TEI Coding Manual for Native American Journals Project

2015

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Editorial notes

Because the facsimile of the original will be linked from the transcription, we have decided not to encode the "cosmetic" appearance of the documents. These cosmetic elements include:

- flourishes at the end of paragraphs
- unusual spaces between words or paragraphs
- position of additions in the text (i.e. superscript, margin, etc.)
- for book-like manuscripts, a description of the covers.

If the encoder is unsure or has a question about the encoding, insert a comment field in the text in the relevant place, i.e. <!-- text --> and notify the project coordinator

Document Structure

An xml document consists of a prolog and a root element (the document). The prolog contains the declarations, mostly about where to find the schema and the stylesheets that govern the rules and how the document looks. The prolog is the same for all of the documents in this project. The root element is divided into two main parts:

> **teiHeader**
>   fileDesc
>   encodingDesc
>   profileDesc
> **text**
>   front
>   body
>   back

TEI Header <teiHeader/>

Within the teiHeader, the <titleStmt> section is about the electronic form, and the <sourceDesc> is about the original. Templates for both manuscripts and published originals may be found in the Appendices to this manual. If you are starting from scratch, feel free to cut and paste either into Oxygen:

- Manuscript journals, letters, minutes, etc. see Appendix B
- Serial articles (published) see Appendix C

Text [Content Wrapper] <text/>

<text> contains the <front>, <body>, <back> and contains a single text or intentionally (ie. bound manuscript) associated work of any kind

> **<text>**
> **front matter**
> **body**
> **back matter**
> **</text>**

Divisions <div/>

The front, body, and back elements typically include one or more <div> elements.

<div type="entry"></div>

Confirmed values for @type on <div>: appendix, letter, speech, entry, narrative, preface, petition, minutes, itinerary, accounts, report, undetermined, acknowledgements, epilogue, editorial, titlepage

Use @type="narrative" instead of "entry" only when the <div> is undated and the section is in a narrative style, i.e. description of past events or anecdotes

For each <div>, add <dateline><date when="*iso date*"/></dateline> to make it possible to sort entries/letters/etc. by time; if the passage does not contain a date in the text, either add a date with the @type as "unattested." Since <dateline/> cannot be contained within a <p/>, if the only date/place occurs within the <p/>, other than at the beginning of the <p/> (when it could be contained within <opener/> before the <p/>), add a <dateline/> with an empty <date/> and/or <placeName/> just before the beginning of the first <p/> in the <div>. If you do the latter, do not code the following date or place within the <p/>. See also: Dates.

Note: It is possible to further subdivide text divisions into levels, ie. <div1/>, <div2/>, etc., but we have chosen not to do that in this project.

Floating Text   <floatingText/>

If you have inclusions (basically, things like letters sprinkled in a bigger chunk of running text) you should use <floatingText> (see example TEI we created for more information); this is in contrast to where you have one <div> after another (a poem, and then a letter, and then an entry), which can just be successive <div>s). Basically if the previous text structure continues after the inclusion, use <floatingText/>.

<floatingText type="letter">
<body>
 <p>This is her letter**</p>**
</body>
</floatingText>

<floatingText/> may directly contain <front/>, <body/>, <back/>, and <figure/>, within which the other elements are contained as appropriate.

Front and Back

Front Matter   <front/>

<div type="preface"/>

<front/> contains any prefatory matter (headers, title page, prefaces, dedications, etc.) found at the start of a document, before the main body. A typical value for front matter is "introduction." See section below on divisions for a list of the types.

Back Matter   <back/>

<div type="appendix"/>

<back/> contains any appendixes, etc. following the main part of a text. Another typical value for back matter is "epilogue."

Body   <body/>

Contains the main body of the document, not including front matter and back matter.

Headers   <head>

Add a head at the start of a div if the header is present in the document.

Page breaks, paragraphs, and line breaks

Page Breaks: <pb/>

Empty element that marks place at which a page begins:

<pb/>

Always put page breaks within the div: </div><div type="entry"><pb/>,.

Use <pb n="#"/> to show page numbers of the facsimile as shown in the facsimiles section below.

