

I. Substantives (nouns, pronouns, and adjectives functioning as nouns) are labeled with the appropriate tag for their particular case usage: e.g. an accusative adjective functioning as a *Direct Object* uses the **A-DO** tag.

Adjectives that modify other words – use the **ATR** (attribute) tag in the BASIC pull-down menu. The adjective is just agreeing with its head; it is not the direct object, for example.

II. Clauses (nominal, adjectival, and adverbial clauses) are labeled on the highest verbal form in the clause¹ with the appropriate tag for their particular clause usage: e.g. an *Indirect Statement* functioning as an *Object* uses the **NOM-INDSTAT** tag with the **OBJ** modifier in the second (right hand) pull-down menu.

Subordinating Conjunctions – use the **AuxC** (subordinator) tag in the BASIC pull-down menu: e.g. “ut”, “cum”, or “quod”. Note that some words can be used as prepositions or as subordinators: e.g. “cum”.

III. Coordination – coordinating conjunctions are labeled with the **COORD** tag in the BASIC pull-down menu. The elements that are so coordinated (linked under the coordinator) are labeled with the **CO** tag in the second (right hand) pull-down menu, in addition to their own proper tag in the first (left hand) pull-down menu. (e.g. et, atque, ac, at, sed, aut, -que, -ve)

Asyndeton – frequently, Latin authors do not use coordinating conjunctions. In these instances, the editor of the text has usually added commas, which can be used in place of conjunctions in the tree and labeled with the **COORD** tag in the BASIC pull-down menu. If no commas are available, add an ellipsis: cf. V below.

Polysyndeton – frequently, Latin authors use more coordinating conjunctions than strictly required. In these instances, the “extra” coordinators are adverbial in function and should be labeled with the **AuxY** tag in the BASIC pull-down menu: e.g. the second and third coordinators in “et... **et**... **que**.”

IV. Apposition – When two (or more) elements are in apposition (the later element(s) rename the former element) they are labeled with the **AP** tag in the second (right hand) pull-down menu, in addition to their own proper tag in the first (left hand) pull-down menu.

Nota Bene – in Latin, there is no word that signals apposition, and thus there is nothing specific from which to hang the forms in apposition. In these instances, if the editor of the text has added a comma, this can be used to join the elements in apposition in the tree and the comma is labeled with the **APOS** tag in the BASIC pull-down menu. If there is no comma that can be used, it is necessary to create an ellipsis: cf. V below.

V. Ellipsis – Latin authors frequently do not repeat verbs that would be used in parallel clauses, they omit forms of “esse”, or do not use coordination. These instances are not mistakes; the forms are just not necessary, and would even harm the stylistics of the author were they present. For the sake of clarity within the tree, such forms are represented in the tree with an ellipsis character. (DO NOT ADD UNNECESSARY ELLIPSES.)

Add and Ellipsis character:

1. Click the “aT” tab at the top right of the editor window;
2. click “Create” button;
3. click the cross-hairs button under “Insertion Point”;
4. select one of the words that will depend on the ellipsis;
5. click the “Add Token” button;

¹ A result clause, for example, would be labeled on the verb under the “ut”, not on the “ut” itself.

6. link the ellipsis character to the tree as if it were the “missing” element.

Ablative Absolutes – the noun is placed under (hangs from) the verbal adjective; both are labeled with the **AB-ASOL** tag.

Adverbs and Adverbials – use the **ADV** (adverbial) tag in the BASIC pull-down menu. Use this tag for true morphological adverbs like “sevērē” or “tristiter”, as well as for words of obscured origin like “diū” and fossilized adverbial accusatives like “sensim”.²

“Auxiliary” Verbs – use the **AuxV** (auxiliary verb) tag in the BASIC pull-down menu for finite verbs and infinitives used in a periphrastic verbal form: e.g. “futūrus **est**”, “amātum **esse**”, or “amanda **sit**”. Note that the auxiliary verbal form is taken as being dependent on the verbal adjective in the periphrastic form.

Names – use the **ATR** (attribute) tag in the BASIC pull-down menu to label *praenomina* and *cognomina*, which hang from the *nomen*. The *nomen* is labeled based on its case function. Any period after the abbreviated *praenomen* is labeled with **AuxG** and hangs from the *praenomen*.

