

Table of contents

1. [Encoding Letters](#)
 - 1.1. [Basics](#)
 - 1.2. [Underlines, emphasis and other text features](#)
 - 1.3. [Symbols](#)
 - 1.3.1. [Transcribing symbols: & > <](#)
 - 1.3.2. [Hyphens and Dashes](#)
 - 1.4. [Abbreviations](#)
 - 1.4.1. [Ampersands and pluses](#)
 - 1.5. [Additions/Deletions/Substitutions](#)
 - 1.6. [Gaps and Unclear Passages](#)
 - 1.7. [Contemporary notes on the letters](#)
 - 1.7.1. [Authorial additions](#)
 - 1.7.2. [Library marks](#)
 - 1.7.3. [Notes](#)
 - 1.7.4. [Material and colour](#)
 - 1.7.5. [Note author](#)
 - 1.8. [Works, People and Places in the Letters](#)
 - 1.8.1. [File formats and locations](#)
 - 1.8.2. [Works](#)
 - 1.8.3. [Names and references for people and fictional characters](#)
 - 1.8.4. [Organisations as people groups](#)
 - 1.8.5. [Place names and place references](#)
 - 1.8.5.1. [How to mark up a place](#)
 - 1.8.5.2. [When not to mark up a place](#)
 - 1.9. [Addresses, printed letterheads, postscripts, envelopes](#)
 - 1.9.1. [Addresses and printed letterheads](#)
 - 1.9.2. [Postscripts](#)
 - 1.9.3. [Envelopes](#)
 - 1.10. [Enclosures](#)
 - 1.11. [Unusual structures](#)
 - 1.11.1. [Multiple letters](#)
 - 1.11.2. [Pencil-draft replies](#)
 - 1.12. [Changes of handwriting](#)
 - 1.13. [Text not written in order/sideways writing](#)
 - 1.13.1. [Sideways writing](#)
 - 1.13.2. [Text that is out of order](#)
2. [TEI header: Recording metadata in the same file](#)
 - 2.1. [physDesc and library marks, stamps, postmarks](#)
 - 2.2. [physDesc and mourning borders](#)
 - 2.3. [physDesc and seals](#)
 - 2.4. [correspDesc](#)
 - 2.5. [Unknown people](#)
3. [Recording metadata in separate files](#)
 - 3.2. [metadata/people.xml](#)
 - 3.2.1. [Required details](#)
 - 3.2.1.1. [persNames](#)
 - 3.2.2. [Further details](#)
 - 3.2.3. [Fictional characters](#)
 - 3.2.4. [VIAF and Wikipedia sources](#)
 - 3.2.4.1. [VIAF, LOCNAF, WorldCat, and ISNI entries](#)
 - 3.2.4.2. [Wikipedia entries](#)
 - 3.2.4.3. [Other reputable web sources](#)
 - 3.2.4.4. [Bibliographical sources](#)
 - 3.2.5. [Unknowns](#)
 - 3.3. [metadata/places.xml](#)
 - 3.3.1. [Place types and placeNames](#)
 - 3.3.2. [Fictional places](#)
 - 3.3.3. [Assigning an id to places](#)
 - 3.3.4. [<location> element](#)
 - 3.3.4.1. [<location> examples](#)
 - 3.4. [Organisation name](#)
4. [bibliography.xml and external links](#)
 - 4.1. [Web references](#)
 - 4.2. [References to novels and published works](#)

1. Encoding Letters

Please note that some of these examples have been simplified for clarity, and may be encoded differently in the final version of the letters.

1.1. Basics

Every letter needs to have a unique @xml:id on the TEI element to appear in eXist. Use the catalogue number of the letter for the xml:id:

```
<TEI xml:id="                " xmlns="http://www.tei-c.org/ns/1.0"/>
```

1.2. Underlines, emphasis and other text features

Underlines should not break a word unless there is clear intention by the writer that only part of the word should be emphasised. Remember that the reader can always view the page image to determine in their own mind whether there is any significance to a partial underline.

