

Information Systems

Text Encoding Guidelines

specifications for the encoding of textual matter to tei xml

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# Introduction

This document describes the specifications for the encoding of textual matter in accordance with the Text Encoding Initiative’s TEI P5. TEI Lite specifications can be found at the following URI: <http://www.tei-c.org/Guidelines/Customization/Lite/>. All references to TEI elements are attributed to the documentation at the TEI web site, and further clarification can be found there.

We will be using the following modules as part of our schema:

* core
* header
* textstructure
* figures
* linking
* analysis
* tagdocs
* namesdates
* textcrit
* verse
* transcr

All encoded files must be validated against The University of North Carolina Press’s customization: uncp\_tei.rnc.

This is a working document and as such assumes that further explication will be added as the need arises. Not every element nor attribute has been covered in this document, and the TEI online documentation should be able to assist in clarification. When in doubt, the authors of this document will provide updates to ensure best practices.

## Unicode Characters

Unicode characters should be used throughout the document for all non-ASCII character references. For instance, all diacritics, quotation marks, and em dashes should be Unicode characters. **Note:** This does not preclude the use of hex values. Please do use hex values if there is any confusion about the character.

The only exceptions are the five reserved XML entities:

quot " double quotation mark

amp & ampersand

apos ' apostrophe

lt < less-than sign

gt > greater-than sign

# TEI Structure

The structure of a XML document based on the TEI schema is as follows:

<TEI>   
 <teiHeader> [ TEI Header information ] </teiHeader>   
 <text>   
 <front> [ front matter ... ] </front>   
 <body> [ body of text ... ] </body>   
 <back> [ back matter ... ] </back>   
 </text>   
 </TEI>

## <TEI>: Root element

The root element is <TEI>, with the namespace declaration and the xml:id of the particular book. The xml:id is format has the uncp prefix, then the book ISBN, and then the book suffix to show that it is the complete title. Please refer to section 4.2 for further discussion on xml:id.

<TEI xmlns="http://www.tei-c.org/ns/1.0" xml:id="uncp-9780807845295-book">

# <teiHeader>

The header element has four distinct parts:

<fileDesc>

<encodingDesc>

<profileDesc>

<revisionDesc>

## <fileDesc>

The <fileDesc> element is mandatory. It contains a full bibliographic description of the ﬁle with the following elements, as well as the book abstract and keywords.

<titleStmt> groups information about the title of a work and those responsible for its intellectual content. This is further broken down into the following elements:

<title> with attributes for main and subtitle

<author> includes the following elements:

<name xml:id="surnamePlusInitialForename">

<forename type="given">

<forename type="middle">

<surname>

<reg> regularized author name: surname, forename type="given", forename type="middle".

<sponsor>

<respStmt>

<editionStmt> groups information relating to one edition of a text. This can include the following elements:

<edition>

<date>

<respStmt>

<extent> describes the approximate size of the electronic text as stored on some carrier medium, speciﬁed in any convenient units.

<publicationStmt> groups information concerning the publication or distribution of an electronic or other text.

<publisher>

<distributor>

<pubPlace>

<address>

<idno>

<seriesStmt> groups information about the series, if any, to which a publication belongs.

<notesStmt> collects together the book abstract and keywords.

<sourceDesc> supplies a bibliographic description of the copy text(s) from which an electronic text was derived or generated.

### <fileDesc> Example

<fileDesc>  
 <titleStmt>  
 <title type="main">A Stone of Hope</title>  
 <title type="sub">Prophetic Religion and The Death of Jim Crow</title>  
 <author xml:id="chappelld">  
 <name><forename type="given">David</forename>  
 <forename type="middle">L.</forename>  
 <surname>Chappell</surname></name>  
 <reg>Chappell, David L.</reg>  
 </author>  
 <respStmt>  
 <resp>Text encoder:</resp>  
 <name type="corporate">cM</name>  
 </respStmt>  
 </titleStmt>  
 <extent>1.4 MB</extent>  
 <publicationStmt>  
 <publisher>The University of North Carolina Press</publisher>  
 <pubPlace>Chapel Hill, NC</pubPlace>  
 <date>2004</date>  
 <idno type="ISBN">9780807828199</idno>  
 <idno type="ISBN-ALT">9780807856604</idno>  
 <idno type="DOI">10.5149/uncp/9780807828199</idno>  
 <availability xml:id="notCleared" status="restricted">  
 <p>This image has not been cleared for online publication.</p>  
 </availability>  
 </publicationStmt>  
 <sourceDesc>  
 <biblFull>  
 <titleStmt>  
 <title type="main">A Stone of Hope</title>  
 <title type="sub">Prophetic Religion and The Death of Jim Crow</title>  
 <author>  
 <ptr target="#chappelld"/>  
 </author>  
 </titleStmt>  
 <extent>360 pp., 6.125 x 9.25, 24 illus., appends., notes, bibl., index</extent>  
 <publicationStmt>  
 <publisher>The University of North Carolina Press</publisher>  
 <pubPlace>Chapel Hill, NC</pubPlace>  
 <date>2004</date>  
 <idno type="ISBN">9780807828199</idno>  
 </publicationStmt>  
 <notesStmt>  
 <note type="abstract"><p>In this new assessment of the civil rights movement, David Chappell argues that its success was not due to the triumph of liberal ideas after decades of gradual progress, but to the tradition of prophetic religion that brought the vitality of a religious revival to the integrationist cause. Although segregationists outvoted and outgunned black integrationists, the segregationists lost, Chappell concludes, largely because they did not have a religious commitment to their cause and because they did not have support in their white southern religious denominations.</p></note>  
 <note type="links">

