**Editorial & Encoding Policies for the Richard Coer de Lyon Multitext (RCLM)**

*The Editorial and Encoding Policies document was written and compiled by Caitlin Postal #CMP first in summer 2019, then revised in summer 2020. The Editorial Policies were collaboratively developed by the summer 2019 development team and documented by Caitlin Postal #CMP. Encoding Policies were developed by Caitlin Postal and reviewed by the development team in summer 2019. Summer 2020 revision and expansions to the Encoding Policies section were performed by Caitlin Postal #CMP,  Barkley Ramsey #BMR, and Sarah Moore #SNM.*

The RCLM will produce reader-friendly, semi-diplomatic editions for all witnesses of *Richard Coer de Lyon*. The RCLM will encode each initial transcription in TEI-conformant XML to account for interpretive choices in accessible, human-readable code. Because the Transcription and XML Editors work in a collaborative process that recognizes the labor of each contributor, this process differs from many textual editing projects.

Please confirm with the Project Director and Lead XML Editor that you have a unique identifier using your initials prior to beginning your transcription and/or markup (e.g. Leila K. Norako would be LKN). See the [Editor Identifiers document](https://docs.google.com/document/d/1C-_nTE39cdl10gXVT1eqCW7Oto1hUKhocMryXwakNnM/edit) for all unique identifiers (this document is updated by the Project Director and Lead XML Editor).

**Workflow**

The current workflow (summer 2020) is a multi-phase editing process for collaborative editors, starting with the initial transcription by the Transcription Editor and followed by phases of markup by the XML Editor(s). Markup can be conducted in separate phases by collaborative XML editors or in a single phase if a witness has only one XML editor. The multi-phase markup workflow documented below is based on the summer 2020 workflow for Wynken 1509 with collaborative editors Sarah N. Moore (#SNM), Caitlin Postal (#CMP), and Barkley M. Ramsey (#BMR). Please confer with the Lead XML Editor for an adjusted workflow if you are a solo XML editor. As of 2020 Lead XML Editor is Sarah N.Moore (#SNM)

3 XML Editors Workflow (Summer 2020 Wynken1509):

1. Phase Zero: initial transcription by Transcription Editor
   1. *Optional: transcription check in plain text*
2. Phase 0.5 markup: Web Developer
   1. Structural: Run python script for adding line numbers
3. Phase 1 markup: 1st XML editor
   1. Structural:
      1. add <l>, <pb> (with attributes)
      2. add <figure> (with @xml:id but do not add other attributes)
      3. add <fw> (with @xml:id for numbered headings but do not add other attributes)
   2. Transcription check
   3. Add notes or ideas for notes using this <!-- REF: method -->
4. Phase 2 markup: 2nd XML editor
   1. Review line numbering for errors (contact Phase 1 XML editor if errors)
   2. Transcription check with granular in-line markup:
      1. Add <choice>, &entities; <lb/>, <space>, <num>, <unclear> (with attributes)
   3. Add attributes to <fw>
   4. Add notes or ideas for notes using this <!-- REF: method -->
5. Phase 3 markup: 3rd XML editor
   1. Write notes or ideas for notes (use <note> instead of <!-- note --> at this stage)
   2. Elaborate <figure> with nested elements and attributes
6. Phase 4 markup: collaboratively finalize notes
   1. *Optional: additional phases of XML markup*
7. Phase 5 markup: validation and XML review / render
   1. Add summative notes and <anchor>
   2. Finalize individual witness teiHeader
   3. *Optional: additional phases of XML markup*
8. Phase 6 markup: final review on website before publication
   1. Transcription and XML editors to review and finalize collaboratively

2 XML Editors Workflow:

Phase Zero: initial transcription by Transcription Editor

* 1. *Optional: transcription check in plain text*

Phase 1 markup: 1st XML editor

* 1. Structural encoding
     1. add <l>, <pb>, <fw> with attributes;
     2. add <figure> without attributes (add @xml:id for sequential headings)
  2. Transcription check with granular in-line markup
     1. Add <choice>, &entities; <lb/>, <space>, <num>  (with attributes)
  3. Add notes or ideas for notes using this <!-- REF: method -->

Phase 2 markup: 2nd XML editor

* 1. Review line numbering for errors (contact Phase 1 XML editor if errors)
  2. Transcription check
  3. Encode names and notes (<name>, <note>)
  4. Elaborate <figure> with nested elements and attributes
  5. Elaborate/add notes (use <note> instead of <!-- note --> at this stage)