For underlined text:

```
<hi rend="underline">    </hi>
```

For double-underlined or otherwise heavily emphasized text:

```
<hi rend="doubleunderline">    </hi>
```

For italic text:

```
<hi rend="italic">    </hi>
```

1.3. Symbols

1.3.1. Transcribing symbols: & > <

When transcribing ampersand symbols (&), you must 'escape' them by using the character reference (&), otherwise they are read as special characters and an error will show.

Greater-than and less-than symbols should be written as > or < (short for greater than or less than), otherwise Oxygen will think they are part of an element.

In URLs, an error might show, objecting to a certain pair of letters, but it's really because the URL contains an ampersand that hasn't been escaped. Correcting the ampersand to the character reference should fix the error.

Use 'insert from character map' in the Edit menu to add accents.

1.3.2. Hyphens and Dashes

For all shortcuts, use the number pad, making sure that the number-lock is on.

- Hyphen: -
- En dash: –
- The hyphen is used to join two separate words together. It is the shortest dash.
 - Encode this by just using the hyphen key on the keyboard.
- For most other uses, the en dash is appropriate. The en dash takes its name from the fact that it is the width of a capital letter 'N' in its font.
 - Encode this by holding down the alt key, and typing 0150 on the number pad.

Where a hyphen is used to break a word across a line, this should be encoded as a 'no-break' or [soft-hyphen](#). This is done by using the code below:

```
<span style="font-variant: small-caps;">    </span>
```

1.4. Abbreviations

For superscripted text, e.g. 24th:

```
<hi rend="superscript">    </hi>
```

For abbreviations, tag both the abbreviated form and the expanded version. Note that if there is a punctuation mark that is part of the abbreviated word, it must be included in the abbr tag.

Abbreviated and superscripted text, e.g. yr.:

```
<choice>
  <abbr> <hi rend="superscript">    </hi> </abbr>
  <expan>    </expan>
</choice>
```

This allows us, when reproducing the letter, to display a verbatim 'diplomatic' version and an 'edited and normalised' version, but does require an editorial decision as to the meaning of the abbreviation and more markup to be inserted.

If you don't want to provide an expansion, eg for Mr or St., then don't tag as an abbreviation.

For abbreviated newspaper title:

```
<choice>
  <abbr>      </abbr>
  <expan>     </expan>
</choice>
```

1.4.1. Ampersands and pluses

We have taken an editorial decision that all plus symbols should be encoded as ampersands, as that is their meaning, rather than as a new glyph - while this would be more accurate to how the text originally appears, we are interested in meaning over appearance. Encode all ampersands and pluses like this:

Note:

Henniker's horizontal ampersand should be recorded as an ampersand as usual.

When &c is used to indicate 'etc', you can tag it as an abbreviation with expansion:

```
<choice>
  <abbr>      </abbr>
  <expan>     </expan>
</choice>
```

1.5. Additions/Deletions/Substitutions

When you as editor are noting an error or an ambiguity, you can offer a correction to the text, using sic and corr.

```
<choice>
  <sic>      </sic>
  <corr>     </corr>
</choice>
```

When showing a word added by the **author** (as opposed to by you the editor, as above), use add. You must include the place attribute and fill it in with the relevant direction.

```
<add place="      " >      </add>
```

When a word/letter has been substituted, use del and add. In the example below, here Henniker had written 23 instead of 24, and has crossed out the 3 and written 4 above it:

```
<dateline>
  <date when="      " >      <hi rend="      " >      <subst>
    <del> </del>
    <add place="      " > </add>
  </subst> </hi>      </date>
</dateline>
```

When an addition is in a different hand to the rest of the text, use the @hand attribute, and assign it the value of the person who wrote it:

```
<add hand="      " >      </add>
```

When the addition is in a different hand but you do not know whose, there is no need to add the @hand attribute. However, if you want to make explicit the fact that the hand is different, you can add @hand with a value of "unknown".

1.6. Gaps and Unclear Passages

Where text is missing in your transcription for whatever reason, use the gap element. Note that gap is an empty element so does not contain text. If you can read the text but aren't certain, use unclear instead.

```
<gap extent="      " reason="      " />
```

```
<gap extent="      "
  reason="      " />
```

The attribute @extent indicates how much you think is missing - try to keep this brief, the @reason indicates what prevented the text from being transcribed.

