the book. If possible, the encoder should recognize with appropriate tagging all names present in the rubric, especially if any of them are different from the author or title of the work as generally accepted today. Subelements that may prove useful for changes to the rubric made by various readers or owners over time are <add> and . In addition, see <author> and <title>. On the difficulty of separating a final rubric and the colophon, see <colophon>.

Examples:

<rubric>Incipit libellus Donati</rubric>

Other parts of the description would duly encode: <author>Donatus</author>, <title>De partibus orationis</title>.

<rubric>Explicit summa magistri Guidonis.</rubric>

<msItem><locus>ff. 1r-3v</locus><rubric defective="yes">[M]arci Tullii Ciceronis pridie quam in exilium iret. Incipit liber orationum quas ipse elegantissimus orator feliciter compilavit.</rubric> A later reader expunged the reference in the rubric to Cicero; the work is now recognized as <author accepted="y" reg="Cicero, Marcus Tullius, Pseudo">Pseudo Cicero</author>, <title>Pridie quam in exilium iret</title>.</msItem>

<incipit>

<incipit> contains the opening words of a text, or of a division of a text.

The incipit functioned in the Middle Ages as a more sure form of textual identifier than the title, and it sometimes still serves that purpose today, justifying the omnipresence of incipit lists in catalogues of medieval manuscripts. Accurate extraction of incipits from electronic catalogues will depend upon the quality and possibly even the depth of the encoding of this element.

The issue of depth arises with the use of the "type" attribute on this element. When a text begins with a biblical citation, or a legal lemma, or a prologue, or a translator's dedicatory letter, all its incipits should be tagged and distinguished from one another by means of the appropriate value on the attribute. No values are pre-set for this attribute.

Another common issue with incipits is that they are all too frequently defective, when someone has removed the decorated first letter or first page of a text. It will remain the decision of the cataloguer whether he wishes to supply the missing text (possibly in brackets or in italics or with some sort of typographical signal), and the markup of the missing text can take advantage of standard TEI elements such as <corr>. In any case, the markup should optimally employ the "defective" attribute with the value "yes." The other two possible values, "no" and "unk[nown]," are included for the sake of

completeness, and there seems little value to specifying them. The default value is in fact, "no."

When the incipit is incomplete (i.e. left so by its scribe and/or decorator), as opposed to having become defective through defacing and cutting away, the encoder should continue to use the defective="yes" attribute and value, even though they are an inaccurate description of the situation.

Note: Be sure to avoid encoding as <incipit> the phrase that frequently stands at the very beginning of a medieval text, in red ink, such as "Incipit Liber Psalmorum" or "Here begins the Psalter." Such phrases are in fact the rubric, while the incipit contains the actual words that open the text itself, in these cases, "Beatus vir qui non abiit" or "Blessed is the man."

Examples:

```
<incipit defective="yes">//ater noster qui es in celis</incipit>
```

```
<incipit defective="yes"><corr>P</corr>ater noster qui es in celis</incipit>
```

```
<incipit type="prologue">Cum non sit nostrum nisi divina  
revelatione</incipit><rubric>Incipit prima distinctio,</rubric><incipit type="text">Cum  
secundum sapientem nichil nouum sub sole</incipit>
```

```
<incipit type="biblical">Hora est iam nos de sompno surgere etc.</incipit><incipit  
type="text">Dise wort hat gesprochen der gute herre sant paulus von ds lere die heilige  
cristenheit erluhtet ist an rehtem</incipit>
```

```
<msItem><locus>f. 1</locus> <rubric>De libero arbitrio. Incipiunt capitula</rubric><hi  
rend="italics">beg.</hi>: <incipit type="chapterList">1. Quod potestas peccandi non  
pertineat ad libertatem liberi arbitrii.</incipit> <locus>f. 1</locus><rubric>Anselmus de  
libero arbitrio.</rubric> <incipit type="text"><hi rend=ital>Discipulus.</hi>Quoniam  
liberum arbitrium videtur repugnare gratie</incipit>
```

<explicit>

<explicit> contains the closing words of a text, or of a division of a text.

This element for the explicit or desinit is used to encode the closing words of a text, or of a division of a text. Although less common than incipitaria, some explicit lists do exist, and accurate encoding would allow the creation of further such lists. The "type" attribute will allow the encoder to specify which of potentially several explicits in a given <msItem> is being tagged.

When the explicit is incomplete (i.e. left so by its scribe and/or decorator), as opposed to having become defective through defacing and cutting away, the encoder should continue to use the defective="yes" attribute and value, even though they are an inaccurate description of the situation.

Note: Be sure to avoid encoding as <explicit> the phrase that frequently stands at the very end of a medieval text, in red ink, such as "Explicit Liber Psalmorum" or "Here ends the Psalter." Such phrases are in fact the rubric, while the explicit contains the actual words that close the text itself, in these cases, "Omne quod spirat laudet Dominum" or "Let every thing that hath breath praise the Lord."

Examples:

<explicit>till they be hard and serve hem forth yn another disch with the mylke.</explicit>

<explicit>vadant ipsi pariter in vitam eternam. Amen.</explicit> <rubric>Explicit summula seu Breviloquium super concordia Novi et Veteris testamenti.</rubric>

<colophon>

<colophon> contains information supplied by the scribe about the production of the manuscript.

The colophon may contain various kinds of information: a ditty about the joys of finishing, the scribe's name, the name of the person for whom the manuscript is being copied, the place of production, the date of production, the reasons for copying the text, and so on. The concept of "dated manuscript" as touchstone for all undated and unlocalized codices depends directly upon the accuracy of transcription of the colophon.

Note: Since the colophon occurs at the end of the text or division of a text, it is often difficult to separate exactly the rubric and the colophon, and one may be faced with false results about a given scribe's normal phrasing, if the encoder attempts the separation. In such cases, it may be preferable to encode the entire piece of final text as <colophon>. The preference given to <colophon> over <rubric> is due to the potentially higher value of its information.

Examples:

<colophon>Scripto per me per passare tempo et maninconia.</colophon>

<colophon>Explicit venenum viciorum domini illius, qui comparavit Anno domini Millessimo Trecentesimo nona gesimo primo, Sabbato in festo sancte Marthe virginis gloriose. Laus tibi criste quia finitur libellus iste.</colophon>

<summary>

The <summary> element serves to encode the brief prose statement that takes the place of more specifically quoted and encoded textual analysis.

When the cataloguer chooses to state or explain the nature of a certain text, rather than quoting its incipit and explicit, he may use the <summary> element to stand in the place of the omitted quotation. It is the chosen element for the description of texts of medieval archival materials.

Note: While <summary> takes the place of encoded text transcribed from the manuscript, <overview> introduces it.

Examples:

```
<msItem>f. i recto - ii verso, <summary>Sermons ou fragments de sermons  
anonymes</summary>
```

```
<msItem n="3">3. <locus>ff. 114-117</locus>: [added in another hand]  
<summary>Chapter list of each <hi rend="ital">questio</hi> and its <hi  
rend="ital">articuli</hi> in the order of this manuscript.</summary>
```

```
<msItem><summary>Letter of Innocent III to the bishop of Arras, the abbot of St. Rémi  
and the dean of the chapter of Reims concerning a dispute between the burgers of St.  
Omer and the abbey of St. Bertin regarding certain pastures, excommunicating the former  
if they do not follow the injunctions of this letter.</summary></msItem>
```

<overview>

The <overview> element introduces a section of the manuscript description by announcing in an abbreviated way what will follow in detail.

This element usually occurs between <msContents> and the various subsequent repetitions of <msItem> to which it serves as introduction; it allows the cataloguer a method for commenting on the group of <msItem>s as a whole. It must include a <p> element.

Note: While <summary> takes the place of encoded text transcribed from the manuscript, <overview> introduces it.

Examples:

<overview><p>A bifolium with full-page facing miniatures, both modern copies.</p></overview>

<overview><p>Hours for each day of the week, arts. 6-12, as follow:</p></overview>

<overview><p>Composite volume</p></overview><p><hi rend="bold">I.</hi></p>

<msContents>

<overview><p>In the usual order for thirteenth century French bibles and with the common set of 64 prologues, as described by <bibl><ref target="MMBL">Ker, <hi rend="ital">MMBL</hi></ref> 1:96-97</bibl> regarding <msIdentifier type="cited"><settlement>London, </settlement><repository>Lambeth Palace, </repository><idno>MS 1364</idno></msIdentifier>.</p></overview><msItem>Bible</msItem></msContents>

<textLang>

The <textLang> element encodes the names of the languages that are cited by the cataloguer as present in a manuscript.

Although the primary language of a text may be implied by the language in which its title is given (e.g. 'Horae', 'Heures', 'Gebetbuch', 'Primer'), many catalogues provide uniform titles of works and specify the language of text explicitly, such as "Book of Hours, in Latin and in French." It is important for consistent search and retrieval, especially of vernacular languages, that the encoder use the <textLang> element with its "langKey" attribute, and that he derive the attribute's values from ISO639-2 for the names of the languages. If the languages are not cited explicitly in the catalogue, one may usefully employ the "langKey" attribute on <msItem>. In order to parse successfully, the ISO standard cited for the attributes must also be defined in the TEI header.

Note: The global attribute "lang" specifies the language of its own element's content.

Note: The element <langUsage> encodes the language of the description, not that of the manuscript described.

Note: The element <writingSystem> encodes the manuscript's primary writing system, independently of its language (e.g. Cyrillic; Glagolitic; Greek; Hebrew), while <scriptTerm> is used for the names of the scripts that are particular instances of a writing system.

Examples:

<msItem><title>Hours of the Eternal Wisdom</title>. <textLang langKey="dut"><hi rend="ital">Dutch</hi></textLang>.</msItem>

<title>Discours de la Foy</title> in 40 6-line stanzas, possibly not complete as the <hi rend="ital">advertissement</hi> (f. 50v) mentions "certain nombre de vers, les uns en Anglois, les autres en françois " and <textLang langKey="fra">French</textLang> is now the only language present.

<msItem langKey="spa"><incipit>Las gracias que nuestro señor ihesu christo otorgo a nuestro padre sant francisco</incipit></msItem>

<author>

The <author> element contains the name of the person with primary responsibility for a bibliographic unit.

The content of this element is determined by the cataloguer and may or may not match the content of the medieval designation of author as contained in the rubric. It is, however, of singular importance in the indexing or searching for authors, and thus should be assigned with care, possibly with some attention to other catalogues or similar authority sources. The author may be formally anonymous, and encoded as such; the element may also define a collective authorship, if the work emanated from a council, or other such body. The element is repeatable, for the situations when one work has more than one individual author.

The "reg" attribute can be used to give a regularized form of the author's name, for purposes of indexing or searching.

Two of the attributes of <author> address the issue of the possible discrepancy between author as cited in the manuscript and current scholarship: "attested" and "accepted." Both have closed lists of values; neither has a default value. The values of the attribute "attested" are: "yes" (meaning that the attribution of authorship is attested in the manuscript); "added" (meaning that the attribution of authorship has been added in the manuscript by a later hand); "no" (meaning that the attribution of authorship is not attested in the manuscript); and "unk" (when the attestation of authorship is unknown).

The attribute "accepted" carries four possible values: "a" (that the scholarly community recognizes that the attribution of authorship is precisely that: an attribution, and nothing more); "y" (that the attribution is generally accepted as true); "n" (that the attribution is generally accepted as false); "u" (that no claim is made about the validity of the attribution).

