Table of contents

1. Project Description

The aim is to encode 50-100 legal texts (with an upper limit of 200). As of June 2019, these are likely to include 60 so far transcribed (but to varying quality) and 10-20 texts that are currently PDFs on Asnad.

2. TEIheader and metadata

Fill in the spaces for title, editor etc marked with comments in the template document.

2.1. Id number for the document

Every document needs to have a unique @xml:id on the <TEI> element. This should be a unique, abbreviated version of the shelfmark and repository, or some similar format, preceded by lf for Lawforms. Use the same identifier for the filename, and for the filename for any related images (including page numbers as needed). The filename is constructed by: lf_[repository abbreviation]_[shelfmark or ID number] - you can use camelCase if any of these

sections have multiple words. You may also include an indication of the collection to which the manuscript belongs, and date, in the middle of the filename if relevant, as in the second example:

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

2.2. Source and Manuscript description

Use the <msDesc> element in the TEI header to provide additional details on the manuscript and its contents. This will include respository/shelfmark information. If there is no shelfmark, eg private archive, write 'no shelfmark' in the <idno> tag, since this is for recording the shelfmark given by the repository. If the manuscript is part of a collection, even one dispersed across multiple archives, add this in collection and ensure there is an entry in the archival collections list in repositories file. For example:

```
<msDesc>
 <msIdentifier>
  <repository ref="                    "/>
  <collection ref="      "/>
  <idno>
                                    </idno>
 </msIdentifier>
</msDesc>
```

When you encounter a new repository, add it to the repositories list in bibliography.xml and use its xml id to provide the @ref for the manuscript description in the header.

If the source of the document is a publication rather than a manuscript, add this in <bibl> before the <msDesc>; if there is both a publication and the original manuscript, you can record both; if there is only a publication extant, delete the <msDesc> section.

Include whether the document is original/authorized copy/unauthorized copy, if known, in the <history> section, in <objectType>.

Include the date of the document in the manuscript description section, within <history>. You may provide several calendars if wanted, but you should also provide a default translation to the Gregorian calendar, with @when given in standardized (gregorian) format:

```
<history>
 <origin>
  <origDate calendar="      ">              </origDate>
  <origDate calendar="      "
    when="          ">          </origDate>
 </origin>
</history>
```

If it's not clear what date it is, you can provide date ranges, for example:

```
<date calendar="              "
 notBefore="    " notAfter="      ">
      </date>
```

Date ranges can also include months, for example:

```
<date calendar="              "
 notBefore="        " notAfter="          ">                        </date>
```

You can provide a partial date in the standardized @when attribute if relevant, e.g.

```
<date calendar="              " when="      ">          </date>
<date calendar="              " when="          ">
    </date>
```

Possible calendar values: bengali, fasli, gregorian, hijri-qamri, hijri-shamsi, jovian_brihaspati, julian, julus, maghi, samvat, samvat-chaitradi, samvat-shravanadi, shaka, suhur, turkish.

You can also provide a place of issue and place of receipt if wanted/relevant, with @ref refering to their xml:id in the places file (see below); delete these if not relevant:

```
<origDate calendar="            "
 when="         ">            </origDate>
<origPlace type="        "
 ref="       "/>
<origPlace type="          "
 ref="       "/>
```

If the manuscript is published, you can add the bibliographic reference in <additional>, following the <history> section, within <msDesc>. In a <ref> tag (with type=bibl) add a reference to the book in the bibliography file (add an entry there if it doesn't yet exist). Add page numbers or similar reference as <biblScope> as follows:

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

2.3. Text categories, keywords, summary, participant roles

Functional type: Each text will be assigned to a category that describes the actual function of the document, eg imperial and royal decrees. This is your interpretive judgement.

Formal type: Each text may also be assigned to a category that describes the formal status or appearance of the document, for example, a document might state that it is a declaration of victory. This is not an interpretive judgement but rather a description of the form of the document.

Thematic keywords: Each text is assigned one or several thematic keywords.