The unclear element can indicate passages where there is uncertainty or doubt about a reading - use this when you have a rough idea of what the text reads but aren't certain, meaning that this should not be used as an empty element.

```
<unclear reason=" " "> </unclear>
```

1.7. Contemporary notes on the letters

1.7.1. Authorial additions

The element `<add>` is used for words inserted into the body of the text, typically as an amendment by the author. For authorial annotations, see section above on [Additions/Deletions/Substitutions](#).

1.7.2. Library marks

Notes that are made by later librarians are transcribed in the TEI header. See the relevant section on [library marks](#)

1.7.3. Notes

Notes that are not either library marks or authorial additions to the main text should be recorded within a note element. You need to consider two things:

- Material and colour
- Note author

1.7.4. Material and colour

A `@rend` attribute should be used to describe the material and the colour.

For example:

```
<note rend=" " "> </note>
```

Writing the material and the colour as separate entries, separated by a space, will allow us to search them more easily.

Keep a list of all `rend` properties used here, so they can be reused in future. We'll need to standardize these:

`@rend` = pencil redpencil red-pencil redink typeset

1.7.5. Note author

A `@hand` attribute can be used if the author of the note is different to the main author, and if you know who it is.

The value of the `@hand` attribute should be the person reference of the author, e.g. `"#ps:TH"` for Thomas Hardy. If you do not know who has written the note, you don't need to record the `@hand` attribute. However, if you want to make explicit the fact that the hand is different (and `rend` does not make this clear enough), you can add `hand` with a value of `"unknown"`.

For example:

```
<note rend=" " hand=" " "> </note>
```

1.8. Works, People and Places in the Letters

1.8.1. File formats and locations

The `metadata/people.xml` and `metadata/places.xml` files record the details of those people and places mentioned in the letters. These files have their own format, and their own schemas, to keep the entries standardised. Please see the ['Recording metadata in separate files'](#) section for information on how to encode the information in these files.

A bibliography file is currently under discussion.

1.8.2. Works

For the title of a novel, e.g. "Woodlanders":

```
<ref target=" " "> </ref>
```

Note: Put Henniker's quotation marks outside of the `ref` tags.

For the title of a poem, e.g. "Shelley's Skylark", do similarly:

```
<p> <ref target=" " "> </ref> </p>
```

For quoted lines of poetry:

```
<q>
  <1>
  <1>
</q>
```

```
</1>
</1>
```

1.8.3. Names and references for people and fictional characters

Both real and fictional people are encoded in the same way in the main text. The differences between the two types will instead be recorded in the [metadata/people.xml](#) document.

For real people's names, e.g. Kitty:

```
<persName ref="          ">    </persName>
```

Don't forget to also [add a reference to the metadata/people.xml](#) file.

Fictional characters' names are recorded in exactly the same way in the main text. For example, Angel Clare:

```
<persName ref="          ">    </persName>
```

Don't forget to also [add a reference to the metadata/people.xml](#) file (and this is where the fictional encoding will be added).

1.8.4. Organisations as people groups

For entries that are organisations (e.g. Boston Conservatory), use orgName:

```
<orgName ref="          ">    </orgName>
```

Don't forget to add the reference to the [metadata/people.xml](#) file, with an @xml:id using the same string without the '#ps:' prefix.

1.8.5. Place names and place references

1.8.5.1. How to mark up a place

Mark up a place reference in the text by using the `<placeName>` element.

When you tag a place in a letter, check the [places.xml](#) file to see if it has an entry. If it does already, take the xml:id for that place, and add it to the @ref for the marked-up place in your letter, remembering to prefix it with "#pl:". If it doesn't have an entry, you need to create one, then use the new xml:id in your letter. See [metadata/places.xml](#) section.

```
<placeName ref="          ">    </placeName>
```

Mark up fictional places as you would real places, in the body of the letter. They are identified as fictional in the separate [places.xml](#) file only.

1.8.5.2. When not to mark up a place

The encoding of places will allow us to catalogue the places referred to in Hardy's letters. Accordingly, you should not encode places mentioned in library marks, such as Dorchester in a Dorchester County Museum stamp.

