EARLY MODERN LETTERS ONLINE [EMLO]
Prosopography Spreadsheet

I. Introductory Notes

The underlying data model of this spreadsheet has been specifically designed to capture prosopographical information from seventeenth-century intellectual epistolary networks. In the spreadsheet the data model is translated into a menu with categories of events or relationships, and the roles people had in them. Although the data model aims at generality, you may find roles you need missing. The spreadsheet offers the possibility of adding new roles, but please make use of this possibility as sparingly as possible. If you have any questions about the spreadsheet in general or adding new roles in particular, do not hesitate to contact the Prosopographical Research Fellow Dr Robin Buning (robin.buning@history.ox.ac.uk). We also welcome your feedback on the prosopography spreadsheet or this manual.

Please do not use the prosopography spreadsheet to add records of letters. Most of the letters that are relevant to Hartlib's circle should be in EMLO already, in the Hartlib or Comenius catalogues (emlo.bodleian.ox.ac.uk). If it is not in EMLO, please keep a separate list of letters (including all relevant data: to, from, date, locations, incipit, shelf mark/printed source) and an EMLO editor will add them later separately.

II. How the Spreadsheet Works and Time-Saving Tips

The spreadsheet has seven tabs. You will be working in the <u>life events</u> tab; the other tabs are for reference.

The <u>people</u>, <u>places</u> and <u>sources</u> tabs contain the people, places and sources from the EMLO database that are relevant for Hartlib's circle. In the <u>life events</u> you can call upon these people and places by means of a type-ahead function. This will not only make adding people and places easier, but also, and more importantly, will ensure that, when the spreadsheet is ingested into EMLO, the people and places in your spreadsheet are identified through an EMLO ID number. This links them to the identical people and places from other correspondence and prosopographical entries in EMLO. The <u>roles</u> tab contains a summary of all the categories and roles you can choose from. The <u>glossary</u> tab provides definitions of all roles and may help you in choosing the proper role. The <u>family tree</u> tab could be of benefit in choosing the proper FamilyRelationships role.

Please use one spreadsheet per person or per group of related people. Most activities have more than one person involved, and each person plays a distinct role in the activity, although you may also want to include some rows on other closely-related figures, e.g., Samuel Hartlib is an acquaintance of

Theodor Haak, Theodor Haak is a cousin of Christopher Ernest Schloer.

The primary things to record are location history (where they were when) and contact history (who they met/interacted with/had relationships with when). The required fields in this spreadsheet are **Event label**, **Event category**, **Event type / relationship type**, **EMLO ID** of Primary participant, **Name** of Primary participant, **Role of primary participant**, **Source**, **Source details** and **Who entered the data**.
The event types *Birth* and *Death* have already been selected.

You do not need to keep adding the same piece of information, e.g., your name in the **Who entered the data** column (see 21. Who entered the data). Instead, click on the bottom right corner of the first completed cell and drag it now over multiple rows to auto-fill them.

Before you start entering data, open the spreadsheet and save it using the Excel function 'Save as'. This way you will always have a clean version of the spreadsheet. Please save the spreadsheet according to this pattern: your surname, brief description, date, version 5. E.g., 'Turnbull_Samuel_Hartlib_150518_version 5'. The version designation in the name of the spreadsheet means that this is the fifth version of the master spreadsheet; it should not be used to indicate the stage of your work.

NB **Do not delete rows**, as you could at the same time delete the cells in the columns AG-AS with categories, roles and source abbreviations, which will interfere with the working of the spreadsheet. If you want to remove an activity, just empty all the cells in the row concerned.

III. Adding an Activity (Event or Relationship)
Below you will find a step-by-step instruction on how add information to the different columns on the life events tab and which information to enter where.

