

ALLP Encoding Guidelines + Workflow

Last Updated: 08/15/22 DRR

Update log: 08/15/22, changes made to “Workflow for Encoding the Text” section, number 3. This information was also updated in the entries Divisions and Page Beginnings. Other changes are to entries Quote, Postscript, Dates, and Title.

06/04/22, added notes on encoding of Page Beginning, Dateline, Opener, Closer, Salute, and footnotes.

5/17/22, added note on project team IDs and added the beginner’s guide to encoding.

3/5/21, added note on Telegrams and Cablegrams.

2/1/21, added note on errors or omissions in original.

Quick Links:

- + [ALLP Site Index Spreadsheet](#)
 - + All XML IDs are listed here
 - + If an item needs an ID, add request to first sheet and tag [@missy.bradshaw@gmail.com](mailto:missy.bradshaw@gmail.com) under “MB: Include in Site Index?”
 - + [ALLP Header Template](#) [GitHub]
 - + [ALLP TEI Metadata](#)
 - + MB will list specific elements (people, places, etc.) that should be tagged here
 - + [Letter Status by Recipient](#)
 - + Spreadsheet for keeping track of stage of each letter & who is working on it
 - + [A beginner’s guide to encoding for ALLP](#)
 - + This guide includes where to download oXygen, how to validate a schema, tools in oXygen, and more. Start here if you’re completely new to encoding.
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This guide serves as an introduction to, and guide for, the Amy Lowell Letters Project, a digital critical edition of the selected letters of American poet Amy Lowell (1874-1925).

- This project transcribes, annotates, and encodes letters written by Amy Lowell, archived in her collected papers at Harvard University’s Houghton Library (MS Lowell 19.1). The letters have been scanned by Houghton Library from Lowell’s papers, and can be viewed through Harvard’s [HOLLIS for Archival Discovery](#). Unless noted otherwise, scanned letters represent copies of correspondence typed by secretaries, proofread by Lowell, and saved for her records, and thus may not reflect changes in final drafts sent to her correspondents.
- ALLP follows [TEI](#) guidelines for encoding letters.

- In encoding, our priority has been to tag information that can be used to trace the networks that Lowell helped to build—alliances, feuds, literary movements, etc. For now, this takes precedence over documenting the materiality of the letters. While Lowell's letters have relatively fewer additions, deletions, and modifications than other collections, we do not wish for the labor and process behind the letters to be erased, especially as this work was primarily done by unnamed secretaries. Therefore, we encourage readers to spend time with the linked facsimiles and consider their physical qualities and labor in the HOLLIS archive.

For now we will link each letter to its HOLLIS facsimile; but could eventually, with Harvard's permission, include JPEGs.

Encoding Workflow

>> Getting Started:

- **File Locations**
 - .doc transcription files are located on [Dropbox](#).
 - Each transcription file should include a direct link to the facsimile images on HOLLIS.
 - XML files should be stored in a corresponding folder on GitHub
- **File Names**
 - The standardized file name for each letter will be without any punctuation, and consist of [Last Name][FirstName][Year][Month][Day]. Therefore, the letter from Amy Lowell to Ellery Sedgwick on September 29, 1914, will be referred to as:
 - SedgwickEllery19140929.jpeg
 - If multiple images, append a number + underscore at the beginning of the file name
(1_SedgwickEllery19140929.jpeg)
 - SedgwickEllery19140929.doc
 - SedgwickEllery19140929.xml

Creating a New XML File:

1. In oXygen, open File >> New >> TEI >> All
2. Save file with correct filename and append .xml
3. Make sure you pull/push your XML files to/from GitHub.

>> Header:

Encoders should reference the [ALLP TEI Header Metadata](#) spreadsheet for information about individual letters to include in the TEI header. The [TEI Header Template](#) is located and updated on GitHub. As of 05/17/22, the header template is as follows:

```
<?xml version="1.0" encoding="UTF-8" standalone="no" ?> <!-- standalone statement
declares that this document will link to other ones i.e. the site index content -->
<?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"?>
<!DOCTYPE doc [
<!ENTITY personography SYSTEM "ALLP/siteIndex/allpPersonography.xml">
]>
<TEI xmlns="http://www.tei-c.org/ns/1.0">
  <teiHeader>
    <fileDesc>
      <titleStmt>
        <title>Letter from <persName key="amy_lowell">Amy Lowell</persName> to
<persName key=""> <!-- Insert recipient name and key ID --> </persName>, <date when=""
        > <!-- Insert date --> </date></title>
        <author key="amy_lowell">Amy Lowell</author>
        <editor ref="mb">Melissa Bradshaw</editor>
        <sponsor>Center for Textual Studies and Digital Humanities, Loyola
University
        Chicago</sponsor>
        <principal ref="mb">Melissa Bradshaw</principal>
        <respStmt>
          <resp>Transcription completed by</resp>
          <persName ref=""> <!-- insert name --> </persName>
        </respStmt>
        <respStmt>
          <resp>Transcription proofed by</resp>
          <persName ref=""> <!-- insert name --> </persName>
        </respStmt>
        <respStmt>
          <resp>Encoding completed by</resp>
          <persName ref=""> <!-- insert name --> </persName>
        </respStmt>
        <respStmt>
          <resp>Encoding assistance provided by</resp>
          <persName ref=""> <!-- insert name --> </persName>
        </respStmt>
      </titleStmt>
      <publicationStmt>
        <authority>Amy Lowell Letters Project</authority>
        <pubPlace>Chicago, IL, USA</pubPlace>
```

```

        <date when=""> <!-- Add date when published to website here --> </date>
        <availability>
            <p>Reproduced by courtesy of the Houghton Library Repository.</p>
            <licence>Distributed under a Creative Commons
Attribution-NonCommercial-ShareAlike
            4.0 International license.</licence>
        </availability>
    </publicationStmt>
    <sourceDesc>
        <msDesc>
            <msIdentifier>
                <institution>Harvard College Library</institution>
                <repository>Houghton Library Repository</repository>
                <collection>Amy Lowell Correspondence</collection>
                <idno type="URI"> <!-- Insert item's HOLLIS link here --> </idno>
            </msIdentifier>
            <physDesc> <!-- Insert physical description here, including description
of letterhead, header addresses, etc. -->
            </physDesc>
        </msDesc>
    </sourceDesc>
</fileDesc>
<encodingDesc>
    <editorialDecl>
        <p>This letter contains references to the following: <!-- Insert tagged
subject keywords here; will link to theme-ography --> </p>
    </editorialDecl>
</encodingDesc>
<profileDesc>
    <particDesc>
        &personography;
    </particDesc>
    <textClass>
        <!-- document-level keywords applied here -->
    </textClass>
</profileDesc>
</teiHeader>
<text>
    <body>
        <p>LETTER TEXT HERE</p>
    </body>
</text>
</TEI>

```

>> Workflow for Encoding the Text:

1. **Before encoding, proof the transcription against the facsimile.** List yourself in the [Letter Statuses spreadsheet](#) as the proofreader and encoder for this letter.
2. Fill in the header with whatever information is available to you. Areas needing information will be blank ref="" location awaiting initials or <!--Within one of these comments-->. Check the Statuses spreadsheet (linked above) for details on who transcribed the letter. Include yourself as the encoder. Our project team initials should be consistent. So far the are: mb (Melissa Bradshaw), xeh (Xiamara Hohman), as (Anthony Shoplik), sl (Sam Lepak), drr (Danielle Richards), vod (Tori O’Dea), fo (Felix Oke), wr (Wren Romero). Please reach out if you need to add your name to this list.
3. Mark all major divisions. Mark the start of the letter, just after <body> with “<div type=’letter’>”. Add a </div> at the end of letter, just before </body>. Mark the start <p> and end </p> of each paragraph with tags. Mark the second, third, (etc.) starting of pages with <pb n=’2’>. Or <pb n=’3’>, etc.
4. Replace special characters (&, <,>, and quotations in certain circumstances). XML special characters and their replacements can be found [here](#).
5. Mark page breaks with <pb>.
6. Tag the following:
 - ☒ People
 - ☒ Places
 - ☒ Dates
 - ☒ Publications
 - ☒ Organizations
 - ☒ Themes (will be included in a list in the header, but tag themes in the text when the reference is explicit, e.g. outright says “Imagism” etc.)
 - ☒ Transactions
7. Note other unique elements that might be captured with TEI (foreign languages, etc.)
8. Encode editorial footnotes (as listed in the [+ ALLP TEI Header Metadata](#) sheet).
9. Compare XML document to transcription and original facsimile images.

