Word markup guidelines for NeoLatDraCor

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General note

The NeoLatDraCor does not provide its own critical editions. It provides TEI files that generally give the dramatic texts as in the manuscripts or editions on which the files are based. For instance, this may be a text edition from the 16th century, a scholarly critical edition, or a digital source, such as the CENETON project. In case the TEI file is based on a critical edition of a Neo-Latin dramatic text, the critical apparatus is not included in the TEI file. **The NeoLatDraCor encoders do not add their own emendations to the text itself.**

For illustration, if texts are encoded for the NeoLatDraCor based on the first edition, the encoders neither resolve (speaker) abbreviations, nor correct misspellings, nor add conjectures. If speaker information is missing, it is not added to the text itself but given in the markup via the #who attribute in the <sp> element. This way, the respective verse line is correctly attributed to a specific character during digital processing while the dramatic text itself is the version originally written or published. For this and similar issues, see the [NeoLatDraCor Wiki](#).

The following steps aim at formatting the transcribed text of a Neo-Latin drama in Word in a way that allows for the automatic transformation of the text into a TEI file that may be incorporated into the DraCor infrastructure. Please follow the instructions very closely to ensure that the transformation will work correctly.

The passages highlighted in yellow explain how the information marked up in Word will be encoded in the TEI file in the course of the transformation process.

1. Provide the **transcribed text** of the Neo-Latin drama in a .docx file (not in a .doc file).

2. **Link the template file** entitled "NeoLatDraCor stylesheet". You may consult [this instruction](#) for further information. Make sure to activate the option "Automatically update document styles." It is essential that you use the format styles included in the NeoLatDraCor stylesheet as described in the following steps for automatised formatting. This secures a successful transformation of the file to TEI.

3. Turn on the **formatting marks** in Word.

    Go to the Home tab. In the "Paragraph" group, you may find the "Show/Hide ¶" button, which looks like a paragraph symbol (¶). Click the "Show/Hide ¶" button to display formatting marks.

4. Select the **whole text** in the document (CTRL+A) and select the **format** style "DraCor standard".

5. Substitute all line breaks with **paragraph breaks** using the Find and Replace feature.

   Open the Find and Replace dialogue box (CTRL+H). Choose the tab "Replace". In the field "Find what", insert "^l" (for line break). In the field "Replace with", insert "^p" (for paragraph break). Then, click "Replace All".

   Note that, from now on, only paragraph breaks are used. At the end of this markup procedure, your Word file must not contain any line breaks.

6. Subsequently, **delete empty paragraphs** using the Find and Replace feature.

   Open the Find and Replace dialogue box (CTRL+H). Choose the tab "Replace". In the field "Find what", insert " ^p" (mind the space at the beginning). In the field "Replace with", insert "^p" (without a preceding space). Then, click "Replace all". Next, in the field "Find what", insert "^p " (mind the space at the end). In the field "Replace with", insert "^p" (without a following space). Then, click "Replace all".

   Subsequently, in the field "Find what", insert "^p^p" (for two paragraph breaks). In the field "Replace with", insert "^p" (for one paragraph break). Then, click "Replace All". repeat this procedure until there are no more results.

7. Next, **delete double spaces** using the Find and Replace feature.

   Open the Find and Replace dialogue box (CTRL+H). Choose the tab "Replace". In the field "Find what", insert two spaces" ". In the field "Replace with", insert one space " ". Then, click "Replace All". repeat this procedure until there are no more results.

8. Generally, different formats are chosen for the information in the .docx file. These formats will be used for the transformation process. At the beginning of the document, add the **metadata** which will be used for the TEI header by inserting and filling in the template table from the file entitled "Metadata-template.docx" in the NeoLatDraCor GitHub repo.

   To **format** this section, use the style "DraCor metadata".

   If a certain type of metadata does not apply to your file, leave the respective cell empty. In case you have to fill in metadata later, type in "Check!" in the respective cell in the "Metadata" column to be filled later.

