

Exercise 5a: Transcription of primary sources, authorial & editorial interventions

Anna-Maria Sichani

1. Learning outcomes

When you successfully complete this exercise you should be able to

- discern and apply the elements and attributes needed for the encoding of a transcription from a primary source.
- create a 'documentary transcription'
- create a 'parallel transcription'
- provide original layout information of a primary source

By the end of this session you should be able to:

- reflect on the decisions involved in the encoding process and their ramifications
- create a TEI description based on an existing published description of a primary source
- different types of encoding primary source material

2. Handy oXygen tricks

Enclose the selection with a tag:

- highlight the characters which you want to tag
- type CTRL+E to display the menu of available tags
- type pe (for <persName>) or pl (for <placeName>) and then press RETURN

Split the long chunk of text into a sequence of elements of the same kind:

- highlight the long chunk and wrap it with your desired element (say <p>)
- move the cursor to a place within that chunk that is the start of next element of the same kind
- type ALT+SHIFT+D to split elements (it inserts closing and starting tags at the cursor position)
- repeat as many times as needed

If you forget the key combination to perform the trick, try the right-click and see what's in the Refactoring section

It can help a lot to format and indent your work automatically via CTRL+SHIFT+P or clicking the Format and indent icon.

3. Find your files

• In this and subsequent exercises, we will use the TEI to mark up historical source documents.



- The facsimile we are going to transcribe is taken from the *Stratis Tsirkas and Michalis Papaioannou correspondence archive*. The digital edition of the correspondence was a pilot project initiated by ELIA-MIET a couple of years ago, and originally published on the web. Unfortunately currently is inaccessible as such.

- In your [materials](#) there is a folder called unit5, which contains digital images of a couple of letters and their transcriptions. You may like to look at them quickly to see the kind of material you will be working on.

In this first session, the aim is to make a transcription which covers:

- the written text and its organization
- some editorially significant aspects such as deletions or additions, substitutions
- expansion of abbreviations
- provision of explanatory notes etc.

- For this exercise, we will use the facsimiles 19601009p-01.jpg and 19601009p-02.jpg (two sides of one letter). The original manuscript images are not of excellent quality (and this is something we should discuss tomorrow!), but it should be OK for what we need it for.

- You need to create a new file for this exercise: load up the oXygen XML Editor From the 'File' menu select 'New' and double click on 'New Document', scroll down to 'TEI P5', double-click on that and 'All' to associate TEI schema with your file. This should open up a new TEI P5 XML document. Save the new file as one xml document as 19601009p.xml .

- You could easily create a <teiHeader> for your new file. Copy and paste the <teiHeader> you ve already created for the previous exercise (unit3-4) and make the necessary adjustments (eg. filename).

4. Editorial Markup

We will first record the **authorial (or editorial) interventions** that we can identify in the facsimile (and the prepared transcription of it, respectively).

- Look at the facsimile. Which elements can you recognize?

- Is there any **abbreviation**? Encode it using <abbr> (abbreviation) and <expan> (expansion). Don't forget to enclose them into a <choice> element.

Is there any error that you wish to correct? Encode it using <sic> (text reproduced although apparently incorrect or inaccurate) and <corr> (correction).

- Is there any **addition**? You can use <add> (addition) to encode it. Is there any **deletion**? Use (deletion). Remember that if the addition and deletion are part of a single

intervention, they should be encoded together into <subst> (substitution).

- Use attributes like @rend (for) and @place (for <add>) to further specify the nature of the intervention.

- Is there any **semi-legible or illegible text**? Use <unclear>. You can also use @reason to provide the cause of the uncertainty.

- Is there any **damaged text**? Encode it with <damage>; if in the transcription there is a reading not actually visible in the text, encode it using <supplied>.

- If the **text is missing** and it's not possible to supply it, all we can do is ... encode it using <gap>.

- You can probably note the difference in the handwriting between the message of the letter and the signature. If you think it's worth preserving this kind of information you need to use <handShift> element to mark the change of hands. It's an empty element, a bit similar to <pb> that marks the point where the change happened - note that it does not wrap the passages by the same hand.

- Proceed with the transcription and mark up any editorial interventions you can determine

5. Documentary Transcription with zones (TEI Zoner)

For this exercise, we will do a 'documentary transcription', representing the actual physical surface of the document we transcribe.

- You could use the same file you've been working with or use a facsimile that has a specific interest in its physical layout, such as the 19621203t.jpg or even the 19601021p.jpg (we are going to use this one later on as well).

- Look at the facsimile. How many zones do you recognize?

- Right below the closing element of the </teiHeader>, add a <sourceDoc> element.

- Nested inside the <sourceDoc>, add a <surface> element.

- At this point, you may want to refer to the actual facsimile: Do that by using an empty <graphic> element with an @url attribute, specifying the link to the facsimile, in this case "19621203t.jpg".

