

For each person mentioned in the case papers, you are going to create a Life History file using TEI. Below is an examples of a Life History file:

```
<person xml:id="wgt.000646" source="http://earlywashingtondc.org/cases/oscys.case.0081.001">

<persName><surname>Smith</surname>, <forename type="first" full="yes">Abraham</forename></persName>

<sex>male</sex>

<trait type="color" when="1828-04-30"><ab>negro</ab></trait>

<socecStatus>enslaved</socecStatus>

<residence notAfter="1813-06-02" source="http://earlywashingtondc.org/cases/oscys.case.0081.001">Virginia
</residence>

<residence when="1813-06-02" source="http://earlywashingtondc.org/cases/oscys.case.0081.001">Georget
own (D.C.)</residence>

</person>
```

In order to write your own Life History file, open up a text editor (e.g. Notepad in Windows, TextEdit in Mac) and create a Plain Text Document—a .txt file with no formatting—and follow the instructions below:

1. Copy and paste the following person tag for each person in your case; give each person an `xml:id` of `ini.000001`, `ini.000002`, etc., where `ini` are your initials.

```
<person xml:id="ini.000000" source="http://earlywashingtondc.org/cases/oscys.case.0000.000">

<persName><surname></surname>, <forename type="first" full="yes"></forename></persName>

<sex></sex>

<trait type="color"><ab></ab></trait>

<socecStatus></socecStatus>

</person>
```

2. Replace the `0000.000` in the string `oscys.case.0000.000` with the appropriate case number and document number. You can discern this by looking at the URL for the document you are working on, i.e. <http://earlywashingtondc.org/doc/oscys.case.0011.001.html>
3. In the `<persName>` field, add last name to the `<surname>` field and first name to the `<forename>` field; replicate the `<forename>` field and change type to `type="middle"` if a middle name or initial is known; if the person's first or last name is unknown, leave blank. If you come across alternative spellings for first or last names, use the following, where `type="first"` reflects the part of the name with multiple spellings:

```
<addName type="first" full="yes" subtype="alternate"></addName>
```

4. In the `<sex>` field, use the terms `male` and `female`; if unknown, leave blank.
5. In the `<trait>` field, insert between the `<ab>` tag the term from the document used to identify the color of the person (lower case). For example, `colored`, `negro`, `mulatto`; if unknown, leave the field blank.
6. In `<socecStatus>`, use the terms `enslaved`, `indentured`, or `free`; if unknown, leave blank.
7. Add `source` and `when` attributes where appropriate, using the formatting in the examples below:

```
<trait type="color" when="1828-04-30"><ab>negro</ab></trait>

<residence when="1813-06-02"
source="http://earlywashingtondc.org/cases/oscys.case.0081.001">Georget
own (D.C.)</residence>
```
8. Look through the full template below, and add any other tags as needed; common ones may be `<birth>`, `<death>`, and `<residence>`.
9. If the information comes from a source other than the case file, please note the source in the `<bibl>` field.
10. If you have other information but don't know where it goes, place it in the `<note>` field.

#### Full Template:

```
<person xml:id="ini.000000"
source="http://earlywashingtondc.org/cases/oscys.case.0000.000">

<persName source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"><surname></surname>, <forename type="first" full="yes"></forename>
<forename type="middle"></forename></persName>

<birth source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"></birth>

<death source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"></death>

<age source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"></age>

<sex source="http://earlywashingtondc.org/cases/oscys.case.0000.000"></sex>

<trait type="color"
source="http://earlywashingtondc.org/cases/oscys.case.00000.000"
when="1000"><ab></ab></trait>

<trait type="ethnicity"
source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"><ab></ab></trait>
```

```
<socecStatus source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"></socecStatus>

<occupation source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"></occupation>

<nationality
source="http://earlywashingtondc.org/cases/oscys.case.0000.000"></nationality>

<education source="http://earlywashingtondc.org/cases/oscys.case.0000.000"></
education>

<residence source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"></residence>

<faith source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"></faith>

<affiliation source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"></affiliation>

<event source="http://earlywashingtondc.org/cases/oscys.case.0000.000"
when="1000"><ab></ab></event>

<note></note>

<bibl></bibl>

</person>
```