For addresses/envelopes, only mark up place references in the correspAction section in the TEI header, see [correspDesc](#). This standardized information on where letters are sent to and from belongs in the TEI header, as it is 'metadata' on the letter, different from passing references to places in the text.

1.9. Addresses, printed letterheads, postscripts, envelopes

1.9.1. Addresses and printed letterheads

We want to distinguish between printed letterheads that contain addresses, and addresses that are handwritten or typed as part of the letter itself. Transcribe addresses as follows, in the opener or closer, depending on where it appears on the letter.

For addresses that are added by the letter's author:

```
<opener>
  <address>
    <addrLine>          </addrLine>
    <addrLine>          </addrLine>
    <addrLine>          </addrLine>
  </address>
</opener>
```

For addresses that are printed as part of a set letterhead, add @rend = "letterhead". I don't think we need to describe any graphics in the printed letterhead; instead you can describe this in the header (in supportDesc). (TO CONFIRM)

```
<opener>
<address rend="          ">
  <addrLine>                </addrLine>
  <addrLine>                </addrLine>
  <addrLine>                </addrLine>
</address>
<!--<figure rend="letterhead">
<figDesc>Top left corner. A printed black image of a lion
lying in profile, facing left.</figDesc>
</figure-->
</opener>
```

If a printed letterhead has been edited, add a del and the handwritten addition in <add>:

```
<address rend="          ">
  <addrLine>                </addrLine>
  <addrLine>
    <del>                </del>
    <add>                </add>
  </addrLine>
  <addrLine>                </addrLine>
</address>
```

If the letterhead appears on another page, you may repeat the same markup to represent it.

For addresses that are written on the top of the letter but refer to the recipient rather than the sender, add this information in a @rend tag so that they can be displayed differently

```
<opener>
<address rend="          ">
  <addrLine>                </addrLine>
  <addrLine>                </addrLine>
</address>
</opener>
```

If there are multiple addresses given, encode them in multiple address elements.

1.9.2. Postscripts

```
<postscript>
<p>
  <choice>
    <abbr>                </abbr>
    <expan>                </expan>
  </choice>
</p>
</postscript>
```

Note: Even if the letter writer doesn't necessarily label this as a postscript, you can mark it up as one if you think it fits the description.

1.9.3. Envelopes

Original envelopes should be marked up at the end of the document (after the main body and after the div for the letter) in the back matter: back, with a @type of "envelope". **For consistency, all original envelopes should be marked up as backmatter, even if they appear first in the sequence of images.** If there is an archival envelope that was not part of the original letter, do not transcribe it. Instead, add a brief description in the [supportDesc](#).

Add only transcribed text here: any postage stamps should be added to the TEI header, as descriptive metadata. See [supportDesc](#)

If there is an address, mark it up as address with addrLines. (Note that to validate without being in another opener, these must be within a p tag.)

```
<back>
<div type="          ">
  <note rend="          ">

  <p>
    <address>
      <addrLine>                </addrLine>
      <addrLine>                </addrLine>
      <addLine>                </addLine>
    </address>
  </p>
</div>
</back>
```

1.10. Enclosures

Encode within the <back> tag for backmatter, after the end of the <body> tag. Within this, encode within a div type="enclosures", and add a separate <div> with relevant @type for each separate enclosure.

Note that we may need to change our numbering system so that it doesn't clash with the milestone numbering system.

```
<back>
  <div type="enclosures">
    <head>
      <p>
    </div>
  </back>
</head>
</p>
```

1.11. Unusual structures

1.11.1. Multiple letters

If there are multiple letters in the same entry, encode each in separate <div>s

1.11.2. Pencil-draft replies

Occasionally, you will come across replies drafted in pencil by Hardy. Mark these up in a separate div after the end of the main letter, as:

```
<div type="pencil-draft" hand="Hardy" >
  <div type="pencil-draft" hand="Hardy" >
    <div type="pencil-draft" hand="Hardy" >
```

1.12. Changes of handwriting

When the handwriting changes, you have two different options depending on the context. If it is a contemporary addition to the body of the text (e.g. adding a word in a sentence), use the add. If it is a contemporary annotation on the letter (such as a comment or a note of the date or the sender), use note.