<ref type="uriref" target="http://www.worldcat.org/oclc/52838413">Find this title at your library.</ref>  
<ref type="uriref" xml:id="uncp" target="http://uncpress.unc.edu/books/T-6113.html">Link to the publisher’s book page.</ref>

</note>  
 </notesStmt>  
 </biblFull>  
 </sourceDesc>  
 </fileDesc>

## <encodingDesc>

Documents the relationship between an electronic text and the source(s) from which it was derived.

### <encodingDesc> Example

<encodingDesc>  
 <projectDesc>  
 <p>XML encoded for The University of North Carolina Press.</p>  
 </projectDesc>  
 <editorialDecl>  
 <p>The text has been encoded using the recommendations for TEI P5.</p>  
 <p>Any hyphens occurring in line breaks have been removed, and the trailing part of a word has been joined to the preceding line.</p>  
 <p>All special characters have been transcribed as Unicode characters, except for the five reserved XML entities.</p>  
 <p>Indentation in lines has not been preserved.</p>  
 </editorialDecl>  
 <classDecl>  
 <taxonomy>  
 <bibl>  
 <title>Library of Congress Cataloging-in-Publication Data</title>  
 </bibl>  
 </taxonomy>  
 </classDecl>  
 </encodingDesc>

## <profileDesc>

Provides a detailed description of non-bibliographic aspects of the text, speciﬁcally the languages and sublanguages used, the situation in which it was produced, the participants and their setting. Keywords will be listed in this section as well.

### <profileDesc> Example

<profileDesc>  
 <langUsage>  
 <language ident="a" xml:lang="eng">English</language>  
 <language ident="a" xml:lang="lat">Latin</language>  
 </langUsage>  
 <textClass>  
 <classCode scheme="http://purl.org/eprint/type">Book</classCode>  
 <keywords scheme="LCSH">  
 <list type="simple">  
 <item>African Americans--Civil rights--History--20th century.</item>  
 <item>African Americans--Segregation--History--20th century.</item>  
 <item>Civil rights movements--United States--History--20th century.</item>  
 <item>Civil rights workers--Religious life--United States--History--20th century.</item>  
 <item>Civil rights--United States--Religious aspects--Christianity--History--20th century.</item>  
 <item>Christianity and politics--United States--History--20th century.</item>  
 <item>Church and social problems--United States--History--20th century.</item>  
 <item>United States--Race relations.</item>  
 <item>United States--Church history--20th century.</item>  
 </list>  
 </keywords>  
 <keywords scheme="UNCP">  
 <list type="simple">  
 <item>civil rights movement</item>  
 <item>prejudice</item>  
 <item>Martin Luther King Jr.</item>  
 <item>Fannie Lou Hamer</item>  
 <item>segregation</item>  
 <item>Protestantism</item>  
 <item>Jim Crow</item>  
 <item>African American</item>  
 </list>  
 </keywords>  
 </textClass>  
 </profileDesc>

## <revisionDesc>

Summarizes the revision history for a document.

### <revisionDesc> Example

<revisionDesc>  
 <change>  
 <date>2009-12-09</date>  
 <name>codeMantra</name>  
 </change>  
 <change>  
 <date>2010-01-04</date>  
 <name>Kenneth Reed</name>  
 <affiliation>The University of North Carolina Press</affiliation>  
 </change>  
 </revisionDesc>

# <text>

The <teiHeader> is followed directly by the mandatory <text> element, which contains the textual matter being encoded. The <text> element is broken down into three subelements: <front> for frontmatter, <body> for the main body of the work, and <back> for backmatter. Only the <body> element is required. Additionally, groups of discrete texts can be packaged together in one document using the <group> element as a parent for the separate <text> elements.