9. If the transcription includes **footnotes or comments by the transcribers**, delete them as NeoLatDraCor does not provide critical editions. The text in the TEI file should be identical to that in the source given in the metadata.

10. For the transformation process, add information separating the transcribed text in the file into the **front, main and back parts**.

    At the beginning of the front matter, add a line with "/front/". The front part usually includes the front matter, preface, argumentum, list of dramatis personae, or similar.
    At the beginning of the main text, add a line with "/main/". The main text usually starts with the prologue or the first scene.
    At the beginning of the main text, add a line with "/back/". The back text may include an appendix, an epistle, or similar.

    For these additions, select the **format** style "DraCor additions".

    [→ <front> OR
    <body> OR
    <back>]

11. The focus is now on the **front part**. At the beginning of the **title page**, add the information in a new paragraph stating "/titlePage_start/". Mark the end of the title page by inserting a new paragraph stating "/titlePage_end/".

    For these additions, select the **format** style "DraCor additions".

    [→ <titlePage>]

    [Lines in the Word file in this section should be marked up as lb elements in the TEI file.]

12. Now, add further **information about the title page**. At the beginning of the **work title**, add a new paragraph stating "/title_start/". At the end of the title, including the subtitle, add a new paragraph stating "/title_end/".

    Similarly, at the beginning of the **imprint**, add a new paragraph stating "/imprint_start/". Mark the end of the imprint with a new paragraph stating "/imprint_end/".

    For these additions, select the **format** style "DraCor additions".

    [→ <docTitle>]

    [→ <docImprint>]

    [Lines in the Word file in this section should be marked up as lb elements in the TEI file.]

13. If a dedication exists, mark the beginning of the **dedication** by inserting a new paragraph stating "/dedication_start/". Mark its end with a new paragraph stating "/dedication_end/".

Moreover, indicate whether the dedication is written in prose or verse by adding the respective attribute to the "/dedication_start/" line. Add the information "/dedication_start=prose/" or "/dedication_start=verse/".

For these additions, select the **format** style "DraCor additions".

[→ <div type="dedication">]

[→ <lb> or <l> elements within the dedication element]

14. If the text edition includes a **preface or letter to the reader**, indicate its beginning by adding a new paragraph stating "/preface_start/". Indicate its end by a new paragraph stating "/preface_end/".

Moreover, indicate whether the preface or letter is written in prose or verse by adding the respective attribute to the "/preface_start/" line. Add the information "/preface_start=prose/" or "/preface_start=verse/".

For these additions, select the **format** style "DraCor additions".

[→ <div type="preface">]

[→ <lb> or <l> elements within the preface element]

15. The **list of the *dramatis personae*** is highlighted as follows. At the list's beginning, insert a new paragraph stating "/dramatisPersonae_start/". Indicate the end with a new paragraph stating "/dramatisPersonae_end/".

For these additions, select the **format** style "DraCor additions".

[→ <div type="Dramatis_Personae">]

16. Next, the information in the **list of the *dramatis personae*** is differentiated. First, format the head of the list using the style "DraCor head".

[→ <head>XXX</head>]

17. Subsequently, format a **character's name and role description.** For the former, select the format style "DraCor character name", for the latter "DraCor role description".

Note that a punctuation mark belongs to the preceding word, e.g., Hecastus, maritus.

[→ <role> and <roleDesc> elements in the <castItem> element which is part of the <castList> element]

18. Next is the **argumentum** or perioche, if existing. Mark the beginning of the argumentum or perioche by inserting a new paragraph stating "/argument_start/". Mark its end with a new paragraph stating "/argument_end/".

For these additions, select the **format** style "DraCor additions".

19. Moreover, format the head of the argumentum or perioche using the style "DraCor head".

20. The focus is now on the **main part**. For the transformation process, you have to indicate whether the play is written in **verse or prose**. Thus, add this information to the "/main/" line as follows.

Give the information "/main=verse/" or "/main=prose/".

