Guidelines for Encoding AEME Editions

# Version 4.0

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# Introduction

This document is a reference for editors who are encoding texts for the Archive of Early Middle English (AEME). All files submitted to the Archive must conform to the minimal Guidelines in the document. Encoding not specified in the Guidelines is allowable but may not be visible in the rendered texts on the AEME web platform.

AEME texts are encoded in the XML markup schema of the Text Encoding Initiative (TEI), following the [TEI P5 Guidelines](http://www.tei-c.org/Guidelines/P5/). In general, AEME sticks closely to the usage in TEI’s base modules with a few customisations. This document will note where AEME places limits on the larger set of allowable TEI elements and attributes. Where vocabulary and constraints are drawn from TEI, this document provides minimal explanation, particularly for possible child elements and attributes of many TEI elements. Editors should click the links to relevant TEI elements in order to read the appropriate TEI documentation.

These Guidelines do not represent a full statement of AEME editorial policy but they attempt to place encoding practices specific to AEME within the context of the editorial policy of the project.

**Some history:**

The initial draft is based primarily 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). AEME is gradually removing material derived from these projects.

# The Document Model

In AEME, each manuscript is conceived as a **document object** (or “document”, for short). This is to be distinguished from the genre of written texts often classified as “documentary” (e.g. legal and administrative texts). An AEME document is a digital object representing a manuscript that can be viewed in several ways, or **views**, in the AEME platform. These may be summarized as follows:

* Image View: A digital photograph of the manuscript.
* Facsimile View: A TEI-encoded representation of the manuscript’s codicological features, layout, illustrations, and other non-textual elements.
* Diplomatic View: A close transcription of the text components of the manuscript with minimal editorial intervention.
* Critical View: A transcription of the text components of the manuscript with greater editorial intervention, including most critical notes and references.

Each AEME document file must contain code to enable the rendering of a facsimile view, a diplomatic view, and a critical view of the manuscript. Image view is not required since digital images may not be available. Other types of views such as glossaries and translations may also be included, but these are not strictly part of the document representation.

AEME documents are divided into **pages**, each representing one side of a manuscript leaf. In the AEME platform, users may examine different views of individual pages side by side or superimpose one over another.

**Some history:**

AEME initially adopted Menota’s division among three types of transcriptions, to be kept distinct by separate XML namespaces. As time passed, it became clear that a faithful facsimile rendering of the manuscript page was a tall order, and that what was really needed was a mock-up of the non-textual elements of the page in case no image was available. At the same time, TEI P5 has proven mostly adequate to combine codicological features with diplomatic and critical markup. Hence it was no longer necessary to keep the encoding for diplomatic and critical representations of the text strictly separate. Layout remains a troublesome issue, and AEME is exploring image annotation models (e.g. SharedCanvas) as one means of recording this information.

**Note on terminology:** A legacy of earlier usage has been the loose use of the terms “representation” and “layer” (e.g. “the critical representation”, “the facsimile layer”). These terms should now be avoided. Instead, we should discuss the “views” listed above, referring to the content that will appear to the user on the front end of the AEME platform. The terms “markup” or “encoding” (e.g. “the critical markup”, “the facsimile encoding”) should be used to refer to the code from which this content is generated. Terms like this should refer to markup primarily, though not exclusively, to be used to generate the equivalent type of view.

A related issue is the distinction between “transcription” as an activity of recording textual content, as well as the record itself, and “edition” which is the object presented to the public. Both the diplomatic and critical views are “editions” or “edited transcriptions”, that is, texts containing editorial interventions described in our editorial policies and these Guidelines.

# Some Conventions Used in This Document

Examples in this documentation may contain notation like “$TBD”. The dollar sign indicates that the value is a placeholder that will be replaced by some real value from the project. XML elements are always given in angular brackets, and attributes are referenced with @ prefixed to the attribute name.