Both of these should use controlled vocabulary listed below. Use the profile description in the TEI header, as follows:

```
<profileDesc>
 <textClass>
  <keywords scheme="           ">
   <term key="         "/>
<!-- NOTE:      he la ge  ca eg    fi     -->
   <term key="      "/>
  </keywords>
  <keywords scheme="        ">
   <term key="       "/>
  </keywords>
  <keywords scheme="          ">
   <term>     </term>
  </keywords>
 </textClass>
</profileDesc>
```

Formal and functional categories, and keywords, are listed in the Taxonomy document. Ensure that the primary name in the taxonomy list is marked by role=default (usually Persian), and add further details to form the essay pages as preferred:

```
<item xml:id="           ">
 <name xml:lang="   " role="       ">            </name>
 <name xml:lang="   ">         </name>
 <name xml:lang="   ">           </name>
 <note>                 </note>
<!-- f   he   eadi g -->
 <listBibl>
  <bibl type="        "
   n="                    "/>
 </listBibl>
</item>
```

You must provide a concise summary for each document transcribed. Include this in the section. Use <note> to add information that apply to the whole document, e.g. academic citations.

```
<abstract>
 <p>

                               <note>

                                 <ref type="        " target="          ">          </ref>
            <ref type="     " target="            ">
          </ref> </note>
 </p>
</abstract>
```

Include a participant description to describe the roles of the people in the document. To see how to mark up names with correct IDs etc, see Names section.

```
<particDesc>
 <person role="      ">
  <persName ref="          ">           </persName>
 </person>
 <person role="        ">
  <persName ref="                   ">          </persName>
 </person>
</particDesc>
```

Possible roles include: arbitrator, buyer, creditor, debtor, guarantor, grantor, grantee, heir, issuer, recipient, judge, mortgager, seller, supplicant, witness, writer, litigant.

2.4. Images

Add references to images as facsimile references on each <pb> tag, and add a separate facsimiles section where all images are listed, between the TEIheader and body. This will allow you to record multiple images for each page. eg:

```
<teiHeader>    </teiHeader>
<facsimile>
 <graphic url="                         "/>
 <graphic url="                          "/>
 <graphic url="                          "/>
 <graphic url="                         "/>
</facsimile>
<text>    </text>
```

3. Encoding Legal Documents

3.1. Structure

We will transcribe and present the text in reading order, so that we offer an edited text which makes sense to readers. However, we can still record the information that it d m a̲c̲e̲o̲ t̲i̲l̲l̲ r̲] g̲ , s̲k̲e̲w̲k̲e̲n̲l̲i̲u̲ s̲a̲g̲s̲a̲e̲v̲w̲

If a div contains more than one language, tag the words that are foreign to the main language of the div in a <foreign> element, including @xml:lang:

```
<div xml:lang="   " type="         ">
 <p>       <foreign lang="   ">        </foreign>         </p>
</div>
```

If the text division is located in the margin or in an unusual place on the page, you can record that using @rend on <div>, using the following terms 'below; bottom; margin (left, right, or both); top; opposite (i.e. facing); overleaf; above; inline; inspace.

3.1.2. Pages, paragraphs, lines

Record page beginnings, including numbering and a @facs with name of any image file. Give the page an 'n' value that makes sense for the document, eg 1r if it is a single page, 54v if it is the verso of folio 54. The image file should be named similarly:

```
<pb n="   " facs="                    "/>
```

Use only images of the whole page as the facsimile reference for the page; the separate facsimile section allows you to record more images.