Phase 4 markup: collaboratively finalize notes

* 1. *Optional: additional phases of XML markup*

Phase 5 markup: validation and XML review / render

* 1. Add summative notes and <anchor>
  2. Finalize individual witness teiHeader
  3. *Optional: additional phases of XML markup*

Phase 6 markup: final review on website before publication

* 1. Transcription and XML editors to review and finalize collaboratively

When documenting progress in the collaborative file via the Github Repo, use the note method to identify where your work session ends and what was accomplished. Use your editor identifier, date, and and the phase completion with the range. Search the phrase “phase completion” to find where you previously left off or to see what your collaborative editors have been working on.

Examples using <!-- CMP date note--> to make notes about where we have stopped working:

<!-- CMP: as of 7/22, above pbs (266-287) have phase 2 markup.-->

<!-- CMP 7/24 - 2nd phase completion: range xml lines 1/100-->

<!-- CMP 7/23 - 3rd phase completion: range pbs 250-266 -->

**Software**

The initial transcription by the Transcription Editor must be compiled in a plaintext editor (such as [Atom](https://atom.io/), [Caret](https://caret.io/), [Notepad++](https://notepad-plus-plus.org/), [Sublime Text Editor](https://www.sublimetext.com/), [Visual Studio Code](https://visualstudio.microsoft.com/), or a related plaintext editor). Please save your files as .txt. This is necessitated by workflow ease for the XML editor.

XML editors are welcome to use any plaintext or XML editor, provided that the document can be later saved as .xml or transferred into .xml for validation in Visual Studio Code or oXygen XML Editor. The Development Team will perform the final validation in oXygen or Visual Studio Code prior to the final proofing of the born-digital edition.

The Development Team will assist in recommendations for document source control. Editors will have access to an internal shared Drive folder with manuscript images and editorial standards, as well as a project repository hosted on GitHub: <https://github.com/RCLM-Project/RCLM>.

**Guideline Resources**

The RCLM editorial guidelines for initial transcription are adapted from the Middle English Text Series. The RCLM’s markup and encoding policies developed from the guidelines of the [Archive of Early Middle English](http://scottkleinman.net/wp-content/uploads/guidelines-4.0/Introduction) (which are based initially on the guidelines of the  [Carolingian Canon Law Project](http://ccl/rch/uky.edu/using-TEI), the [Medieval Nordic Text Archive (Menota)](http://www.menota.org/HB_index.xml), and the [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html)). Unlike AEME, the RCLM uses a lighter model of TEI markup that accounts for a semi-diplomatic and a light-critical view. The RCLM model has the ability to be adapted into AEME with minimal revision.

**Editorial Transcription Policies**

*Transcription policies by Sarah N. Moore, Leila K. Norako, Caitlin Postal, and Barkley M. Ramsey (alphabetically by last name) during project development in summer 2019. Compiled by Caitlin Postal.*

**Transcription Policies**

* Maintain Middle English characters for thorn, eth, and yogh (þ, ð, ʒ).
* Do not change characters into modern sound equivalents.
* Do not regularize i/j u/v spellings.
* Retain double consonant (do not regularize).
* Maintain the ending -e and do not mark with acute accent.
* Expand abbreviations in [brackets].  
   e.g. that no man knewe hym þᵗ day → that no man knewe hym þ[at] day
* Retain manuscript capitalization but do not add new capitals (as in first line). Do not arbitrarily capitalize, e.g. proper nouns.
* Do not impose modern punctuation. If the manuscript includes any kind of punctus, mark it with a period. XML editors will mark middots in phase I mark-up.
* Leave all numbers as Roman numbers.
* Standardize all spacing between words to one space except in distinct spacing, such as the running footer in the Wynken de Worde 1509 witness.
* Retain spacing for morphological breaks.  
   e.g. y wisse, *not* ywisse
* Include a line for the folium and column changes. Note fol.# and col.# above each set of transcription.
* Do not insert any material from other manuscript witnesses. If you would like to note where sections were used by Bruner in a particular witness, mark those as an explanatory note.
* Use dotted lines for missing or otherwise illegible text and include an explanatory note that this is an insertion.
  + For Egerton, note functional illegibility cross-folium (e.g. folios x to z are illegible).
  + Ellipses should approximate the length of glyphs.
  + Full missing lines should follow MLA guidelines using an ellipses the same length as the previous line.