Examples:

```
<msItem><author>Jean de Meun</author> and <author>Guillaume de Lorris</author>,
<title type="distinctive">Roman de la Rose</title></msItem>
```

```
<msItem><author>Anonymous</author>, <title type="generic">Sermones for
Advent</title></msItem>
```

```
<msItem><locus>f. 2r</locus> <rubric>Incipit Lignum vite <add>scilicet sancti
bonaventure</add></rubric><incipit type="text">Christo confixus sum cruci</incipit> . .
. <locus>f. 15v</locus> <explicit>et imperium per infinita secula seculorum.
Amen.</explicit><lb><author attested="added">Bonaventure</author>, <title>Lignum
vitae.</title></msItem>
```

```
<msItem><bibl type="early"><author reg="Thomas of Elmham, pseudo" attested="no"
accepted="u">Ps.-Elmham</author>, <title type="distinctive">Vita Henrici
Quinti</title></bibl>, <bibl type="modern">ed. T. Hearne, <title
type="distinctive">Thomae de Elmham Vita & gesta Henrici Quinti</title> (Oxford,
1772).</bibl></msItem>
```

<name>

The <name> element contains a proper noun or noun phrase.

While the <author> element is reserved for the person with primary bibliographic responsibility, the <name> element is used for all other early (i.e. ancient, medieval or renaissance) citations of individuals, corporate bodies, or places in the manuscript. It is used for the crucial function of indexing or searching, thus its contents should be constructed with the greatest care and consistency. This function is aided by several of the attributes on <name> of which the primary "type" with a closed list of values: person (which is the default value); female; place; org (for "organization"); other (for "other" unspecified types). As usual, the "reg" attribute allows for regularized forms of the name.

In addition, the present work also defines a "role" attribute to specify the multifarious functions that the "named" person or organization might play in the life of the manuscript. Possible roles are: artist; annotator; atelier; binder; bindery; bookseller; compiler; glossator; dedicatee; patron; owner; translator.

Examples:

```
<msItem>f. 52-99 <title><orig reg="Bible. Old Testament.
Apocalypse">Apocalypsis</orig></title> beati Joannis</msItem> <msItem>cum
<title><orig reg="Bible, glosses">glossis</orig></title>, comportant una partie du
prologue et des gloses publi&eacute;es sous le nom d'<name role=glossator>Anselmus
Laudunensis</name>.</msItem>
```

```
<physDesc><p><scriptTerm>Bastarda</scriptTerm> von der Hand des <name
role="scribe">Maurus de Weihenstephan</name>.</p></physDesc>
```

```
<physDesc><decoration><p>The quality of the Abbey Hourse is very high and it may be
attributed to <name role="artist" reg="Attavante degli Attavanti">Attavante
himself.</p></decoration></physDesc>
```

```
<physDesc><bindingDesc><p>Early twentieth-century red morocco gilt, all pages
guarded, by <name type="org" role="bindery">Eyre &
Spottiswoode</name></p></bindingDesc></physDesc>
```

<history><p>Au f. 224<hi rend="superscript">v</hi>, un ex-libris: "Iste liber est <name role="owner" reg="Johannes Garcia, frater">fratris Iohannis garcie</name> conventus tholose quem emit eum."</p></history>

<title>

<title> contains the word or words that identify a given work by a name that may be specific to that work or conventional.

The content of this element is determined by the cataloguer and may or may not match the content of the medieval designation of title as contained in the rubric. It is, however, of singular importance in the indexing or searching for titles, and thus should be assigned with care, possibly with some attention to other catalogues or similar authority sources.

Associated with the <title> element is a "type" attribute that can be used to distinguish two variations of uniform titles: distinctive, and generic. "Distinctive" refers to a title that is specific to a work, while "generic" is a conventional indication of the work, perhaps more correctly applied to a group, but taken here as an instance of the group. The distinction between distinctive and generic will have implications on the choice of font to be specified in a style sheet.

The element <title> encodes both the medieval titles (which will be subject to indexing or searching) and the titles of modern secondary sources, which are usually not indexed. All <author> + <title> elements that are direct children of <msItem> will be considered "early" and indexed as such; the primary occupants of this slot are the entries in census or inventory-like catalogues.

In fuller catalogues, the authors and titles from early times are more likely to be part of a bibliographic citation. Therefore, in order to distinguish these bibliographic entries from entries containing more recent bibliography, use <bibl>'s "type" attribute with the appropriate value: "early" (standing for ancient, medieval, or renaissance) to indicated broadly an author or title that should be indexed/searchable in the present context; use the value "modern" for the full range of early modern, and modern studies, editions, articles and so forth that are not normally indexed/ searched in a catalogue of medieval and renaissance manuscripts. Consistent use of the values, "early" or "modern" on <bibl>'s "type" attribute, will in fact allow searching in either category.

Especially when encoding legacy data, the titles as cited in the catalogue may vary in form and language; in this situation, use the subelement <orig> with its "reg" attribute to propose a uniform title. Remember that <orig>'s regularized form should omit the opening definite or indefinite articles, so that the title will alphabetize on its first indexable word, not on its initial stopwords.

Note: The standard TEI "level" attribute with its closed list of values for analytic, monograph, journal, serial, or unpublished will presumably not be used for titles of

medieval or renaissance works, but will be reserved for modern titles, with implications for their rendering in print.

Note: Abbreviated titles, more common to modern secondary sources than to medieval titles, may be encoded via the standard TEI element, <ref>, with a pointer to the full citation in the bibliography. This is the case both of the sources cited by shortened title (such as PL, IMEV, RH, etc.) and of the sources cited by author name (such as de Ricci, Goff, etc.)

Note: The attribute "lang" refers to the language used in the content of that particular element. The element <langUsage> refers to the language of the description, rather than the language of the text being described. See the documentation on <textLang> for this latter purpose.

Examples:

```
<msItem><author>T. Lucretius Carus</author>, <title type="distinctive">De natura rerum</title>.</msItem>
```

```
<msItem><title type="generic"><orig reg="Missal, use of Rome">Roman missal</orig></title></msItem>
```

```
<msItem n="c"><locus>f. 147v</locus> Segue un <title type="generic"><orig reg="Household items, list of">elenco di oggetti familiari</orig></title> (tovaglia, piumaccio, mantile) con il prezzo in tarenì.</msItem>
```

```
<msContents>  
<overview><p>Miscellanea di testi liturgici. <b></p></overview>  
<msItem n="1" status="def"><title type="generic">Missale monasticum</title> mutilo in fine di qualche foglio.</msItem>  
<msItem n="2" status="frag"> 3 fol. di un <title type="generic">Breviarium diurnum</title>  
</msContents>
```

```
<msItem>  
<bibl type="early"><title type="distinctive"><orig reg="Mirrou of the Blessed Lif of Ihesu Crist">The myrrou of the blessed lyfe of Jhesu Christ</orig></title>. Translated, as conjectured, by <name role="translator" reg="Morton, John">John Morton</author></bibl>, from the <bibl type="early"><title type="distinctive">Speculum vitae Christi</title> of <author reg="Bonaventure, St.">Bonaventura</author></bibl>. On this topic, see also the recent edition by <bibl type="modern"><author reg="Sargent, Michael G.">Michael Sargent, <title>Nicholas Love's Mirror of the blessed life of Jesus Christ</title> Exeter, 2003.</bibl>. Imperfect, f. 1. </msItem>
```

<msItem><author reg="Anselmus Cantuariensis, pseudo">Ps. Anselmus Cantuariensis</author>, <title>Expositio super ps. Miserere mei Deus</title> c. 1-42 (<bibl type="modern"><ref target="PL"><hi type="distinctive">PL</hi></ref> 158, 821-851 C). </bibl><bibl type="modern">Stegmüller <ref target="RB"><hi type="distinctive">RB</hi></ref> 1351, 1 et suppl.</bibl></msItem>

<msHeading><author>Ciceronis</author>, <title type="generic">opuscula</title></msHeading>
<msContents>

<msItem>Oratio <author reg="Cicero, Marcus Tullius">Marci Tullii Ciceronis</author>
<title>pro Marco Marcello</title></msItem>

<msItem>Oratio <author reg="Cicero, Marcus Tullius">eiusdem</author> <title>pro Quinto Ligario</title></msItem>

<msItem><author reg="Cicero, Marcus Tullius">Eiusdem</author> oratio <title>pro Dejotaro rege</title></msItem>

</msContents>

<msItem n="6">6. fol. 106. No heading. <hi rend="italics">beg.</hi>: <incipit>Deus condidit rationalem naturam ad vitam. Sed angeli et homines rationales sunt</incipit>, <hi rend="italics">ends</hi> fol. 110v: <explicit>Igitur iusticia poscit ut nunquam supplicio careant qui nunquam iusticiam volebant.</explicit> This is a version of parts of <author>Honorius Augustodunensis</author>, <title type="distinctive">Inevitabile</title> in its second, revised form, on which see <bibl type="modern">F. Baeumker, "Das Inevitabile des H. A.," <title level="j">Beiträge</title> XIII, 6, 1914</bibl>.</msItem>

<msItem><locus>Bl. 218<hi rend="superscript">ra</hi>-223<hi rend="superscript">ra</hi></locus>: <title type="generic">Legende von Erzbischof Udo von Magdeburg</title>, aus lateinischer Prosa in deutsche Reimverse übertragen. Anf. <locus>Bl. 218<hi rend="superscript">ra</hi></locus>: <rubric>Hie merkcht an disem maer von einem grozzem sünder, sein nam der wirt hie bechant pischolf hudo ist er genant.</rubric> <incipit type="text">In dem namen der heiligen driualtichait<lb> wirt ew alhie zestund gesait.</incipit></msItem>

<msItem n="2">2. <locus>ff. 7-13v</locus> [f. 7, blank, except for an added prayer, <incipit>Auxiliatrix sit michi trinitas sancta</incipit>]: <rubric>Oratio ad dominum nostrum ihesum</rubric>, <incipit>O Domine ihesu christe eterna dulcedo te amancium</incipit>; [the <title type="generic"><orig reg="Fifteen Os of St. Bridget">15 Oes of Bridget</orig></title>; <bibl type="modern"><ref target="HE"><hi rend="ital">HE</hi></ref>, 76-80</bibl>].</msItem>

PHYSICAL DESCRIPTION

PHYSDESC

<physDesc> contains the physical description of a manuscript. This description may be placed under a heading; the description may be expressed in a series of paragraphs or distributed under various specialized elements.

This element and its subelements address the issues that have become paramount in manuscript studies since the second World War, known collectively as codicology or archeology of the book, in which the book is viewed as a historical artifact, worthy of study in its own right.

The architecture of the <physDesc> element is intentionally flexible, so that the element may be used successfully with legacy data from any number of cataloguing traditions. For example, one may wish to open a first <physDesc> element to contain the basic information, then turn to <msContents> for the texts in the manuscript, and ultimately open a second <physDesc> element for more detailed discussions of the book's decoration. If one wanted a heading to each subelement of <physDesc> (when only <msWriting>, <decoration> and <bindingDesc> have content models that make direct provision for this), one could repeatedly open <physDesc> and its one <head> followed by the intended field, close the first <physDesc>, only to open another one and start the procedure afresh as many times as desired.

In its simplest application <physDesc> need only contain a paragraph. The more complex encoding will further codicological studies by allowing complex searching and computer-generated correlations across large numbers of descriptions. As always, the specific encoding project will need to establish its own encoding rules to ensure uniform mark-up across a body of material. It is worth bearing in mind the ever-present tension between time and effort invested in encoding vs. the expected result. Just because an element exists does not mean that it must always be used.