Ensure all the text is enclosed in either <p> for paragraphs/prose or <l> for verse. Note that the tags will be typed as they would be for left-to-right languages (ie the first <p> tag will be at the left end of the first line). However, the software will understand that the paragraph begins at the right end of the first line. For headings use the <head> tag within the main text division (These will not be visible on the website until the text display functionality is changed).

```
<div>
 <head>            </head>
 <p>          </p>
 <p>
                                    </p>
</div>
```

Encode serial page numbers using the <fw> forme work tag in the main text division and record its location on the document in @place, e.g. "top-right", "bottom-left".

```
<fw type="      " place="          ">  </fw>
```

Add line beginnings where they appear in the text where there is more than one line. Use <lb> tag:

```
<p>
 <lb/>                              <lb/>
      <lb/>
</p>
```

3.1.3. Lists

Particulars or appendix-like materials are often presented in a list or tabular structure. We aim to reproduce the semantic meaning of this information as a list rather than representing the exact list or tabular structure. Use line beginning tags to indicate where a new line/number should be. You can use rend=empty to indicate a blank line.

```
<list>
 <lb/>
 <item>          </item>
 <lb/>
 <item>        </item>
 <lb/>
 <item>                </item>
</list>
<list>
 <lb/>
 <item>                </item>
 <lb/>
```

```
   <item>                      </item>
  </list>
```

For nested lists, see the following example, with optional headings and labels. Note the first item on the main list is itself a list with a label, the second item is another list, and so on:

```
<list>
 <lb/>
 <head>                  </head>
 <lb/>
 <label>     </label>
 <item>
  <list>
   <lb/>
   <item>        </item>
   <lb/>
   <item>        </item>
  </list>
 </item>
 <lb rend="      "/>
 <lb/>
 <label>     </label>
 <item>
  <list>
   <lb/>
   <item>        </item>
   <lb/>
   <item>         </item>
  </list>
 </item>
</list>
```

3.2. Elevated text

Sometimes the names of a royal person are elevated out of the text as a mark of deference. This should be transcribed where it appears in the reading order. This should be tagged as a person (see below), with an additional @rend to specify the position:

```
<persName rend="        ">        </persName>
```

3.3. Translations

All texts will have summaries (see TEI header); some will also have translations. The maintext will be translated, and so will any other sections which are legible/possible to translate. The division is given an id, and the translating div is given a @corresp that references it, preceded by hash - the translating div must also be given an id. To create ids use orig for original and trans for translated, underscore, then div1, div2, and so on.. eg:

```
<div xml:id="         " xml:lang="    "
 type="         ">
 <p>            </p>
</div>
<div corresp="          "
 xml:id="          ">
 <p>        </p>
</div>
```

3.4. Glossing emic terms

To enable emic terms to appear with either a hover-over gloss in the translation or be hyperlinked to an essay page, or have an explanatory pop-up box, you need to tag the term itself as follows:

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

Next, ensure there is a category for 'chaudhari' and a gloss in the taxonomy.xml document, in the new glossary taxonomy. Ensure that the primary name in the taxonomy list is marked by role=default (usually Persian), and add any other language forms as you prefer. Note the id should be prefixed by gl: for glossary. It is up to the editorial team whether you have a brief note or longer explanation, or include both. You could also add further reading if wanted; capture any information you want here and we can decide how and where to display it later.

```
<item xml:id="        ">
 <name role="        ">     </name>
 <name xml:lang="    ">                </name>
 <note>                                        </note>
</item>
```

3.5. Special characters, flourishes, elongated letters.

To use unicode if there is an appropriate unicode symbol.

The project will include a page that discusses visual organisational features.

Formulaic phrases and logographs sometimes act as openers and closers to the document.

Opening flourishes: some flourishes begin the main text as a stand-alone character to indicate a salutation, often they indicate the directionality of the text (who it is sent to/from). These are similar to symbols in witness statements.

Closing logographs: the special characters the Baiz or Baiza, and faqat, terminate documents. We decided not to tag these as a <closer> but rather to use a specific <g> element to specify which character is used. These will be defined in the Encoding Description in the Header and in an essay on the site. The following examples show how these should appear in original and translations.

```
<div>
 <p>     <g ref="      ">    </g>
 </p>
</div>
```

```
<div>
 <p>     <g ref="     ">      </g>
 </p>
</div>
```

```
<g ref="        ">   </g>
```

```
<g ref="        ">               </g>
```

For moratab shod closer that appears as a seal (often in Marathi documents), we will encode as a seal with the text of the two words, or occasionally in handwritten form as part of the text. We can add an editorial note in the document. Editorial essay will discuss this element alongside baiz, faqat, and other closers and openers.