Activity (columns A-D)

   1. **Event label** (column A)
   Enter a unique ID number for the event. This is important, as events can take up more than one row in the spreadsheet and the ID tells you that the rows are part of the same event. E.g.:

| Activity | | | | Primary participant (person) | | | Secondary participant (person/group) | | | |
Event label	Event Category	EventType / RelationshipType	Event name / description	Emlo_ID	Name (surname, forename)	Role of primary participant	Emlo_ID	Name (surname, forename)	Type	Role of secondary participant
1	BasicData	Birth		#N/B			#N/B			
2	BasicData	Death		#N/B			#N/B			
3	SocialContacts	Meeting		300352	Dury, John	Participant	300520	Rülz, Johann		Participant
3				#N/B			300532	Streso, Caspar		Participant
				#N/B			#N/B			
				#N/B			#N/B			
				#N/B			#N/B			
				#N/B			#N/B			
				#N/B			#N/B			
				#N/B			#N/B			

NB The ID numbers do not have to form a consecutive sequence. This allows you, e.g., to empty a row including the event ID without having to renumber. Or you can link the information in distant rows by giving them the same event ID (for ease of reference, you can also insert a new row, but never delete rows!).

2. **Event category** (column B)

Select from the drop-down list the category to which the activity belongs: Click on the cell, then click on the arrows, and the list of categories will appear:

Select the proper category and go to the next column.

3. **Event type / relationship type** (column C)

Select from the drop-down list the subcategory to which the activity belongs. Your choice in the **Event category** column determines the choices you have now:

You cannot select an event or relationship type if you not have selected an event category first. For a summary of all subcategories, see the roles tab in the spreadsheet or the Appendix below. Select the proper subcategory and continue.

4. **Event name / description** (column D)

The **Event name / description** column should contain just the information that is missing from the **Event category** and **Event type / relationship type** columns, where you need extra detail that cannot be captured in these columns (e.g., name of subject studied, job title, book title) or if you want to use the name of an event that has a specific historical title (e.g., a battle, an ecclesiastical council).

Please do not use a whole phrase or sentence, but try to add this information in a clear and concise manner, as eventually automatically structured sentences will be built from your entries. The eventual phrase produced will be something like this:

Disputation	theological	Alsted, Johann Heinrich	Respondens	Piscator, Johannes	Person	Praeses

This will be structured on the website as:

Johann Heinrich Alsted

      Theological disputation under Johannes Piscator, [date], [location].

If it is a lengthier addition or you do not want it to be part of the constructed phrase that is eventually displayed on the website in that person's record, consider putting it in the **Additional notes** column instead (see also 23. Additional notes, below).

Primary participant (person) (columns E-F)
The primary participant will be the subject of your study.

5. **EMLO_ID** (column E)
Entering in the next column a name that is included in the people list on the <u>people</u> tab of the spreadsheet will automatically generate the corresponding EMLO ID here (see also II. How the Spreadsheet Works). If you enter a person's name that is not included in the people list, '#N/A' (value 'not available' error) keeps showing.

6. **Name (surname, forename)** (column F)
The **Name** column offers a type-ahead option. Start typing the name of the primary participant. If the person is included in the people list on the <u>people</u> tab, the full name will appear:

Sometimes the name does not appear before you have typed the full name or before you have started typing, deleted what you have typed, and retyped it. Apologies for that; it is a flaw in the spreadsheet.
Select the proper person. The **EMLO_ID** field will now show a number instead of '#N/A':

E	F	G
	Primary participant (person)	
Emlo_ID	Name (surname, forename)	Role of primary participant
300446	Hartlib, Samuel	
#N/B		
#N/B		
#N/B		
#N/B		
#N/B		
#N/B		
#N/B		
#N/B		
#N/B		
#N/B		

NB You need to start typing the name as it is recorded in the people list on the people tab, starting with the surname. Be ware of prepositions and spelling variants. E.g., Abraham à Burg is recorded in the people list as 'à Burg, Abraham (fl. 1661)'. You can look it up on the people tab if you are not sure. If the type-ahead function does not work properly, you can also copy the name you need from the people list and paste it in the **Name** column.

In order for the type-ahead function to work, you have to ensure that all the cells above it have something in them, even if it is just a hyphen.

If the person is not included in the people list, enter the name as free text (according to this pattern: surname, forename), including birth, death, or flourish dates.

The **EMLO_ID** field will keep showing '#N/A'. An EMLO ID will be assigned and added to the spreadsheet by an EMLO editor later.