**Editorial Notes**

Editorial notes are classified in three categories: textual, explanatory, summative. Notes will be tied to your unique identifier in the markup. The initial transcription will include the first round of textual and explanatory notes. XML Editors may provide additional textual and explanatory notes, and the collaborative team will review all notes prior to publication. The Development Team will add summative notes.

Include all notes in line with the transcribed text in the format below. This format is necessary for the migration of materials by the XML Editor.  
 <!-- identifier type: note content -->

Example: <!-- CMP expl: Made of carbuncle (the equivalent of ruby), this chair would be made of a shining red gem. -->

For note types, use text, expl, sum as follows:

* text: textual notes accounting for scribal intervention, decoration, codicological, paleographical elements.
  + Example: <!-- CMP text: The L in "Lord" is a decorative initial about eight characters wide and five lines tall. -->
* expl: explanatory notes related to conceptual and narratorial details, might include references and citations to major scholarship.
  + Example: <!-- CMP expl: insert note relating to the elevation of the host -->
* sum: summary statements for the major episodes of the text (to be standardized by the development and proofing team).
  + Example: <!-- CMP sum: Tournament at Salisbury -->

When citing the Middle English Dictionary in explanatory notes, please include the url to the corresponding entry (the XML Editor will encode as hyperlink).

**XML Markup and Encoding Policies (XML Markup)**

*Encoding Policies were developed by Caitlin Postal and reviewed by the development team in summer 2019 and summer 2020. Summer 2020 revision and expansions to the Encoding Policies were performed by Caitlin Postal #CMP and Barkley Ramsey #BMR.*

XML editors are welcome to use any plaintext or XML editor, provided that the document can be saved as .xml or transferred into .xml for validation in Visual Studio Code or oXygen XML Editor. The Development Team will perform the final validation prior to the final proofing of the edition.

Please confirm with the Lead XML Editor that you have a unique identifier using your initials (e.g. Leila K. Norako would be #LKN).

While the guidelines that follow document examples of the markup, you may also reference a sample of the Wynkyn de Worde 1509 markup (available in GitHub here) as an example. If you are uncertain how to encode something or find something not documented in these policies, please contact the Lead XML Editor.

**Using GitHub**

RCLM uses GitHub as a collaborative tool. Mac users should install the GitHub desktop for ease of pushing edits to the repository. Editors should always pull commits before beginning work, and push commits upon finishing. Kelly Mahaffy has put together the steps for using GitHub under “GitHub for Collaborators”:

To Use GitHub As A Collaborator:

1. Create a free account at github.com. If you already have an account, you can skip this!

2. Email Sarah at srmoore2@uw.edu and provide her your username from GitHub

3. Check your email and accept the collaborators invitation

4. Review the Git Procedure document to view full procedure for using branches and merging into the master project.

To Use GitHub Via Pull Requests

\*\*Using GitHub in this way is a great option for those of you unfamiliar with Git but who want to test it in a low stakes way

1. Create an account on github.com. If you already have an account, you can skip this!

2. Search for the RCLM project on GitHub and follow or fork (copy) it!

3. Edit your document as you normally would.

4. Try to upload your document to the project. Because you are not an internal collaborator, any changes that you make will have to be sent to the team to review. You can do this by creating a pull request, which simply asks the project team to pull your changes into the project.

**File Naming**

Each file should begin with RCLM\_ followed by information from the manuscript witness, your unique identifier, and save date.

For example, the file for British Library MS Harley 4690 would be RCLM\_Harley4690, whereas Caitlin Postal’s version of the file from July 8, 2020 would be RCLM\_Harley4690\_CMP\_2020\_07\_08. This will ensure that all files group according to their manuscript witness and editors’ iterative versions. Including the save date will help maintain version control.

**xml:id**

The RCLM recommends using human-readable values so that each xml:id can serve as a backend finding aid. The value of each xml:id attribute must be unique within a file. Within the text section, editors will use xml:id frequently so we recommend a consistent naming mechanism.