Examples:

```
<physDesc><p>Parch., 25 f., 21,5 cm x 15 cm, 2 col.</p></physDesc>
```

```
<physDesc><support><p>Cart.; </p></support><p>mis. <dimensions type="cm">19 x 13</dimensions>; di </p><extent>ff. 68</extent>. <bindingDesc><p>Rileg. in membr.</p></bindingDesc></physDesc>
```

```
<physDesc><p>Pap. </p></physDesc><history><p><origDate>XVI  
Jahrh.</origDate></p></history><physDesc><p> 117 Bl&auml;tter. 2<hi  
rend="superscript">o</hi>. Brauner Lederband mit Goldpressung und  
Schnitt.</p></physDesc>
```

FORM

<form> provides the mechanism for encoding the differing physical shapes in which manuscripts are found, such as codex, roll, amulet, holster, girdle book, accordion-pleat, heart-shaped, tablet.

It is assumed that this element will be used to signal forms other than codices –e.g. rolls, girdle books, etc.— since most manuscripts of the period under consideration are or originated as codices, and cataloguers seldom comment on the form unless it deviates from the norm. This element must contain <p>.

Note: The distinction between codices and documents of archival nature, according to which the different kind of text entails considerably different physical appearance, is recognized by means of the "type" attribute (with value: "document") on <msDescription> and on <msPart>. See Appendix A, "Encoding Medieval Archival Documents."

Note: The element <form> is not used to signal fragments; these are signaled by the "status" attribute (with legal values of frag[mentary] or def[ective]) on <msDescription> and on <msPart>.

Examples:

```
<physDesc><p>Constructed so that the roll could be closed up</p>
<form><p>concertina fashion</p></form><p> WWW into a "book," which is read by
turning the volume sideways so that the fore-edge faces the reader.</p></physDesc>
```

```
<physDesc><form><p>Rouleau</p></form><support><p>de
<material>parchemin</material></p></support><p>compos&eacute; de 8 feuillets de
longueur in&eacute;gale, attach&eacute;s &agrave; un ombilic de bois; longueur
<dimensions type="height" units="meters">6.12 </dimensions>m, largeur <dimensions
type="width">235 &agrave; 245</dimensions>mm. <scriptTerm>Ecriture
b&eacute;n&eacute;ventaine</scriptTerm>.</p></physDesc>
```

```
<form><p>The 2 outer thirds of each leaf fold vertically inwards over the middle third;
the entire leaf is then folded horizontally downward in half. Tabs extending from the
bottom of the middle third of each leaf, together with protective morocco flaps front and
back are held by a brass clip with a loop at its other end, 50 x 32 mm, so as to hang the
calendar from a belt.</p></form>
```

SEAL

<seal> supplies information about the seal(s) attached to documents to guarantee their integrity, or to show authentication of the issuer or consent of the participants.

Although the term "seal" is also used to designate the negative matrix of metal from which the positive impression in a softer material is made, it is intended here to describe the resulting impression.

This element may occur within <p>, and itself contain pertinent elements such as <origDate>, <material>, <dimensions> among others. Its "type" attribute might be used to describe, for example, methods of attaching the seal to the document, such as pendant, affixed, double. See Appendix A, "Encoding Medieval Archival Documents."

Examples:

```
<seal type="affixed">sigillo cereo impresso incassato</seal>
```

```
<physDesc><p>Parchemin, <dimensions type="height">250</dimensions> x  
<dimensions type="width">175</dimensions> mm (repli <dimensions  
type="plica">15</dimensions> mm), scellé; d'un <seal type="pendant">sceau de  
<material>cire verte</material> fragmentaire sur double queue de  
parchemin</seal>.</p></physDesc>
```

```
<seal>Multicoloured silk cord to which the seal was originally attached. The seal is kept  
separately in the Coin Room. It is <material>lead</material>, <dimensions  
type="diameter" units="cm">8.3</dimensions> cm in diameter. Cf. W. De Gray Birch,  
<title>Catalogue of Seals in the Department of Manuscripts in the British  
Museum</title> (London, 1900), vol. VI, no. 23082.</seal>
```

SUPPORT

<support> contains a description of the physical material on which the manuscript's writing, musical notation, decoration and / or other signifiers are placed, or are intended to be placed.

Within the <support> element, the element <p> is obligatory. The element <p> may contain an otherwise undifferentiated prose description of the physical material of the manuscript. If desired, <p> can contain the element <material> in order to ensure more accurate searching on this important aspect of a manuscript (see below for a discussion of <material>).

Examples:

```
<support><p>Carta di pessima qualit&acute;</p></support>
```

```
<support><p>Pergamena</p></support>
```

```
<support><p>Written on 166 <material>membrane</material> leaves of average quality,  
preceded by two 19th-century <material>paper</material> flyleaves and one medieval
```

<material>membrane</material> flyleaf, and followed by one
<material>paper</material> flyleaf.</p></support>

WATERMARKS

<watermarks> contains the information regarding the imprint, usually figurative, left on paper during its manufacture by the curved or interwoven slim wire sewn or soldered onto the frame on which paper is made.

Note that the <watermarks> element may occur inside any other element, of which the most obvious is <p>, while it itself requires an internal <p>.

Examples:

<support><p>Written on 139 leaves of good quality <material>paper</material>, preceded and followed by a membrane flyleaf conjugate respectively with the front and back pastedowns. <watermarks><p>The watermark of fols. 1-94 is an ox's head in a circle, not identified in Briquet or Piccard <title>Wasserzeichen Ochsenkopf</title>.</p></watermarks></p></support>

<history><origin><p>Written during the final years of the fifteenth century, as suggested by the identification of the watermarks <watermarks rend="ital"><p>Ange</p></watermarks> and <watermarks rend="ital"><p>Oiseau</p></watermarks>.</p></origin></history>

PALIMPSEST

<palimpsest> describes reused writing support for a manuscript from which the previous text or set of signs was made more or less to disappear (whether by erasing it or washing it or scraping it) so that a new text could be placed on the same support.

The element <palimpsest> requires, internal to itself, either a <p> or <msWriting>. Its optional "type" attribute may be applied to the distinction between the earlier underlying text, and the more recent overwriting text.

Examples:

<support><p><material>Parchment</material> (prepared in the southern manner, used for outer bifolia of all quires and for the central bifolia of quires 1-5; <palimpsest><p>at least ff. 6 and 13, palimpsest</p></palimpsest>).</p></support>

<bindingDesc><p>Modern binding retaining the endleaves presumably from the original binding, since they contain a series of <palimpsest type="overlying"><p>pentrials</p></palimpsest> in a fifteenth-century hand and, as

palimpsest, the <palimpsest type="underlying"><p>register of a notary</p></palimpsest> located in the same area, given the place names cited.</p></bindingDesc>

<msDescription><msIdentifier><idno>Vatic. 5757</idno></msIdentifier><history><p><palimpsest><p>rescriptus</p></palimpsest>, ut videtur, Bobii, saeculo VII exeunte vel ineunte VIII ita ut libro Ciceronis de republica litteris uncialibus elegantissimis et praegrandibus, fortasse saeculo IV exarato superponeretur enarratio S. Augustini in Psalmos litteris iisdem sed multo humilioribus.</p></history></msDescription>

MATERIAL

<material> denotes the physical substance of which the manuscript itself, or any of its component parts, is composed.

The element <material> may be inserted within any <p> and therefore can be used, for example, within tagging such as <support><p>, <layout><p>, <decoration><p>, <decoNote><p>, <bindingDesc><p> or <binding><p> to encode substances commonly used in the production of manuscripts, such as paper, lead, gold, morocco, and so on. Its "type" attribute allows for encoding that can produce very specific search results.

Examples:

<support><p>Cod. en <material type="parchment">perg.</material> y <material type="paper">papel</material>.</p></support>

<layout><p>2 colonne di 36 righe, con rigatura alla <material>mina di piombo</material>.</p></layout>

<decoration><p>The artist has used <material>gold leaf</material> for the haloes and <material>painted gold</material> for the highlights on the robes.</p></decoration>

<bindingDesc><p>Bound, <origDate>s. XV</origDate>, in blind stamped <material>morocco</material> over <material>wooden boards</material>. Green <material>silk</material> fore edge ties were added at a later date.</p></bindingDesc>

FORMAT

<format> is used to encode two different but related situations: 1) the number of times the writing support has been folded (mainly in reference to paper); and 2) the general designation of size of the codex when its measurements are not expressed by precise dimensions (whether parchment or paper).

The same sets of words are used by cataloguers to express both situations; therefore, the encoder, when working with legacy data, may feel somewhat uncertain as to the cataloguer's intention. It is because of this ambiguity that we have not attempted to distinguish the two meanings in this dtd.

Examples:

```
<support><p><material>Paper</material>in <format>4<hi  
rend="superscript">to</hi></format> with the watermark consequently hidden in the  
gutter.</p></support> [used here in reference to the folding of a sheet of paper]
```

```
<format>Small quarto</format>
```

```
<physDesc><p><format>16<hi rend="superscript">o</hi></format>,</p> <extent>573  
bln.</extent><decoration><p>initialen.</p></decoration></physDesc> [physical  
description of a 13th century bible, clearly of the "pocket" variety, certainly on parchment,  
and certainly very small. In addition, the cataloguer's introduction specifies that he is  
using the terms sextodecimo, duodecimo, octavo, quarto and folio as general size  
designations.]
```

Note: The element `<format>` is not used when the dimensions are given with cardinal numbers; `<dimensions>` is the method for encoding that information, as in this example:

```
<p><dimensions>267 x 180 mm</dimensions></p>
```

DIMENSIONS

`<dimensions>` encodes the height, width and depth of the manuscript, or of a part of a manuscript.

`<height>` encodes the height of a manuscript.

`<width>` encodes the width of a manuscript.

`<depth>` encodes the depth of a manuscript.

The element `<dimensions>` with its subelements for `<height>`, `<width>` and `<depth>` can be inserted within any `<p>`. The default unit of measure is millimeters. If, however, the cataloguer prefers to use a different unit of measure, he should signal it with the attribute "units." The "type" attribute distinguishes measurements of different parts of the manuscript, such as the book block, or the ruled space or the written space (the decision to measure "ruled" or "written" is usually institutional). The subelement `<depth>` is often used in-house by libraries to construct cases for specific codices, or to estimate amounts of shelf length needed; traditionally the concept of depth is implied by the number of leaves in the book, which is encoded here as `<extent>`.

Examples:

```
<p><material>Membr.</material>;<dimensions type="block">mm. 225 x 155</dimensions>; <dimensions type="written">specchio mm. 150 x 95</dimensions>.</p>
```

```
<p>Good quality <material>paper</material>, without watermarks. Overall size <dimensions type="block">271 x 217 mm.</dimensions> and the column as <dimensions type="ruled">c.210 x 130 mm</dimensions>, with 39-40 lines.</p>
```

```
<decoration><p>Miniatures, <dimensions units="inches">5 x 3 inches</dimensions></p></decoration>
```

EXTENT

<extent> supplies information about the quantity of leaves, pages or membranes contained in a codex or its parts.

For the purposes of this dtd, it operates internally to <physDesc>, which itself lies inside <msDescription> and inside <msPart>. If there is reason to encode of the span of leaves occupied by a text, the location inhabited by a miniature, the placement of the 18th century archivist's notes, etc. one should use the element <locus>.