7. **Role of primary participant** (column G)

Select from the drop-down list the role the primary participant had in the activity. Your choices in the **Event category** and **Event type / relationship type** columns determine the choices you have now:

441	Activity					Primary participant (person)		Sec
442		Event					Role of primary	
443	Event label	Category	EventType / RelationshipType	Event name / description	Emlo_ID	Name (surname, forename)	participant	Emlo_ID
444	1	BasicData	Birth		#N/B			#N/B
445	2	BasicData	Death		#N/B			#N/B
446		EcclesiasticActivity	Baptism		#N/B			#N/B
447					#N/B		BaptismalCandidate	I/B
448					#N/B		Church	I/B
449					#N/B		Godchild	I/B
450					#N/B		Goddaughter	I/B
451					#N/B		Godfather	I/B
452					#N/B		Godmother	I/B
453					#N/B		Godson	I/B
454					#N/B		Officiant	I/B
455					#N/B		Religion	I/B
456					#N/B			#N/B
457					#N/B			#N/B

You cannot select a role if you not have selected an event category and an event or relationship type first. For a summary of all roles, see the roles tab in the spreadsheet or the Appendix below. If the role you need is in not in the list, it can be added, but **first please make sure that the role cannot be categorized under one of the existing roles**.

You can add a new role to the drop-down menu by inserting an extra cell in the relevant subcategory block in the **How to add an event type or role** area on the life events tab (columns AH-AQ; scroll far to the right). Click in the relevant subcategory block and right-click 'Insert cell', then 'Shift cells down'. It does not work if you just add it at the end of the list. Please do not create new categories or subcategories.

The new role will now appear in the drop-down list.

Please add the change to the **Editor's notes (not for public display)** field of the row concerned.

The new role will be evaluated by an EMLO editor later.

Secondary participant (columns H-J)

The secondary participant will be a person, document, group of people, or institution that has a relation to the primary participant in the activity.

8. **Emlo_ID** (column H)

See 5. EMLO_ID, above.

9. **Name (surname, forename)** (column I)

See 6. Name, above.

10. **Type** (column J)

Select from the drop-down list if the secondary participant is a *Document*, *Group*, *Organisation* or *Person*.

11. **Role of secondary participant** (column K)

See 7. Role of primary participant, above. The role in this column should be the counterpart of that in the **Role of primary participant** column. E.g., if Johann Heinrich Alsted is the primary participant and has the role of *Respondens* in a disputation, the role of the secondary participant Johannes Piscator is *Praeses*:

E	F	G	H	I	J	K
Emlo_ID	Name (surname, forename)	Role of primary participant	Emlo_ID	Name (surname, forename)	Type	Role of secondary participant
#N/B			#N/B			
#N/B			#N/B			
300006	Alsted, Johann Heinrich	Respondens	900915	Piscator, Johannes		
#N/B			#N/B			Praeses
#N/B			#N/B			Respondens
#N/B			#N/B			
#N/B			#N/B			
#N/B			#N/B			
#N/B			#N/B			
#N/B			#N/B			
#N/B			#N/B			

Time (columns L-T)

The **Time** columns contain fields for earliest possible date (**Date one** column) and latest possible date (**Date two** column). If there is only one date enter it in the **Date one** column. Use both columns if there is a date range.

12. **Date one** (columns L-O)

Enter **year**, **month** and **day**. The **uncertainty** column allows you to indicate if the date is *Approximate*, *Inferred* or *Uncertain*.

13. **Date two** (columns P-S)

This column is only used if there is a date range. Enter the start/earliest possible date in the **Date one** column and the end/latest possible date in this column. The **uncertainty** column allows you to indicate if the date is *Approximate*, *Inferred* or *Uncertain*. Select from the drop-down list in the **Date type** column if the date covers the whole period between the start and end dates (select *Duration*) or falls in between the earliest and latest possible dates (select *Between*).

14. **Date type** (column T)

Apart from date ranges, the **Date type** column allows you to indicate if an activity happened before (select *Before*) or after (select *After*) the date in the **Date one** column.

Location name (columns U-Z)

15. **Emlo_ID** (column U)

Entering in the **Type-ahead, or free text if new location** column a place name from the places list on the places tab of the spreadsheet will automatically generate the corresponding EMLO ID here (see also II. How the Spreadsheet Works).

If you enter a place that is not in the places list, '#N/A' will keep showing.

16. **More details of place (free text)** (column V)

The **More details of place (free text)** column allows you to add extra detail that cannot be captured in the **Type-ahead, or free text if new location** column (e.g., street, name of house, place as marked).