- Let's try to generate TEI <zone> elements by drawing points on the image we wish to transcribe using the TEI Zoner <http://ciham-digital.huma-num.fr/teitoolbox/zoner.php>. Locate in your computer and upload the 19621203t.jpg file.

- To set points for your shape, click anywhere on the image. It's better if you try to draw the shape of the zone you wish to transcribe. Click *[Draw]* in the bar at the bottom of the screen: To draw a rectangle, set only two points (upper-left and bottom-right angles of your rectangle). To see the TEI code for your shape, click on *[Show TEI]* in the bar at the bottom of the screen. You can copy / paste this code in your TEI file.

- Start to encode each line of the manuscript using the <line> element.
- The beginning of your file should now look something like this (*be aware that coordinates/points may differ*):

```
<sourceDoc>
<surface>
<graphic url='19621203t.jpg' width='1115px' height='1829px' />
<zone points = '449,268 478,49 978,53 974,145 468,138 ' />
<line> <!-- your transcription--></line>
<line> <!-- your transcription--></line>
<!-- and so on and so forth -->
</surface>
</sourceDoc>
```

- If you wish to create more than one <zone> within the main <surface> element, go ahead, by pointing also to the exact @xml:id.

```
<sourceDoc>
<surface>
<graphic url='19621203t.jpg' width='1115px' height='1829px' />
<zone xml:id="19621203tHead" points = '449,268 478,49 978,53
974,145 468,138 ' />
<line> <!-- your transcription--></line>
<line> <!-- your transcription--></line>
<!-- and so on and so forth -->
<zone xml:id="19621203tbottom" points = ' 697,204 195,178
675,186 665,252 171,266 ' />
<line> <!-- your transcription--></line>
<line> <!-- your transcription--></line>
<!-- and so on and so forth -->
</surface>
</sourceDoc>
```

- To give you a place to start: any kind of editorial intervention is represented in square brackets. The two lines from our example above already contain a deletion and hence should look like this now:

```
<sourceDoc>
<surface>
<graphic url="19621203t.jpg"/>
<line>
<del rend="strikethrough">deleted text</del><!-- some text
--!></line>
```



```
<line></line>
<!-- and so on and so forth -->
</surface>
</sourceDoc>
```

In case you finished your exercise and have time left...

6. Additional exercise. Hands!

- Is there a difference in the handwriting of the source? Do you think, or know, that more than one person has written it?

- If you think it's worth preserving this kind of information you need to use the `<handShift>` element to mark the change of hands. `<handShift>` is an empty element (similar to `<pb>` &co) that marks the point where the change happened. Note that, as it is empty, it does not wrap the passages by the same hand.

- In many cases, the hand shift is often associated with a change of ink. It is possible to record this information too, using the attribute `@medium` in the `<handShift>` element.

`<handShift hand="#StratisTsirkas" medium="pencil"/>`

- To be able to refer to a hand by its id like this, we need to add respective `<handNote>`s to a `profileDesc` section of the `teiHeader`

```
<profileDesc>
  <handNotes>
    <handNote xml:id="StratisTsirkas">The hand of
    StratisTsirka</handNote>
    <handNote xml:id="Michalis Papaioannou">The hand of Michalis
    Papaioannou</handNote>
  </handNotes>
</profileDesc>
```

Still have time left? (go for a coffee break or)

7. Parallel transcription

- In case you finished and have time left, start the section 6 again and try to provide a 'Parallel Transcription' linking `<text>` and `<facsimile>`. Use primarily structural markup (`<p>`, `<pb>`, `<lb>`, `<subst>`, ...). You can also use TEI `zoner` as introduced in order to generate TEI `<zone>` elements.

```
<facsimile>
<surface>
<graphic url="19621203t.jpg"/>
```



```
<zone xml:id="ff46-z2"/>
</surface>
</facsimile>
<text>
<body>
<p>
<!-- previous pages -->
<pb facs="#ff46-z2"/>
<lb/>
<!-- and so on -->
</p>
</body>
</text>
```

If you didn't manage to finish the exercise in time, don't worry, there is a precompleted version at the results folder!

8. Saving Your Work

Let's save our work:

- Have you formatted and indented your work automatically?
- Is your work well-formed? Do you have a happy green square or an angry red one?
- From the 'File' menu select 'Save' or click on the Save icon (looks like an old-style 3.5" disk).
- Save the file using the name 'filename'.xml or another name of your choice.

9. Self-assessment

Check if you understand some of the core principles of this exercise by answering the following questions:

- If you want to indicate that an abbreviation and expansion (or correction and error) are linked, what element do you wrap them in?
- If you want to indicate that an addition and deletion are one editorial act, what do you surround them with?
- How do you show that an addition is subsequently deleted?