For other character symbols you can just add more <g> forms. For the absence of a number that is quite common in Marathi documents, and representations of fractions, suggest the following for original and translated sections:

```
<g ref="      "> अळी </g>
<g ref="      ">                 </g>
```

3.5.1. Siyaq accounting shorthand

Siyaq is accounting shorthand for numbers, but it is not possible to type the characters or use unicode. Therefore we treat them as glyphs that we transliterate into the relevant number, again using <g>:

```
<g ref="        "> </g>
```

3.5.2. Symbols indicating absence/ending of number

Common in Marathi documents, there are symbols denoting absence of a number/that a number is finished, but it is not possible to type the characters, use unicode, or easily transliterate to another character. Therefore we treat these as graphic symbols.

3.6. Seals and ciphers

Transcribe seals and ciphers where they appear in the text using the <stamp> element, including any text within the stamp in a <mentioned> element. We are using 'stamp' for convenience, as a marker of authorisation:

```
<p>
 <lb/>                                    <lb/>
 <stamp type="    ">
       <mentioned>                 </mentioned>
 </stamp>
 <stamp type="      ">            <mentioned>
       </mentioned>
 </stamp>
</p>
```

If there is no text to transcribe, describe the seal in the <stamp> element, but don't use <mentioned>:

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

3.7. Illustrations and figures

Use <figure> element for illustrations and graphic symbols, especially those in witness statements (e.g. dagger, plough, scissors, sign of the hand). Add a description with <figDesc>. Use concise lower-case descriptions, as below. To optionally indicate where it is located on the page, use @place, using the following terms 'below; bottom; margin (left, right, or both); top; opposite (i.e. facing); overleaf; above; inline; inspace.

```
<figure place="              ">
 <figDesc>      </figDesc>
</figure>
<figure>
 <figDesc>      </figDesc>
</figure>
```

3.8. Editorial notes and bibliographic references

Editorial notes written by the project team can be added with note element. Type this note where you want a footnote superscript number to appear (the text itself will appear as a footnote or a pop-up).:

```
<note>
                   </note>
```

You may cite bibliographic references in your note: do this by typing the short-form of the reference, and tagging the reference with <ref>, adding a @type = bibl, and a @target which gives the xml:id of the reference in the bibliography file, preceded by hash.

```
<note>

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

To refer to another document or document type, see section 3.12.

3.9. Abbreviations

For abbreviations

```
<measure type="          " unit="        "
 quantity="   ">            </measure>
```

If the measure is part of a rate/ratio or something else which you want to record as a group, wrap the measure tags in <measureGrp>, eg:

```
<measureGrp type="      ">
 <measure type="          " unit="        "
  quantity="   ">            </measure>
<measure type="          " unit="        "
  quantity="    ">            </measure>
</measureGrp>
```

Tag any references to other documents with <ref>, adding a @type = document, and a @target of the document ID, preceded by hash.

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

3.13. Uncertainty: general

To indicate uncertainty in your transcription, use <unclear> element. You can also add a footnote offering further detail if wanted:

```
<p>                 <unclear>     </unclear>                     </p>
```

```
<persName>मोहन</persName>
<unclear>कुं</unclear> थार अपणी रजा रगवत सु चोध
```

3.14. Uncertainty and gaps

If you have no guess for what the word is, or if it is missing from the source text because of a tear etc, use the <gap> element:

```
<p>                 <gap/> </p>
```

3.15. Uncertainty: multiple possible readings

If you aren't clear what the word is, but there are multiple possibilities, you can record these using the <app> element:

```
<p>    <app>
  <rdg cert="   ">         </rdg>
  <rdg cert="    ">         </rdg>
 </app>
                    </p>
```

3.16. Spaces intentionally left blank

If there is a gap in the transcription because of unclear words or a tear etc, use <gap> as described above. However use <space> wherever it is desired to record an unusual space in the source text, e.g. space left for a word to be filled in later, for later rubrication, etc.