17. **Type-ahead, or free text if new location** (column W)

The **Type-ahead, or free text if new location** column offers a type-ahead option. Start typing the name of the place. This can be a city, region or country. If the place is included in the places list on the places tab of the spreadsheet, the full name will appear:

| Location name | | | | Textua |
Emlo_ID	More details of place (free text)	Type-ahead, or Place if new location	Location type	Source
#N/B		Oxf		
#N/B				
#N/B		*Oxford, Oxfordshire, England*		
#N/B				
#N/B				
#N/B				
#N/B				
#N/B				
#N/B				
#N/B				
#N/B				

Select the proper location. The **EMLO_ID** field will now show a number instead of '#N/A'. NB You need to start typing the location as it is recorded in the places list on the places tab. Be ware that generally the English variant of the name is used. You can look it up on the places tab if you are not sure.

In order for the type-ahead function to work, you have to ensure that all the cells above it have something in them, even if it is just a hyphen.

If the place is not included in the places list, enter the place as free text. Please make sure it is unambiguous, as place names are often repeated in different regions and countries. Please enter the name according to this pattern: city, region, country.

The **EMLO_ID** field will keep showing '#N/A'. An EMLO ID will be assigned and added to the spreadsheet by an EMLO editor later.

Please add the change to the **Editor's notes (not for public display)** field of the row concerned.

18. **uncertainty** (column Z)

The **uncertainty** column allows you to indicate if the location is *Approximate*, *Inferred* or *Uncertain*.

Textual source (columns AA-AB)

19. **Source** (column AA)

The sources list on the <u>sources</u> tab contains much-used biographical and prosopographical dictionaries and data bases, as well as collections of correspondence and other sources that were used in previous research on Hartlib's circle. This also includes websites and repositories.

Select the abbreviated name of the proper source from the drop-down list (you can look it up on the <u>sources</u> tab if you are not sure).

If the source is not in the source list, you can add it by:

1) adding the bibliographic details to the <u>sources</u> tab under the greyed area, and assigning an abbreviation;

2) adding the abbreviation to the drop-down menu by inserting an extra cell in the **Sources** column on the <u>life events</u> tab (column AS; scroll far to the right), under the list of abbreviations.

The source will now appear in the drop-down list.

Please add the change to the **Editor's notes (not for public display)** field of the row concerned.

20. **Source details** (column AB)

Enter the relevant page, folio, URL, shelf mark, etc.

21. **Who entered the data** (column AC)

Enter your own name.

22. **Additional notes** (column AE)

The Additional notes column should be used sparingly. It will not be understood by the computer, so it will require human editing work to make sense of. It can be used to add extra information, e.g., that the event itself is uncertain or inferred.

23. **Editor's notes (not for public display)** (column AF)
This allows you to add a note for your own reference or for an EMLO editor.

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Appendix: Categories and Roles