Line Breaks: <lb/>

Empty element which marks a line break

Put at the beginning of a new line, <u>not</u> at the end of the one previous:

<lb/>

If the paragraph does not end the line at the bottom of the page, add a line break directly before a <pb/>

Do not use a <lb/> to end a line if a </p> ends the line, i.e. do not code thus:

text text <lb/></p>.

Paragraphs: <p/>

A prose paragraph: contains words and phrase-level encoding:

`<p>aaabbbccc</p>`

Do not close a paragraph at the end of a page unless the paragraph actually ends there. Instead, nest the <pb/> tag between the <p> and </p> tags at the appropriate location in the text and add a <lb> at the end of the last line before <pb/>.

Tables and Lists

List

<list> A list: contains a series of item elements.

<item> An item in a list: contains an optional label <label/> followed by words and phrase-level encoding, or a series of paragraphs.

`<list rend="simple"><item/></list>`

For @rend record style of list: simple (no bullets or numbers), bulleted (regular bullets), numbered (decimal numbers)

For lists with labels, use @type="gloss" but this must be used with a <label> element in the form of a glossary, i.e.

`<list type="gloss"><label/><item/></list>`

Table

Tables can be used to encode text that is meant to be grouped together in a tabular format, ie. lists of items that are in a more columnar format

Tables are described by row, the ff example describes a 3-column table with two rows, the upper left cell being empty, and the bottom row with a cell that spans the two right columns:

`<table>`
`<row>`
`<cell/><cell>bbb</cell><cell>ccc</cell>`
`</row>`
`<row>`
`<cell>aaa</cell><cell>ddd</cell>`
`</row>`
`</table>`

	bbb	ccc
aaa	ddd	

Figures

Use <figure> to contain information about drawings, sketches, etc

```
<figure>
<figDesc>Planting diagram</figDesc>
<floatingText>
<body>
<ab>Milk floor</ab>
</body>
</floatingText>
</figure>
```

Within <figure>, you can use a <figureDesc> to describe appearance of the figure ("a small picture of a sun"). If there is text in the figure, use <floatingText> and <ab> within <figure> to record that text.

Letters

Letters generally contain openers and closers as well as text. The <opener/> and <closer/> tags do not get enclosed by <p/> but rather nest directly within the <div/> (see below), and are followed or preceded by the text with is enclosed in a <p/>. Every letter should also have a dateline that contains the date and place of the letter; this will enable us to establish a chronology for this project. If the date and place are definitely known but not in the letter itself, use an @type "unattested," i.e. <date type="unattested"/>. If the date or place are unknown, do not guess but leave <date> or <placeName> out; if both are unknown, leave <dateline> out altogether.

<salute> is used for a salutation at the beginning or end of a letter, and <signed/> contains the signature; neither of these elements fall within <p/>.

Opener   <opener>

> groups together byline, salutation, and similar phrases appearing as a preliminary group at the start of a division, especially of a letter

Closer   <closer>

> groups together salutations, datelines, and similar phrases appearing as a final group at the end of a division, especially of a letter.

```
<div type="letter">
<dateline><date when="1791-03-24"> 3rd mo
24</date><placeName
```

```
key="dov">Dover</placeName></dateline>
<opener>
<salute>Dear <persName
key="josharp">Joshua</persName>,</salute>
</opener>
<p>Thanks for the memories.</p>
<closer>
<salute>Your friend</salute>, <signed><list><item><persName
key="jalind">Jacob Lindley</persName>, esq.</item><persName
key="jolind">John Lindley</persName>,
esq.</item></list></signed></closer></div>
```

If only one signer, omit the list.

Journal or Diary Entries

Opener <opener>

> groups together dateline, and similar phrases appearing as a preliminary group at the start of a division

> all entry or journal <div>s should contain a <dateline/> within the <opener> unless the date and place fall within the <closer> (rare)

Closer <closer>

> As above, in entries that have a clear <closer/>, if only one signer, omit the list.

