**Kempe Crib Sheet**

Below is an example for the kind of crib sheet you may want to create for yourself. The final authority for ALL the material below is the Regularization Crib Sheet, available in Dropbox/Digital Humanities/All/Projects/Kempe/Documentation. So be sure to check that file whenever a question comes up, since not EVERY possibility is listed here—just the main ones that may come up more than once. For instance, if your page includes the beginning of a chapter with a drop capital—that large 3-line capital letter—the code is available on the Regularization Crib Sheet.

**I. Basic medieval characters**

Þ (thorn) &#x00FE;

ȝ (yogh) &#x021D;

& (ampersand, used commonly to represent “and”) &#x0026;

¶ (paraph) &#x00B6;

**II. Common abbreviations**

**(in basic code form—look to the examples section below for special cases like Ierusalem, Ihesu crist, Erchebisshop, etc.)**

a abbreviation as superscript over previous letter: &#x0363;

conabbreviated as a small 9-like symbol: &#xA76F;

e abbreviated as a superscript: ;<hi rend="superscript">e</hi>

e abbreviated as a flourish on r: &#xF19B;

er/ir/yr/re curl over the previous letter: &#x1DD1;

NOTE: put a space between the previous letter and the 1DD1 character ONLY when the previous letter has an ascender that will get in the way, particularly thorn and t.

NOTE 2: Often Scribe Salthows will add a flourish at the end of a word, particularly an r, which is NOT an abbreviation—these are called otiose marks, and are not coded.

i abbreviated as a superscript: ;<hi rend="superscript">i</hi>

m/n abbreviations (also Ihu among a few others) with macron over the previous letter: &#x0305;

m/n abbreviations with dotted inverted breve: &#x0352;

n abbreviated as a loop on an insular a: &#xF200;&#x2E27;

par/per abbreviated after p by stroke on p descender: &#xA751;

pro abbreviation as a horizontal stroke on the descender of p: &#xA753

ra abbreviation combining superscript a and macron: &#x0363; &#x0305;

NOTE: ALWAYS put a space between the two special characters

re abbreviation as combining small e above previous letter: &#x0364;

*ser* abbreviation as long s with diagonal loop: &#x1E9C;

t abbreviated as a superscript: ;<hi rend="superscript">t</hi>

u abbreviated as a superscript: ;<hi rend="superscript">u</hi>

us abbreviated as a superscript: &#x00FE;&#xA770;

ur/wr abbreviation tilde-like superscript over the previous letter: &#xF1C2;

NOTE: put a space between the previous letter and the 1DD1 character ONLY when the previous letter has an ascender that will get in the way, particularly thorn and t.

wir/wyr abbreviation:&#x030D;

ys abbreviation at the end of a word: &#xA76D;

**(examples in alphabetical order, not frequency order)**

The abbreviations in this category should all have been coded within the <choice> tag in the Prepass. The only issue here is that OCCASIONALLY an abbreviation will have been missed, and MORE OFTEN the word will be spelled out. So the codes for the expansions are given ONLY when a special character, like thorn, is involved—otherwise in cases where the word is spelled out in the manuscript it simply should be spelled out in the XML file—in those cases replace the choice coding with the simple text form of the word. If the XML file has the simple text form of the word but the manuscript has the abbreviation, simply copy the relevant choice code here and replace the simple text with the choice code. On the Kempe site under Special Characters an overview is available, based on the abbreviations rather than specific words—check there if you are running across words not in this list. And feel free to customize this file for your own words by adding anything you are running across more than once.

Remember these hazards of the abbreviation world:

\**m/n* abbreviations can be represented by a dot and an inverted breve OR a macron.

\**re/ra* abbreviations can be represented by loop over the previous letter (most common) OR a superscript e/a under a macron (less common) OR a superscript e/a alone (rare).

\* *ur/wr* abbreviations and *er*/*ir/yr/re* abbreviations after ascenders (almost entirely thorn and t) require a space between the last letter and the special character to position the abbreviation properly.

aft*yr* (*ir/yr* abbreviation)

abbreviated:

<choice><abbr>aft &#x1DD1;</abbr><expan>aft<ex>yr</ex></expan></choice>

TIP: note that this abbreviation has a space between the regular characters and the special character. This configuration happens with some frequency. Again, if you have a question about that—for instance, the character does not transform properly when you check your XML file, check the Regularization Crib Sheet

*con*fess (abbreviated *con* as a 9-like symbol)

<choice><abbr> &#xA76F;fess</abbr><expan><ex>con</ex>fess</expan></choice>

confess*our* (*ur/wr* abbreviation)

abbreviated:

<choice><abbr>confesso &#xF1C2;</abbr><expan>confesso<ex>ur</ex></expan></choice>

co*n*fesso*ur* (*n* abbreviation with dotted inverted breve plus *ur/wr* abbreviation)

<choice><abbr>co&#x0352;fesso &#xF1C2;</abbr><expan>confesso<ex>ur</ex></expan></choice>

TIP: note that this abbreviation has a space between the regular characters and the special character. This configuration happens with some frequency. Again, if you have a question about that—for instance, the character does not transform properly when you check your XML file, check the Regularization Crib Sheet

*con*syderyng (abbreviated *con* as a 9-like symbol)

<choice><abbr>&#xA76F;syderyng</abbr><expan><ex>con</ex>syderyng</expan></choice>

co*n*ceyuyd (macron over previous letter for *m/n* abbreviation)

abbreviated:<choice><abbr>co&#x0305;ceyuyd</abbr><expan>co<ex>n</ex>ceyuyd </expan></choice>

co*n*t*ri*cyon (*n* abbreviation with dotted inverted breve plus *ri* abbreviation)

<choice><abbr>co&#x0352;t&#x1DD1;cyon &#xF1C2;</abbr><expan>co<ex>n</ex>t<ex>ri</ex>cyon</expan></choice>

c*re*atur (*re* abbreviation as combining small e above previous letter)

<choice><abbr>c&#x0364;atur</abbr><expan>c<ex>re</ex>atur</expan></choice>

c*re*at*ur* (re abbreviation and ur abbreviation)

<choice><abbr>c&#x0364;at &#xF1C2;</abbr><expan>c<ex>re</ex>at<ex>ur</ex></expan></choice>

cu*n*tr*e* (macron over *u*, loop over previous letter for final *e*)

<choice><abbr>cu&#x0305;tr&#x1DD1;</abbr><expan>cu<ex>n</ex>tr<ex>e</ex></expan></choice>

docto*wr* (*ur/wr* abbreviation, loop extended from previous letter)

abbreviated:

<choice><abbr>docto &#xF1C2;</abbr><expan>docto<ex>wr</ex></expan></choice>

TIP: note that this abbreviation has a space between the regular characters and the special character. This configuration happens with some frequency. Again, if you have a question about that—for instance, the character does not transform properly when you check your XML file, check the Regularization Crib Sheet

dowt*yr* (*ir/yr* abbreviation, loop extended from previous letter)—also savyowr,

abbreviated:

<choice><abbr>dowt &#x1DD1;</abbr><expan>dowt<ex>yr</ex></expan></choice>

TIP: note that this abbreviation has a space between the regular characters and the special character. This configuration happens with some frequency. Again, if you have a question about that—for instance, the character does not transform properly when you check your XML file, check the Regularization Crib Sheet

Ercheb*isschop* (*isschop* abbreviated)

abbreviated:

<choice><abbr>Erche&#xE44D;</abbr><expan>Erche<ex>bisschop</ex></expan></choice>

eu*yr* (*er*/*ir/yr* abbreviation)

abbreviated:

<choice><abbr>eu&#x1DD1;</abbr><expan>eu<ex>yr</ex></expan></choice>

g*ra*ce (*ra* abbreviation combining superscript a and macron)

<choice><abbr>g &#x0363; &#x0305;ce</abbr><expan>g<ex>ra</ex>ce</expan></choice>

TIP: note that this abbreviation has a space between the regular characters and the special character, AND a space between the two special characters. This configuration happens with some frequency. Again, if you have a question about that—for instance, the character does not transform properly when you check your XML file, check the Regularization Crib Sheet

hy*m* (macron over previous letter for *m* abbreviation)

abbreviated: <choice><abbr>hy&#x0305;</abbr><expan>hy<ex>m</ex></expan></choice>

Ier*usalem* (E5B1+E5D2): (usalem abbreviated)

abbreviated:

<choice><abbr>Ier&#xE5B1;</abbr><expan>Ier<ex>usalem</ex></expan></choice>

ih*esu* (*es* abbreviation with macron over u)

<choice><abbr>ihu&#x0305;</abbr><expan>ih<ex>es</ex>u</expan></choice>

Ih*esu* c*ris*t (abbreviated *esu* with a stroke on the h ascender, silent abbreviation of *rist*)

<choice><abbr>I&#xE517;c</abbr><expan>I<ex>hesu</ex>c<ex>rist</ex></expan></choice>

inq*wir*yd (*wir/wyr* abbreviation)

abbreviated:

<choice><abbr>inq&#x030D;yd</abbr><expan>inq<ex>wir</ex>yd</expan></choice>

m*er*cy (*er/re* abbreviation as loop over previous letter)

abbreviated:

<choice><abbr>m&#x1DD1;cy</abbr><expan>m<ex>er</ex>cy</expan></choice>

palm*yr* (*ir/yr* abbreviation as loop over previous letter)

abbreviated:

<choice><abbr>palm &#x1DD1;</abbr><expan>palm<ex>yr</ex></expan></choice>

p*ar*ty (*ar/er* abbreviated after p by stroke on p descender)—also parauentur

<choice><abbr>&#xA751;ty</abbr><expan><ex>par</ex>ty</expan></choice>

pylg*ri*mage (*ri/ry* abbreviation as superscript i)

abbreviated:

<choice><abbr>pylg&#x030D;mage</abbr><expan>pilg<ex>ri</ex>mage</expan></choice>

p*re*yid (*ra/re* abbreviation with small a/e under macron)

abbreviated:

<choice><abbr>p&#x0363;&#x0305;yd</abbr><expan>p<ex>re</ex>yd</expan></choice>

TIP: check *re* abbreviations to see whether they are small letter/macron (example above) or the MUCH MORE COMMON loop above the previous letter (example below).

p*re*yid (*re* abbreviation as loop above p)

abbreviated:

<choice><abbr>p&#x1DD1;yid</abbr><expan>p<ex>re</ex>yid</expan></choice>

p*re*sent (*re* abbreviation as loop above p)

abbreviated:

<choice><abbr>p&#x1DD1;sent</abbr><expan>p<ex>re</ex>sent</expan></choice>

*pro*fyt (*ro* abbreviation as a horizontal stroke on the descender of p)

<choice><abbr>&#xA753;fyt</abbr><expan><ex>pro</ex>fyt</expan></choice>

sac*ra*ment (*ra* abbreviation combining superscript a and macron)

<choice><abbr>sac&#x0363; &#x0305;ment</abbr><expan>sac<ex>ra</ex>ment</expan></choice>

TIP: note that this abbreviation has a space between the regular characters and the special character, AND a space between the two special characters. This configuration happens with some frequency. Again, if you have a question about that—for instance, the character does not transform properly when you check your XML file, check the Regularization Crib Sheet

sacramentys (*ys* abbreviation)

abbreviated:

<choice><abbr>sacrament&#xA76D;</abbr><expan>sacrament<ex>ys</ex></expan></choice>

secu*n*de (inverted breve with dot over previous letter for *m/n* abbreviation)

abbreviated:

<choice><abbr>secu&#x0352;de</abbr><expan>secu<ex>n</ex>de</expan></choice>

*ser*uen (*ser* abbreviation)

abbreviated:

<choice><abbr>&#x1E9C;uyn</abbr><expan>s<ex>er</ex>uyn</expan></choice>

slayth*a*m (a abbreviation as superscript over previous letter)

<choice><abbr>slayth&#x0363;m</abbr><expan>slayth<ex>a</ex>m</expan></choice>

su*m*tyme (inverted breve with dot over previous letter for *m* abbreviation)

abbreviated:

<choice><abbr>su&#x0352;tyme</abbr><expan>su<ex>m</ex>tyme</expan></choice>

t*ur*nyng (*ur/wr* abbreviation)

abbreviated:

<choice><abbr>t&#xF1C2;nyng</abbr><expan>t<ex>ur</ex>nyng</expan></choice>

þ*an* (abbreviated *n* as a loop on an insular a)

abbreviated: <choice><abbr>&#xF200;&#x2E27;</abbr><expan>&#x00FE;<ex>an</ex></expan></choice>

expanded:

þ*at* (superscript *t* abbreviation)

abbreviated:

<choice><abbr>&#x00FE;<hi rend="superscript">t</hi></abbr><expan>&#x00FE;<ex>at</ex></expan></choice>

expanded: &#x00FE;at

þ*e* (superscript *e* abbreviation)

abbreviated:

<choice><abbr>&#x00FE;<hi rend="superscript">e</hi></abbr><expan>&#x00FE;<ex>e</ex></expan></choice>

expanded: &#x00FE;e

þ*er* (superscript *er* abbreviation)

abbreviated:

<choice><abbr>&#x00FE; &#x1DD1;</abbr><expan>&#x00FE;<ex>er</ex></expan></choice>

expanded: &#x00FE;er

þ*i* (superscript *i* abbreviation)

abbreviated:

<choice><abbr>&#x00FE;<hi rend="superscript">i</hi></abbr><expan>&#x00FE;<ex>i</ex></expan></choice>

expanded: &#x00FE;i

þ*i*s (superscript *i* abbreviation)

abbreviated:

<choice><abbr>&#x00FE;<hi rend="superscript">i</hi>s</abbr><expan>&#x00FE;<ex>i</ex>s</expan></choice>

expanded: &#x00FE;is

þu (superscript *u* abbreviation)

abbreviated:

<choice><abbr>&#x00FE;<hi rend="superscript">u</hi></abbr><expan>&#x00FE;<ex>u</ex></expan></choice>

expanded: &#x00FE;u

þ*us* (superscript *us* abbreviation)

abbreviated: <choice><abbr>>&#x00FE;&#xA770;</abbr><expan>&#x00FE;<ex>us</ex></expan></choice>

expanded: &#x00FE;us

wh*an* (abbreviated *n/m* as a loop on an insular a)—also can, man, whan, woman, sum

<choice><abbr>wha&#xF200;&#x2E27;</abbr><expan>wha<ex>n</ex></expan></choice>

wheth*yr* (ir/yr abbreviation as a loop over previous letter)

<choice><abbr>whe&#x00FE; &#x1DD1;</abbr><expan>whe&#x00FE;<ex>yr</ex></expan></choice>

TIP: note that this abbreviation has a space between the regular characters and the special character, AND a space between the two special characters. This configuration happens with some frequency. Again, if you have a question about that—for instance, the character does not transform properly when you check your XML file, check the Regularization Crib Sheet

word*ys* (abbreviated final *ys*)

<choice><abbr>word&#xA76D;</abbr><expan>word<ex>ys</ex></expan></choice>

wr*e*tyn (abbreviated *e* as a flourish on r)

<choice><abbr>wr&#xF19B;tyn</abbr><expan>wr<ex>e</ex>tyn</expan></choice>

w*yth* (superscript *t* abbreviation)

<choice><abbr>w<hi rend="superscript">t</hi></abbr><expan>w<ex>yth</ex></expan></choice>

ȝo*wr* (ur/wr abbreviation)

<choice><abbr>&#x021D;o &#xF1C2;</abbr><expan>&#x021D;o<ex>wr</ex></expan></choice>

TIP: note that this abbreviation has a space between the regular characters and the special character. This configuration happens with some frequency. Again, if you have a question about that—for instance, the character does not transform properly when you check your XML file, check the Regularization Crib Sheet

**III. Punctuation marks and other such marks in the main text (all should be precoded)**

Here again you should have all such marks precoded for you; but if not, feel free to make these corrections to your XML file by using the Replace function in Oxygen.

/ (virgule) &#x002F;

• (punctus by Scribe Salthows) &#x00B7;

• (punctus by Red Ink Annotator)

<add hand="#RED\_INK\_ANNOTATOR">&#x00B7;</add>

•• (punctus by Scribe Salthows, with additional punctus added later by RIA)

&#x00B7;<add hand="#RED\_INK\_ANNOTATOR">&#x00B7;</add>

⸗ (double hyphen, used like the modern single hyphen) &#x2E17;

Left Square Bracket ([) &#x005B;

**IV. Hand-coded punctuation**

In this category you will sometimes come across relatively unusual punctuation. The first two kinds of punctus are relatively rare, but the three dots with comma positura is used at the end of every chapter by the main scribe, and this mark shows up in various places in the margin by Little Brown and the Red Ink Annotator, so you may well end up coding that one a few times.

•’ punctus elevatus diagonalis &#xF1F0;

•7 punctus with comma positura &#xF1E4;

.;. three dots with comma positura &#xF1E6;

**V. Deletions and Substitutions**

Deletions are fairly rare, so if you run across one, don’t hesitate to check with Dr. Fredell or an advanced coder for guidance. And keep in mind that more than one of these forms may apply, and sometimes different kinds of deletions of the same letter or word in different scribal hands. Also remember that annotators, particularly the Red Ink Annotator, will put letters right on top of Salthows’ original letters—in this kind of case you have not only a deletion but a substitution, so follow the code below for that, which includes both the deleted text and the replacement text. Note that for expunctions you will have to set up the spacing for the dots below the word manually—estimate; save and transform your file to look at where the dots end up; adjust the spacing numbers until the dots position themselves in the transformed transcription as they are in the manuscript.