Category list	BasicData	EcclesiasticActivity	Education	LearnedActivity	LocationHistory
BasicData	Birth	Baptism	AdministrativeActivity	CreationOfWorkActivity	Displacement
EcclesiasticActivity	Death	Confession	DeliverSpeech	DedicationActivity	Emmigration
Education	FamilyRelationships	Confirmation	Disputation	DeliverSpeech	Exile
LearnedActivity		Conversion	EstablishmentOfInstitution	EstablishmentOfInstitution	Habitation
LocationHistory	**Birth roles**	DeliverSermon	InclusionClassList	ExchangeOccasionalVerse	Immigration
HierarchicalRelationship	Born	DisqualifiedFromEcclesiasticalOffice	PersonalTestimony	HoldingOfficeInALearnedOrganisation	Imprisonment
PoliticalActivity	Father	EstablishmentOfInstitution	PromotionToDegree	MembershipOfALearnedOrganisation	Relocation
ProfessionalActivity	Mother	Excommunication	Study	PrintingActivity	Residence
SocialContacts	**Death roles**	HoldingAnEcclesiasticalOffice	TeachingActivity	PublishingActivity	SocialVisit
SocialStatusChange	CauseOfDeath	MembershipOfEcclesiasticalBody	UniversityMatriculation	Research	Travel
	Deceased	Ordination		Salon	Visit
		Vision			
			AdministrativeActivity		**Displacement**
			Administrator	**CreationOfWorkActivity**	Refugee
			Institution	Author	
				Contributor	**Emmigration**
	FamilyRelationships	**Baptism**	**Disputation**	Creator	Emigrant
	AdoptedDaughter	BaptismalCandidate	AcademicInstitution	Dedicatee	
	AdoptedSon	Church	*Praeses*	Editor	**Exile**
	AdoptiveFather	Godchild	*Respondens*	Translator	ExiledPerson
	AdoptiveMother	Goddaughter			
	Ancestor	Godfather	**InclusionClassList**		
	Aunt	Godmother	Student	**DedicationActivity**	**Immigration**
	BloodRelation	Godson		CreativeWork	Immigrant
	Brother	Officiant	**PersonalTestimony**	Item	
	BrotherInLaw	Religion	AcademicInstitution	Dedicatee	**Imprisonment**
	Cousin		Testifier	Dedicator	Prisoner
	Daughter				
	Descendant	**Confession**	**PromotionToDegree**	**HoldingOfficeInALearnedOrganisation**	**Residence**
	DistantCousin	ConfessionGiver	AcademicInstitution	OfficeLearnedOrganisation	CoResident
	FamilyRelation	ConfessionRecipient	Degree	President	Inhabitant
	Father		Graduate	Secretary	Resident
	FatherInLaw		Supervisor	Treasurer	
	Fiancé	**Confirmation**	University		**SocialVisit**
	Fiancée	Bishop		**MembershipOfALearnedOrganisation**	Guest
	FirstCousin	ConfirmationCandidate		LearnedOrganisation	Host
	FosterBrother		**Study**	Member	
	FosterDaughter	**Conversion**	AcademicInstitution		**Travel**
	FosterFather	Church	Student	**PrintingActivity**	TravelCompanion
	FosterMother	Convert	Teacher	Engraver	Traveller
	FosterSister		Tutor	Illustrator	
	FosterSon			Printer	
	Granddaughter	**DeliverSermon**	**TeachingActivity**		**Visit**
	Grandfather	Audience	AcademicSubject		Visitor
	Grandmother	Preacher	CollegeFellow	**PublishingActivity**	
	Grandson		Corrector	Publisher	**Habitation**
	GreatAunt		Lecturer		Inhabitant
	GreatGrandfather		Professor		
	GreatGrandmother	**DisqualifiedFromEcclesiasticalOffice**	Rector	**Research**	**Relocation**
	GreatGreatGrandfather	EcclesiasticalOffice	Student	Collaborator	Relocator
	GreatGreatGrandmother	EcclesiasticalGoverningOffice	Teacher	Funder	
	GreatGreatUncle	MinisteringOffice	TeachingInstitution	Patron	
	GreatNephew	MonasticOffice	Tutor	Researcher	
	GreatNiece				
	GreatUncle		**UniversityMatriculation**		
	Guardian		AcademicInstitution	**Salon**	
	HalfBrother	**Excommunication**	Matriculant	Attendee	
	HalfSister	ExcommunicatedPerson	NonStudent	Host	
	Husband		Oath		
	IllegitimateDaughter		Participant		
	IllegitimateSon	**HoldingAnEcclesiasticalOffice**	Rector		
	InLaw	EcclesiasticalOffice	Subject		
	Mother	EcclesiasticalGoverningOffice			
	MotherInLaw	MinisteringOffice			
	Nephew	MonasticOffice			
	Niece				
	RelationByMarriage		**DeliverSpeech**		
	SecondCousin	**MembershipOfEcclesiasticalBody**	Audience		
	Sibling	Chapter	Institution		
	Sister	Congregation	Speaker		
	SisterInLaw	Council			
	Son	EcclesiasticalOrganisation			
	SonInLaw	Member			
	Spouse	Synod			
	Stepdaughter				
	Stepfather				
	Stepmother	**Ordination**			
	Stepson	OrdainedPerson			
	ThirdCousin				
	Uncle				
	Ward	**Vision**			
	Wife	VisionaryPerson			
		EstablishmentOfInstitution			
		Founder			