Examples:

```
<extent>pp. 73</extent>
```

```
<extent>cc. I + 382 + I</extent><p>numerate 381, in quanto vi sono due numeri 283</p>
```

```
<physDesc><support><p><material>Papier</material>,</p></support><extent>337 ff.</extent><layout><p>2 Spalten zu 42-44 Zeilen</p></layout><p><dimensions type="block">225 x 140</dimensions>, Schriftspiegel<dimensions type="written">170 x 100</dimensions>. Die ganze Sammelhandschrift von derselben Hand geschrieben.</p></physDesc>
```

But:

```
<msItem><locus>ff. 1-6v</locus><summary>Calendar in red and black ink.</summary></msItem>
```

```
<decoNote><p><locus>f. 32v</locus>, miniature of the Nativity of the Virgin.</p></decoNote>
```

```
<provenance><p>On the <locus>dorse</locus>, summary of the document's contents and two sets of collection and box numbers, with the first crossed out.</p></provenance>
```

COLLATION

<collation> contains the description of the gathering-by-gathering composition of a codex, or segment of a codex, sometimes expressed as a formula, and sometimes in prose.

The structure is assumed to consist of bifolia nested one inside another, already or about to be stitched together as a unit. There will most often be an even number to express the number of leaves of a given quire, or the number that gradually sums up the leaves in sequential quires (as in the cataloguing system used in Germany). There will be an odd number when single leaves have been added to or cut from the basic structure.

The element <collation> must contain <p>, which can then contain <hi> to indicate superscripts for formatting. If more complex encoding is desirable, <collation>'s <p> may contain <formula>, which must have the attribute <notation>.

Note: This element should not be used for "collation" in the sense of comparison of textual variants.

Examples:

```
<collation><p>1-7<hi rend="superscript">10</hi></p></collation>
```

```
<physDesc><p>Manuscript in </p><collation><p>seven quires of ten leaves.</p></collation></physDesc>
```

```
<collation><p>3 V<hi rend="superscript">30</hi> + IV<hi rend="superscript">38</hi> + 4 V<hi rend="superscript">78</hi> + 2 IV<hi rend="superscript">94</hi> + II<hi rend="superscript">98</hi></p></collation>
```

CATCHWORDS

<catchwords> provides a description of the system of word(s), written in the lower margin of the last leaf verso of a gathering, as a preview of the first word(s) of the first leaf recto of the successive gathering, to ensure correcting ordering of the quires by the binder.

Although ante litteram, the <catchword> element may also be used to encode the description of pre-twelfth-century ordering of quires by roman numerals on the first leaf recto or the last leaf verso; we have chosen to amalgamate this practice to that of catchwords, since both systems order only the quires (and not the leaves), and since both systems occur once per gathering.

This element may also be used for the mainly post-medieval habit of placing preview words at the foot of each page, as an aid to the reader.

Examples:

<catchwords>Quires signed on the last leaf verso in roman numerals.</catchwords>

<catchwords>The only evidence of the use of catchwords is a tiny trace of one on fol. 144v.</catchwords>

<collation><p>Hauptsächlich Quinionen</p></collation> <catchwords>mit Reklamanten</catchwords>

<catchwords>Quelques réclames, le plus souvent rognées.</catchwords>

<catchwords>Vertical catchwords in the hand of the scribe placed along the inner bounding line, reading from top to bottom.</catchwords>

SIGNATURES

<signatures> denotes the system of progressive marking of fascicules and/or of leaves, usually only through the first half of the gathering, so that they may be assembled in correct order by the binder.

This element is used for either the leaf signatures, or the combination of quire and leaf signatures. It is used whether the marking is alphabetic, alphanumeric or ad hoc (such as Ave-maria-gratia-plena on the first four leaves of each quire; or increasing numbers of circles, or slashes, etc.). This element will also encompass mention of the mark that indicates arrival at the center of the gathering, usually in the gutter of the second recto of the centermost bifolium.

Note: For the numbering of the quires, one by one, that occurs in pre-twelfth century manuscripts, see <catchwords>.

Examples:

<signatures>Quires 23-32 have no signatures.</signatures>

<signatures>At the bottom of the first four leaves of quires 1-14 are the remains of a series of quire signatures a-o plus roman figures in a cursive hand of the fourteenth century.</signatures>

LAYOUT

<layout> describes the way in which text is arranged on the page, specifying, for example, the disposition and shape of the prick marks, the

number and medium of the ruled or written lines, and the number of columns.

Although the element is devised for the disposition of the text on the page, it may also contain the description of the way the illustration is integrated with the text, if both occur on regular patterns.

The <layout> element contains <p>. The attributes are provided to allow more intensive markup of some of these codicological features.

Examples:

```
<layout><p>25-32 long lines ruled in lead.</p></layout>
```

```
<layout><p>scr. a due col. di 47 linee ciascuna.</p></layout>
```

```
<layout columns="2" writtenLines="47"> p>scr. a due col. di 47 linee  
ciascuna.</p></layout>
```

```
<layout><p>Written in 3 columns, with 8 lines of text and interlinear glosses in the  
center, and up to 26 lines of gloss in the outer two columns. Double vertical bounding  
lines ruled in hard point on hair side. Text lines ruled faintly in lead. Remains of  
prickings in upper, lower, and outer (for 8 lines of text only) margins.</p></layout>
```

THE WRITING IN A MANUSCRIPT

A number of elements may be employed to describe the writing in a codex; none of them is obligatory; the choice between the various combinations of elements will depend upon the greater or lesser intensity of encoding.

The elements of use in this context are:

```
<name role="scribe">
```

```
<scriptTerm>
```

```
<msWriting>
```

```
<handDesc>
```

```
<writingSystem>
```

```
<handShift>
```

<name role="scribe"> encodes the indexable name of the scribe, omitting descriptive adjectives.

```
<scriptTerm>
```

encodes the indexable name of a script, omitting descriptive adjectives unless the adjectives have become necessary as distinguishers.

<msWriting> contains the full range of descriptive discussion on paleographic matters of a codex.

<handDesc> gathers the discussion of a single scribe's work within the manuscript.

<writingSystem> is used to designate a manuscript's writing system or alphabet, of which the script is the particular embodiment.

<handShift> marks the beginning of a sequence of text written by a new scribe.

The simplest level of useful markup will employ the first two elements in this list: <name role="scribe"> and <scriptTerm> to encode precisely those words that would appear in a traditional index, the name of the scribe and the name of the script, without any qualifiers that the cataloguer may have used to help the reader visualize the scribe's hand or the script. The name of the scribe is sometimes the indication of a persona, rather than an actual name, such as the "Scribe of Bologna University 1452."

If the unqualified script name remains unhelpfully generic ("gothic" being the prime example), and if the particular script is often designated with a specific adjective, the encoder might encapsulate that adjective within the tags as part of the script's name (e. g. "rounded gothic"; "Burgundian b%acirc;tarde").

Particularly when the material being encoded derives from several sources (legacy data from more than one catalogue), the "reg" attribute will help ensure equal retrieval of the same script that has been travelling under different names. For example, the encoding of a 15th century library inventory might offer reg="humanistic" when the text states "littera antiqua." The values for the "reg" attribute should be applied consistently across the body of material, or the return in functionality will not be high.

The element <scriptTerm> also carries a "level" attribute with a closed list of values: formata, media or currens. We recognize that a three-way distinction in theory will not always apply satisfactorily in practice, and that the variations in levels of formality of a script are much higher. At the same time, the option of more levels risks more uneven judgments by numerous cataloguers, and lowers the use of the attribute for retrieval.

Both elements, <name role="scribe"> and <scriptTerm>, may occur inside any <p>, and thus can be used, for example, in discussions of binding or of provenance.

A more complex encoding, useful especially if the material being marked up is of strong paleographic interest, adds the second two elements: <msWriting> and <handDesc>. The first, <msWriting> wraps together, potentially under <head>, an entire description of the writing in a given document, potentially by a number of scribes, each of whose individual efforts, potentially comprising several different kinds of scripts, is described under multiple occurrences of <handDesc>. The <msWriting> element also has an optional attribute, "hands," that serves to count the number of scribes.

The fifth element, <writingSystem>, describes the writing system for a body of written material; its value in descriptions of western manuscripts lies especially in distinguishing those written in the Latin alphabet versus those in a Greek alphabet, but its use is clearly extensible to designation of manuscripts in other alphabets, such as Cyrillic or Hebrew. The element separates the encoding of writing system from that of language; the latter is encoded with the <textLang> element.

The final element, <handShift>, is an empty marker, a milestone, used to designate the moment of change from one scribe to another internally to a piece of transcribed text. It would occur in the present context, that of catalogued descriptions of manuscripts, rather infrequently; it is more likely to be used in transcriptions of manuscripts.

Note: The standard TEI element <hand> is used in the TEI header, in much the same way in which <handDesc> is used in this context.

Examples:

```
<physDesc><p>Manuscrit copié par <name role="scribe">Martin
Olivier</name> et <name role="scribe">Radulius (?</name> pour <name
role="owner">Gérard de Porte</name>.</p></physDesc>
```

```
<msHeading><note><scriptTerm>Karolingische Minuskel</scriptTerm> von einer
Hand.</note></msHeading>
```

```
<p>Copied in a formal liturgical <scriptTerm level="formata">rounded
gothic</scriptTerm> script in two sizes, according to function.</p>
```

```
<physDesc><msWriting><handDesc><p>Written in a skilful, upright, late fifteenth
century Florentine formal <scriptTerm>humanistic</scriptTerm> hand with some cursive
features; rather square in effect. <msIdentifier type="cited"><institution reg="British
Library"> B. M.</institution><idno>Burney 190</idno></msIdentifier>, Juvenal,
Florentine, late fifteenth century, with Tedaldi arms, was possibly written by the same
scribe, in a rather more formal humanistic script, using an open instead of closed
minuscule "a."</p></handDesc></msWriting></physDesc>
```

```
<colophon>Laus et gloria christo, deo gratias. Ego <name role="scribe">Venceslaus de
alamaniam alta</name> complevi sermones suprascriptos.</colophon>
```

```
<msWriting><p>Cette bible fut transcrite par </p><handDesc><p><name role="scribe"
reg="Sigismund Imthurn">Sigismund In Turri</name> de Sankt Pömlten.
</p></handDesc><p>Quelques mois plus tard</p><handDesc><p>un second copiste,
<name role="scribe">Etienne Engelsbruck</name> de Haslach, recopie les gloses en
marges du texte, gloses rassemblées d'après ses notes recueillies durant
ses cours de théologie suivis à l'Université de Vienne.</p></handDesc></msWriting>
```

<physDesc><msWriting><p><head rend="bold">Script</head>Fols. 1<hi rend="superscript">r</hi> - 94<hi rend="superscript">v</hi> are in one hand, <scriptTerm>anglicana formata with secretary influence</scriptTerm>. Rubrics are in a <scriptTerm>bastard anglicana</scriptTerm>. The same scribe uses a smaller script, pure <scriptTerm>secretary</scriptTerm> for fols. 95<hi rend="superscript">r</hi> - 139<hi rend="superscript">v</hi>.</p></msWriting></physDesc>

<physDesc><p>Copied in a controlled, elegant
</p><writingSystem>Greek</writingSystem><p>
<scriptTerm>Fettaugenmode</scriptTerm> script.</p></physDesc>

<history><p>On f. 61, above the scribe's signature, his motto <motto>A deo fortuna dependet</motto> copied
in</p></history><physDesc><writingSystem>Greek</writingSystem><p>letters</p></physDesc>

<explicit> Et ita sufficiat pro presenti capitulo, et per quos pro toto isto nono libro almansoris. <handShift>Explicit totalis expositio Gerardi de solo super novum almansoris rasis.</explicit> [this encoding signals the change of scribe for the final line of the explicit]

PUNCTUATION

<punctuation> incorporates comments about the punctuation in a manuscript.