Notes

Note can contain most anything, including words and phrase-level encoding, or one or more <p>elements. If the Note is generated by the transcriber or editor or author, use <note resp="transcr"/>

Encode a footnote in the text where the note should be inserted as:

```
<note rend="asterisk">Footnote text here.</note>
```

Textual Formatting

Dates

If the date of the entry, letter, or minutes is found in the first sentence of the section, then encode it within <dateline/> before the first <p/>:

<div type="letter">
<dateline><date when="1791-03-24"> 3rd mo 24</date><placeName key="dov">Dover</placeName></dateline><p>

If the item is dated at the end of the section, encode the date at the end after the last <p/>. Alternately if the date is entered but not at the beginning or end or, if the date and place are not recorded in the text but either is known in context, add a <dateline/> before the first <p/>. Use type="unattested" if the latter:

<div type="letter">
<dateline><date when="1791-03-24" type="unattested"/><placeName key="dov" type="unattested"/></dateline><p>

The @when attribute is used to encode a regularized iso 8601 form of the date.

<date when="2005-05-29">Sun, 29 May 05</date>).

When only the day and or month are given in the particular entry but the year is known in context, the encoder may enter the full date after @when, but should only write the date as written between the date brackets, i.e.:

<date when="2005-05-29">Sun, 29 May</date>)

If only the year is known, encode only the year:

<date when="2005">Summer of 2005</date>)

If the year is unclear or the passage clearly takes place over more than one day, use the duration indicator "/" to designate the range, i.e. sometime between 1795 and 1796:

<date when="1795/1796">two years ago</date>)

<date when="1795-05-01/1795-05-03">from Monday until Wednesday</date>)

If entering a date span in the <fileDesc> use <date from="YYYY" to="YYYY"/>

Quotations and Direct Speech

Quotes from texts

For bible quotes and other textual quotes, use <quote>; to specify biblical quotes use @type="biblical." Other values include "hymn"

For direct speech use <said> with @who for speaker

<p>John stood up and continued <said who="$$$$#lucrmott">I don't understand.</said></p> (when "lucrmott" is the person code from our list).

> Note: we would then later change the "$$$$" to
> "/PATH/TO/YOUR/personography.xml"
> so that it will read
> /PATH/TO/YOUR/personography.xml#lucrmott

For cases where you have quotation marks but don't want to claim that they are representing direct speech or quotes use <q>

<p> Listen to the <quote type="biblical">still, small voice</quote>. <persName key="lucrmott">Lucretia</persName> said, <said who="#lucrmott">Go help him.</said> I wanted to <q>go it alone.</q> </p>

The code replaces the quotation marks so don't include "" in the text

Foreign languages

<foreign xml:lang="fr">croissant</foreign>

use "lang" from unicode chart if possible:

"iro" for all Iroquoian languages (including Cayuga [cay], Onondaga [ono], Seneca [see], Mohawk [moh] Oneida [one], Wyandot [way], Tuscarora [tus])

"chr" Cherokee

"cre" Cree

"oji" Ojibwa (including Ottawa, Chippewa)

"del" Delaware (including Lenape, Munsee)

"tta" Tutelo

Rendering Meaningful Style

Although we have decided not to encode the mere appearance of the text, rend can be used <u>anywhere</u> to encode meaningful style, particularly when the text is emphasized, to indicate how an author's note is inserted into the text, i.e.

<persName rend="underline"></persName>

When a phrase or other passage is linguistically emphasized for some reason, use <emph>:

<emph rend=" "></emph>

Use the following values for @rend: italic, asterisk, underline, smallcaps

Unclear, Supplied, and Missing Materials

Use <gap/> when you are missing material completely (this one is an empty element); you can also use <gap> if you choose to omit materials that you're not interested in including in your transcription

Use <supplied> when you can supply missing text

Use <unclear> when you aren't completely confident about the transcription

Both <unclear> and <supplied> would <u>not be empty elements</u>, but would surround the text that is unclear/supplied

Additions and deletions (by the original diarist)

We do not code additions to the text, but <u>do</u> mark deletions

<del/>

Misspellings

Do not mark misspellings unless it is a noun (for proper nouns like names and places, see Contextual Encoding) that might be searched; in that case, you can use <choice>. Before you mark any misspellings, check with project director.