# AEME Editing Policies

When encoding documents, the editor may have cause to assign identifiers for or describe references to names and entities. Typically, this might be an ID number (recorded with TEI’s @xml:id) , a name of a person, or a bibliographical reference. TEI places certain constraints on how these items may be encoded. For instance, an ID number must be encoded with a value unique within the file. In addition to these constraints, AEME has a number of policies for assigning such values that ensure consistency across the entire Archive. These are described below.

## File Naming and Organisation

Since AEME edits at the codex level, it makes sense to assemble one file per codex (or equivalent). It is possible to have multiple interim/working files for individual texts.

Filenames will be composed from the information in the [<collection>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-collection.html) and [<idno>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-idno.html) elements of the [<msDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msDesc.html) element. Information in [<collection>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-collection.html) should be converted to lower case and may be abbreviated.

If there is no [<collection>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-collection.html) information, the material in [<repository>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-repository.html) should be used with the same abbreviation rules. For example: “bodllaudmisc108.xml” for Oxford, Bodleian Library, Laud Misc. MS 108; “salisc82.xml” for Salisbury Cathedral, MS 82. Note that multi-college institutions like Oxford and Cambridge should contain prefixes like “ox” and “cam” before the college names. Some manuscripts contain punctuation marks in their shelf ID numbers. These should be changed to underscores. If there are multiple files, the suffix “-01”, “-02”, etc. can be added before the xml extension.

AEME maintains a working table of equivalents for abbreviations and full <collection> values.

Image files will be formed from the equivalent transcription filename (minus the xml extension) combined and the image filename delivered by the holding repository. The transcription filename and the image filename will be divided by “\_img\_”. For example, “laudmisc108\_img\_0001.tif”, “salisc82\_img\_salisc0082.tif”.

Note that this may provide a little bit of redundancy, but it ensures that the filename, which may be meaningless, is always accompanied by information about the manuscript from which the image is taken.

TEI and image files will be maintained in separate directories.

## xml:id Values

TEI’s @xml:id is used to create a canonical reference to be used for processing. Since it is not seen by the reader on the front end, its value may be entirely arbitrary, but AEME recommends assigning values that are at least somewhat human readable. This serves as a finding aid and is helpful for anyone re-using the code in the future. The value of an @xml:id attribute should be unique within a file. However, it is frequently useful for named entities to have unique values used consistently across the Archive. AEME maintains a named entity file for this purpose. At present, AEME has not fully developed conventions for @xml:id values to be used universally. So far, values for persons are prefixed with **bio**, values for places with **loc**, and values for organisations with **org**. For example, “bioGO001” refers to Sharon Goetz (using the first two letters of her surname). These conventions may become more rigorous as content increases in the Archive.

For bibliographical references, the @xml:id should be formed from the surname of the author and the date of publication. Ambiguous names can use the author’s initial (e.g. HorstmannC1873). Multiple publications from the same year can be indicated with a suffixed number (e.g. Horstmann1873-1). Other identifiers (e.g. based on ISBNs or DOIs) may be used of the author-date conventions are not appropriate. The only requirement is that Bibliographical @xml:id values must be unique within the file, but, in practice, it should also be unique across the Archive, drawn from a stand-off document. These may be accessed using @corresp in a [<ref>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ref.html) or [<bibl>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/bibl-collection.html) element.

Standard TEI P5 practice is to indicate languages by attaching @xml:lang to appropriate elements (e.g. <seg xml:lang="enm">). AEME follows MESA in requiring the use of language codes from the [ISO 639-2 Language Code List](http://www.loc.gov/standards/iso639-2/php/code_list.php). The value of @xml:lang must be from the first column (ISO 639-2 Code).

## AEME Bibliographic Style

Bibliographic references should be given in *Chicago Manual of Style*, 16th edition format if they are unstructured (e.g. complete references in a [<p>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-p.html) element). Structured bibliographic references should generally contain all the same information. Titles should enclosed in [<title>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html) tags where they would normally be rendered in italics in a print publication.

## Editorial Abbreviations and Sigils

“Folio” and “folios” will be abbreviated “f.” and “ff.” instead of “fol.” and “fols.” In editorial notes, sigils should be listed by the base text sigil first, followed by the beta and alpha sigils in an order designated by AEME for texts with multiple witnesses.