An example using Harley 4690 as follows:

For each page/folio break: harley4690\_fol110r

For line numbers: harley4690\_1

For section headers (e.g. Wynken 1509): wynken1509\_heading1

For each summary: harley4690\_sum1

For named characters or places that have an accompanying note:

#harley4690\_ch\_foukdoly1 (the first reference to the character Fouk Doly that has an accompanying note)

#harley4690\_pl\_jerusalem1 (the first reference to the place Jerusalem that has an accompanying note)

Below are contextual examples from the Wynken1509 example document.

Page break (using Wynken1509):

<pb xml:id="wynken1509\_250jpg" n="250jpg" facs="JRL19060250.jpg"/>

Line number (using Wynken1509):

<l xml:id="wynken1509\_1"><space quantity="8" unit="characters"/>Orde kynge of glorye</l>

(This line has a corresponding note to document the missing decorative initial.)

Section header (using Wynken1509):

<head xml:id="wynken1509\_heading1">&para;The prologue&period;</head>

Summary (using Wynken1509):

<anchor xml:id="wynken1509\_sum1"/><note type="sum" resp="#CMP #SNM" target="wynken1509\_sum1" corresp="#wynken1509\_heading1">The prologue to the narrative.</note>

Notes will often be tied to the corresponding line number rather than creating a new anchor to target (see Editorial Notes, below).

**Metadata**

Like the AEME, the primary encoding of metadata will be placed within the <teiHeader>, though much of the information will also be available in prose form within the introduction to each witness. The Lead XML Editor will be able to assist in the document declarations, DTD subsets, and individual witness teiHeader.

**tie Header**

<teiHeader> is contained by <TEI>

The Development Team will maintain a master header that compiles all materials provided by the Collaborative Editors. [A partial teiHeader will be provided by the Development Team and Lead XML Editor](https://drive.google.com/drive/u/0/folders/1wWLEeLewKUc9W1Bmz36vwLR-U7v2zdq4) with instructions on which sections should be filled in by the Collaborative Editors (Transcription + XML).

**Representation of Characters, Glyphs, and Words**

Editors will be encoding non-standard ASCII characters using DTD entities defined by the Lead XML Editor. These DTD entities will be defined by hexadecimal character references drawn from MUFI and declared in the DTD subset. If you come across an entity that has not been defined, please contact the Lead XML Editor.

[The working DTD document is available here.](https://drive.google.com/drive/u/0/folders/1wWLEeLewKUc9W1Bmz36vwLR-U7v2zdq4)

The RCLM retains the readable, text-searchable letter-forms of (þ), (ð), (ʒ), and (ẏ). The RCLM does not retain the distinct forms of allographs, such as long-s (ſ) and short-s or r and round-r (ꝛ). This is for ease of production, though the Development Team welcomes interested parties to reach out about an additional phase of allograph retention markup. Likewise, the RCLM does not retain ligatures or acute accents.

Retain manuscript capitalization but do not add new capitals (as in first line). Do not arbitrarily capitalize, e.g. proper nouns.

Punctuation is encoded as entities (see above).

Medieval spacing in script was not standardized. The RCLM will standardize all spacing between words to one space except in distinct spacing, such as the running footer in the Wynken de Worde 1509 witness. Maintain spaces in morphological breaks.

Use <num> with @value to encode the numerical value of Roman lettering.

Abbreviations and expansions will loosely follow the AEME style using a <choice> tag for the <abbr> and <expan> versions. Unlike AEME, the RCLM will not note abbreviation markers with <am> and <ex>. While we recognize the importance of noting the scribal choices, this is for ease of production, though the Development Team welcomes interested parties to reach out about an additional phase of expansion markup.

**Text Section**

<body> is contained by <TEI>

The verse narrative will be enclosed in the <body> element. Because each witness will be offered within its own document, the RCLM will not include division tags in its phase one transcription, though the Development Team is open to the possibility of incorporating numbered div elements at a later date.

Page Break

<pb> is contained by <body>

Each witness page should begin with the <pb/> element. Each <pb/> should contain @xml:id, @facs, @n. These guidelines are adapted and modified from the AEME.

* @xml:id: a unique identifier that includes the witness name, folio or page number, and classification of recto or verso.
* @facs should be used to link the page to the corresponding file name of the image for that page or folio.
* @n should be used as a label to represent the folio or page number including subsequent classification (e.g. “fol4r” or “p24).