For both of these, use the @hand attribute to assign the value of the person who wrote it. If it is clear who wrote it, use the person reference, e.g. #ps:TH for Thomas Hardy. If you do not know who wrote it, you do not need to add the @hand attribute.

```
<note hand="Hardy" >
  <date when-iso="1895-01-01" >
  </date>
</note>
```

1.13. Text not written in order/sideways writing

1.13.1. Sideways writing

For standalone text that is written at an angle, use, @style="transform: rotateZ(-40deg)">...</style>

```
<ab style="transform: rotateZ(-40deg)" >
  <ab style="transform: rotateZ(-40deg)" >
    <ab style="transform: rotateZ(-40deg)" >
```

```
<note style="transform: rotateZ(-40deg)" >
  <note style="transform: rotateZ(-40deg)" >
    <note style="transform: rotateZ(-40deg)" >
```

The axis is positioned relative to the element being rotated, and by default, it is the point at the centre of the element. So if the text is rotated counter-clockwise relative to the default angle of the rest of the text, the value will be negative, and if it is rotated clockwise, the value will be positive.

Angles do not have to be exact - just give your best guess.

Remember, if the sideways writing is written in a new hand, use <add> or <note> as appropriate. See the section on [changes of handwriting](#) above for more information.

1.13.2. Text that is out of order

Quick checklist

- Add a milestone where the text appears in the original letter, with an xml:id of m01, m02 etc.
- Transcribe text and:
 - Give it an @xml:id with a value of the H.number and a, b, or c etc.
 - Give it a @corresp with the value matching the xml:id of the milestone; so m01, m02, etc.
 - (Optional): add the @style attribute if the writing is at an angle

Sometimes text is written out of the main flow of the letter, for example in the margin of an earlier page because it doesn't fit. Sometimes this out-of-order text will also be written sideways (e.g. part of a paragraph that starts on page 4 and then continues written sideways in the space on page 1).

We have made an editorial decision to encode the letters *in reading order* rather than in the order they appear in on the page. This means that we may sometimes need to encode text on a different page and in a different place from its original location. For instance, the last paragraph of the letter and the signature may actually appear on the first page, written upside-down or sideways in any available space.

Step one: add a milestone

To encode this in reading order, add a **milestone** element at the point where the text appears in the original written letter, and give it an **xml:id** in the following format:

```
<milestone xml:id="      " unit="      " />
```

```
<milestone xml:id="      " unit="      " />
```

This marks the place where the text appeared in the original written letter.

Step two: transcribe text and give it an xml:id and a corresp (with the corresp relating to the xml:id of the milestone)

Next, transcribe the text where it would appear in *reading* order. Give your segment (which could be a p tag, another structural element like closer, or an ab tag within a seg if it's after the closer of the letter) an **xml:id** of its own, in the format h3176a, h3176b, h3176c, etc.

To link it to the place where it originally appears *in the physical letter*, add the **@corresp** attribute to the surrounding element. Give the **@corresp** attribute a value matching the corresponding **@xml:id** from the earlier milestone, and start it with a '#' symbol to indicate that it is looking for an xml:id.

```
<p xml:id="      " corresp="      ">
<persName ref="      ">
  <choice>
    <abbr> </abbr>
    <expn> </expn>
  </choice>
</persName>
</p>
```

```
<closer xml:id="      " corresp="      ">
<signed>
  <persName ref="      ">
    </persName>
  </signed>
</closer>
```

Number any further milestones in this format (m01, m02, m03 etc.).

Step three (optional): add the style attribute if the writing is at an angle

Lastly, if the writing is at an angle, don't forget to add the **@style** attribute, to indicate what angle the writing is at:

```
<p xml:id="      " corresp="      "
  style="      ">
</p>
```

```
<p xml:id="      " corresp="      "
  style="      ">
  <choice>
    <abbr> </abbr>
    <expn> </expn>
  </choice>
</persName>
</p>
<persName ref="      ">
```

Sometimes there is content written after the closer of a letter. This won't validate if in a regular p tag, so instead use an ab tag within a seg. Alternatively, you can encode it in a postscript tag (see section above).

```
<ab>
  <seg xml:id="      " corresp="      "
    style="      ">
  </seg>
</ab>
```

2. TEI header: Recording metadata in the same file

The `teiHeader` element contains metadata relating to that letter. Here you will record things like the author of the letter, its ID number, where it was sent from and to, and who is responsible for each different role of the encoding. You can also describe material features here.