## <div>

The <front>, <body>, and <back> elements all use the nested <div> structure to organize primary sections as well as child sections. The <div> elements are identified by a unique xml:id, and also have an n attribute to aid in reference. A type attribute is also used to describe the kind of division. Type includes the following values:

|  |  |
| --- | --- |
| **Value** | **Description** |
| copyright | copyright information |
| dedication | dedication |
| series | series page |
| contents | table of contents |
| frontispiece | frontispiece |
| acknowledgments | acknowledgments |
| contributors | list of contributors |
| illustrations | list of illustrations |
| preface | preface |
| foreword | foreword |
| introduction | frontmatter or body introduction |
| prologue | prologue |
| epigraph | epigraph |
| halftitle | halftitle |
| volume | volume |
| part | part |
| chapter | chapter |
| epilogue | epilogue |
| conclusion | conclusion |
| coda | coda |
| afterword | afterword |
| appendix | appendix |
| endnotes | endnote section |
| footnotes | footnotes section |
| abbreviations | list of abbreviations |
| glossary | glossary |
| bibliography | bibliography |
| index | index |
| colophon | colophon |
| illustrations | illustrations |
| maps | maps |
| tables | tables |
| ahead | ahead |
| bhead | bhead |
| chead | chead |
| dhead | dhead |
| fmhead | frontmatter head |
| bmhead | backmatter head |
| halftitle | halftitle |
| article | reference article |
| other | other |

The examples for <div> elements can be found in other relevant sections.

## xml:id Attribute

In addition to the the root element, the xml:id shall be used on all <div> elements, including <titlePage>, all <pb> elements, all <figure> elements, all <table> elements, and all <note> elements. The form is different than the root element, and should reflect the element type or name. Examples follow:

<pb xml:id="pgi" n="i"/>

<div xml:id="contents" type="contents">

<div xml:id="c2" n="2" type="chapter">

<table xml:id="table1" n="1">

<figure xml:id="fig3" n="3">

<note xml:id="note1.3-34" n="34" type="endnote">

For unnumbered sections, such as frontmatter <div>s, the xml:id will be the descriptive name of the section. For numerated sections, the xml:id will start with either an abbreviated form of the descriptive name, or with the complete name. Examples are detailed in the table below.

|  |  |
| --- | --- |
| **Element or Section** | **Suffix** |
| halftitle | halftitle |
| title | title |
| copyright | copyright |
| dedication | dedication |
| acknowledgments | ack |
| preface | preface |
| introduction | intro |
| illustrations | illus |
| maps | maps |
| volume | volume |
| appendix | appendix |
| endnotes | endnotes |
| glossary | glossary |
| bibliography | bib |
| index | index |
| colophon | colophon |
| **Enumerated elements** | **suffix** |
| part | p1 |
| chapter | c1 |
| endnote | n1 |
| footnote | fn1 |
| index | indexItem1 |
| bibliography | bibItem1 |
| figure | fig1 |
| table | table1 |
| article | article1 |

## n Attribute

In addition to the xml:id attribute, the n attribute should be used to add further information on specific elements. The elements requiring the n attribute generally are those that have the xml:id attribute and have more than one of its kind. These include <pb>, chapter <div>, <table>, <figure>, <note>. Other <div> sections that have multiple instances, such as appendices, should be encoded as well. See the xml:id example for clarification.

## <pb>

It is important to maintain correct pagination so that the encoded version directly matches the print version. The empty <pb> element is used to mark the beginning of each physical page of the print document (including the frontmatter, first page, and blank pages). The <pb> element should be placed at the beginning of each physical page, and should be inside <div> elements. Never place a <pb> outside of a <div> element. If a page break occurs in the middle of a smaller element (e.g., <p>), it can be encoded there. There are two mandatory attributes required: xml:id, which has the same structure as other xml:id attributes, with uncp as the prefix, the ISBN as the root, and the page number, beginning with a *pg* as the suffix; n as the number of the page, which is the actual page number.

### <pb> Examples

<div type="contents" xml:id="contents">  
 <pb xml:id="pgvii" n="vii"/>  
 <head type="chapterTitle">Contents</head>  
   
 <p>at the Office at the University of California, Berkeley, gave me the <pb id="pg22" n="22"/>acknowledgments chance to share my ideas for this project in their speaker series. At the Berkeley talk, Martin Meeker,…  
 </p>

## <fw>: Running Heads

Running heads should be encoded using the forme work <fw> element, with verso and recto as the type attribute values. For sections and chapters where there is one verso and one recto running head, the information should be captured once, immediately after the first <pb> of the <div>. For sections and chapters where the running heads change depending on the context of the page—encyclopedias, end note sections, etc—then the data will be captured immediately following the <pb> for each new running head.

### <fw> Example

<pb xml:id="pg15" n="15"/>  
 <fw type="verso">H. Leon Prather Sr.</fw>  
 <fw type="recto">We Have Taken a City</fw>

## <ref>

All references internal to a particular document as well as external references will be encoded using the <ref> element. Attributes for this element include id, target, type, and corresp. Id will use a unique identifier coupled with the ISBN of the book. Target will reference the id of the relevant element. Type includes the following values:

|  |  |
| --- | --- |
| **Value** | **Type of Reference** |
| citeref | bibliographic citation reference |
| figref | figure reference |
| footref | footnote reference |
| noteref | endnote reference |
| pageref | page number reference |
| divref | section or div reference |
| tableref | table reference |
| displayref | equation or other displayed material reference |
| boxmatterref | boxed matter reference |
| uriref | URI reference |
| tablenote | table note reference |
| indexItem | index entry |
| other | other |

All internal references to sections, chapters, or other major division found in the text should be encoded to provide links.