Negation – use the **AuxZ** (emphasizing particles) tag in the BASIC pull-down menu: e.g. “nōn”, “nē”, or “ni-”. Note that some words can be used as negation or as subordinators: e.g. “nē”.

Predicate – if they are indicative, the verb or verbs of the independent clause are labeled with the **PRED** tag in the BASIC pull-down menu; if they are subjunctive, use the tags in the pull-down menu within the PRED tag:

PRED-HORT	hortatory subjunctive
PRED-DELIB	deliberative subjunctive
PRED-POTENT	potential subjunctive
PRED-OPT	optative subjunctive

Vocatives – use the **V-VOC** tag in the pull-down menu, indicating that they are not part of the syntactic structure of the tree. A vocative normally depends on the main verbal form of the independent clause.

Locatives – use the **L-LOCAT** tag in the pull-down menu. A noun in the locative case functions like an *Ablative of Location*. *Locative* forms were in common use only for the names of cities, islands, and [domī , humī , rūrī , forīs , militiae , bellī , animī]; *Locative* forms indicating time were [herī , vesperī , temperī].

AuxY (sentence adverbials) – many adverbial forms (not generally true morphological adverbs) emphasize the sentence (independent clause) as a whole, rather than a particular word within the sentence: e.g. *adhuc*, *alias*, *consequens*, *certe*, *contra*, *enim*, *ergo*, *ideo*, *igitur*, *inde*, *ita*, *item*, *num*, *postea*, *praeterea*, *propterea*, *sane*, *sic*, *tamen*, *tum*, *tunc*, *unde*, *utrum*, and *vero*.

AuxZ (emphasizing particles) – many adverbial forms (not generally true morphological adverbs) emphasize a particular word within the sentence, rather than the sentence as a whole: e.g. *adeo*, *etiam*, *ita*, *item*, *nec*, *non*, *nondum*, *numquam*, *nunc*, *omnino*, *praecipue*, *quantum*, *quasi*, *quoque*, *statim*, *tantum*, and *umquam*.

² For forms using productive case usages like “multo” (ablative of the degree of difference) and “multum” (adverbial accusative), use the appropriate case usage tag. A productive case usage is a case form that can be normally produced from a word in common usage. *Multus*, *-a*, *-um* normally produces both *multo* and *multum* as part of its declension.

Complimentary Infinitives – use the **A-DO** tag in the pull-down menu, since these neuter, verbal nouns function as the *Direct Objects* of certain verbs

Subject Infinitives – use the **N-SUBJ** tag in the pull-down menu, since these neuter, verbal nouns function as the *Subjects* of certain verbs, especially of impersonal verbs.

Prepositions – use the **AuxP** (preposition) tag in the BASIC pull-down menu: e.g. “dē”, “ad”, or “inter”. Note that some words can be used as prepositions or as adverbials: e.g. “ante”. Remember that the case use attracts certain prepositions; the prepositions do not cause the case. Label the substantive under the preposition with the appropriate tag for its particular clause usage, almost always *Accusative* or *Ablative* and usually matching as below:

AD	A-ORIENT	A/AB	AB-ORIENT
ANTE	A-ORIENT	DE	AB-ORIENT
APUD	A-ORIENT	E/EX	AB-ORIENT
CIRCUM	A-ORIENT	TENUS	AB-ORIENT
CONTRA	A-ORIENT		
ERGA	A-ORIENT	IN (location)	AB-LOCAT
EXTRA	A-ORIENT	PRAE	AB-LOCAT
IN (motion)	A-ORIENT	PRO	AB-LOCAT
INTRA	A-ORIENT	SUB (location)	AB-LOCAT
IUXTA	A-ORIENT	SUPER (location)	AB-LOCAT
OB	A-ORIENT		
PENES	A-ORIENT	CUM	AB-ACCOMP
POST	A-ORIENT		AB-MANN (more rare)
PROPTER	A-ORIENT		
SUB (motion)	A-ORIENT	SINE	AB-SEPAR
SUPER (motion)	A-ORIENT		AB-MANN (more rare)
ULTRA	A-ORIENT		
VERSUS	A-ORIENT	TENUS	G-OBJECT
INTER	A-EXTENT		
PER	A-EXTENT		
TRANS (motion)	A-EXTENT		