10. Check XML for errors in oXygen.

11. Leave encoder notes <!--using this notation-->for any places that need to be revisited or marked for encoding-related information.

Every key ID will link to an entry in our Site Index. Ultimately, the Site Index will consist of the following -ographies:

1. **Personography** (people) – <persName key="”">
2. **Placeography** (places) – <placeName key="”">
3. **Orgography** (organizations) – <orgName key="”">
4. **Bibliography** (publications) – <title key="”" level="”">
 - [Title levels](#) may include:
 - “a” – analytic (article or poem, published within a larger work like a monograph or journal)
 - “m” – monographic (book or other distinct publication)
 - “j” – journal (any serial or periodical publication such as a journal, magazine, or newspaper)
 - “u” – unpublished
5. **Theme-ography** (project-specific themes) – <rs key="”" type="theme">

Items Without Key IDs:

If an encoder encounters an item without a key ID in the Site Index, they should add an entry to the “Possible Additions” sheet on the [ALLP Site Index – Master List spreadsheet](#). Suggestions will be reviewed by the editor, and added to the Site Index accordingly.

Encoding Guidelines

Encoders for ALLP should use the following guidelines for reference when encoding letters for the project:

Additions & Deletions

- Additions

- <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-additions.html>

`<add place="above">Harper's</add>`

- Deletions

- <https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html>

A deleted word you can still read:

`<del rend="strikethrough">Harper's`

A deleted word you cannot read:

`<del rend="strikethrough"><gap quantity="1" unit="word" reason="illegible" />`

Archival Notes

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-physDesc.html>

Include in physical description in the Header under “physDesc”

Closer

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-closer.html>

`<closer>Affectionately yours,</closer>`

Dateline

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-dateline.html>

Ex. `<opener><dateline><date when="1916-02-07">February 7, 1916.</date></dateline><salute>Dear <persName key="john_fletcher">J.G.F.</persName>:</salute></opener>`

Dates

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-date.html>

Use `<date when=>` around any dates with whatever amount of specificity possible.

Examples:

`<date when="2019-10-22">October 22nd, 2019</date>`

`<date when="1914">last fall</date>`

`<date when="1915-05">this May</date>`

Divisions

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div.html>

Use `<div type="letter">` just after `<body>`. Close this tag with `</div>` just before `</body>`. If the item you're encoding is something other than a letter, use "telegram" or "cablegram." If there are any other types of items you're encoding, reach out to the project manager.

Encoder Comments

```
<!-- Write your comment here. - Encoder Initials -->
```

Errors (or omissions)

Transcribers will be noting any errors or omissions from the original in [brackets]. These will not be encoded differently than regular text, though a comment (and heightened proof-reading of the passage) might be helpful.

Events

Undecided in this project at this stage.

Facsimiles

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-facsimile.html>

In header, for now link to HOLLIS link; potential for JPEGs on our site later.

Footnotes & Editorial Comments

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html>

Anchor in text with footnotes at the bottom. Note 1= "n1", Note 2= "n2", etc.

In text:

```
<anchor xml:id="n1"/>
```

After `</body>`, create a `<back></back>` division. In that division, include all the notes:

```
<note target="#n1" resp="mb">Williams was an Associate  
Editor of Alfred Kreyborg's little magazine Others: A Magazine  
of the New Verse (1915-1919) and guest edited the July 1916  
number (Vol. 3, No. 1), which included Lowell's poem  
"Chinoiseries." At the time of Lowell's letter, the magazine  
had briefly ceased publication, and would resume in December of  
1916.</note>
```

[Good example of notes here](#) (SedgwickEllery19140929.xml)

Foreign Languages

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-foreign.html>

```
<foreign xml:lang="fr">Je m'appelle Dinah</foreign>
```


Material Qualities

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-physDesc.html>

Material or physical qualities about the letter (letterheads, paper types, marks, remarkable typography, archival annotations, etc.) should be noted in the header under <physDesc>:

Ex: <physDesc>
 <p>Seven pages typewritten in black ink.Unsigned.</p>
 </physDesc>

Opener

Note the placement of opener. Dateline, date, and salute all are contained.

