Exercise 5b: Correspondence - specific encoding (metadata & text)

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1. Learning outcomes

When you successfully complete this exercise you should be able to
• encode correspondence material by focusing at its metadata as well at its textual content
• reflect on the decisions involved in the encoding process of correspondence and their ramifications

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.

2. Find your files

In this exercise, we will use the new TEI developments to mark up correspondence material.

We will work with material 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 correspondence_tsirkas, 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. 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.

• If you wish, you can also continue with the file of the letter we 've been working on previously.

• We propose to try out a different correspondence material, an aerogram. In this case you need to create a new TEI file. For this exercise, we will use the facsimiles 19601021p01.jpg and 19601021p02.jpg , an aerogram sent by Papaioannou to Tsirkas.

If you wish 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 '19601009p-01.xml' and 19601009p-02.xml respectively.

3. The <correspDesc>

• Inside the <teiHeader>, after the <FileDesc>, create a <correspDesc>

• Inside the <correspDesc> we need to enter two <correspAction> element: one with the attribute @type = sending and the other one with the attribute @type = receiving.

• Inside each <correspAction> create an element <persName> with the name of the person who sends and receive the letter. If you know the place and the date of the sending and/or receiving, you can create an element <placeName> and <date> too. These elements are allowed inside <correspAction>.

• Once you have completed the <correspDesc>, go to the <sourceDesc> in the <teiHeader>. Create a paragraph and specify inside the paragraph where the material that you are encoding comes from: you can copy-paste

• Very good! You have completed the Header!

4. Structural markup of the letter

• Let's focus on the <body> of the letter now. First of all, copy paste the text of your letter, from the file with the transcriptions, into the <body>.

• Inside the <body>, add first a <pb> (page break) element, to indicate that a new page starts here. Add the attribute @facs, which links to the corresponding image (value: 19601009p-01.jpg).

• Which elements can you recognize in the letter that you have chosen? Is there an <opener> and a <closer>?
• Are there paragraphs?

Take your time!

• If there is a place, a date and a formule like 'Dear William', this is the <opener>. Create the element <opener> around this portion of the text. Inside it, depending on the information that appears on your letter, create a <placeName> and / or a <date>. If there is a salutation, encode it using the element <salute>.

```
<opener>
<placeName>Αλεξάνδρεια</placeName>
<date when="1955-10-19">19 Οκτ. 1955</date>
<salute>Αγαπητοί μου Τάσο και Μιχάλη,
</salute>
</opener>
```

• If there are paragraphs in your letter, encode them using the element <p> (paragraph).

• Last but not least, the <closer>. If there is a salutation, a signature, a place or a date, this is the <closer>. As we have done for the <opener>, create the element <closer> around this portion of the text. Inside it, depending on the information that appears on your letter, create a <placeName> and / or a <date>. If there is a salutation, encode it using the element <salute>; if there is a signature, encode it using the element <signed>.

• Bravo!!!

5. Correspondence Functional Blocks : Content & Envelope & Graphic Sections

• It's about time to start encoding the functional blocks of the correspondence material in question. Let's refresh our memory about the structure/nature of an aerogram :

★ Typically mainly text
★ Dedicated address section on the letter, folded as envelope
★ Possibly decorated

In TEI encoding this multi-level structure will look like this:

```
<text>
  <body>
```

```
    <div type="aerogram">
      <div type="corresp.content"><!-- aerogram content --></div>
      <div type="figure"><!-- figure section --></div>
      <div type="envelope"><!-- envelope section --></div>
    </div>
  </body>
</text>
```

•Let's start by first encoding the content section:

```
<div type="corresp.content">
  <!-- first subsection -->
  <div>
    <opener><!-- opener stuff --></opener>
    <p><!-- the actual text --></p>
    <closer><!-- closer stuff--></closer>
    <postscript><!-- postscript --></postscript>
  </div>
  <!-- second subsection -->
  <div>
    <p><!-- further text --></p>
    <p><!-- further text --></p>
    <closer><!-- closer stuff --></closer>
  </div>
</div>
```

•Let's continue by encoding the envelope section:

```
<div type="envelope">
  <figure type="stamp">
    <figDesc><!-- stamp description --></figDesc>
    <graphic url=""><!-- stamp facsimile --></graphic>
    <p><!-- stamp text (if any) --></p>
  </figure>
  <figure type="postmark">
    <figDesc><!-- postmark description --></figDesc>
    <graphic url=""><!-- postmark facsimile --></graphic>
    <p><!-- postmark text (if any) --></p>
  </figure>
  <ab type="address.recipient">
    <address>
       <addrLine><!-- address line(s) --></addrLine>
    </address>
  </ab>
</div>
```

•Let's continue by encoding the graphic section:

```
<div type="figure">
  <figure>
    <figDesc><!-- figure description --></figDesc>
```

```
    <graphic url=""><!-- figure facsimile --></graphic>
    <head type="caption" place="verso">
        <!-- caption (possibly on verso side) -->
    </head>
    <head type="copyright" place="verso">
        <!-- copyright statement (possibly on verso side) -->
    </head>
    <p><!-- figure text (if any) --></p>
  </figure>
  <!-- other text / structures in the figure section -->
</div>
```

• Excellent!

6. Editorial markup

• Look at the facsimile again. Which other 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 <del> (deletion). Remember that if the addition and deletion are part of a single intervention, they should be encoded together into <subst> (substitution).
• Is there any **semi-legible** text? Use <unclear> then.
• 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>.

7. 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.

8. Self-Assessment

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

- How do you record information about the correspondence in the <teiHeader>?

- You have marked the starting of a new page using the element <pb> (page break). Which attribute do you use to point to the corresponding image?

- The TEI allow you to encode different kinds of alteration; list three of them.