HierarchicalRelationship

- MedicalTreatment
- Patronage
- Reign
- Tenancy

MedicalTreatment
- Patient
- Physician

Patronage
- Client
- Patron

Reign
- Courtier
- Ruler

Tenancy
- Landlord
- Tenant

PoliticalActivity

- DeliverSpeech
- EstablishmentOfInstitution
- HoldPoliticalOffice
- MembershipOfPoliticalGroup
- PresidedOver
- RepresentativeAssembly

HoldPoliticalOffice
- OfficeHolder
- PoliticalEntityCity
- PoliticalEntityEmpire
- PoliticalEntityRegion
- PoliticalEntityState

MembershipOfPoliticalGroup
- Member
- PoliticalOrganisation

PresidedOver
- Presider

RepresentativeAssembly
- Participant
- RepresentativeAssembly

ProfessionalActivity

- Apprenticeship
- DeliverSpeech
- DisqualificationFromOffice
- Employment
- EmploymentLegalProfession
- EmploymentMedicalProfession
- EstablishmentOfInstitution
- HoldOffice
- MembershipProfessionalBody

Apprenticeship
- Apprentice
- Master

DisqualificationFromOffice
- DisqualifiedFromOffice

Employment
- Actor
- Alchemist
- Ambassador
- Anatomist
- Antiquary
- Architect
- Archivist
- Artisan
- Assistant
- Astrologer
- Astronomer
- Banker
- Biographer
- Bookseller
- Botanist
- Cartographer
- Chemist
- Classicist
- Colleague
- Counsellor
- Diplomat
- Dramatist
- EducationalTheorist
- Employee
- Employer
- Engineer
- Engraver
- Farmer
- GovernmentOfficial
- Historian
- InstrumentMaker
- Inventor
- Keeper
- LetterCarrier
- Librarian
- Linguist
- Logician
- Mathematician
- Merchant
- MilitaryOfficer
- Musician
- NaturalHistorian
- NaturalPhilosopher
- Orator
- Profession
- Painter
- Philosopher
- Poet
- Politician
- Printer
- Publisher
- Sailor
- Scholar
- Sculptor
- Secretary
- Soldier
- Steward
- Theologian
- Writer
- PoliticalEntityCity
- PoliticalEntityEmpire
- PoliticalEntityRegion
- PoliticalEntityState

EmploymentLegalProfession
- Judge
- Lawyer
- LegalProfession
- Notary

EmploymentMedicalProfession
- MedicalPractitioner
- MedicalProfession
- Physician

HoldOffice
- OfficeHolder

MembershipProfessionalBody
- Member
- ProfessionalOrganisation

SocialContacts

- Acquaintanceship
- Collaboration
- Contract
- Controversy
- Correspondence
- ExchangeOccasionalVerse
- FirstContact
- Friendship
- Gift
- InclusionAlbumAmicorum
- Introduction
- Meeting
- SocialContact
- SocialVisit
- Trade
- Travel

Acquaintanceship
- Acquaintance

Collaboration
- Collaborator

Contract
- Contractee
- Signatory
- Witness

Controversy
- Participant

Correspondence
- Correspondent
- Intermediary
- LetterAuthor
- LetterRecipient
- LetterSender

ExchangeOccasionalVerse
- Author
- Recipient

FirstContact
- Acquaintance

Friendship
- Acquaintance

Gift
- Giver
- ObjectGiven
- Recipient

InclusionAlbumAmicorum
- Inscriber
- Inscription
- Owner

Introduction
- Instigator
- Intermediary
- LetterAuthor

SocialContact
- Acquaintance

Trade
- Buyer
- Client
- Factor
- Merchant
- ObjectPurchased
- Seller
- TradingCompany

Meeting
- Participant

SocialStatusChange

- AcquisitionOfCitizenship
- Banishment
- Ennoblement
- GainOfSocialStatus
- LossOfCitizenship
- LossOfSocialStatus
- LossOfTitle

Ennoblement
- EnnobledPerson

LossOfTitle
- TitleLoser

AcquisitionOfCitizenship
- CitizenshipAcquirer

Banishment
- BanishedPerson

LossOfCitizenship
- CitizenshipLoser

LossOfSocialStatus
- BankruptedPerson
- BeggaredPerson
- PauperedPerson
- SocialStatusLoser

GainOfSocialStatus
- EnrichedPerson