### pageref Example

<ref target="#pg1" type="pageref">1</ref>

### uriref Example

<p>…Law 106–380 created the Veterans History Project in 2000. For more information on the project, see [<ref target="http://www.loc.gov/vets/" type="uriref">http://www.loc.gov/vets/</ref>] (August 2, 2006).</p>

### divref Example

<p>You can read more about this in <ref type="divref" target="#c2">Chapter 2</ref>.</p>

## <figure> and <graphic>

Figures are encoded using a combination of <figure> and <graphic> elements. Generally speaking, <graphic> is used by itself to indicate the location of an inline graphic, illustration, or figure. When textual matter such as a figure number of caption is available, the compound element <figure> will be used, together with <graphic> which refers to the image file and elements such as <head> for figure number and <p> for figure caption. <figDesc> is used for alternate text describing the figure when the image is not used or seen.

### <figure> Example

<figure xml:id="fig3" n="3">  
<graphic url="figures/fig03.png" decls="#notCleared"/>  
<figDesc>Billingsville School, Grier Heights neighborhood, Charlotte, 1951. (Courtesy of the <emph>Charlotte Observer)</emph></figDesc>  
</figure>

### <graphic> Example

<p>. . . and then you can see in this image <graphic url="figures/inline-image.png"/> the characteristics of . . .</p>

## <milestone>

The <milestone> element should be used to indicate space or section breaks that are part of the typeset book, but otherwise not marked by a subhead. The unit attribute is used to indicate the type of break, and the n attribute can be used to indicate ornaments or other symbols.

### <milestone> Example

<milestone unit="line" n="\*\*\*"/>

## <date>

Dates should be encoded using the <date> element.

### <date> Example

<date>1865–1898</date>  
   
 <date>January 2, 1955</date>  
   
 <date>1998</date>

# <front>

The front element contains the typical frontmatter elements, including half title, title, copyright, dedication, contents, acknowledgments.

## <titlePage>

Includes the formal title page as well as half titles, indicated by the attribute type.

### <titlePage> Example

<titlePage type="fulltitle">  
 <pb xml:id="pgiii" n="iii"/>  
 <docTitle>  
 <titlePart type="main">Reading, Writing, &amp; Race</titlePart>  
 <titlePart type="sub">The Desegregation of the Charlotte Schools</titlePart>  
 </docTitle>  
 <byline><docAuthor>Davison M. Douglas</docAuthor></byline>  
 <docImprint>  
 <publisher>THE UNIVERSITY OF NORTH CAROLINA PRESS</publisher>  
 <pubPlace>Chapel Hill &amp; London</pubPlace>  
 </docImprint>  
 </titlePage>

## Frontmatter Elements

Frontmatter elements will be contained within <div> elements, with a type attribute indicating the name. <head> will be used when the frontmatter name is displayed on the print page. Various elements will be used to indicate children elements on the page, including <l> when line breaks are important, <list> elements for items like table of contents, and <p> for paragraph based text. Please see section 6.6 on lists as well as section 4.3 on linking for more information on those topics.

### <div> Example: Copyright

<div type="copyright">

<pb xml:id="pgiv" n="iv"/>  
 <lg>  
 <l>&#169; <date>2007</date> The University of North Carolina Press</l>  
 <l>All rights reserved</l>  
 <l>Set in Scala, The Sans, and Campaign types by</l>  
 <l>Keystone Typesetting, Inc.</l>  
 <l>Manufactured in the United States of America</l>  
 <l>This book was published with the assistance of</l>  
 <l>the Thornton H. Brooks Fund of the University of</l>  
 <l>North Carolina Press.</l>  
 </lg>  
 </div>

### <div> Example: Dedication

<div type="dedication">  
 <pb xml:id="pgv" n="v"/>  
 <lg>  
 <l><hi rend="italic">To my parents</hi></l>  
 <l>J<hi rend="sc">ohn</hi> M<hi rend="sc">unroe</hi> D<hi rend="sc">ouglas</hi></l>  
 <l>&amp;</l>  
 <l>M<hi rend="sc">arjorie</hi> L<hi rend="sc">utz</hi> D<hi rend="sc">ouglas</hi></l>  
 <l><hi rend="italic">who taught me the value of education</hi></l>  
 </lg>  
 <pb xml:id="pgvi" n="vi"/>  
 </div>