<choice>
<corr>wagons</corr>
<sic>waugons</sic>
</choice>

Multiple signatures

Multiple signatures don't need to be in tables, even if they are written in columns. Decide on a reading order that seems intuitive (the one the document is encouraging the reader to follow); if none, record the names as a <list>, left to right, then top to bottom

Dashes and Hyphens

When the text contains hyphens, regularize to one dash "-" no matter how long the hyphen is; record hyphens where a word breaks at the end of a line only if the author has done so.

Dashes, either em dash or en dash, should be recorded as an em dash (or a pair of hyphens "—") no matter how long the dash is.

Ampersands

Use entities to add an ampersand, ie. "&amp."

Quotation marks

Don't use quotes in the text but replace with relevant code, see: Textual Formatting

Ornaments

Do not encode ornaments, i.e. the double lines or flourishes that sometimes follow a text section.

Contextural Encoding in Text

For the purposes of this project we will be keeping separate lists of personal names, organizational names, place names, geographic names, and, later, subject references. In the texts the "key" attribute will associate each name with a coded value that can be found in the lists. If no coded value yet exists for the name, encoders can add the name to the list and associate it with a unique coded value. It is suggested that for personal names the coded value should contain the first letter of the first name, the first four letters of the surname, and a number. For example, the coded value for John Pierce, no matter how the name is spelled in the original document, would be "jpier1." Eventually the "ography" lists will be assigned a url and then the "key" attribute will be changed to "ref."

If there are more than one reference to the same person, organization, place, or geographic feature in one paragraph, only encode the first occurrence.

Personal Names

        <persName key="jpier1">John Pearce</persName>

If you suspect a misspelling, retain the same spelling in the document and add it to the variant name column in the person list

If possessive is used, put inside of the persName brackets

Organizations

For named Quaker Meetings (not meeting houses), Native American tribes other Protestant churches, and other organizations, add to organization list and assign code if not already on the list

        <orgName key="sen">Seneca</orgname>

Places

For place names, add new names to list and assign code, the first five letters of the place name. If you suspect a misspelling, look it up and retain the same spelling in the document, but put the correct spelling in the list and add the variant to the appropriate column

        <placeName key="phila">Philadelphia</placeName>

If a place is mentioned in the text but the actions in the diary or letter do not take place there, i.e. "John Smith from Vermont," you should not tag the place but should consider adding it to the relevant "ography," viz. add "from Vermont" to the note field associated with John Smith.

Geographic features

For geographic features (such as rivers, mountains, etc.), not manmade (like cities, etc.) Same as placeName, same list. <geogname key="catsk">Katskill Creek</geogName>. Same as placeName, same list

<geogname key="catsk">Katskill Creek</geogName>

Themes

NOT USED YET
<back><div type="editorial"><interpGrp><interp xml:id="food ways">Concerning food and cooking**</interp>**