For this addition, select the **format** style "DraCor additions".

21. Next, add information on the **act and scene number** to the file. This information will be transformed into markup in the TEI file.

At the beginning of an act or scene, add the information in a new paragraph according to the following model.

/prologue/ [This part is added by the encoder.]
PROLOGUS. [This part is given in the transcribed text.]

/act=1, scene=1/ [This part is added by the encoder.]
ACTUS PRIMI SCENA PRIMA. [This part is given in the transcribed text.]

/act=1, scene=2/ [This part is added by the encoder. Please include the act number even if it is not given in the transcribed text.]
SCENA SECUNDA. [This part is given in the transcribed text.]

/chorus/
CHORUS.

/epilogue/ [This part is added by the encoder.]
EPILOGUS. [This part is given in the transcribed text.]

For these additions, select the **format** style "DraCor additions".

22. Subsequently, different formats are chosen for the transcribed text. These formats will be used for the transformation process. First, format all **act headers and scene headers** using the style "DraCor head".

23. The focus is now on the **information given at the beginning of a scene**, such as the stage directions, information on the characters present, or metrical information. Format this information using the style "DraCor stage directions etc.".

    Note that paratexts marking the end of the play, such as "finis", are also formatted in the described way.

24. The **speaker attributions** are formatted using the style "DraCor speaker attribution".

25. Some verses may be spoken by more than one character. Such an antilabe may be later encoded in TEI. In the Word file, you mark an antilabe by inserting the @ character before the first word of the verse part. The @ character should not be preceded or followed by a space, respectively. The @character is formatted using the format style "DraCor mark verse part".

    Example A:

    Mor. @Astrologiae ego claros bibi fonteis. Tig. @Velut

    @Nilum canis opinor. Mor. @Non parcius, sed affatim.

    Tig. @Num vigilans hic somniat? Mor. @Scin, quomodo?

    Ego sum alter ille Iopas, quem scribit Maro

    Athlante doctum maximo Sapientiam;

    (from Gnapheus' "Morosophus")

    Example B:

    Acolastus

@Me nisi animus fallit, omnia succedent bene.

Philautus

@Sed patris

@Vim et facundiam uereor ut fortiter feras.

Acolastus

@Egon?

Offirmato animo meam rem agam.

(from Gnaphaeus' "Acolastus")

26. Passages written in a **language** other than the rest of the dramatic text are formatted using the style "DraCor foreign language".

[→ <foreign>XXX</foreign>]

27. The **verse or line numbers** are formatted using the style "DraCor line number".

[→ <l n="XXX"></l>]

28. Considering the whole text, if your file is based on a source that provides page numbers, you may mark up **page beginnings**(!). This information should be given in a separate paragraph, respectively. Related information may be formatted using the style "DraCor page beginning".

[→ <pb n="XXX"/>]

29. The focus is now on the **back matter**, if it exists. At the beginning of the **appendix**, add the information in a new paragraph stating "/appendix_start/". Mark the end of the appendix by inserting a new paragraph stating "/appendix_end/".

The additions are formatted using the style "DraCor additions".

[→ <div type="appendix">]

30. If the back matter includes an epistle, e.g., by the printer, mark its beginning by inserting a new paragraph stating "/epistle_start/". Mark the end of the appendix by inserting a new paragraph stating "/epistle_end/".

Moreover, indicate whether the epistle is written in prose or verse by adding the respective attribute to the "/epistle_start/" line. Add the information "/epistle_start=prose/" or "/epistle_start=verse/".

The additions are formatted using the style "DraCor additions".

[→ <div type="epistle">]

[→ \<lb\> or \<l\> elements within the epistle element]

31. **Congratulations**, you reached the end of this markup routine!

    If you notice that this routine does not cover all existing text subtypes of the Neo-Latin drama you are encoding, please let us know by opening an issue in the NeoLatDraCor repo on GitHub.

[→ \<lb\> or \<l\> elements within the epistle element]