### <div> Example: Contents

<div xml:id="contents" type="contents">  
 <pb xml:id="pgvii" n="vii"/>  
 <head type="chapterTitle">Contents</head>  
 <list type="simple">  
 <item>Acknowledgments, <ref target="#pgxi" type="pageref">xi</ref></item>  
 <item>Introduction, <ref target="#pg1" type="pageref">1</ref></item>  
 <item><hi rend="italic">Chapter</hi> 1 Challenging Separate and Unequal Education in North Carolina before <hi rend="italic">Brown</hi>, <ref target="#pg6" type="pageref">6</ref></item>  
 . . .  
 <item>Epilogue, <ref target="#pg245" type="pageref">245</ref></item>  
 <item>Notes, <ref target="#pg255" type="pageref">255</ref></item>  
 <item>Bibliography, <ref target="#pg325" type="pageref">325</ref></item>  
 <item>Index, <ref target="#pg343" type="pageref">343</ref></item>  
 </list>  
 <pb xml:id="pgviii" n="viii"/>  
 </div>

### <div> Example: Halftitle

<div type="halftitle">  
 <pb xml:id="pgi" n="i"/>  
 <head type="halftitle">Reading, Writing, &amp; Race</head>  
 <pb xml:id="pgii" n="ii"/>  
 </div>

# <body>

The <body> of the document contains the main text of the work, including any introductory or concluding chapters or sections.

## <div>

<div> elements are used for each major section and subsection of the work, including parts, chapters, and subheads. The type attribute is used to identify the sections and is mandatory. Other mandatory attributes include xml:id and n.

## <head>

Every chapter is contained within <div> elements, and generally includes a chapter number and chapter title. These will be encoded using the <head> element. Other chapter level <head> elements include subtitles and chapter authors in <byline> elements.

The head elements will always have a type, as noted in this table:

|  |  |
| --- | --- |
| **Head Type Value** | **Reference** |
| chapterNumber | chapter number |
| chapterTitle | chapter title |
| chapterSubtitle | chapter subtitle |
| partNumber | part number |
| partTitle | part title |
| partSubtitle | part subtitle |
| seriesTitle | series title |
| seriesEditor | series editor |
| ahead | ahead |
| bhead | bhead |
| chead | chead |
| dhead | dhead |
| fmhead | frontmatter head |
| bmhead | backmatter head |
| halftitle | halftitle |
| entryName.A | article head |

If a chapter author is listed, the <byline> element will be used to encode this, as well as <name> for each author.

For reference works, all <head> elements will be encoded using the type above, with the suffix incrementing for multi-level heads. For instance, the first head will be entryName.A. The second head would be entryName.B. See section 6.9 below.

### <div> and <head> Example: Chapter

<body>  
 <pb xml:id="pg1" n="1"/>  
 <div xml:id="c1" n="1" type="chapter">  
 <head type="chapterNumber">3</head>  
 <head type="chapterTitle">Chapter Title</head>  
 <head type="chapterSubtitle">Chapter subtitle</head>  
 <byline>  
 <name>John Smith</name>  
 </byline>  
 <p>The men and women who served in the military during World War II have become known as &#8220;the greatest generation.&#8221; Although there are exceptions, the majority of these veterans have been exceedingly humble about the sacrifices that they made in service to the United States. When asked why they served, almost every one of them answers: &#8220;I was just doing my duty.&#8221; This is true of gay as well as heterosexual veterans. Patriotism runs strong among them all.<ref type="noteref" n="1" target="#n1" rend="superscript">1</ref>.</p>  
 <quote>  
 <p>Extracted text.</p>  
 </quote>

### <head> Example: A head and B head

<div xml:id="a3.1" type="ahead" n="3.1">  
 <head type="ahead">Ahead</head>  
 <p>Text.</p>  
 <div xml:id="b3.1.1" type="bhead" n="3.1.1">  
 <head type="bhead">Bhead</head>  
 <p>Text.</p>

## <epigraph>

Epigraphs should be encoded using the <epigraph> element, an any point in the data: at the start of a part, chapter, section, or other major division. When the epigraph is attributed, <cit> should be used to associate the <quote> with the <bibl>. For multi-paragraph quotes, <p>s should be used; for poems <lg> can be used with <l> for individual lines.

For unattributed quotes, there is no need for <cit>. The <quote> element will still be used, whether with <p>s or with <lg>s, but as there is no attribution <bibl> is unnecessary.

### <epigraph> Examples

<epigraph>  
 <cit>  
 <quote>  
 <lg>  
 <l>On Santiago's bloody field</l>  
 <l>Where Spanish hosts were made to yield</l>  
 <l>The Negro like a phalanx great</l>  
 <l>Fought hard to save the ship of state</l>  
 <l>And Wilmington with her disgrace</l>  
 <l>Stares Santiago in the face</l>  
 <l>And shows her heartless feelings clear</l>  
 <l>For those who fought without a fear.</l>  
 </lg>  
 </quote>  
 <bibl>—<author>F. B. Coffin</author>, <title>"Santiago de Wilmington</title>," <date>1899</date></bibl>  
 </cit>  
 </epigraph>  
   
   
 <epigraph>  
 <cit>  
 <quote>  
 <p>No man, no race will preserve its rights that fears to die to maintain them. Nor will the world regard him as worthy of freedom who will not give his life if necessary in its defense.</p>  
 <p>The greatness of every man and of every race, in its last analysis, is to be measured by indifference to death.</p>  
 </quote>  
 <bibl>—Editorial in <title>The Herald</title> (<pubPlace>Brunswick Georgia</pubPlace>), <date>1898</date></bibl>  
 </cit>  
 </epigraph>

## <lg>

Poems, lyrics, and other verse passages in text should have <lg> with a type of “verse” and <l> for individual lines.