This element must contain <p>.

Examples:

<punctuation><p>Seven-and-point (?) punctuation.</p></punctuation>

<punctuation><p>Punctuation by <hi rend="ital">virgula suspensiva</hi> for some (but not all) minor medial pauses, colon (with a single hairline between the two points) for major medial pauses, and <hi rend="ital">punctus</hi> for all other pauses except the <hi rend="ital">interrogatio</hi>. The ends of texts are indicated occasionally by either <hi rend="ital">virgula suspensiva</hi> followed by <hi rend="ital">punctus</hi>, or by a 9-shaped stroke (representing the <hi rend="ital">positura</hi>).</p></punctuation>

MUSIC NOTATION

<musicNotation> is the element that encloses a description of the form of musical notation employed.

It must contain <p>.

Examples:

<musicNotation><p>Neumes in campo aperto of the St. Gall type.</p></musicNotation>

<musicNotation><p>Polyphonic, for three voices, with one designated as "contratenore."</p></musicNotation>

<musicNotation><p>Black square notation on 4-line red staves.</p></musicNotation>

THE DECORATION OF A MANUSCRIPT

A number of elements may be employed to describe the decoration of a codex; none of them is obligatory; the choice between the various combinations of elements will depend upon the greater or lesser intensity of encoding.

The elements of use in this context are:

<name role="artist">

<decoration>

<decoNote>

<name role="artist"> encodes the indexable name of the artist or the artistic persona, omitting descriptive adjectives.

<decoration> gathers together, potentially under a heading, one or more discrete units (whether as <p> or as <decoNote>) that discuss the decoration of a manuscript.

<decoNote> is the basic unit for describing a specific aspect of a manuscript's decoration.

The first element listed here, <name role="artist">, may be used inside any <p> in any part of the description of the manuscript. It should encode only the artist's name, such as would appear in a traditional index; it may also be used to encode the anonymous naming of an otherwise unknown artistic personage.

The second element occurs only within <physDesc>, since it is the major mechanism for encoding the illumination. It may contain a heading, marked with the element <head>, to set off its discussion from that of the other large bodies of information in the description; it may incorporate a number of general paragraphs (<p>) or the more specific kind of paragraph that is reserved for discussions of the decoration of a manuscript, <decoNote>.

The third element, <decoNote>, is the one that will allow for the most specific encoding, since it carries a number of attributes. Other than the standard four global attributes, <decoNote> also proposes:

type

subtype

size
technique
style
quality

all of which have open values, to be determined by the cataloguer/encoder at will. The remaining two attributes on <decoNote> have a closed list of values: yes, no, and non-applicable, but without specified default:

figurative (yes | no | na)
illustrative (y | n | n-a)

Definitions of the attributes are:

type	specifies the part of the manuscript that has been decorated, e. g., miniature, initial, border, etc.
subtype	permits further limitation on the kind of initial, border, etc.
size	allows for encoding of sizes expressed in relation to the page
technique	refers to the manner of producing the decoration
style	encodes the broad concepts of art-historical periods
quality	allows the cataloguer to express a value judgment
figurative	announces that the decoration contains (or does not contain) representations of actual beings or objects
illustrative	announces that the decoration contains (or does not contain) pedagogical matter such as charts, diagrams, tables, etc.

The element <decoNote> may be used internally to <decoration>, <binding> and <msItem>; it requires <p> as subelement.

Note: The elements, <decoration> and <decoNote>, are not intended to encode specific instances of illumination, but more broadly the discussion about the illumination's characteristics. An alternate method for encoding all the miniatures in a manuscript, for example, would be to insert into <decoration> or <decoNote>, a <p> followed by the <list> element with its repeatable subelement <item>.

Examples:

```
<note>The miniature was attributed by Berenson to <name role="artist">Giovanni di Paolo</name>.</note>
```

```
<p>De minaturen van het handschrift kunnen o.i. zeker worden toegeschreven aan de <name role="artist">Meester van het Dresdens Getijdenboek</name>.</p>
```

```
<physDesc><decoration><head rend="capitals">Decoration</head><p>Five 7-line miniatures.</p><p>Numerous painted initials in gold and colours.</p></decoration></physDesc>
```

```
<physDesc><decoration><head rend="ital">Ausstattung:</head><decoNote><p>Einzeilige Initialen in Gold auf blauem,
```

rotem und grünem Grund mit Goldfiligran, zweizeilige Initialen in Gold mit alternierend roter oder grüner Füllung auf blauem Grund mit goldenem Filigranbesatz. Miniaturen und Zierseiten allseitig mit Bordüren aus Blüten, Ranken, Putti sowie Medaillons und Felder mit z. T. figürlichen Motiven. 2 grosse Miniaturen auf Einzelblättern.

Treatise on urines with sketches of bottles containing variously colored liquids.

Polished brown calf over wooden boards, panel-stamped with an image of St. John the Evangelist.

Full page miniatures at each chapter division, attributed to the Maître aux yeux bridés. We are grateful to Prof. James Marrow for the attribution of the artist. Historiated initials by a less capable assistant. Painted initials only in the first three quires, thereafter not completed.

Miniatures on the versos of added singletons.

Inventive initials inhabited by many small climbing men.

f. 8, Annunciation
f. 13, Nativity
f. 19, Annunciation to the shepherds

FOLIATION

<foliation> provides for mark-up of the numbering system(s) applied to the leaves or pages of a manuscript.

It may be used to indicate the scheme, medium or location of folio numbers, page numbers, column numbers or line numbers written in the manuscript, frequently including a statement about the date when the numbering was done. It must contain at least one <p>.

Examples:

<foliation><p>Neuere Foliierung, die auch das Vorsatzblatt mitgezählt hat.</p></foliation>

<foliation><p>Original foliation in red roman numerals in the middle of the outer margin of each recto; pagination in an early modern hand in the lower outer corner of each page.</p></foliation>

<foliation><p>Lines numbered by 5s in arabic numerals in the space between the columns, in the manner associated with Oxford.</p></foliation>

ADDITIONS

<additions> offers encoding to record any written or drawn additions to the original state of the manuscript, such as marginalia, scribbles, doodles.

The element serves for the miscellaneous and unofficial additions to the manuscript, i.e. those that are not properly handled by the more specific elements such as <msItem>, <decoration> or <provenance>. The <additions> element is a subelement of <physDesc>; it must contain <p>.

Examples:

<additions><p>Doodles on most leaves, possibly by children, and often quite amusing.</p></additions>

<physDesc><additions><p>Quelques annotations marginales des XVIe et XVIIe s.</p></additions></physDesc>

CONDITION

<condition> summarizes the physical state of a manuscript.

This element will probably be of most use to describe various unpleasant conditions (catalogue descriptions seldom comment on the excellent state of a codex). In any case, it should not be used to describe technical conservation repairs to a manuscript; these are more appropriately described in <adminInfo>'s subelement <custodialHist>. The <condition> element requires an internal <p>.

Examples:

<condition><p>Stitching, especially of the first quires, very loose; front cover detached.</p></condition>

<condition><p>Una miniatura a f. 26 ` stata tagliata.</p></condition>

<condition><p>The manuscript shows signs of damage from water and mould on its outermost leaves.</p></condition>

THE BINDING OF A MANUSCRIPT

A number of elements may be employed to describe the binding of a codex; none of them is obligatory; the choice between the various combinations of elements will depend upon the greater or lesser intensity of encoding.

The elements of use in this context are:

<name role="binder">
<bindingDesc>
<binding>
<msPart>

<name role="binder"> encodes the indexable name of the binder, omitting descriptive adjectives.

<bindingDesc> gathers together, under an optional heading, one or more discrete units (whether as <p> or as <binding>) that discuss the binding(s) that a codex may have received over a period of time.

<binding> is the basic unit for describing the binding of a codex at one point in time.

<msPart> [See definition elsewhere.]

The element <name role="binder"> encodes the name of the binder, whether as an actual name or as the naming of an anonymous persona. The attribute "reg" may be used to signal the normalized and complete form of the name.

The element <bindingDesc> occurs as a subelement of <physDesc>. The subelements of <bindingDesc> are an optional heading, paragraph(s) that might enclose other elements such as <decoNote> (itself with its own subelement <p>), or <origDate>, and as many instances of <binding> as are necessary.

The element <binding> requires as subelements either <decoNote> (for discussions of the decoration on the binding), or <p> (more generally). If more than one binding is known for a given codex, <binding> may be repeated as often as necessary. The choice of attributes on this element are intended to offer tighter searching of the date of the binding:

notBefore
notAfter
certainty (high | medium | low)
evidence (internal | external | attributed)
contemporary (yes | no | unk)

Of these, the most relevant is the situation offered by <binding contemporary="ye">. In other circumstances the <origDate> element is simpler to apply and more specific.

The element <msPart> is recorded here as a reminder that flyleaves in bindings, and the covers of bindings themselves are often parts of manuscripts other than the primary book under consideration, with their own texts, places and dates of origin, and physical characteristics. For proper searching and retrieval, these fragments should be catalogued under <msPart> with the appropriate subelements.

Examples:

```
<bindingDesc><p>Bound by <name role="binder" reg="Payne, Roger">Payne</name>
in his usual style.</p></bindingDesc>
```

```
<bindingDesc><binding contemporary="yes"><p>Bound by the <name type="org"
role="binder">Pecking Crow bindery in Paris during the middle years of the sixteenth
century.</p></binding></bindingDesc>
```

```
<physDesc><bindingDesc><head rend="ital">Einband:</head><p>Weisses
Schweinsleder mit reicher, floraler Goldprägung im historisierenden Stil
&uuml;ber Pappe; Goldschnitt; 19.Jahrhundert.</p></bindingDesc></physDesc>
```

```
<physDesc><bindingDesc><binding><p>Bound, <origDate>s. XVIII (?</origDate>, in
<material>diced russia leather</material> retaining most of the original fifteenth century
metal ornaments (but with some replacements) as well as the heavy wooden boards; on
each cover: </p><decoNote><p>alternating circular stamps of the Holy Monogram, a
sunburst, and a flower</p></decoNote><p>; on the cornerpieces, one of which is
missing, a </p><decoNote><p>rectangular stamp of the Agnus Dei;
</p></decoNote><p>rebacked during the nineteenth (?)
century.</p></binding></bindingDesc></physDesc>
```

```
<bindingDesc><binding><p>Bound in modern vellum.
</p></binding><binding><p>Previous binding in tree calf retained in accompanying
case.</p></binding></bindingDesc>
```

```
<physDesc><bindingDesc><p>Bound in contemporary blind-stamped
leather.</p></bindingDesc></physDesc><msPart><history><p>The flyleaves are from
<title>missal</title>, <origPlace>France</origPlace>, <origDate>s.
XIV</origDate>.</p></history></msPart>
```

HISTORY

<history> contains information concerning the history of a manuscript from the moment of its production to the present day.

<origin> contains information concerning the place, date, and other circumstances of the production of a manuscript: it may provide the evidence on which the statements in the <origDate> and <origPlace> elements are based.

<provenance> contains information concerning any aspect of the history of the manuscript (including information about its production and/or acquisition by the present or last known owner, where these do not belong unambiguously within <origin> or <acquisition>).

<acquisition> contains information concerning the acquisition of the manuscript by its present owner.