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-opener.html>

Ex. <opener><dateline><date when="1916-02-07">February 7,
1916.</date></dateline><salute>Dear <persName
key="john_fletcher">J.G.F.</persName>:</salute></opener>

Organizations

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-orgName.html>

Organizations will include clubs, societies, publishers, and plural groups of people ("The Aldingtons").

<orgName key="macmillan">Macmillan</orgName>

Page Beginning

We are marking <pb n="02">, even though we may not be displaying them on the site. Since the first page has its own division, we are not marking page beginning for page number 1. All later pages should have this indicated.

People

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-person.html>

<persName key="amy_lowell">Amy</persName>

When people are listed in a plural group ("The Aldingtons"), they will need to be added as a separate entry to the Orgography.

Places

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-place.html>

```
<placeName key="Chicago">Chicago</placeName>
```

Postscripts

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-postscript.html>

Use `<postscript>` around the full postscript. Use `<label>` around the P.S. or whatever label it begins with.

Ex. `<postscript><label>P.S.</label>How is your wife feeling? We hope she recovers soon.</postscript>`

Publications

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html>

Cite the name of the publication with `<title>`. Indicate the level of publication using the guide below. Use `<title>` around vague publication names without a key ID if there is no key ID known. Ex. of this: I liked your `<title>spring crocuses poem</title>`. Put quotation marks inside the publication title if they exist in the letter, ex: `<title key="egoist">"The Egoist"</title>`.

Ex. of known publications:

- **Journals**
 - `<title key="xyzJournal" level="j">this journal</title>`
- **Monographs**
 - `<title key="xyzMonograph" level="m">this monograph</title>`
- **Poems**
 - `<title key="xyzPoem" level="a">this poem</title>`

Note the following "level" values:

a

(analytic) the title applies to an analytic item, such as an article, poem, or other work published as part of a larger item.

m

(monographic) the title applies to a monograph such as a book or other item considered to be a distinct publication, including single volumes of multi-volume works

j

(journal) the title applies to any serial or periodical publication such as a journal, magazine, or newspaper

s

(series) the title applies to a series of otherwise distinct publications such as a collection

u

(unpublished) the title applies to any unpublished material (including theses and dissertations unless published by a commercial press)

Publishers

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-orgName.html>

Publishers will be listed in the Orgography. Therefore, they should be tagged as follows:

```
<orgName key="macmillan">Macmillan</orgName>
```

Quote

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-quote.html>

Quotations within the letter should be marked. If there is a “type,” it would be whatever language that quotation is in. If the quote is in English, you can use type=“english”. Retain whatever quotation marks appear in the letter.

Lexicography has shown little sign of being affected by the work of followers of J.R. Firth, probably best summarized in his slogan, `<quote type="english">"You shall know a word by the company it keeps"</quote>`

Salute

Note placement within opener.

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-salute.html>

```
Ex. <opener> <placeName key="brookline">Brookline,
Mass.</placeName><dateline><date when="1914-09-29">Sept. 29,
1914</date></dateline><salute>My dear<persName
key="ellery_sedgwick">Ellery</persName>:</salute></opener>
```

Special Characters

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/WD.html>

Change any XML special characters to designated XML entities (ie. & becomes &). For special characters, use the HTML Entity codes preceded by “&#” and followed by a semicolon “;”. For example, to render an en dash (HTML Entity Code 8211), you would enter “–”. Here’s a list of HTML Entity Codes: <https://www.html.am/reference/html-special-characters.cfm> - Use column titled: HTML Entity Number.

Telegrams/Cablegrams

Telegrams and Cablegrams should be coded the same way letters are except in the TEI header `<title>`. Instead of `<title>Letter from <persName key="amy_lowell">Amy Lowell</persName>`, please change “Letter” to either Telegram or Cablegram, depending on how the item is identified.

Themes

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-editorialDecl.html>

Project-specific themes, keywords, and subjects should be noted and tagged for each letter within the header under <editorialDecl>.

These themes will be determined by the editor, and can be retrieved from the ALLP Header Metadata Spreadsheet.

Themes listed in the header should be tagged as follows:

```
<rs key="ww1" type="theme">WWI</rs>
```

Titles

See Publications.

Transactions

<https://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-measure.html>

To mark a financial transaction referenced or requested within a letter, use the following:

I'm sending you <measure type="currency" num="15">\$15</measure>