## Saints’ Names

Saints’ names can often go by multiple spellings. For consistency, AEME uses spellings from David Hugh Farmer, David Hugh. *The Oxford Dictionary of Saints*. 5th edition Oxford: Oxford University Press, 2003. If the saint is not listed in Farmer, a secondary reference is Cross, F. L., and E. A. Livingstone. *The Oxford Dictionary of the Christian Church*. 3rd Revised edition. Oxford; New York: Oxford University Press, 2005. Each saint should receive a unique @xml:id in AEME’s list of named entities, and editors should adopt a consistent spelling in notes and discussion. However, editors should be aware that in some cases English spellings of names, such as for Welsh or Irish saints, may have political implications and are urged to account for these factors.

## Metadata

The primary encoding of metadata will be placed within the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) sections of the document TEI file. AEME requires the minimum set of metadata elements specified in this document.

AEME also maintains directories containing metadata files for easy interoperability with resources such as [TAPAS](http://www.tapasproject.org/), [MESA](http://www.mesa-medieval.org/), and [Manuscripts Online](http://www.manuscriptsonline.org/). At the time of writing, AEME expects to maintain RDF files for [MESA](http://www.mesa-medieval.org/) and the Dublin Core files generated by [TAPAS](http://www.tapasproject.org/). Other metadata options may be added at a later date.

## Document File Structure

Each document object is contained within a single TEI file (although the file may reference outside content). The discussion below describes a TEI P5-compliant template that must be used as the basis for each document object file.

Files must begin with an appropriate XML declaration and an AEME namespace declaration. If character entity aliases are used, they must be defined using DTD subsets. For example:

<?xml version="1.0" encoding="UTF-8"?>

<!DOCTYPE TEI[

<!ENTITY yogh "&#x021D;">

]>

<TEI xml:id="$TBD" xmlns="http://www.tei-c.org/ns/1.0" xmlns:aeme="http://aeme.emesoc.org/ns/1.0" xsi:schemaLocation="http://aeme.emesoc.org/schema/aeme.rng">

...

</TEI>

Line 1 declares the document to be xml and the character encoding to be UTF-8 (Unicode). Lines 2-4 declare an alias for the Unicode code point for yogh: &#x021D; using a DTD subset. This ensures that instances of &yogh; in the file will be replaced by the Unicode character for yogh in any output. See the section on [Representation of Individual Characters and Glyphs](#_Representation_of_Individual) for further details.

Line 5 begins the TEI document, declaring the TEI namespace as well as the AEME namespace. This will serve to disambiguate any overlap between standard TEI and custom AEME uses. The content of the TEI document is contained between lines 5 and 7.

Note: We are not currently using the AEME namespace, so @xmlns:aeme may be omitted.

The use of @xml:id in the [<TEI>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-TEI.html) tag is a useful hook for output processing. The value should match the filename minus the .xml extension, e.g. bodllaudmisc108.

The primary encoding of metadata will be placed within the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) section at the top of the [<TEI>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-TEI.html) element. Standard single-text files will be composed of a [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) element, a [<facsimile>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-facsimile.html) element, and a [<text>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-text.html) element. Elements containing glossaries or other editorial apparatus may be produced in separate files during the draft stage but should be placed in a single file prior to publication.

## Encoding Policies

In general, AEME editions may contain any markup that is TEI P5-conformant and validate against the AEME customisation of the TEI schema. See the TEI documentation for [an explanation of TEI conformance](http://www.tei-c.org/Support/Learn/intro.xml#body.1_div.3_div.1). In order to fulfil TEI requirements, AEME encoding practices are constrained by the requirements for TEI markup as defined in the TEI documentation. In the Guidelines here, we have attempted wherever possible to indicate where such constraints are a standard part of the TEI schema.

In practice, the AEME customisation allows only a subset of possible TEI elements and attributes. Within this subset, certain elements and attributes are required for inclusion in all AEME editions. In addition, AEME requires specific values for certain elements and attributes. These are indicated as AEME editorial requirements in the documentation below.