### <lg> Verse Example

<lg type="verse">  
 <l>Freedom, freedom, freedom’s coming, and it won’t be long</l>  
 <l>Freedom, freedom, freedom’s coming, and it won’t be long.</l>  
 </lg>

## Extracts

Extracted material should be encoded using the <quote> element, with <p> elements for paragraphs within the extract.

### Extract Example

<quote>  
 <p>He appeared to be vain of its beauty as he tossed it carelessly off his forehead, or suffered it to fall heavily and half conceal his eyes. These were twinkly and slippery, and nearly always half shut, for he laughed much, and then they partly closed of themselves, and at other times he had a way of watching from under his dropped lids. He was a wellshaped man, but it was hardly to be discovered as he lolled in his seat, or from the insufferably lazy manner of his walking. When he spoke, however, he stood erect, using forcible and graceful gestures.</p>  
 </quote>

## Dialogues

Dialogues and other text that is primarily speech should be encoded using the <sp>, <speaker>, and <said> elements. Dialogues without headings can rely on just these elements. If a heading referring to the dialogue precedes the dialogue then the dialogue should be encoded in a <div> element.

If the optional who attribute is used to identify speakers, the value of who must refer to the

### Dialogue Example

<div xml:id="d1.1" type="ahead" n="1.1">  
 <head type="ahead">Interview with Rufus A. Lewis, by Donald T. Ferron</head>  
 <p>Date: Friday, January 20, 1956</p>  
 <p>Time: 11:00 <hi rend="smallcaps">a.m.</hi> to 2:15 <hi rend="smallcaps">p.m.</hi></p>  
 <p>Place: Respondent's home, 801 Bolivar Street, Montgomery, Alabama</p>  
 <sp>  
 <speaker>[Ferron]:</speaker>  
 <said>[. . .] What is your relation to the Montgomery Improvement Association?</said>  
 </sp>  
 <sp>  
 <speaker>[Lewis]:</speaker>  
 <said>I belong to the executive committee as a result of being co-chairman of the transportation committee. The executive committee is composed of the transportation committee, the committee for strategy, committee for public relations, and the finance committee.</said>  
 </sp>  
 <sp>  
 <speaker>[Ferron]:</speaker>  
 <said>Who is the other chairman?</said>  
 </sp>

## <list>

The <list> element is used for lists, and has four specific attributes: ordered, bulleted, gloss, simple. The item element is used for each new item in a list. Ordered lists will have a number in the content, while a simple list will not. A bulleted list will have the bullet character in the content as well.

A gloss is a list of terms, and will use <label> to identify the term being defined. <item> will follow with the definition.

### <list> Examples

<list type="ordered">  
 <item>1. Papers through 1959</item>  
 <item>2. Papers, 1960–84</item>  
 <item>3. Papers, 1985–2000</item>  
 <item>4. Men of Annapolis Papers</item>  
 <item>5. Papers on Women</item>  
 </list>  
   
 <list type="bulleted">  
 <item>&#xb7; Papers through 1959</item>  
 <item>&#xb7; Papers, 1960–84</item>  
 <item>&#xb7; Papers, 1985–2000</item>  
 <item>&#xb7; Men of Annapolis Papers</item>  
 <item>&#xb7; Papers on Women</item>  
 </list>   
   
 <list type="gloss">  
 <label>DTD</label>  
 <item>Document Type Definition-the set of rules that specifies how the SGML or XML grammar will be applied in a particular document instance.</item>  
 <label>XML</label>  
 <item>eXtensible Markup Language, a simplified subset of SGML (q.v.), developed by the World Wide Web Consortium.For a gentle introduction to XML, see <ref type="uriref" target="http://www.tei-c.org/P4X/SG.html">http://www.tei-c.org/P4X/SG.html</ref></item>  
 </list>

## <div> Footnotes and chapter endnotes

Footnotes and chapter endnotes will be collected in their own <div> at the end of the chapter. Please see section 7.2 for book endnotes.