Information concerning the provenance of a manuscript should be encoded in a <history> element, under an optional <head> element, within one or more paragraph <p> elements. When the data will fit such an arrangement, one or more of the following subelements may be used: <origin>, <provenance>, and <acquisition>, each of which contains one or more <p> elements, is repeatable and may occur in any order. Certain acquisition information, such as prices or negotiations with dealers, may be more appropriately encoded within the element <adminInfo> and its subelement <remarks> since these elements carry an "audience" attribute, one of whose legal values is "internal" (to limit display).

Each of the three subelements, <origin>, <provenance> and <acquisition> carries the following optional attributes:

notBefore

specifies the earliest possible date for the information in the associated element.

Datatype: CDATA

Values: Normalized dates should be specified in whatever standardised form is defined by the TEI Header

Default: #IMPLIED

notAfter

specifies the latest possible date for the information in the associated element

Datatype: CDATA

Values: Normalized dates should be specified in whatever standardised form is defined by the TEI Header

Default: #IMPLIED

evidence

specifies the kind of evidence for the dating supplied by the other attributes.

Datatype: CDATA

Legal values:

internal

the dating is based on evidence internal to the ms (e.g. an inscription).

external

the dating is based on evidence external to the ms (e.g. a reference to the ms in some other datable context).

attributed

the dating is based on attribution by the cataloguer or another individual according to his own knowledge of the field (e.g. paleographic, art historical).

Default: #IMPLIED

Within the <p> of <history> or of its subelements, <origin>, <provenance> and <acquisition>, one may find occasion to use a number of other appropriate elements such as:

<heraldry>

<motto>

<secFol>

<msIdentifier type="cited">

<msIdentifier type="former">

<name> [which carries a type attribute with the default value of "person"]

<name type="org">

<name role="owner">

<note>

<origDate>

<origPlace>

PLACE AND DATE OF ORIGIN

<origPlace> encodes the place of origin of the manuscript or manuscript part.

<origDate> encodes the date of production of the manuscript or manuscript part.

The two elements, <origPlace> and <origDate> in their occurrence internally to the <history> element (or internally to its subelement, <origin>), are among the most important for reliable searching on descriptions of medieval manuscripts. It cannot be emphasized strongly enough that every effort should be made to encode a manuscript's place and date of origin by means of these specific elements, placed inside the <history> element. This is the one site where search engines should be able to always access this information. The two elements, however, can be used inside any <p> in the description, as well as in <msHeading>.

The two key elements, <origPlace> and <origDate> (as well as <history>'s three subelements, <origin>, <provenance> and <acquisition>) share the same crucial attribute for "evidence":

evidence (internal | external | attributed) #IMPLIED

The value "internal" means that a manuscript is formally dated or localized by the scribe.

The value "external" means that the manuscript is datable or localizable via inferred knowledge from some aspect of the book itself: a chronicle that breaks abruptly in a certain year, and then picks up in another scribe's hand; a text composed in a certain year with a slightly later acquisition note on a flyleaf; an Easter table with a cross next to one year's column; and so forth. If it is a question of a range of years, they usually fall within parameters that are ever tighter, the closer one moves to the modern world: a manuscript datable to a 25-year range in the tenth century should be so designated; a fifteenth century Italian manuscript datable to the same range of years is not of particular interest on this account, with the decision the decision to accept a manuscript as "datable" in the hands of the cataloguer.

The value "attributed" means that the cataloguer or another person has made an attribution of place or date for the manuscript, based on his own experience and expertise. This is not proposed as the least desirable form of dating and localizing; indeed, both other methods rest on shaky grounds if they are not supported by the paleographer's eye (a scribal colophon may have been copied word for word from the exemplar; the cross on an Easter table's date may have been scratched in the manuscript by a child).

As mentioned above with regard to attributions of script and decoration to certain scribes or artists, the place and date of origin of a manuscript are not infrequently determined by someone other than the cataloguer, and the cataloguer often acknowledges the other person. The <note> element may be used for this purpose.

The legal values on the "evidence" attribute of <origDate> precisely parallel the values on the "dateAttrib" attribute on <msDescription> and <msPart>:

dateAttrib (dated | dateable | unknown) #IMPLIED >

Because evidence supplied by a dated manuscript, or a datable manuscript, or a manuscript dated by a recognized expert is assessed by the scholarly community with such differing value, and because the nature of the evidence on which the dating of a manuscript depends is so important, both sets of attributes should be used whenever possible.

The element <origDate> may enclose the date of production of the manuscript in whatever format has been chosen by the cataloguer, whether in words, arabic numerals, roman numerals, or a combination of these. If the format requires superscript letters or numbers, one may use the subelement <hi>, together with its attribute and value, rend="superscript." All formats of the date of origin will index and search correctly, if the "notBefore" and "notAfter" attributes of <origDate> are used. These attributes are valid for manuscripts whose date is attributed to the manuscript by the cataloguer, for

manuscripts whose date is inferred by the cataloguer (datable), or for manuscripts that are dated by the scribe. If, however, the manuscript is dated, the encoder may use the "value" attribute, following the form of ISO 8601, to encode the year-month-day; this is also useful for archival materials.

In addition to its global attributes and the "evidence" attribute, <origPlace> offers a "reg" attribute to give, for example, the local language's form for the city name. One may also use the subelements, <country>, <region> and <settlement> (all are standard TEI elements, and all have a "reg" attribute), of which <country> in an indexable form is crucial. If the catalogue being encoded is explicit only about the name of the city where the manuscript originated, the encoder could add the country name via the attribute+value, "rend="hidden."

Examples:

```
<history><p>Copied, <origDate notBefore="1350" notAfter="1399">s. XIV<hi
rend="superscript">2</hi></origDate> in <origPlace
reg="Deutschland">Germany</origPlace>. </p></history>
```

```
<physDesc><p>Vit., 122 ff., 193 x 140 mm., </p></physDesc><history><p><origDate
notBefore="1100" notAfter="1199">s. XII</origDate></p></history>
```

```
<msContents><msItem>1r-2v, 191r-v, Spiegelblatt Fragment einer Urkunde &uuml;ber
die Gr&uuml;ndung des Klosters Vadstena</msItem></msContents><history><p>
<origDate value="1388-5-18">18.5.1388</origDate></p></history>
```

```
<history><p>The document is dated from <origDate value="1363-5-
31">1363</origDate>, with the month and day specified as follows: "anno domini m<hi
rend="superscript">mo</hi> ccc<hi rend="superscript">mo</hi> Lx<hi
rend="superscript">mo</hi> Tercio feria quarta post dominicam quando in Ecclesia dei
cantabitur Domine in tua misericordia."</p></history>
```

```
<history><p>A c. 2v c' &egrave; la nota di possesso del monastero di <name type="org"
role="owner">Monte Oliveto Maggiore</name> e la segnatura che il manoscritto aveva
in quella biblioteca: <msIdentifier type="former"><idno>P
XVIII</idno></msIdentifier>; la segnatura &egrave; ripetutata c. 3r, dove troviamo anche
la nota del passaggio alla Biblioteca Comunale il </p><acquisition><p>26 ottobre
1810.</p></acquisition></history>
```

```
<history><p>Written in <origPlace><country>France</country></origPlace> in the
monastery of St.-Amand, to judge by the script, decoration, and textual contents. It was
acquired by the Biblioth que Nationale de France with the rest of Colbert's
library.</p></history>
```

<history><origin><p>Copied towards the <origDate evidence="attributed" notBefore="1440" notAfter="1460">middle of the fifteenth century</origDate>, probably in <origPlace evidence="attributed"><settlement reg="Padova">Padua</settlement> in northern <country reg="Italia">Italy</country></origPlace>. <note>We thank Dr. A. C. de la Mare for dating and localizing this manuscript.</note></p></origin></history>

Example of one <history> element with all three subelements, displayed here in paragraphs for clarity:

<history><origin><p>Made for a member of the Erizzo family in <origPlace> <country rend="hidden">Italy</country> <settlement>Venice</settlement></origPlace>, in the <origDate notBefore="1450" notAfter="1475">third quarter of the 15th century</origDate>, with their coat of arms on fol. 1r.</p></origin>

<provenance><p>Messrs. J. & J. Leighton, London book-sellers: included in their catalogue for 1889, item 727. <name reg="Morris, William" role="formerOwner">William Morris</name> (1834-96), presumably bought from Leighton in 1889 or shortly thereafter. <name reg="Bennett, Richard" role="formerOwner">Richard Bennett</name>, of Manchester; acquired with the rest of Morris's medieval manuscripts, and sold by him at Sotheby's, 5 December 1898, lot 297, bought by <name reg="Buchanan, Thomas Ryburn" role="formerOwner">T. R. Buchanan</name>.</p></provenance>

<acquisition><p>Presented to the Bodleian Library by Mrs. <name reg="Buchanan, Emily Octavia" role="formerOwner">E. O. Buchanan in 1941, in accordance with the wishes of her late husband.</p></acquisition></history>

HERALDRY

<heraldry> encompasses the discussion of heraldic arms, supporters, devices, and mottos, including the blazoning of the arms.

The <heraldry> element can be inserted within any <p>.

Examples:

<p><heraldry>Les armes de Jean Rolin.</heraldry></p>

<p>A c. 8r fregio su due lati, <heraldry>stemma e imprese medicee</heraldry> racchiudono l'inizio dell'epistolario di Paolino.</p>

<p><heraldry>Two coats of arms, unidentified: on the left, argent, a lion rampant holding a fleur-de-lis (tincture uncertain), and on the right, gules, a mullet of 6 points or between 2 serpents (?) erect combattant.</heraldry></p>

MOTTO

<motto> contains the indexable word or string of words that identify and rally a person, a family, a state or other entity.

The element <motto> can be used within any <p>. It could be helpful to use <motto>, for example, within <heraldry>. The element should enclose only and precisely the words of the motto itself, in the form it would take in an index, without quotation marks or italics (either of which could eventually be supplied, if desired, by means of a style sheet).

Examples:

```
<history><p>Ownership stamp (XVII Century) on i recto with the <heraldry>arms, <hi  
rend = ital>A bull passant within a bordure bezanty, in chief a crescent for  
difference,</hi> [Cole] crest and the legend, <motto>Cole  
Deum</motto>.</heraldry></p></history>
```

```
<bindingDesc><p>Sulla guardia si legge la nota di possesso della casa del Bessarione,  
col motto, <motto>Custos vel ultor</motto>.</p></bindingDesc>
```

SECUNDO FOLIO

The <secFol> element contains the word or words that the medieval (or possibly modern) cataloguer has chosen from a set point in the codex to uniquely identify that book (the beginning of the second leaf, the beginning of the second column, etc.).

Medieval librarians not infrequently included in their inventories the opening or closing words of certain predetermined places of the books in their collections, the most usual location being perhaps the opening words of the second leaf, although other positions were also used (the first words of the second column, the first words "in rubro" and the first "in nigro," the first words of the next to the last leaf, the last words of the next to the last leaf, and so on). The purpose was to provide a unique and unchangeable identification of the one codex, since it pinpoints the intersection between text and physical book, and ultimately ownership, once the words are recorded in an inventory.

Modern cataloguers sometimes also include this information in the description of a manuscript, both as an aid to eventually identifying a manuscript with one listed in a medieval catalogue, and as a present-day unique identifier of given codex (thievery being a problem for the modern librarian as well).

Given the variety of locations chosen by the medieval cataloguer as his source for the identifying words, and given the variety of locations in which a modern cataloguer may chose to report this information, we have decided to simplify matters by retaining today's

most common name ("secundo folio"), by allowing it to repeat, and by allowing it to occur anywhere in the description provided it is internal to a <p>.