```
    <space/>
```

4. Encoding People, Places, Archival Collections, Works Cited

When marking up people and places that have not been encountered previously, you will need to create a new entry in the people.xml or places.xml file. If they already have an entry in these separate files, simply find it and use its xml:id in the <persName> or <placeName> tag, as explained below.

4.1. People

Encode people's names in the body of the document using <persName>. Look at the people list to find their xml:id, use this preceded by '#' as a @ref:

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

Every <persName> should have a @ref which references the default name of the person in the separate person list. If the person doesn't have an entry in the person list, create one.

If readings of person or place names are unclear or illegible, create an entry in people.xml or places.xml using your best guess at the name and add a <note> to explain that it's unclear. In the document itself wrap the persName or placeName element in an <unclear> tag:

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

4.1.1. Adding entries to the Person list

Whenever a new person is encoded in the documents, you must create a reference to them in the people.xml file within <listPerson>, with the @xml:id on the <person> element, which will be used for the @ref used in the main text. This should be capitalized and a single word: if you need to disambiguate between multiple people of the same name, use an expanded name where possible e.g. 'virginiaWoolf'.

Each person entry must also contain a <persName> element with a relevant @xml:lang indicating the language. They may have more than one name across different languages; record that here and choose a default name for the website by adding @role='default' - if possible, use the English version as default.

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

If there are multiple people within the corpus with the same name, they must have different identifiers; if all you know about someone is a single name so you can't give them an expanded name that makes sense e.g. @xml:id='muhammadSonOfYassein', add a number after their name instead, e.g. @xml:id='muhammad001'

For people with several parts to their name, tag as follows:

```
<person xml:id="        ">
 <persName role="        ">
  <roleName>        </roleName>
  <name>        </name>
  <addName type="        ">                </addName>
  <addName type="        ">
           </addName>
 </persName>
</person>
```

Note the difference between a roleName and addName type=honorific here. Other types of additional name could be:

```
<addName type="          ">
        </addName>
```

To be decided by editorial team whether to encode all language versions using <name> and tagging name parts - it's not necessary for current display but would be richer encoding. Optional, and depends in part on how you want the people pages to display different names.

You can record any additional information you have on the person, such as gender and occupation.

Record their status as a known or not known individual using 'trait': are they a well-known individual or is there little known about the person? Use Trait element with attributes 'status' and 'key' to specify.

Record their status as part of a particular social grouping using 'trait' type=socialGroup.

```
<person>
 <persName role="          ">
  <roleName>     </roleName>
  <name>      </name>
 </persName>
 <sex value=" "/>
 <trait type="        " key="        "/>
 <trait type="           " key="         "/>
 <occupation>     </occupation>
 <note>                                    </note>
</person>
```

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

4.2. Places

Encode place names in the body of the document using <placeName>:

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

Every <placeName> should have a @ref which references the default name of the place in the separate places list. If there is no entry for the place in the places list, create one.

4.2.1. Adding entries to the Places list

Whenever a new place is encoded in the documents, you must create a reference to it in the places.xml file, with the @xml:id matching the @ref used in the main text. The id should be should be the standard name for that place, capitalized/in camelcase, such as LittleHintock, Burhanpur or India.

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

- country or territory
- province or region (corresp. to prant and suba)
- division (corresp. to sarkar)
- district (corresp. to pargana)
- sub-district (corresp. to taraf, karyat, and mahal)
- city, town, village (corresp. to mauza, qasba, balda)
- neighbourhood
- fort
- street
- building

Like person entries, each place entry must also contain at least one <placeName> element with a <name> tag and relevant @xml:lang, and a <placeName> for the English translation. Add a @type to the <place> element, indicating which of the above categories it falls into.

```
<place xml:id="          " type="      ">
 <placeName xml:lang="    ">
  <name>        </name>
 </placeName>
```

```
  <placeName xml:lang="    ">
   <name>        </name>
  </placeName>
 </place>
```

if a placeName encorporates an epithet, like Realm of Light, tag this within the placeName as we do for people names, as an addName type=epithet. This is why you also need to tag the rest of the placeName with <name>, following practice in people file.