2.1. *physDesc* and library marks, stamps, postmarks

Use the `supportDesc` within `physDesc` to provide information about the material features of the letter, i.e. that which doesn't form part of the semantic content of the written epistle.

Ensure that information given in the `supportDesc` is provided in proper sentences, and tag details within, as in the examples below.

First paragraph: Describe **materials and watermark** (if relevant) as follows. If there are original page numbers in the document, add `p` tag and a sentence within `support` that says "There are original page numbers", or something to this effect:

```
<support>
  <p>
    </material>      <watermark> <material>
                        </watermark>
    </p>
  </support>
```

Second paragraph: Describe any **library marks** as follows. Note that these are separate from authorial additions or contemporary annotations.

```
<p>
    </note>          <note type="          ">
    <stamp type="          ">          </stamp>
    <note type="          ">          </note>
  </p>
```

Third paragraph: Describe post-related **stamps or figures**; describe any printed letterhead figures here too. See that postage stamps are described with `@type 'postage'` and inked postal marks with `@type 'postmark'`. Transcribe any textual content in mentioned element.

```
<p>
    <stamp type="          ">
    </stamp>
    <stamp type="          ">
    <mentioned>          </mentioned>
  </stamp>
  <figure>
    <figDesc>
    <mentioned>          </mentioned>
    </figDesc>
  </figure>
</p>
<p>
</p>
```

2.2. *physDesc* and mourning borders

Describe any mourning border by adding these `decoDesc` and `decoNote` elements beneath the `physDesc`. Remove the elements entirely if there is no border.

```
<decoDesc>
  <decoNote type="          ">
  <p>          </p>
  </decoNote>
</decoDesc>
```

2.3. *physDesc* and seals

Describe any seals by adding these `sealDesc` and `seal` elements beneath the `physDesc`. Remove the elements entirely if there is no seal.

```
<sealDesc>
  <seal>
    <p>          </p>
  </seal>
</sealDesc>
```

2.4. *correspDesc*

The `correspDesc` element in the `teiHeader` is designed for recording metadata in a standardised way, regardless of the way this information appears within the actual written pages of the letters. For example, an address might appear on the page of the letter itself, which you would record as it appears within the `<body>`. However, you would then pick out the relevant location when recording the metadata as part of the `teiHeader` in the `correspDesc`, and record it under the `<placeName>` element.

For example, this:

```
<body>
  <opener>
    <address rend="          "D
      <addrLine>          </addrLine>
      <addrLine>          </addrLine>
    </address>
    <dateline>
      <date when="          ">          </date>
    </dateline>
    <salute>          </salute>
  </opener>
</body>
```

...becomes this in the TEI header:

```
<teiHeader>
  <correspDesc>
    <correspAction type="          ">
      <persName D-B14"          ">          </persName>
      <placeName D-B14"          ">          </placeName>
      <date when="P          ">          </date>
    </correspAction>
  </correspDesc>
</teiHeader>
```

The page contains
the following text:

```
<surname>          </surname>
</persName>
</person>
```

3.2.2. Further details

Record the gender of the person, specifying F(female), M (male), O(other), U(unknown), N (not applicable), as follows, within the person tag:

```
<sex value=" " />
```

The person and persName and sex elements are essential for the document to validate. Once you have these in place, then if you know more information about the person, you can add more detail to your entry.

These can be included in any order, after the last persName element. For example:

```
<occupation>          </occupation>
<note>                </note>
<birth when="        ">
  <placeName>          </placeName>
</birth>
<death when="        "> </death>
```

3.2.3. Fictional characters

For fictional characters, a persName @role of "fictional" should be added to the person element:

```
<person xml:id="        "
  role="        ">
  <persName>          </persName>
</person>
```

3.2.4. VIAF and Wikipedia sources

If your person is relatively well-known, they may have an entry in the Virtual International Authority File, Library of Congress Name Authority File, WorldCat, International Standard Name Identifier, or on Wikipedia that you can link to.