The name of the tag does not force a cataloguer to use that name visibly in his catalogue, since the elements <head> or <hi> can report the catalogue's chosen form.

Note: The element <secFol> should enclose only the secundo folio citation itself so as to assure correct indexing.

Examples:

```
<history><p><hi rend="ital">Secundo folio</hi>: [f. 14, Text] <secFol>maritimas  
consuetudines</secFol></p></history>
```

```
<p>Secundo folio: Pt. I: f. 2, <secFol>(re-)missione</secFol> which is copied in a  
fifteenth century hand in the upper margin of f. 1; Pt. II: f. 84, in the rubric  
<secFol>Conversio morum</secFol> and in the text <secFol>Semel in  
anno</secFol>.</p>
```

```
<head>Dictum probatorium:</head><p><locus>f. 2</locus>,  
<secFol>(re-)missione</secFol></p>
```

```
<head rend="ital">Indices probatoriae:</head><p>f. 79, at the end of the penultimate  
leaf, <secFol>peccavi nimis</secFol></p>
```

ADDITIONAL AREAS

ADDITIONAL

<additional> groups information relating to curatorial issues, and to the bibliography and subject headings of the manuscript as a whole.

This element contains a number of subelements that have often been ignored in traditional printed catalogues of medieval manuscripts, hence their "additional" character. The five subelements may be grouped under an optional <head> but in fixed order: <adminInfo>, <surrogates>, <accMat>, <listBibl> and <keywords> (the last named element may occur more than once); none is required.

Examples:

```
<additional><head rend = 'bold'>Supplementary notices</head><adminInfo audience = "internal"><remarks><p>If Mr. Smythe-Pike comes to look at this manuscript again, stop all work at the reading room desk and observe him closely.</p></remarks></adminInfo><surrogates>Planning for digital images in process.</surrogates></additional>
```

```
<additional><keywords scheme = "APIS "><list><item>subliterary</item></list></keywords></additional>
```

ADMINISTRATIVE INFORMATION

<adminInfo> batches information of interest primarily to the holding institution regarding metadata on the electronic description, and the availability and conservation of the manuscript.

The <adminInfo> element must contain either <p> or any of a series of specialized subelements that are primarily used in-house by libraries. An "audience" attribute, with legal values of "internal" or "external" may be applied to the element overall (as well as to its individual subelements); the attribute will simplify masking or displaying certain parts of the description.

METADATA ABOUT THE RECORD

<recordHist> describes the source of a description of a manuscript and, if desired, successive revisions of the description, including the date of the change, the person(s) responsible for the change, and the nature of the change.

Three scenarios exist: 1) that the cataloguer is working ex novo to produce a traditional printed catalogue; 2) that the cataloguer/encoder is working ex novo to produce an

electronic catalogue that will be made public without visible authorship; 3) that the encoder is working to produce an electronic version of an extant printed, and often authored, catalogue.

In the first scenario, the cataloguer may have limited use of the <recordHist> attribute: presumably the changes that are made to a description until it reaches print would be made directly to the text of the description; the cataloguer might use <adminInfo>'s <remarks> element more easily for these interim purposes.

In the second scenario, the <recordHist> element comes into its own, and should be used for the behind-the-scenes tracking of changes to the publically-viewed electronic catalogue. The changes themselves would be entered silently into the description, and only an assiduous and attentive reader might notice that today's online version contains different information from yesterday's version. This is the way OPAC systems function (MARC records in RLIN, OCLC, or a given library's local on-line public access catalogue). Internally, however, consistent use of the <recordHist> element will allow a library to review numbers of changes, the names of those who made them, the nature of the change.

The third scenario is the most complex: the author of the printed catalogue has the responsibility for its intellectual content; issues of version control muddy the readers' waters when print versions continue to circulate with one set of information, while an electronic version absorbs changes. The element <recordHist> serves the in-house tracking of changes, just as it did in the second scenario, but this time the changes to the public on-line version may not be made silently, but must contain explicit documentation to the same issues that <recordHist> has handled behind the scenes.

The changes to the OPAC description should be entered in the electronic record at their appropriate places, under <msContents> or <physDec> or <history>, etc., as if "footnotes"; the "new" cataloguer or authorized encoder is reminded of the necessity for documenting the date and source of the change, as well as its new intellectual content.

The <recordHist> element must contain <source>, which itself contains <p>. The <source> subelement is intended to mark the original source of the cataloguing record, which might be a person's name or initials or an abbreviated title; for example, "de Ricci" or "Ker, MMBL." Changes made to the electronic record at later moments are encoded via repeatable use of the standard TEI <change> element, with its three subelements: <date> for when the change was made; <respStmt> which is used for the name(s) of those responsible for the change, both intellectually and effectively to the record; <item> which explains, in as much or as little detail desired, the nature of the change. The <respStmt> element itself must contain at least one of a number of subelements, of which the most useful in this context is <name>, potentially repeated several times: for example, once for the person on whose authority the change in intellectual content is made (<name role = scholar>), once for the person who authorized the change in the record (<name role = cataloguer>), once for the person who concretely effected the change in the electronic record (<name role = inputter>). By contrast, the publically-viewable

change need necessarily only contain the name of the person responsible for its intellectual content (i.e. the person who, in <recordHist>, is encoded as <name role = scholar>).

There is some ambiguity as to the use of <change><respStmt><resp> and <change><item>: the lowest level element in both sequences seems to be intended to signal the nature of the change. Since internally to <change>, both subelements <respStmt> and <item> are required, we propose that the function of <name> be assigned to <respStmt> and the function of noticing the change itself be assigned to <item> (that otherwise has no purpose).

All the above implies that <recordHist> will take advantage of its attribute: audience="internal."

Note: Both <source> and <change> mimic elements employed in the TEI header, respectively as <sourceDesc> and, internally to <revisionDesc>, the element <change>. The header will contain information about the entire electronic file of the catalogue overall, as opposed to the individual description of each manuscript, as discussed here.

Examples:

```
<additional><adminInfo><recordHist><source><p>De Ricci</p></source></recordHist>
```

[Note: The full bibliographic citation of De Ricci or a <ref> to it could be included in the electronic description under <additional><listBibl>.]

```
<additional><adminInfo audience = "internal"><recordHist><source><p>C.W.D., from the ms, February 1985</p></source><change><date>20 June 1997</date><respStmt><name role = scholar>Tilly de la Mare</name><name role = cataloguer>C. W. D.</name><name role = encoder>Sharon Goetz</name></respStmt><item>Attributed script to Antonio di Mario in conversation with C. W. D. </item></change></recordHist></adminInfo></additional>
```

[Note: The electronic record that previously read:

". . .Written in a <scriptTerm>humanistic script</scriptTerm> . . ." would now read:

". . . Written in a <scriptTerm>humanist script</scriptTerm><note>The scribe's name, Antonio di Mario, has now been supplied by Dr. A. C. de la Mare, June 1997.</note>

AVAILABILITY

<availability> supplies information about the availability of a manuscript, and about restrictions on its use.

Of the four subelements of <adminInfo>, the <availability> element is the most likely to apply the attribute/value of audience = "external" because the library and its readers are both well served by public knowledge of availability. The "status" attribute would presumably only be applied in the case of "status = restricted." Note the possibly related elements: <condition> in <physDesc> and <custodialHist> in <additional>'s <adminInfo>.

Examples:

<availability><p>On deposit at the Cambridge University Library.</p></availability>

<availability><p>Viewed by appointment only, to be arranged with curator.</p></availability>

<availability><p>In conservation, Jan. – Mar., 2002. On loan to the Bayerische Staatsbibliothek, April – July, 2002.</p></availability>

CONSERVATION HISTORY

<custodialHist> records the conservation history of a manuscript.

<custEvent> describes a single event in the conservation history of a manuscript.

Internally, <custodialHist> requires either any number of <p> elements or any number of <custEvent> elements (and this latter requires an internal <p>), but not a mixture of both <p> and <custEvent>. The subelement <custEvent> demarcates specific instances in which conservation work has taken place; it has numerous attributes, of optional use.

Examples:

<custodialHist><p>Sarebbe da rilegare quando avremo qualcuno che ce lo faccia (e i soldi per pagarlo).</p></custodialHist>

<custodialHist><custEvent><p>Conservator says leaves cannot be flattened without loss of pigment. Feb. 1998.</p></custEvent></custodialHist></adminInfo></additional>

IN-HOUSE NOTES

<remarks> contains informal notes about a manuscript.

The element serves the purpose of an ad hoc scratch pad where the cataloguer can jot reminders, questions, worries about the manuscript and about the cataloguing process on the manuscript. The element must contain at least one <p>. While there may

occasionally be reason to display the remarks publically, the "audience" attribute will most frequently be set to "internal."

Examples:

```
<remarks audience = "internal"><p>Re ff. 33-36v: According to Leroquais, the feast of Corpus Christi with its octave was instituted for Franciscans in 1319; the hymn here is the standard Tantum ergo.</p>
```

```
<p>Re a photo: yes, do one, since the ms is signed and dated; how about f. 7v? (nice cadelled initials, and f. 18 with Clare has already been reproduced elsewhere).</p></remarks>
```

SURROGATES

<surrogates> contains information about photographic and / or digital surrogates of the manuscript.

The <surrogates> element occurs internally to the <additional> element; <surrogates> must contain <p>. Libraries might wish to use this element to signal the existence of facsimiles, microfilm print masters, negatives, or digital images with an appropriate <bibl> or <idno> element within <surrogates>'s <p>. If desired, published facsimiles of a manuscript could, instead, be encoded by means of the <bibl> or <listBibl> element, internally to <msItem>. The advantage to placing such information in the <surrogates> element is that all reproductions from one manuscript may thus be encoded as a group, and with comments.

Examples:

```
<additional><surrogates><p>Master Neg. 37-628990A. for entire text, including flyleaves.</p></surrogates></additional>
```

```
<additional><surrogates><p><bibl><title>The Ellesmere Chaucer Reproduced in Facsimile</title> with introduction by A. Egerton (Manchester, University Press 1911)</bibl>reproducing by collotype, generally uncolored, but in color for the 71 leaves with borders.</p><p>Full set of detail 4 x 5 transparencies of the pilgrims. 12-slide packages available in the Gift Shop.</surrogates></additional>
```

ACCOMPANYING MATERIALS

<accMat> provides encoding for physically separate items that are associated with the manuscript.

The <accMat> element occurs internally to the <additional> element; <accMat> must contain <p>. Its "type" attribute allows for further characterization of the physical item,

assuming that the item is of sufficiently common nature as to expect a semi-standard value to describe it.

This would be the case with traditional library materials such as a letter or a bound extract of a relevant article, but less so with items that fall into the category of realia, such as a lock of hair, or a stone from Joan of Arc's prison (unless, of course, the encoding read: type = "realia").

Note: This element is not intended to describe other medieval or renaissance manuscripts that have become an integral part of the manuscript under description, whether as flyleaves, binding material, or as completely separate codices bound together. This situation should be handled via the <msPart> element.

Examples:

```
<additional><accMat type = "realia"><p>Zucchetto di Pio IX, in apposita cassetta.</p></accMat></additional>
```

```
<additional><accMat><p>Small stone from the prison of Joan of Arc (via the base of the Anna Hyatt Huntington statue of Joan of Arc on Riverside Drive).</p></accMat></additional>
```

```
<additional><accMat><p>Collation of the text against the other two manuscripts, shelved with the Babbitt papers.</p></accMat></additional>
```

```
<additional><accMat><p>Bibliographic folder.</p></accMat></additional>
```

BIBLIOGRAPHY

<listBibl> contains a list of bibliographic citations of any kind.