```
 <place xml:id="                 "
  type="        ">
  <placeName xml:lang="    ">
   <addName type="        ">              </addName>
   <name>          </name>
  </placeName>
  <placeName xml:lang="    ">
   <addName type="        ">                              </addName>
   <name>          </name>
  </placeName>
  <location>
   <geo>              </geo>
   <offset type="    "> </offset>
  </location>
  <note>                                            </note>
 </place>
```

Location: Add <location> to every place entry. Provide coordinates (if known) in a <geo> tag within <location>, separated by a space, not a comma. Use <offset> with @type="zoom" and the corresponding zoom level number depending on place type (see below) to set the correct place map view.

- region/ province: 5
- district/ division: 8
- city/ sub-district: 11
- town: 13
- neighbourhood/ village: 14
- fort/ street: 16

Alias: if a place is known by another name, the simplest method is to add this as another <placeName> with the relevant language, and explain their relationship in a note. If this does not suffice, add a separate <addName> tag beneath the existing placeNames, with type=alias.

Where possible, add a reference from Geonames in <listBibl> or if there is no entry, give approximate geographical coordinates in <location>. Add notes if wanted. If the place no longer exists, add as a note.

```
 <place xml:id="        " type="        ">
  <placeName xml:lang="    ">
   <name>        </name>
  </placeName>
  <placeName xml:lang="    ">
   <name>          </name>
  </placeName>
  <location>
   <geo>              </geo>
   <offset type="    "> </offset>
  </location>
  <note>                                      </note>
  <bibl type="        " n="        "/>
 </place>
```

NB: if including a note, add this before the listBibl.

4.3. Social Groupings

Org stands for organisational name and can be used to refer to any social or ethnic grouping as well as any organisations. At the bottom of the people.xml file, you can use this to record any number of names in different languages, a descriptive note (this will be the paragraph of the essay), and further reading using the listBibl/bibl elements.

```
 <org xml:id="        ">
  <orgName xml:lang="    ">        </orgName>
```

```
 <note>                                </note>
<!-- f   he   eadi g -->
 <listBibl>
  <bibl type="           "
    n="                          "/>
  <bibl type="          "
    n="                    "/>
 </listBibl>
</org>
```

4.4. Archival Collections

Reference the archival collection in the TEI header, underneath repository, preceded by # (as seen above). Ensure that the archival collections are recorded as entities in the repositories file, within the archival collections list. You can use this to record name, a descriptive note (this will be the paragraph of the essay), and further reading using the listBibl/bibl elements.

```
<item xml:id="      ">
 <name>                     </name>
 <note>                    </note>
<!-- f   he   eadi g -->
 <listBibl>
  <bibl type="          " n="                  "/>
 </listBibl>
</item>
```

4.5. Works Cited

When creating bibliographic entries in bibliography_repositories.xml, format entries according to the type of reference, see examples below.

4.5.1. Primary source

```
<bibl xml:id="             ">
 <author>
  <surname>          </surname>
  <forename>             </forename>
 </author>
 <author>
  <surname>          </surname>
  <forename>            </forename>
 </author>
 <author>
  <surname>               </surname>
  <forename>            </forename>
 </author>
 <author>
  <surname>            </surname>
  <forename>         </forename>
 </author>
 <title level=" ">                </title>
 <pubPlace>          </pubPlace>
 <publisher>                             </publisher>
 <date when="     ">     </date>
</bibl>
```

4.5.2. Journal article

```
<bibl xml:id="                ">
 <author>
  <surname>           </surname>
  <forename>         </forename>
 </author>
 <title level=" ">

                                </title>
 <title level=" ">          </title>
 <date when="      ">     </date>
 <biblScope unit="    ">  </biblScope>
 <biblScope unit="       ">  </biblScope>
```

```
    <biblScope unit="     ">      </biblScope>
    <ref type="    ">                                            </ref>
</bibl>
```

4.5.3. Chapter in book entry

