Mengqi Ding

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Encoding Note

The William Matthew Hayward Fonds is encoded in TEI-XML using the customization developed by myself and based on the TEI Minimal created by James Cummings. Full documentation for the TEI Minimal customization is available at https://roma.tei-c.org/settings.

Transcriptional Tagging

I chose to transcribe and encode Page 1 to 5 and Page 24 to 28 of the manuscript in one XML file. The title is contained in the **<title>** element. **<titleStmt>** and **<publicationStmt>** is contained within the **<fileDesc>**. The text of the travelogue is contained within the **<body>** element and records of each day are further divided into **<div>** elements based on date. The main structural division in the manuscript is the page, which is captured with the milestone **<pb>** element. Different paragraphs on each page are captured separately by **<p>** elements. Each line beginning is marked by the **<lb/>** element. Additions by the author, like "bodies" in line 96, are tagged with the **<add>** element.

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Names

The names of persons and places (like cities, departments, offices, etc) appearing in the text are captured by **<name>** elements, and also by more detailed **<persName>** and **<placeName>** elements.

Dates and Numbers

The date when each journal was created by Hayward is labeled by **<date>** elements, while the specific clock time is captured by **<time>** elements.

Numbers appearing in the text are labeled by **<num>** elements and the type of numeric value is captured in the value of the **@type** attribute on **<num>**, like "percentage" in line 113 and line 126, and "cardinal" in line 210.

Uncertain Readings

To present uncertain readings of the original, the element **<unclear>** is used, containing the most likely reading. The reason for the uncertainty may be expressed with the **@reason** attribute, which might include values like "illegible" or "rubbing" etc. The degree of certitude may be expressed with the **@cert** attribute which may carry the values "low", "medium", and "high".

The **<unclear>** element is used specially around the segment of text where the reading is ambiguous. For example, if the final two letters of a word are uncertain, while the initial five

are clearly discernible, only the last two letters should be enclosed within the **<unclear>** element.

Extra Notes

<note> elements are used to show changes or special marks added by the author, like line 147, or some explanation to the text, like line 126 and line 127.

CSS

I added some descriptive inline Cascading StyleSheet (CSS) language to prescribe how the HTML document of the transcribed text should look. I apply various combinations of properties and values and incorporate them into a **@style** attribute on either the **<hi>** element or on element that is already encircling the text we aim to describe. For example, for city names like Quebec, Vancouver, Nottingham, Calgary, etc, I put the **@style** attribute on the **<placeName>** element. The value of **@style** consists of the CSS property *font-weight* with the CSS value *bold*, and after a semi-colon and a space, the CSS property *color* with the CSS value *blue,* which makes the city names look bold and blue on the HTML page. Similarly, I use different combinations of properties and values to describe date, other names, and highlight some natural things Hayward saw during his journey, like sunset, mountains, valleys, rivers, etc.

(538 words)