### <div> footnotes Example

<div xml:id="c1.footnotes" type="footnotes">

<note xml:id="footnote-001" n="\*" type="footnote"><p>\* The <hi rend="italic">Encyclopaedia Britannica</hi> has no article on the Scotch-Irish, nor any reference in its index to the term. British historians speak of the migration of “Ulster Scots” to the American colonies. For an account of the origin and adoption of the term “Scotch-Irish” see Appendix I, page 327.</p></note>

### <div> chapter endotes Example

<div xml:id="anotes1.1" type="ahead" n="1.6">

<head type="ahead"><hi rend="sc">notes</hi></head>

<note xml:id="note1.1-1" n="1" type="endnote"><num>1</num> <p>See Mark Newman, <hi rend="italic">Getting Right with God: Southern Baptists and Race</hi> (Tuscaloosa: University of Alabama Press, 2001), 24, and Joel Alvis, <hi rend="italic">Religion and Race: Southern Presbyterians, 1946–1983</hi> (Tuscaloosa: University of Alabama Press, 1994), 57–58.</p></note>

## <table>

Tables will be contained by the <table> element, and should follow the TEI Guidelines, using <row> and <cell> for table structure. Table <cell>s have roles of “label” for headings and “data” for data. More can be found at <http://www.tei-c.org/release/doc/tei-p5-doc/en/html/FT.html#FTTAB1>.

Table heads should be encoded using a <head> element with the type of tableHead.

Table footnotes and source elements shall be encoded using <note> and <p> elements. There are two types of notes: one with a reference in the table body, and one without. The first should have a type of tablenote, and the second a type of source.

### <table> Example

<table xml:id="table1.1" n="1.1">  
 <head type="tableHead">TABLE 1. South Carolina Expenditures on Pupils and Teacher Salaries</head>  
 <row>  
 <cell role="label">Year</cell>  
 <cell role="label">Average per Pupil Spent<ref type="noteref" n="1" target="#note-tn1" rend="superscript">\*</ref></cell>  
 <cell role="label">Average Teacher Salary</cell>  
 <cell role="label">Differential</cell>  
 </row>  
 <row>  
 <cell role="data">1920–21</cell>  
 <cell role="data">White: $39.26<lb/>Black: $4.84</cell>  
 <cell role="data">White: $773.33<lb/>Black: $225.47</cell>  
 <cell role="data">State spends 8.1 times more per white pupil; white teachers earn   
 3.4 times more</cell>  
 </row>  
 <note type="source">  
 <p>Sources: All figures from the <hi rend="italic">Annual Report of the State Superintendent of Education of the State of South Carolina</hi>.<p></note>  
 <note xml:id="note-tn1" n="\*" type="tablenote"><p>All per-pupil expenditures are according to enrollment, with the exception of 1942–43.</p></note>  
 </table>

## Reference Articles

Articles in reference works should be encoded using <div> and <head> elements for structure. All other elements should be encoded similarly to monographs: paragraphs using <p>, attributions using <byline>, bibliographic references using <bibl>, etc.

For reference articles where the entry terms run in to the descriptive paragraph, either with or without punctuation, the term or phrase should be repeated in a <head> element, as in the second example below.

### Reference <div> and <head> Examples

<div type="article" xml:id="article1" n="1">  
 <head type="entryName.A">Southern Zigzag Salamander</head>  
 <head type="entryName.B">Plethodon ventralis</head>  
 <p>64 to 111 mm (2.5 to 4.5 in.) This small salamander has a reddish orange to reddish brown stripe down the brown back and tail with wavy or zigzag edges at least on its anterior half. The belly is heavily mottled with black, white, and reddish orange. Many individuals in our area have no stripe, and both color phases have a variable amount of red pigment on the back, sides, and belly. Red-backed Salamanders have a straight-edged reddish dorsal stripe and a salt-and-pepper belly (if ventral reddish orange pigment is present, it is confined to the area between the front limbs).</p>  
 </div>

<div type="article" xml:id="article22" n="22">  
 <head type="entryName.A">Museum of the Cape Fear</head>  
 <p><hi rend="bold">Museum of the Cape Fear</hi> in Fayettville is the third regional...</p>  
 <p>References: <bibl><author>Angela Fracaro</author>, <title level="a">"A Fast Start at Looking Back,"</title> <title level="j">The State</title> <biblScope type="vol">57</biblScope> (<date>June 1989</date>)</bibl>; <bibl><author>Karen Rosalinde Zimmer</author>, <title level="u">"An Audience Development Plan for the Museum of the Cape Fear in Fayetteville"</title> (M.A. thesis, <pubPlace>UNC-Chapel Hill</pubPlace>, <date>1989</date>)</bibl>.</p>  
 <byline>Angelyn H. Patteson</byline>  
 </div>

# <back>

The <back> element includes all the backmatter material present in the book, including appendices, bibliography, and index. The sections are made up of <div> elements with the type indicating the section name: e.g., bibliography, index, etc.

## Backmatter <div> Sections

Sections other than the bibliography and index will be encoded in the same manner as the frontmatter sections, using <div>.

### <div> Example: Acknowledgments

<div type="acknowledgments" xml:id="ack">  
 <pb xml:id="pg287" n="287"/>  
 <head type="chapterTitle">Acknowledgments</head>  
 <p>This book has been an unusually

## <div> Endnotes

Book endnotes should be captured in a backmatter <div>; see section 6.8 for chapter endnotes and footnotes.