```
<bibl xml:id="             ">
  <author>
    <surname>      </surname>
    <forename>        </forename>
  </author>
  <editor/>
  <title level=" ">                                         </title>
  <title level=" ">
                                  </title>
  <pubPlace>          </pubPlace>
  <publisher>                         </publisher>
  <date when="      ">      </date>
</bibl>
```

4.5.4. Encyclopaedia entry

```
<bibl xml:id="                  ">
  <author>
    <surname>           </surname>
    <forename>  </forename>
  </author>
  <author>
    <surname>        </surname>
    <forename>        </forename>
  </author>
  <author>
    <surname>        </surname>
    <forename> </forename>
  </author>
  <author>
    <surname>            </surname>
    <forename> </forename>
  </author>
  <author>
    <surname>                </surname>
    <forename> </forename>
  </author>
  <title level=" ">              </title>
  <title level=" ">                       </title>
  <edition> </edition>
  <date when="      ">      </date>
  <ref type="     ">
                                                              </ref>
</bibl>
```

4.5.5. Dictionary

```
<bibl xml:id="                ">
  <author>
    <surname>            </surname>
    <forename>                </forename>
  </author>
  <title level=" ">
                                                          </title>
  <pubPlace>         </pubPlace>
  <publisher>                        </publisher>
  <date when="      ">      </date>
  <ref type="     ">                                          </ref>
</bibl>
```

4.5.6. Blog post
```

```
<bibl xml:id="        ">
 <editor>
  <surname>      </surname>
  <forename>       </forename>
 </editor>
 <editor>
  <surname>           </surname>
  <forename>          </forename>
 </editor>
 <title level=" ">
        </title>
 <publisher>                    </publisher>
 <date when="          ">            </date>
 <ref type="   ">                                        </ref>
</bibl>
```

4.5.7. Unpublished manuscript

Use <availability> for any information about the availability of the text such as restrictions on use, distribution, copyright or licence status. For more general information use <note>. Both are optional.

```
<bibl xml:id="                  ">
 <author>
  <surname>         </surname>
  <forename>       </forename>
 </author>
 <title level=" ">               </title>
 <msIdentifier>
  <repository ref="    "/>
  <idno>          </idno>
 </msIdentifier>
 <biblScope unit="     ">        </biblScope>
 <ref type="     ">                          </ref>
 <availability>
          </availability>
</bibl>
```

4.5.8. Translated Sources

To include a translator in a reference, use <editor> with an attribute @role="translator". The rest of the entry can be formatted following the examples above.

```
<bibl xml:id="                ">
 <author>
  <surname>         </surname>
  <forename>       </forename>
 </author>
 <editor role="          ">
  <surname>                  </surname>
  <forename>                   </forename>
 </editor>
 <title level=" ">               </title>
 <msIdentifier>
  <repository ref="    "/>
  <idno>          </idno>
 </msIdentifier>
 <biblScope unit="     ">        </biblScope>
 <ref type="     ">                          </ref>
 <availability>
          </availability>
</bibl>
```

4.6. Further reading sources and bibliography

This section applies to people, places, document types and archival collections. 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. You may want to reference academic books/articles or other websites too as further reading for these entities.

Add a listBibl tag at the end of the entry for the person, place, document type, social group or archival collection. Note that there is no longer any need to add a type to listBibl.

Within this, add a bibl element with a @type attribute 'viaf', or similar and then give it an @n attribute, with the value being the relevant number or reference to the relevant entry. If adding a Wikipedia link to a person entry, use @type of "wikipedia", and so on. The @n attribute should be the final part of the URL of the Wikipedia entry, as follows.

Adding a wikipedia link will mean we can display the person's image from their wikipedia page.

Note that for academic sources, you should add the id of the academic source as listed in the bibliography file as the @n value, preceded by hash. If there is no entry for the academic writing in the bibliography file, add one.

See the examples below:

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

To give a relevant page range, use biblScope in the bibl element here and not in the full bibliographic entry, as follows:

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

Elizabeth Williamson. Date: 2022-05-04