**LIS 542 Final Project Documentation**

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**Encoding Guide**

The following is a set of instructions on how to properly encode diaries using the ‘diaries’ schema.

**Title:** The metadata section must include a title for the diary in question. Titling should be the name of the author, “Diaries” and a span of dates if this is one diary among many.

**Author:** Provide author name if known.

**Revisions:** If you change the encoding of a diary, leave a date (YYYY-MM-DD), your initials and a brief description of the changes you made to the file.

**Entries:** The entire ‘body’ of the diaries should be included in under this tag.

**Entry:** Each new entry should correspond to a specific day. Entry numbers are given IDs, with the format “XX(entrynumber)”

**P:** Entries must include the p element. In cases in which divisions between paragraphs are not clear, it is fine to lump the entire entry into one paragraph.

**PB:** Denotes the end of a page in the diary. Must be given a name attribute with the page it is breaking from, with the format “page0X”

**Name:** For personal names. First names, last names, and the two together all fit in this category.

**Dialog:** For when the writer directly quotes something someone said. Does not include when someone used specific terminology (see terminology).

**Terminology:** Use in cases where the writer uses quotation marks to denote the use of a particular term (e.g. “he said he was **‘low-balling’** me.”

**Citation:** This element is used in cases where the writer is citing words from another text or work i.e. books, songs, poetry.

**Weather Element:** Tags when the writer mentions the weather. Includes ‘condition’ attribute to record the specific type of weather mentioned.

**Place:** Denotes the mention of a named place (this means proper nouns, not just ‘the hill’.)

Includes ‘@type’ attribute, which allows for tagging the specificity of place mentioned (i.e. continent, state, country, town).

**Activity:** For use when the writer mentions engaging in an activity. Does not include speaking, thinking, visiting or going.

**About:**

This schema is intended to allow users to see data on the day to day lives of diary writers. The focus on activities and places grants insight into the types of things that historical subjects did on a daily basis, and in what places. Dates are a required attribute of entries so that entries of the same date can be compared between diaries. Names are given less detail in attributes, as personal diaries often only mention first names, leaving ambiguity as to the identities of certain subjects.