Appendix A: Coding Examples

```xml
<?xml version="1.0" encoding="UTF-8"?>
<?xml-model href="http://www.tei-c.org/release/xml/tei/custom/schema/relaxng/tei_all.rng"
type="application/xml" schematypens="http://relaxng.org/ns/structure/1.0"?>
<?xml-model href="http://www.tei-c.org/release/xml/tei/custom/schema/relaxng/tei_all.rng"
type="application/xml"
        schematypens="http://purl.oclc.org/dsdl/schematron"?>
<TEI xmlns="http://www.tei-c.org/ns/1.0">
  <teiHeader>
    <fileDesc>
      <titleStmt>
        <title>Title</title>
      </titleStmt>
      <publicationStmt>
        <p>Publication Information</p>
      </publicationStmt>
      <sourceDesc>
        <p>Information about the source</p>
      </sourceDesc>
    </fileDesc>
  </teiHeader>
  <text>
    <front>
      <div type="preface"> </div>
    </front>
    <body>
      <div type="narrative">
        <p>This is what I think about her letter.</p>
        <!-- below is example encoding on how to handle <div>s that are sprinkled in among longer <div>s
-->
        <floatingText type="letter">
          <body>
            <p>This is her letter</p>
          </body>
        </floatingText>
        <p>Now I resume.</p>
      </div>
      <div type="speech"> </div>
      <div type="entry" when="1791">
        <!-- below example shows @key (instead of @ref) and <dateline> -->
        <dateline><date when="1791-03-24"> 3rd mo 24</date><placeName key="dov"
            >Dover</placeName></dateline>
        <p>I went to PYM <date when="1790">last year</date></p>
```

```xml
<!-- below are <persName>s in foreign languages - include @key, @xml:lang -->
<p>The Indian names are often significant of something in nature, as<lb/>
  <persName key="cornp1">Cornplanter</persName>'s name in the Seneca language is
    <persName key="cornpl" xml:lang="sen" rend="italic">Ky-on-twa-ky</persName>;
    <persName xml:lang="sen" rend="italic">Connu-<lb/>dia</persName> signifies a
  handsome lake, <persName rend="italic">Ogis-quah-tah</persName> is dry musk,
    <persName xml:lang="sen" rend="italic">Oenda</persName><lb/> means the first ripe
  corn, <persName rend="italic">Yeang-qwa-haunt</persName></p>
<!-- Other things in foreign languages - use <term> or <quote> where appropriate, or else use
<foreign/> if there is no more appropriate element -->
<p>They also divide the day into certain parts, such as morning, noon,<lb/> and evening;
  and in speaking of the time of day, point to the sun's<lb/> place in the firmament.
  In speaking of sun-set, they say, <term xml:lang="sen" rend="italic">Onah
    Gagh-<lb/>qua</term>, (the sun is gone.)</p>
</div>
<!-- below is an example of letter encoding, with the elements available to represent opening and
closing materials (signatures, salutations, datelines, etc.) -->
<div type="letter">
  <opener><dateline>
      <date when="1791-03-24"> 3rd mo 24</date><placeName key="dov">Dover</placeName>
    </dateline>
    <salute>Dear <persName ref="filepath/filename.xml#josharp"
      >Joshua</persName>,</salute>
  </opener>
  <!-- below are <quote>, <q>, and <said> -->
  <p> Listen to the <quote type="biblical">still, small voice</quote>. <persName
      key="lucrmott">Lucretia</persName> said, <said who="#lucrmott">Go help him.</said>
    I wanted to <q>go it alone.</q> The deputy
    <!-- below is encoding for an image with no text -->
    <figure>
      <figDesc>Small drawing of sun</figDesc>
    </figure> Quarter Master came with us.
    <!-- below is encoding for an image with text -->
    <figure>
      <figDesc>Planting diagram</figDesc>
      <floatingText>
        <body>
          <ab>Milk floor</ab>
          <ab>Milk floor</ab>
        </body>
      </floatingText>
    </figure>
  </p>
```

```xml
<closer><salute>Your friend</salute>, <signed><persName key="jalind">Jacob
        Lindley</persName>, esq.</signed></closer>

    </div>
    <div type="petition">
      <!-- the below example imagines that there is a small section of damaged text, of which the word
"pony" is unclear and the word "and" is clear enough; there is also a gap of unspecified length/reason and
a word ("sharks") that has been supplied by an unspecified source -->
      <p>Please give us many things. We would like a <damage><unclear>pony</unclear>
and</damage> two <gap/> <supplied>sharks</supplied>.</p>
    </div>

    <div type="minutes"/>
    <div type="list"/>
    <div type="itinerary"/>
    <div type="undetermined"/>
    <div type="accounts"/>
    <!-- below is example encoding of <note> -->
    <div type="editorial"><note>Curator Chris Densmore believes this is a reference to the
Seneca...</note></div>
  </body>
 </text>
</TEI>
```