This standard TEI element occurs in <msItem> as well as in <additional>; use of the element in <msItem> is appropriate for bibliography that pertains directly to the one text, while the <listBibl> element in <additional> may be reserved for bibliographic citations referring to the manuscript as a whole.

KEYWORDS

<keywords> contains a list of keywords or phrases identifying the topic or nature of a text.

In the present context, this element is used internally to <msContents> (as one of its subelements) and internally to <additional> (necessarily at the end of its subelements) with the same content and the same function: to provide subject headings, which may thus be considered as reflecting specifically the subjects of the manuscript's text, or the

subjects of the manuscript overall. The "scheme" attribute is required, to identify the controlled vocabulary within which the set of keywords is defined. The various subject headings will themselves be <item>s within a <list>.

In both locations, <keywords> can be used more than once; this is a provision for adopting more than one scheme at the same time.

Examples:

```
<msContents><keywords scheme = LCSH><list><item>XXXXXXX</item>  
<item>YYYYYYYYYYYY</item></list></keywords>
```

```
<additional><keywords scheme = DS><list><item>liturgical</item></list></keywords>
```

<msPart>

The <msPart> element contains the description (intellectual, physical and historical) of a manuscript or manuscript fragment that shares the binding with another manuscript but that is of separate origin.

Since the <msPart> element is intended to catalogue multiple separate manuscripts that are bound together, or exist together, or share the same call number, its functions and attributes are in the main the same as those of <msDescription>. It is a mechanism that allows the cataloguer to retain the top level of identity (<msIdentifier>), but to branch out thereafter into as many parts, or even subparts, as necessary.

Specific to <msPart> (as opposed to the direct subelements of <msDescription>) are only two elements: <head> and <idno>. The <head> element creates the space for the guiding statements used by the cataloguer to warn or instruct the user: "this is Part N. 1" or "this is the winter section of the multi-volume breviary" or "this is the flyleaf." The <idno> element allows the cataloguer to report various call numbers if the parts are in fact separately numbered by the holding institution.

Note: <msDescription> must contain <msIdentifier> (embodied in any one of its subelements, including <idno>); <msPart> may contain <idno>.

Other than the four global attributes, <msPart> has four additional attributes: "status" (with values as frag; def; unk); "composite" (with values as y; n; u); dateAttrib (with values as dated; datable; unknown); there is no default value for any of these. The fourth attribute shared by <msDescription> and <msPart> is the crucial "type" attribute; it is expected that this will be used with some frequency in the configuration "type="dipl" to signal the parts of a manuscript that are diplomatic or archival in nature.

Examples:

```
<msDescription>
```

```
<msIdentifier><settlement>Amiens</settlement><repository>Biblioth&egrave;que  
Municipale</repository><altName>Maurdrampus Bible</altName></msIdentifier>
```

```
<!-- other elements here -->
```

```
<msPart>
```

```
<idno>MS 6</idno>
```

```
<!-- other information specific to this part here -->
```

```
</msPart>
```

```
<msPart>
```

```
<idno>MS 7</idno>
```

```
<!-- other information specific to this part here -->
```

```
</msPart>
```

```
<msPart>
```

<idno>MS 9</idno>
<!-- other information specific to this part here -->
</msPart>
<!-- other msParts here -->

</msDescription>

<msDescription>

<msIdentifier><idno>Min. 21</idno></msIdentifier>

<msHeading><author>Augustinus</author></msHeading>

<physDesc><support><p><material>Papier;</material></p></support><extent>601
Blätter;</extent><dimensions> 30 x 21 cm.</dimensions></physDesc>

<msPart><head>Teil 1:</head><physDesc><p>II recto – 145 verso. Das erste Blatt der
ersten Lage fehlt.</p></physDesc></msPart>

<msPart><head>Teil 2:</head><physDesc><p>Bl. 1-104. Drucke. Rote
Lombarden.</p></physDesc></msPart>

<msPart><head>Teil 1:</head><msContents><msItem><author>Aurelius
Augustinus</author><title>De trinitate Dei</title></msItem></msContents></msPart>

<msPart><head>Teil 2:</head><msContents><msItem><author>Johannes
Pfeffer</author>, <title>Directorium
sacerdotale</title></msItem></msContents></msPart>

</msDescription>

Alphabetical List of Elements

<accMat> provides encoding for physically separate items that are associated with the manuscript.

<acquisition> contains information concerning the acquisition of the manuscript by its present owner.

<additional> groups information relating to curatorial issues, and to the bibliography and subject headings of the manuscript as a whole.

<additions> offers encoding to record any written or drawn additions to the original state of the manuscript, such as marginalia, scribbles, doodles.

<adminInfo> batches information of interest primarily to the holding institution regarding metadata on the electronic description, and the availability and conservation of the manuscript.

<altName> contains the "ocelli nominum" or the nicknames, the CLA volume and entry numbers, or the sigla, etc., whereby manuscripts are often designated, instead of or in addition to their call numbers.

<author> contains the name of the person with primary responsibility for a bibliographic unit.

<availability> supplies information about the availability of a manuscript, and about restrictions on its use.

<binding> is the basic unit for describing the binding of a codex at one point in time.

<bindingDesc> gathers together, under an optional heading, one or more discrete units (whether as <p> or as <binding>) that discuss the binding(s) that a codex may have received over a period of time.

<catchwords> provides a description of the system of word(s), written in the lower margin of the last leaf verso of a gathering, as a preview of the first word(s) of the first leaf recto of the successive gathering, to ensure correcting ordering of the quires by the binder.

<collation> contains the description of the gathering-by-gathering composition of a codex, or segment of a codex, sometimes expressed as a formula, and sometimes in prose.

<collection> contains the name of a collection that holds a given manuscript.

<colophon> contains information supplied by the scribe about the production of the manuscript.

<condition> summarizes the physical state of a manuscript.

<custEvent> describes a single event in the conservation history of a manuscript.

<custodialHist> records the conservation history of a manuscript.

<decoNote> is the basic unit for describing a specific aspect of a manuscript's decoration.

<decoration> gathers together, potentially under a heading, one or more discrete units (whether as <p> or as <decoNote>) that discuss the decoration of a manuscript.

<depth> encodes the depth of a manuscript.

<dimensions> encodes the height, width and depth of the manuscript, or of a part of a manuscript.

<explicit> contains the closing words of a text, or of a division of a text.

<extent> supplies information about the quantity of leaves, pages or membranes contained in a codex or its parts (standard TEI element, here with specific application).

<foliation> provides for mark-up of the numbering system(s) applied to the leaves or pages of a manuscript.

<form> provides the mechanism for encoding the differing physical shapes in which manuscripts are found.

<format> is used to encode two different but related situations: 1) the number of times the writing support has been folded (mainly in reference to paper); and 2) the general designation of size of the codex when its measurements are not expressed by precise dimensions (whether parchment or paper).

<handDesc> gathers the discussion of a single scribe's work within the manuscript.

<handShift> marks the beginning of a sequence of text written by a new scribe (standard TEI element).

<height> encodes the height of a manuscript.

<heraldry> encompasses the discussion of heraldic arms, supporters, devices, and mottos, including the blazoning of the arms.

<history> contains information concerning the history of a manuscript from the moment of its production to the present day.

<idno> supplies the alphanumeric sequence, usually termed "call number" or "shelfmark" or "press mark" or "accession number," that is used to identify a manuscript (standard TEI element, here with specific application).

<incipit> contains the opening words of a text, or of a division of a text.

<institution> contains the name of an organization such as a university, within which a repository is located.

<keywords> contains a list of keywords or phrases identifying the topic or nature of a text.

<layout> describes the way in which text is arranged on the page, specifying, for example, the disposition and shape of the prick marks, the number and medium of the ruled or written lines, and the number of columns.

<locus> defines a location within a manuscript or manuscript part.

<material> denotes the physical substance of which the manuscript itself, or any of its component parts, is composed.

<msContents> encloses the section, or sections, of a manuscript or manuscript part that describes its intellectual content.

<msDescription> encodes a description of a medieval or renaissance manuscript.

<msHeading> contains brief database-like statements about key elements of a manuscript, intended for quick viewing by the user.

<msIdentifier> groups information from the holding institution that serves to uniquely identify one manuscript.

<msItem> contains a unit of bibliographic information within a manuscript or a manuscript part, as determined by the cataloguer.

<msPart> contains the description (intellectual, physical and historical) of a manuscript or manuscript fragment that shares the binding with another manuscript but that is of separate origin.

<msWriting> contains the full range of descriptive discussion on paleographic matters of a codex.

<motto> contains the indexable word or string of words that identify and rally a person, a family, a state or other entity.

<musicNotation> is the element that encloses a description of the form of musical notation employed.

<name> contains a proper noun or noun phrase.

<origDate> encodes the date of production of the manuscript or manuscript part.

<origin> contains information concerning the place, date, and other circumstances of the production of a manuscript: it may provide the evidence on which the statements in the <origDate> and <origPlace> elements are based.

<origPlace> encodes the place of origin of the manuscript or manuscript part.

<overview> introduces a section of the manuscript description by announcing in an abbreviated way what will follow in detail.

<palimpsest> describes reused writing support for a manuscript from which the previous text or set of signs was made more or less to disappear (whether by erasing it or washing it or scraping it) so that a new text could be placed on the same support.

<physDesc> contains the physical description of a manuscript.

<provenance> contains information concerning any aspect of the history of the manuscript (including information about its production and/or acquisition by the present or last known owner, where these do not belong unambiguously within <origin> or <acquisition>).

<punctuation> incorporates comments about the punctuation in a manuscript.

<recordHist> describes the source of a description of a manuscript and, if desired, successive revisions of the description, including the date of the change, the person(s) responsible for the change, and the nature of the change.

<remarks> contains informal notes about a manuscript.

<repository> contains the name of an organization such as a library that holds a given manuscript.

<rubric> contains the string of words that denotes the beginning or the end of a text division, usually set off from the text itself by red ink, or by a different size or type of script, or by lining through, or other such visual device.

<scriptTerm> encodes the indexable name of a script, omitting descriptive adjectives unless the adjectives have become necessary as distinguishers.

<seal> supplies information about the seal(s) attached to documents to guarantee their integrity, or to show authentication of the issuer or consent of the participants.

<secFol> contains the word or words that the medieval (or possibly modern) cataloguer has chosen from a set point in the codex to uniquely identify that book (the beginning of the second leaf, the beginning of the second column, etc.).

<signatures> denotes the system of progressive marking of fascicules and/or of leaves, usually only through the first half of the gathering, so that they may be assembled in correct order by the binder.

<summary> serves to encode the brief prose statement that takes the place of more specifically quoted and encoded textual analysis.

<support> contains a description of the physical material on which the manuscript's writing, musical notation, decoration and / or other signifiers are placed, or are intended to be placed.

<surrogates> contains information about photographic and / or digital surrogates of the manuscript.

<textLang> encodes the names of the languages that are cited as present in a manuscript.

<title> contains the word or words that identify a given work by a name that may be specific to that work or conventional (standard TEI element, here with different attributes).

<watermarks> contains the information regarding the imprint, usually figurative, left on paper during its manufacture by the curved or interwoven slim wire sewn or soldered onto the frame on which paper is made.

<width> encodes the width of a manuscript.

<writingSystem> is used to designate a manuscript's writing system or alphabet, of which the script is the particular embodiment.