### <div> Example: Endnotes

<div xml:id="endnotes" type="endnotes">  
<pb xml:id="pg255" n="255"/>  
<head type="chapterTitle">Notes</head>

<div xml:id="anotes1.2" type="ahead" n="1.2">  
 <head type="ahead">CHAPTER ONE</head>  
 <note xml:id="note1.2-1" n="1" type="endnote"><num>1</num> <p><hi rend="italic">Brown v. Board of Education,</hi> 347 U.S. 483 (1954).</p></note>  
 <note xml:id="note1.2-2" n="2" type="endnote"><num>2</num> <p><hi rend="italic">Laws of North Carolina</hi> (1838–39), chap. 8, sec. 3, p. 13; North Carolina Advisory Committee, <hi rend="italic">Equal Protection of the Laws,</hi> p. 99.</p></note>

## <div> Bibliography

Please see the documentation at <http://www.tei-c.org/release/doc/tei-p5-doc/en/html/CO.html#COBI> for complete guidance on encoding bibliographic citations and references. There are three levels for encoding: <bibl> as the most basic level, <biblStruct> as more structured, and <biblFull> as the fully-structured ciation, having all the components of a TEI file description and as seen in the TEI header. <listBibl> can be used when encoding a list of citations, as in a bibliography.

Citations using the <bibl> element are loosely structured, with the major elements being encoded with elements such as <author>, <editor>, <title>, <pubPlace>, <publisher>, and <biblScope>.

Because of the flexibility of <bibl>, the majority of bibliographic references should be encoded using this element. Only use <biblStruct> when the citation is too complex to be encoded using <bibl>.

Use the attribute level to indicate the bibliographic level for a title: whether it identifies an article, book, journal, series, or unpublished material. The values are in the following table.

|  |  |
| --- | --- |
| **Title Level Value** | **Type of Title** |
| a | (analytic) analytic title (article, poem, or other item published as part of a larger item) |
| m | (monographic) monographic title (book, collection, or other item published as a distinct item, including single volumes of multi-volume works) |
| j | (journal) journal title |
| s | (series) series title |
| u | (unpublished) title of unpublished material (including theses and dissertations unless published by a commercial press) |

<biblScope> will be used for chapter, issue, volume, and part numbers, as well as for page ranges. Use the attribute type to indicate which item is encoded. The values are in the following table.

|  |  |
| --- | --- |
| **biblScope Type Value** | **Description** |
| vol | the element contains a volume number |
| issue | the element contains a issue number |
| part | the element contains a part number |
| chap | the element contains a chapter number |
| pp | the element contains a page range |

All bibliographic items should have unique IDs.

### <div> Example: Bibliography

<div type="bibliography" xml:id="bib">  
 <head>Bibliography</head>  
 <listBibl>  
 <bibl xml:id="bibItem1">  
 <editor>Bohannon, Paul</editor>, and <editor>George Dalton</editor>, eds. <title level="m">Markets in Africa</title>. [<pubPlace>Evanston, Ill.</pubPlace>]: <publisher>Northwestern University Press</publisher>, <date>1962</date>.</bibl>  
 <bibl xml:id="bibItem111">  
 <author>Lockert B. Mason</author>, <title level="a">”Babies Hospital, 1920–1978”</title>, <title level="j">North Carolina Medical Journal</title> <biblScope type="issue">45</biblScope> <date>January 1984</date>): <biblScope type="pp">65&#x2013;81</biblScope>.  
 </bibl>  
 </listBibl>

## <div> Index

The index will consist of a primary <list> element, with each entry encoded using the <item> element. All index entries will have unique IDs, to facilitate linking, especially when one entry refers to another.

Sub-entries will be in an additional <list> element within the initial <item>, as will further levels.

Page references will be tagged with <ref>, as will “see also” references to other index entries.

### <div> Example: Index

<div type="index" xml:id="index">  
 <pb xml:id="pg292" n="292"/>  
 <head>Index</head>  
 <list>  
 <item xml:id="indexItem1">Abolition, <ref target="#pg44" type="pageref">44</ref>, <ref target="#pg47" type="pageref">47</ref>, <ref target="#pg48" type="pageref">48</ref>;  
 <list>  
 <item xml:id="indexItem2">and Northern whites, <ref target="#pg45" type="pageref">45</ref>, <ref target="#pg100" type="pageref">100</ref>, <ref target="#pg102" type="pageref">102</ref>;</item>  
 <item xml:id="indexItem3">in Ohio, <ref target="#pg48" type="pageref">48</ref>, <ref target="#pg68" type="pageref">68</ref> (n. 23). <hi rend="italic">See also</hi> <ref type="indexItem" target="indexItem735">Underground Railroad</ref>  
 </item>  
 </list>  
 </item>  
   
 <item xml:id="indexItem735">Underground Railroad, <ref target="#pg47" type="pageref">47</ref>, <ref target="#pg48" type="pageref">48</ref>, <ref target="#pg49" type="pageref">49</ref>. <hi rend="italic">See also</hi> <ref type="indexItem" target="indexItem1"></ref>Abolition</item>