Appendix B: Manuscript Template

The text in this Appendix is provided as example only.

```xml
<?xml version="1.0" encoding="UTF-8"?>
<?xml-model href="http://www.tei-c.org/release/xml/tei/custom/schema/relaxng/tei_all.rng"
type="application/xml" schematypens="http://relaxng.org/ns/structure/1.0"?>
<?xml-model href="http://www.tei-c.org/release/xml/tei/custom/schema/relaxng/tei_all.rng"
type="application/xml"
        schematypens="http://purl.oclc.org/dsdl/schematron"?>

<?xml-stylesheet type="text/css" href="http://www.tei-c.org/release/xml/tei/stylesheet/tei-print.css"?>
<?xml-stylesheet type="text/css" href="http://www.tei-c.org/release/xml/tei/stylesheet/tei.css"?>
<?xml-stylesheet type="text/css" href="global.css"?>
<TEI xmlns="http://www.tei-c.org/ns/1.0">
  <teiHeader>
    <fileDesc>
      <titleStmt>
        <title>NAME OF COLLECTION: Electronic Version</title>
        <editor>Friends Historical Library of Swarthmore College</editor>
        <respStmt>
          <resp>TEI Markup done by</resp>
          <name>YOUR NAME</name>
        </respStmt>
      </titleStmt>
      <extent>ca. SIZE KB</extent>
      <publicationStmt>
        <publisher>Friends Historical Library of Swarthmore College</publisher>
        <address>
          <street>500 College Avenue</street>
          <addrLine>Swarthmore, Pennsylvania</addrLine>
          <postCode>19081</postCode>
          <country>United States of America</country>
        </address>
        <availability status="free">
          <p>This work is the property of the Friends Historical Library of Swarthmore College. It may be
copied freely by individuals for personal use, research, and teaching (including distribution to classes) as long
as this statement of availability is included in the text. It may be linked to freely in Internet editions of all kinds,
including for—profit works.</p> <p>Publishers, libraries, and other information providers interested in
providing this text in a commercial or non—profit product or from an information server must contact
Swarthmore College for licensing and cost information.</p><p> Scholars interested in changing or adding to
these texts by, for example, creating a new edition of the text (electronically or in print) with substantive
editorial changes, may do so with the permission of Swarthmore College. This is the case whether the new
publication will be made available at a cost or free of charge.</p></availability>
        <date when="2014">2015</date>
```

```
            <idno type="local">SW_FILE NAME</idno>
        </publicationStmt>
        <seriesStmt>
            <title level="s" type="project">Native Americans and Quakers: An Electronic
                Collection</title>
        </seriesStmt>
        <sourceDesc>
            <msDesc>
                <msIdentifier>
                    <institution>Friends Historical Library of Swarthmore College</institution>
                    <collection>Miscellaneous Manuscripts</collection>
                    <idno>CALL NUMBER</idno>
                </msIdentifier>
                <physDesc>
                    <p># pp.</p>
                </physDesc>
            </msDesc>
        </sourceDesc>
    </fileDesc>
    <encodingDesc>
        <projectDesc>
            <p>This collection of miscellaneous correspondence is housed at Friends Historical Library, on the
campus of Swarthmore College.
            </p>
        </projectDesc>
        <editorialDecl>
            <p> The transcribers and editor attempted to render the author's orthography and grammar as they
appear on the page of his journal, even when the author's own spelling and usage are inconsistent. Additionally,
many questions remain about spelling the names of his Quaker acquaintances, individual Native Americans
who populate his journal, and Indian villages and towns. The transcribers and editor attempted to remain
faithful to the author's Anglicized spellings in all cases. </p>
        </editorialDecl>
    </encodingDesc>
    <profileDesc>
        <creation>Original written in DATE<date/></creation>
        <langUsage>
            <language ident="en">English</language>
        </langUsage>
        <textClass>
            <keywords scheme="#lcsh">
                <list>
                    <item>Society of Friends - New York (State)</item>
                    <item>Society of Friends -- Missions</item>
                    <item>Indians of North America -- Missions</item>
```

```xml
          </list>
        </keywords>
      </textClass>
    </profileDesc>
    <revisionDesc><list><item><date></date></item></list></revisionDesc>
  </teiHeader>
  <text>
    <body>
      <div type="letter">
        <pb n="01"/>
        <opener><dateline><placeName ref=" "> </placeName>
            <date when=""></date></dateline><salute> </salute></opener>
        <p> p>
        <closer><salute> </salute>
          <signed>
            <list>
              <item>
                <persName ref=" "> </persName></item>
              <item>
                <persName ref=" "> </persName></item>
            </list></signed>
        </closer>
        <salute>.</salute>
      </div>
    </body>
  </text>
</TEI>
```