3.2.4.1. VIAF, LOCNAF, WorldCat, and ISNI entries

Add a listBibl tag with a @type of "semantic" to your person entry, underneath the last persName entry.

Within this, add a bibl element for each new type of entry (viaf, worldcat etc.). Give it a @type attribute with the relevant type (see list below), and then give it an @n attribute, with the value being the number reference to the relevant entry.

See the examples below for more clarity:

```
<listBibl type="        ">
  <bibl type="        " n="        " />
  <bibl type="        " n="        " />
  <bibl type="        " n="        " />
  <bibl type="        " n="        " />
</listBibl>
```

3.2.4.2. Wikipedia entries

Use the listBibl element to add a Wikipedia link to a person entry. The bibl @type should be "wikipedia", and the @n attribute should be the **URL of the Wikipedia entry**.

```
<listBibl type="        ">
  <bibl type="        " n="        " />
</listBibl>
```

3.2.4.3. Other reputable web sources

For reputable web sources other than Wikipedia or VIAF (e.g. a University website or the BBC) that you want to use as a source for information on a person in the people.xml file, these can be cited using a @type of website and, rather than an @n, use @ref, as below:

```
<listBibl type="        ">
  <bibl type="        " ref="        " />
</listBibl>
```

```

    ref="
  </listBibl>

```

Note that for the Oxford Dictionary of National Biography, you can use the shortened stable URL provided at the top of the page, rather than the long URL address of the page.

3.2.4.4. Bibliographical sources

If you want to refer to bibliographical sources within the entry for your person, you can add a listBibl with a @type of "academic". Within this, add a bibl with type "academic" too, and add an @n attribute. The value of this 'n' attribute should be prefixed with '#bib:', standing for 'bibliography', and then the xml:id of the relevant file from the **bibliography.xml** metadata file. See the examples below:

```

<listBibl type="
  <bibl type="
    n="
  <bibl type="
    n="
  <bibl type="
    n="
  </listBibl>

```

3.2.5. Unknowns

For any people whose names are unknown, use the xml:id "unknown", adding a number to the end consecutively for each separate unknown person.

Add an entry to the people.xml metadata file for each separate unknown person in the letters, and use the metadata file to see which numbers have already been used.

```

<person xml:id="
  <persName type="
    role="
  </persName>
  <note>
  </note>
</person>
<person xml:id="
  <persName type="
    role="
  </persName>
  <note>
  </note>
</person>

```

See above for how to encode unknown people within the letters.

3.3. metadata/places.xml

Record details of the places mentioned in the letters in the **places.xml** file. (Please see the above section on [Places](#) for how to mark up names in the main text of the letters – this section is about how to record further details on them in the **metadata**.)

3.3.1. Place types and placeNames

We have divided places into the following hierarchy, from largest to smallest, based on their definition:

- Country or Territory
- County or State
- City, Town, or Village. Or Parish.
- Street
- Building

The category that your place falls into here will provide the @type for the place element.

The new place also needs a standardized placeName: as with people entries, give the primary place name a role of "default".

```

<place xml:id="
  type="
  <placeName role="
  </placeName>
</place>

```

3.3.2. Fictional places

Fictional places have a @role of 'fictional' added to the placeName:

```

<place xml:id="
  type="
  role="
  <placeName role="
  </placeName>
</place>

```

The fictional place and its real counterpart should be encoded as separate entries in the places.xml file. If there is a real equivalent, add the real place name reference to the fictional place tag, in @corresp. For example:

```
<place xml:id="
  role="
  type="
  "
  corresp="
  ">
  <placeName role="
  ">
    </placeName>
  <location>
    <region ref="
    " />
  </location>
</place>
```

3.3.3. Assigning an id to places

The @xml:id should be the standard name for that place, capitalized, such as LittleHintock or England.

Duplicate place names: If the new place shares its name with a place already recorded in the places.xml file, it gets a more detailed xml:id. Add the name of the location where the new place is located onto the end of the xml:id. For example, if Cambridge (in the UK) is already in the places file, and I come across a reference to Cambridge in Massachusetts, I give this new place a more detailed xml:id of "CambridgeMassachusetts".

