

Manuscript Folio Shelfmark, Title.

Place (City, Country) of Origin, date of origin.

Languages within.

I. Contents:

1. Item A (f. 1-xx, Title of item, ever edited?) them
 - i. If there are page numbers on the folio, record them, and note if they are in Arabic numerals (1,2, 3) or Roman (I, II, III)
2. Item B
3. Item C

Conclusions about content of manuscript.

II. Physical Description:

1. Parchment.

- i. Measurements of size of folio (in cm's),
- ii. weight of parchment (thin, medium, thick),
- iii. evidence of trimming or rough edges
- iv. colour (differences in tone and colour of hair and flesh sides).
- v. If there is paper, are there watermarks?

2. Page Layout.

- i. size of total text space; if text is written in more than one column give the measurements of each column and the space between them (, size of written layout,
- ii. How many lines of text on a page? How many columns? (e.g. 32 lines x 2 columns)
- iii. is ruling (borders and line divisions) evident? ruled on both sides/ one side? Ruled in ink or lead (pencil) or just impressed into the parchment?
- iv. Catchwords?
- v. folio/ page numbers? where are they located?

3. Script and Punctuation.

- i. Description of script. Try to identify the script: whether it is Gothic text or cursive (see <http://ciham.ish-lyon.cnrs.fr/paleographie/index.php?l=en> for examples of different scripts)
 1. Are there majuscule (upper case) and miniscule (lower case) letters. Or only one.
 2. Are the letters straight up and done or more like *this*?
 3. do letters touch together, or are they separated.
 4. Do the S's look like f's (a "f")
 5. Are some hands neater than others. Are some parts neater than others of the same hand.
- ii. What punctuation is present, if any?

Commented [P1]: i.e. what is the reference code for the folio – usually described:

Ottawa, Carleton University, Archives and Research Collections, ms. ##.

Commented [P2]: If there is an inventory or auction catalogue description, the title given already to the folio can be reproduced here – unless it is wrong according to your research.

Commented [P3]: This may be based on the existing information about the folio in the inventory/ catalogue description or based on your conclusions. If based on inventory, note this in your footnote.

Commented [P4]: Some folios might have more than one text or item. Do not use item 1, but replace this word with the title of the item present, e.g. the folio might be from a Psalter, but the text is the Ordinary of the Mass for Easter Sunday (the prof. will help you with figuring this stuff out).

Commented [P5]: your folio will have a R[ecto] and a V[erso] side. R is the side that you think comes first. For a bifolium (i.e. two folios still joined) you will have a 1r, 1v, 2r, 2v. If there are two or more columns on the page, yours would number them with letters, such as 1rA (first column on the first side of the first folio).

Commented [P6]: You can give the title in the language of the document (if it has one). This is usually the thing which is rubricated (in red).

Commented [P7]: Try to find a critical edition (academic transcription) of this text.

Commented [P8]: provide measurements in cm (H)height x (W)width

Commented [P9]: Are there elements cut off (i.e. a marginal comment is cut off in the middle, or a doodle is only half there...)

Commented [P10]: Watermarks are maker marks visible by shining a light through a single sheet (page) and a faint outline of a shape might be present. These watermarks identify the paper maker and usually the time when the paper was created. Useful for dating.

Commented [P11]: catchwords are words, letters or numbers (or a combination of these three) along the bottom of a folio (which is used to signal the first word of the next folio).z

4. **Emendations.**

- i. Note where, what kind of and how many emendations have been made.
- ii. If someone has added comments (marginal comments/ interlinear comments), or made corrections describe the script. Does it look similar to the script of the main text (i.e. done at the same time) or does it look different (i.e. added later)?
- iii. Are words erased, crossed out, written over?

5. **Decoration.**

- i. Illuminated initials (gold), historiated initials (letters that contain stories)
- ii. images
- iii. rubrication,
- iv. decorative initials, flourishes, floral designs?
- v. Marginalia?

6. **Imperfections.** Stains, tears, holes, cuts, water damage, wearing away, cropping leading to removal of text, removal of text from binding, pages which

III. **Provenance.**

1. Is there a colophon (i.e. does the scribe sign his work)? Has someone identified the scribe elsewhere?
2. Evidence from ex libris, paleography etc. which indicates ownership. Was the book expensive or cheap? Who was the reader, owner, patron?
3. Any indications of institutional ownership – like library codes predating Carleton's ownership?
4. Does the folio have a description appended to it? Transcribe it here and any codes associated with it.
5. If the folio is described in the ARC inventory list. Transcribe it here.

IV. **Bibliography.**

1. are the contents edited in modern critical editions?
2. is the manuscript cited in scholarship?
3. what are useful secondary sources helpful for understanding aspects of the manuscript?
4. are there photographs of the folio online. Provide URL?

V. **Photographs.**

1. provide numbered photographs to illustrate key features described above. You should take photographs of the entire folios, as well as detailed photos of important elements you discuss in your catalogue.

VI. **Transcription.** (optional)

1. after numbering lines and columns of the two sides of the folio, if possible, provide a transcription of the text.