For example:

<pb xml:id="harley\_4690\_109r" n="fol109r" facs="harley\_ms\_4690\_f109r.tif"/>

For witnesses whose images are not labeled with their foliation or pagination, use the jpg within naming to avoid a shared @xml:id and @n with <l>. This should only be an issue for witnesses whose images are named with jpg instead of foliation, such as Wynken 1509. For example, a sample <pb> for Wynken 1509 would be encoded as follows:

<pb xml:id="wynken1509\_263jpg" n="263jpg" facs="JRL19060263.jpg"/>

Whereas, line 263 for the same witness would be encoded as:

<l xml:id="wynken1509\_263">The knyghtes that best myght be</l>

Though the RCLM will not display the facsimile images at onset, tying the code to the image file name will make possible the option of a later facsimile view as well as provide metadata source information.

Column Beginning

<cb/> is contained by <body>

Use <cb/> to identify the beginning of a new column in a manuscript witness. Use @n to identify the sequential order of columns for that page; the @n numbering will restart for each page.

<cb n=”1”/>

<cb n=”2”/>

Line Break

<lb/> is contained by <body>

Use <lb/> to note line breaks that do not correspond with poetic line breaks but are part of the structure on the page, such as incipits and headers that are set apart from the verse narrative (see Scribal Structure, below).

Poetic Lines

<l> is contained by <body>

The verse narrative of each witness will be contained by <l>. Lines will be numbered using the naming conventions for the witness in the @xml:id within <l> (e.g. line 1 in Harley 4690 as <l xml:id=”harley4690\_1”>). Please label all lines by witness first, then an underscore to separate the line number.

Within <l>, use @n to add the sequential line number every ten lines, as follows:

<l xml:id="wynken1509\_10" n="10">Bothe in Englonde and in Fraunce</l>

[ . . . ]

<l xml:id="wynken1509\_20" n="20">What folke they slewe in prees</l>

And so on...

Do not add numbers to the narrative text section (the verse content contained within <l>); users will be directed to cite line numbers from the underlying code. Recording @n in increments of 10 will mean that the script to render @n throughout the witness will not render a line number for each individual line but rather for increments of 10. *We may need to adapt this policy based on our final visualization mechanism.*

Name

<name> is contained by <l>.

Use <name> to encode character and location names. Use @type to distinguish between named characters and named locations with the corresponding #ref. Use @subtype to distinguish, where possible, between historical and fictional figures and locations. For ease of markup, only record uses of the character’s name (include the title when it appears next to the name) and do not encode passing references (e.g. the lady, the king, etc.) or pronoun references. Encoding all references to a specific character may be included in a later phase of the project.

Use the appropriate @ref for characters named within that witness. For example, if a character is named in one witness (e.g. Gonville and Caius College) but not in another (e.g. ), use the #ref that corresponds with the naming scheme in the witness you are currently encoding. Please confer with the Lead XML Editor if there characters for whom a #ref is not defined below.

Example: <name type=”character” subtype=”historical” ref=”#KingRichard”>Richard</name>

@type = character, place

@subtype= fictional, historical

When @type=”character” (referring to an actant person in the narrative), select the appropriate @ref from the Name tagging list document (available [here](https://docs.google.com/document/d/1iemT1CDJrwnrA0JtOa4bFcABj4dZnr582O3uTRJ21UM/edit?usp=sharing))t:

Choice

<choice> is contained by <l>

Abbreviations and expansions will loosely follow the AEME style that using a <choice> tag for the <abbr> and <expan> versions. Unlike AEME, the RCLM will not be noting abbreviation markers with <am> and <ex>, nor will we note the hexadecimal abbrevatory marker in the <abbr> tag. When encoding the abbreviation using the choice tag, remove the square brackets in the <expan> tag.

For example, encoding the expansion for [with], which is often abbreviated as [wt] with a superscript [t]:

<choice>

<abbr>wt</abbr>

<expan>with</expan>

</choice>

While we recognize the importance of noting the scribal choices, this is for ease of production, though the Development Team welcomes interested parties to reach out about an additional markup phase for abbreviation markers.

Spacing

<space> is contained by <l> or <fw>

Where the manuscript includes distinct spacing, use the <space> tag. Include @quantity and @unit to indicate approximately how much space is left by the scribe. Include <space> in running form work (see Scribal Structure, below). We recommend counting the approximate number of characters based on the number of characters in a previous line that occupy the length of the spacing in the current line.

E.g. <space quantity=”5” unit=”chars” />

Scribal Structure

Scribal structure refers to paratextual and codicological elements in a witness. The main elements used to encode scribal structure are <fw> and <space>.