The following sections indicate where AEME editorial policies have direct impact upon encoding guidelines.

### Representation of Individual Characters and Glyphs

Non-standard ASCII characters are encoded in Unicode code points expressed as hexadecimal character entity references. For instance, the character *þ* is encoded as &#x00FE;. Wherever possible, Unicode hex references should be taken from those listed in the [MUFI 3.0 specs](http://www.mufi.info/specs/). Otherwise, editors should refer to the [Unicode charts](http://www.unicode.org/charts/). If possible, glyphs should be selected from those available in the [Junicode](http://junicode.sourceforge.net/) font.

In order to enhance readability, it is possible to substitute aliases for numeric entities, but these should be declared as a DTD subset in the <!DOCTYPE> at the beginning of the file, as illustrated in the [**Document File Structure**](#_Document_File_Structure)section above. Names of aliases should be taken from those listed in the [MUFI 3.0 specs](http://www.mufi.info/specs/) (e.g. &thorn; for &#x00FE;). AEME maintains a working list of common character entity names in **Character\_Entities.xlsx**. During the draft stage, equivalents to numeric entities may be programmed in the oXygen code points template for easy access when transcribing in oXygen. However, upon completion, DTD subsets must be used for any entities not listed in **Character\_Entities.xlsx**. However, although character entity aliases are conformant with TEI P5, some applications written for P5 do not support them. Therefore AEME recommends converting entities from aliases to numeric entities prior to publication. It is also possible to use Unicode characters that can be displayed in oXygen such as *þ* and *ȝ* during the draft stage. These too should be converted to entities prior to publication.

For glyphs not available in Unicode, AEME has added the gaiji module to its customisation of TEI. As a general rule, glyphs defined using this module should be reserved for facsimile markup. This is because AEME policy is to represent most glyphs with modern typographic equivalents in the diplomatic and critical views. Exceptions are discussed in the **Allographs** section below.

#### Allographs

Allographs are multiple forms of the same letter, which may or may not be significant to interpretation, depending upon the questions one is asking of the text. It is common practice, especially in student editions, to consolidate allographs into a single spelling. AEME permits the retention of all forms of letter in the facsimile view. In the diplomatic and critical markup views, allographs are merged into a single form, generally from the ASCII character set, except for those listed below.

* *i* and *j* are kept distinct in all views.
* Long *s* (ſ) and short *s* are kept distinct in the diplomatic view but consolidated as *s* in the critical view.
* *R* and round *r* (ꝛ) are kept distinct in the diplomatic view but consolidated as *r* in the critical view.

Editors who wish to make other distinctions may describe multiple forms of letters and give examples in a [<handNote>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handNote.html).

#### Capital Letters

Capitalisation in medieval manuscripts can be ambiguous, as letter height and shape are not always reliable indicators. Therefore, AEME policy leaves considerable latitude for editorial discretion.

AEME policy is to represent verse-initial letters as capitals in the critical view, regardless of whether they are capitalised in the diplomatic view. The distinction should be formally encoded using the [<choice>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-choice.html), [<orig>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-orig.html), and [<reg>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-reg.html) elements. For example:

<choice>

<orig>herkne&thorn;</orig>

<reg>Herkne&thorn;</reg>

</choice> to me gode men

This will render as “herkneþ to me gode men” in the diplomatic view but “Herkneþ to me gode men” in the critical view.

Sentence initial letters and proper names may be similarly distinguished in the diplomatic and critical views. Likewise, letters capitalised in the manuscript may be rendered lowercase—following modern typographic practices—in the critical view at the editor’s discretion. Editors should document their policy on capitalisation in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) and follow it consistently.

#### Punctuation

Medieval punctuation marks should be encoded using appropriate entity representations (numeric or aliased). Entities for many common medieval punctuation marks are listed in AEME’s **Character\_Entities.xlsx** spreadsheet.

