



1. Tag names, not feature types
e.g. *Mount Aetna* (NOT *Mount Aetna*)
2. Don't tag articles or prepositions
UNLESS the toponym cannot be properly understood without it
e.g. *the Brigantes*, OR *al-Andaluz*, (NOT *the Brigantes*, *al-Andaluz*)
3. Don't tag place references inserted by modern translators or editors
such as footnotes, clarifications or summary titles
4. Descriptive place names are OK
including those containing prepositions or definite articles
e.g. *ad aras*, *the Stone Tower*



5. Tag multiple parts of a name as one toponym, but alternative names as multiple
e.g. *Segida also surnamed Augurina* BUT *Troy*, also called *Illion*
6. Ethnoi SHOULD be tagged where used as shorthand for territory, they SHOULD NOT be tagged where referring to an agent in a narrative
e.g. *Beyond the River Ister are the Marcomanni*
BUT *the Marcomanni crossed the Ister*
7. Places should not annotated when they are shorthand for an agent
Sparta attacked Athens (no annotations)

Recogito | Image Annotation Guidelines



1. Transcribe place names exactly as they are written, including original capitalization, lowercase, etc.
2. Use the comment field to record any kind of note, remark, doubt, etc.
3. It's OK to tag without transcribing

