Coptic Scriptorium Metadata Checklist for Editors

✓	FIELD	DESCRIPTION
	annotation	names of annotators (transcribers, editors, annotators) in comma delimited sequence
	attributed_author	optional. attributed author of a conceptual work who may or may not be the historical author
	author	author of the conceptual work
	collection	collection or department in the current repository
	Coptic edition	if the text has been published before, include publication information here
	Copyist	optional. copyist or scribe of the text on the manuscript or text-bearing object
	corpus	the corpus name in ANNIS (in the CS corpus architecture, *e.g.* shenoute.abraham)
	country	country of origin of the text object; optional
	document_cts_urn	urn that applies to the document following data model created by Bridget Almas
	endnote	contains a note about the document that will appear in the HTML visualizations at the bottom of the visualization; optional
	Greek_source	optional, information about the Greek version of the text if it exists (e.g., Greek Alphabetical or Systematic Apophthegmata Patrum)
	idno	catalogue # of the manuscript in the current repository
	language	language in which the text is written
	license	use for copyright in Sahidica, CC-BY for everything else. If using CC-BY, enter CC-BY 4.0 to produce a link
	msContents_title@n	volume number of the thing in msContents_title@type; if this field has data then in order for it to be outputted to the TEI XML then msContents_title@type must have data
	msContents_title@type	used for things like Shenoute's Canons or Discourses; optional
	msItem_title	the name or title of the conceptual work, e.g. Abraham Our Father, To Thieving Nuns; in the TEI export, if this is not available, the main title of the document is used (metadata field "title")
	msName	use CMCL code (e.g., MONB.YA); optional but must use msName, pages_from, pages_to all three or none at all
	next	contains the CTS urn for the next document in the corpus; optional
	note	optional
	objectType	codex, papyrus, ostracon, etc; optional
	order	contains a number that orders the documents in a list, with the preferred first document numbered 01. For this project, the list should begin by corresponding to the same order dictated by the next and previous metadata fields. After this list of documents (which almost always contains only non-redundant documents—see the "redundant" metadatum above), the redundant parallel witness documents appear (if any). These redundant parallel witnesses also should be numbered according to the order of the running text of the conceptual work(s), for ease of reading and search.; optional
	origDate	prose about the date of the text object (e.g.Between 900 and 1200 C.E.); optional

	origDate_notAfter	date of the terminum ante quem (in four digits with leading zeros, e.g., 1200); be sure the format of the cell in Excel is text not number or date; optional
	origDate_notBefore	date of the terminum post quem (in four digits with leading zeros, e.g., 0900); be sure the format of the cell in Excel is text not number or date; optional
	origDate_precision	likelihood that the dating is accurate – usually "low", "medium", or "high"; optional
	origPlace	name of the place of the text object, not necessarily city/town/village name (e.g., White Monastery); optional
	pages_from	beginning of page sequence of document (original page number of scribe but written in arabic numerals) optional but must use msName, pages_from, pages_to all three or none at all
	pages_to	optional but must use msName, pages_from, pages_to all three or none at all
	parsing	describes whether parsing has been reviewed. Available values are automatic, checked, or gold; required
	paths.authors	PATHs project stable id from PATHs project for the author entered as a link, e.g. 80; optional but preferred if available.
	paths.manuscripts	PATHS project Coptic Literary Manuscript stable id entered as a link, e.g. 195; optional but preferred if available
	paths.works	PATHs Project stable ID for conceptual works recorded and identified by the Clavis Coptica (CC) entries composed of a 4-digit number preceded by, for example, CC 0599. PATHs stable ids contain only the number. E.g., 246; optional but preferred if available
	placeName	city or village or place name of the original location of the text object; should be recognizable name in gazetteer (note, see TEI guidelines and EpiDoc for how this can be linked to Pleiades); optional
	previous	contains the CTS urn for the previous document in the corpus; optional
	project	name of project supporting the transcription/annotation/publication (e.g., Coptic SCRIPTORIUM, KoMET, etc.)
	redundant	required: "yes" or "no" – tied to parallels: yes = file marked redundant (a parallel is the primary witness); no=this file is the primary witness (whether or not it has a parallel); any file with NO parallel witness should be marked redundant=no
	repository	current museum/library/etc where the manuscript currently resides
	segmentation	describes whether segmentation and tokenization has been reviewed. Available values are automatic, checked, or gold; required
	source	if the digitized text comes from another source, the editors of that source are listed here (used for Sahidica and other donated texts); optional
	source_info	
	tagging	describes whether tagging has been reviewed. Available values are automatic, checked, or gold; required
	title	title of this document (unique)
	translation	use "none" if no translation; if English translation published by Coptic SCRIPTORIUM then name(s) of translator(s) inserted here in comma delimited sequence
	Trismegistos	[enter the trismegistos # if it exists/is known for the manuscript]; optional but should be included if a TM number exists

	version@date	version date of this Coptic SCRIPTORIUM data in YYYY-MM-DD format; format cell as text not as date format in excel
	version@n	version of this Coptic SCRIPTORIUM data
	witness	prose note about parallels; optional