*<fw> can be contained by <body>*

 Use <fw> for the witness incipit, witness explicit, running footers, or catchwords with @type to distinguish what type. Within <fw>, add <space> to represent any spacing in the text if needed (see Spacing, above). Use <lb/> to distinguish distinct lines within <fw>.

@type= incipit, heading, footer, catchword

For example:

<fw type="footer">Kyynge R. <space quantity=”8” unit=”char” /> + <space quantity=”11” unit=”char” />A.ii.</fw>

<fw type=”incipit” xml:id=”wynken1509\_incipit”>Kynge Rycharde cuer du lyon.</fw>

Define @type as “heading” for internal section headings (for example, the headings to narrative sections in Wynken 1509) that are distinct from the opening incipit or concluding explicit. Use <lb/> to distinguish distinct lines within the heading. Each heading should be assigned a unique @xml:id which will follow sequentially throughout the narrative.

For example, encoding the second section heading in Wynken 1509 would be as follows:

<fw type=”heading” xml:id=”wynken1509\_heading2”><space unit=”character” quantity=”1”>&pilcrow; Here begynneth the hystroye of Kynge Ry:</lb>

<space unit=”character” quantity=”1”/>charde cure du lyon / and furst of his byrth. </lb></fw>

*<space> can be contained by <body>, <fw>, <l>*

Use <space> for spacing where it does not belong (e.g. where a space was left for later rubrication as in the opening of WDW1509) or where it is used to structure the page (see Spacing, above). Use <space> with @unit @quantity.

For example,

Illustrations & Initials

Illustrations

Many of the decorative features will be accounted for in textual notes (see Editorial Notes, below). The Wynken de Worde printings, however, will need to document the woodblock illustrations using <figure>.

*<figure> is contained by <body>, <l>*

For illustrations (whether in print or manuscript witnesses), use <figure> with a nestled <figDesc> to describe the image. Each <figure> should be assigned a unique @xml:id which will follow sequentially (i.e. the first <figure> will be \_figure1, the second will be \_figure2, and so on, following the @xml:id naming conventions of the witness). In <figure>, include @type to indicate what type of image (e.g. woodblock, drawn); @corresp to point to the relevant @xml:id (usually of the <pb>). In <figDesc>, use @resp to record the editor who is describing the image.

For example, the first woodblock illustration in Wynken 1509 would be encoded as follows:

<figure xml:id="wynken1509\_figure1" type="woodblock" corresp="#wynken1509\_250jpg"><figDesc resp="#SNM">Woodcut illustration that takes up approximately three-quarters of the page. Knight in foreground, probably King Richard, on a horse holding a sword upright. Foregrounded knight is wearing armor and a hat with large feathers, horse also has armor and feathers on head. Knight in background is in full armor with helmet and is resting a lance in their shoulder. There is various vegetation on the ground. Image bordered by two solid lines, the outer line twice the thickness of the inner.</figDesc></figure>

Illustrated initials

Document illustrated initial letters that form part of the verse line in a textual note with @resp (see Editorial Notes, below). Recording a description of the initial using <figDesc> would render that description within the line and interrupt the flow of the narrative text.

Unclear/Illegible

For streamlined workflow, unclear or illegible sections may be recorded as textual notes. <unclear> can be recorded by any XML editor prior to final render. Use @resp and @cert to indicate who recorded the issue and editor certainty of fidelity with the witness.

@resp should be your unique reference code (e.g. #LKN for Leila K. Norako)

@cert = low, medium, high

<del> is contained by <l>

(deletion) contains a letter, word, or passage deleted, marked as deleted, or otherwise indicated as superfluous or spurious in the copy text by an author, scribe, or a previous annotator or corrector.

We see this a few times in Harley where the scribe has crossed out a mistake and rewritten it. For example:

<del rend="overstrike">and</del>

<unclear>

(unclear) contains a word, phrase, or passage which cannot be transcribed with certainty because it is illegible or inaudible in the source. Can contain value @reason, for example, smudge, illegible, smoke, rubbing, or print\_foul (useful in WDW).