3.3.4. <location> element

The location tag describes the where the place is located. This is used to tie your place entry into the wider context of the hierarchy of places. The location tag contains two elements: one is geographical coordinates for your new place, the other references the name of the place where the new place is located, i.e. the wider location where the place can be found: think of this as the geographical context, or parent location, like 'France' for the new place 'Paris'.

The contextual parent location will be added as one of three elements: either a country, region, or settlement, along with a reference to the xml:id name of that contextual place.

See the table below to find the appropriate contextual element to add in the location tag:

Note that if the place spans across two regions, for example Exmoor is in both Devon and Somerset, you can simply add two region elements in the location tag.

| Your place @type. | Contextual place in location tag. | Element for contextual place | Example @ref in contextual element |
|--------------------------|---|------------------------------|------------------------------------|
| country/territory | we don't give countries contextual places. Usually territories don't need a contextual country, however an editor can decide to place a territory under a country in the hierarchy if wanted. | [no contextual place] | [no id needed] |
| county/state | i.e. a county or state might be in England, which is defined as a country | <country/> | |
| city/town/village/parish | i.e. a city/town/village might be in the county Cambridgeshire, which is defined as a region | <region/> | |
| street | i.e. a street is in a city or town or village, such as the city of London, which is defined as a settlement | <settlement/> | |
| building | i.e. we usually want to say a building is located within a settlement | <settlement/> | |

3.3.4.1. <location> examples

As earlier, here are some examples, this time with location included:

```
<place xml:id="          " type="          ">
  <placeName role="          ">          </placeName>
  <location>
    <!-- no contextual place needed -->
    <geo>          </geo>
  </location>
</place>
```

```
<place xml:id="          " type="          ">
  <placeName role="          ">          </placeName>
  <location>
    <country ref="          "/>
    <geo>          </geo>
  </location>
</place>
```

```
<place xml:id="          " type="          ">
  <placeName role="          ">          </placeName>
  <location>
    <region ref="          "/>
    <geo>          </geo>
  </location>
</place>
```

```
<place xml:id="          " type="          ">
  <placeName role="          ">          </placeName>
  <location>
    <settlement ref="          "/>
    <geo>          </geo>
  </location>
</place>
```

```
<place xml:id="          " type="          ">
  <placeName role="          ">          </placeName>
  <location>
    <settlement ref="          "/>
    <geo>          </geo>
  </location>
</place>
```

3.4. Organisation name

For an organisation name (e.g. Boston Conservatory), or any other entry that is both a place and an organisation, add within the listOrg element, and use orgName, with an xml:id matching the one used in the main text, without the '#pl:' prefix:

```
<listOrg>
  <org xml:id="          "
    type="          ">
    <orgName type="          ">          </orgName>
  </org>
</listOrg>
```

4. bibliography.xml and external links

Sometimes you might want to add in an external link to another resource, for example to written works referred to in the letters, or to add a reference to a published edition, such as a book of Hardy's poetry. However, for web resources, there is always the possibility that external sources could change their content, or could disappear altogether. Therefore, to preserve the relevant information, any external links added need to be kept track of in a bibliography, so that we have a record of their content even if they do vanish. For physical books, it is useful to record their publication information so that we can cite them properly, and readers can find them easily.

bibliography.xml can be found in the metadata folder. We are using a Harvard-like reference system:

4.1. Web references

```
<listBibl type="          ">
  <biblStruct xml:id="          ">
    <analytic>
      <title level="          ">          </title>
    </analytic>
    <monogr>
      <title level="          ">          </title>
      <imprint>
        <date when="          "/>
      </imprint>
    </monogr>
```

```
<ref type=" ">
</biblStruct>
</listBibl>
</ref>
```

4.2. References to novels and published works

```
<head>
</head>
<listBibl>
<bibl xml:id="
  <author>
    </author>
    <title level=" ">
    </title>
  </bibl>
</listBibl>
```

All external links and references to published works need to be added to the bibliography.

You can then refer to items from the bibliography in your people or places entries - see the [section on bibliographical sources within the people.xml section](#) of the guidelines.