Deletions:

Erasure:

<del rend="erasure">…</del>

Strikethrough:

<del rend="strikethrough">…</del>

Strikethrough by a hand other than the main scribe:

<del rend="strikethrough" hand="#\_\_\_">…</del>

Expunction (usually 3 dots below the letters or words to be deleted):

<del rend="expunction"><space quantity="x" unit="chars"/>...</del>

Expunction by a hand other than the main scribe:

<del rend="expunction" hand="#\_\_\_"><space quantity="x" unit="chars"/>...</del>

Substitutions:

<subst hand="*#SCRIBES\_NAME*"><del>*deletion*</del><add rend="overwriting">*addition*</add></subst>

**VI. Additions above and below the line of the main text**

Note that for all these additions you will have to set up the spacing for the characters above or below the line manually—estimate; save and transform your file to look at where the charactersend up; adjust the spacing numbers until the characters position themselves in the transformed transcription as they are in the manuscript.

Caret (^) below the line (you fill in the “x” factor for spacing):

<add place="below" hand="#RED\_INK\_ANNOTATOR"><space quantity="x" unit="chars"/>&#x2038;</add>

Added letters or words above the line (you fill in the “x” factor for spacing AND the letters or word added):

<add place="above" hand="#RED\_INK\_ANNOTATOR"><space quantity="x" unit="chars"/>…</add>

Caron (inverted “down” caret or v—rare; you fill in the “x” factor for spacing)

<add place="above" hand="#RED\_INK\_ANNOTATOR"><space quantity="x" unit="chars"/>&#x2c7;</add>

**VII. Standard marginalia**

¶ (paraph marker in “pi” form, by Ruby Paraph):

<add place="margin-left" hand="#RUBY\_PARAPH">&#x00B6;</add>

¶ capitulum X (paraph marker in “C” form, by Red Ink Annotator, followed before capitulum—you add the correct chapter number at chapter headings):

<add place="margin-right/left" hand="#RED\_INK\_ANNOTATOR">&#x00B6;</add><add place="margin-right/left" hand="#SALTHOWS"><choice><abbr>ca<hi rend="superscript">m</hi></abbr><expan>ca<ex>pitulum</ex></expan></choice>X</add>

RIA's no*ta* as no&#x1DD3;&#x0304;

<choice><abbr>no&#x1DD3;&#x0304;</abbr><expan>no<ex>ta</ex></expan></choice>

NOTE: occasionally RIA will put a simple “no” abbreviation for no*ta* below the Big Red N flourished n. In that case simply code the RIA nota on the line below that of the Big Red N nota as follows:

<choice><abbr>no</abbr><expan>no<ex>ta</ex></expan></choice>

Big Red N's n*ota* (a flourished n): &#xF19A;--special character flourished n

<add place="margin-right" hand="#BIG\_RED\_N"><choice><abbr>&#xF19A;</abbr><expan><ex>nota</ex></expan></choice></add>

Flag

<add place="margin-right" hand="#FLAG">&#x2690;</add>

text marginalia on one line:

<add place=margin-*left/right*" hand=#*SCRIBES\_NAME*">*marginalia*</add>

text marginalia on two lines with a box:

<hi rend="box\_" rendition="#*ABBREVIATION*"><add place="margin-*left/right*" hand="#*SCRIBES\_NAME*">*line 1*<lb/>*line 2*</add></hi>

**Box Shapes for "Decorated" Marginalia**

|  |  |  |
| --- | --- | --- |
| box1 | = |  |
|  |  |  |
| box2 | = |  |
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| box3 | = |  |
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| box4 | = |  |
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| box5 | = |  |
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| box6 | = |  |
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| box7 | = |  |
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| box8 | = |  |
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| box9 | = |  |
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| box10 | = |  |
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| box11 | = |  |
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| box12 | = |  |
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| box13 | = |  |
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| box14 | = |  |
|  |  |  |
| box15 | = |  |

**Some Rare Marginalia**

Manicles (which show up only rarely):

<add place="margin-left" hand="#RED\_INK\_ANNOTATOR">&#x261D;</add>

&#x261C; ☜ white left pointing index

&#x261D; ☝ white up pointing index

&#x261E; ☞ white right pointing index

&#x261F; ☟ white down pointing index

Down caret (caron) &#x02c7;

Arrow pointing left &#x2190;

Arrow pointing up &#x2191;

Arrow pointing right &#x2192;

Arrow pointing down &#x2193;

Arrow pointing up and left &#x2196;

Arrow pointing up and right &#x2197;

Arrow pointing down and right 2198

Arrow pointing down and left 2199