We use this when we are transcribing to the best of our ability, but may be unsure. Usually we have a note that points to Brunner in these cases. For example:

ye ben come my londe to <unclear reason="illegible">spye</unclear>&period;</l><note>The first two characters of the word &quot;spye&quot; are all but illegible due to damage/smudging. We are, as a result, following the lead not only of Karl Brunner here but of the other witnesses who share this passage with Harley MS 4690. See Brunner, p.116)</note>

<gap>

(gap)indicates a point where material has been omitted in a transcription, whether for editorial reasons described in the TEI header, as part of sampling practice, or because the material is illegible, invisible, or inaudible.

This is what we’ll want to use when the text is illegible because there is just missing text—like if it was burned, or completely smudged, or as is the case in Harley, torn away. You can give attributes to <gap> with @reason and @agent. For @reason we should give the value “illegible” and for @agent we have choices: rubbing, mildew, smoke, lost, tear. So for example from fol115r:

and whenne he come to cyperlou<gap reason="illegible" agent=“tear" quantity="2" unit="character"/></l>

**Editorial Notes**

<note> is contained by <body>

All notes of interpretation are to be enclosed in a <note> element with the corresponding @resp (using a unique identifier for each editor). If a note has been prepared collaboratively, include both contributors’ #refs in the @resp section (e.g. resp=”#LKN #CMP”).

Do not encode <note> elements within <l> elements but in the line immediately following the target <l> and preceding the following narrative <l> (recommend indenting the <note> so that it can be easily scanned in the visual structure while reviewing xml).

Textual & Explanatory Notes

Textual and explanatory notes will largely be provided by the transcription editor, though the XML editor may choose to make additional notes or to collaborate with the transcription editor on note revision. Note types include:

* text: textual notes accounting for scribal intervention, decoration, codicological elements, paleographical elements.
* expl: explanatory notes related to conceptual and narratorial details, might include references and citations to major scholarship.
* sum: summative statements for the major episodes of the text (to be standardized by the development and proofing team).

Where possible, use @corresp to connect textual and explanatory notes to the #xml:id of the line number for which the note corresponds (in the event of a section of lines, use the #xml:id for the first line of the section and include the range of line numbers in the written out note).

For example, a textual note written by #CMP that corresponds to line 138 in Wynken de Worde 1509 would be encoded as follows:

<note type=”text” resp=”#CMP” corresp="#wynken1509\_138"**>**The L in "Lord" is a decorative initial about eight characters wide and five lines tall.</note>

Where necessary for notes on specific words, target the note to an anchor (featuring a unique xml:id) within the text. This may be done using the <anchor> element or by tying the note to an already existing xml:id (such as the xml:id for a specific line).

For example:

<fw type="explicit">&para;Thus endeth the story of the noble kynge Ry <anchor xml:id="wynken1509\_note1"/> <lb/>

<note type="text" resp="#CMP" target="wynken1509\_note1">There is another letter form after [Ry] but is not part of the name. Likely an indication of the mid-word line break.</note>

When linking to an external resource (such as the MED), use <ref> with the @target attribute to point to the resource url.

Summary Notes

Anchor summary notes to a unique @xml:id that corresponds with the relevant witness (e.g. xml:id=”harley4960\_sum1” for the first summary in Harley 4690). The summary notes will be used for directing users to sections of the RCL narrative. The development team will add <anchor> and summary notes at the end of the workflow (after XML markup and prior to web publication).

For example, the second summative note in Wynken1509 would be encoded as follows:

<anchor xml:id="wynken1509\_sum2"/><note type="sum" resp="#CMP" target="wynken1509\_sum2">Richard's parentage and birth</note>

What follows is the episodic table of contents to be used for summative notes:

TBD

**Gloss**

The RCLM hopes to incorporate a running gloss at a later date. Our preliminary encoding policies for the gloss will utilize the <note> element with the @type of “gls” to demarcate the glossing explicitly as a kind of editorial note. To anchor each word with its corresponding gloss, use <term> with a unique @xml:id so that the <note> can @target that @xml:id. The @rend will be developed at a later phase in the project. Where possible, use a current MED or OED entry that can be linked using <ref> with @target pointing to the url.

**Emphasis**

<emph>

When it is necessary to put a word or words in italics, bold, or underline use the <emph> tag and the appropriate @rend value “italic”, “bold”, or “underline”. (HTML tagging, such as <i>, is not allowed in TEI and the code does not validate when used.) So, for example from line 105 of Harley4690:

(See Runciman, <emph rend="italic">A History of the Crusades</emph>, vol. 1, 152).</note>