It is common practice in modern editions to replace medieval punctuation marks with common “equivalents” (that is, modern symbols that the editor deems to be an acceptable substitute). It is also common to introduce modern punctuation marks to aid the modern reader in parsing the syntactic (or sometimes metrical) structure of the text. These practices should only ever take place in the critical view and should be formally separated from diplomatic markup as described below. Editors should document their policy on editorially supplied punctuation in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) and follow it consistently.

The AEME schema incorporates the [<pc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pc.html) element from the TEI Analysis module to identify non-editorially supplied punctuation. All untagged punctuation is assumed to be supplied by the modern editor for display in the critical view only. Where a punctuation mark in the diplomatic view is to be rendered differently in the critical view, the critical reading should be placed in @rend. The following examples illustrate usage.

<!-- Punctuation in Diplomatic View only -->

Some text<pc>&punctelev;</pc> and some more text

<!-- Same Punctuation in Diplomatic and Critical Views -->

Some text<pc rend=".">.</pc>

<!-- Different Punctuation in Diplomatic and Critical Views -->

Some text<pc rend=",">&punctelev;</pc> and some more text

<!-- Punctuation in Critical View only -->

Some text, and some more text

Note that the scenario in which a modern punctuation mark is to replace a medieval punctuation mark in the critical view presents a minor processing difficulty if the medieval symbol is preceded by space. This is not the convention in modern typography. The easiest solution is to delete white space before medieval punctuation marks (and therefore before <pc> in the encoding), as demonstrated in the examples above. For this practice in a diplomatic edition, see M.J. Driscoll, “Electronic Textual Editing: Levels of transcription”, in Unsworth, O’Brien O’Keeffe, and Burnard, *Electronic Textual Editing* (<http://www.tei-c.org/About/Archive_new/ETE/Preview/driscoll.xml>). In certain cases, the editor may wish to preserve white space before a punctuation mark in the diplomatic view. In these cases, AEME recommends embedding the space within <pc>. For instance, one might wish to preserve the space around a *punctus elevatus* marking a caesura. This would be encoded as

Some text<pc> &punctelev;</pc> and some more text

[<pc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pc.html) may also take @type="caesura" to indicate that the punctuation mark represents a half-line divider. In this case, no internal space is required because we can achieve the same effect by styling elements of this type with a margin on either side. The code would then look like this:

<pc type="caesura">&punctelev;</pc>

Currently, the use of @type="caesura" is optional in AEME editions. No other possible values for @type have been proposed.

#### Flourishes

Most flourishes and otiose strokes may be encoded for display in the facsimile view, but these are not required by AEME, which has not developed a standard markup strategy. See the discussion of flourishes under Ornamental Capitals and Pilcrows.

#### Stray Marks, Blots, and Stains

Unintentional marks, ink trails, blots, smears, bleed-through, or offset ink may be indicated in the [<physDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-physDesc) section of the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) when they have a discrete location or affect the reading of the text.

### Word-Level Representations

#### Word Division

Medieval texts often differ from modern ones in word spacing. In general, medieval texts may (a) separate morphological elements of a single word that would be combined today or (b) combine words that would be separated today. In AEME editions, these are managed with the custom <sg/> (Shadow Gap) element, which combines the functions of the TEI [<gap>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gap.html) and [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html) elements. <sg/> is TEI-conformant because it can easily be converted to structures employing these two standard TEI elements.

Ambiguous cases of word division should receive commentary with the [<note>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html) element.

##### <sg/> for Combining Morphological Elements

Medieval manuscripts may leave gaps between morphological elements of a word, as in “a bout”. AEME editorial policy is to preserve the gap in the diplomatic view and to remove it—at the editor’s discretion—in the critical view in order to increase readability. The mechanism is to replace the space with <sg/>, which can be rendered as a space by the diplomatic view stylesheet and ignored by the critical view stylesheet. Hence “a bout” would be encoded as a<sg/>bout. This use of <sg/> can be converted to standard TEI structures in a number of ways:

1. a<gap reason="shadowHyphen"/>bout
2. a<sic> </sic>bout
3. <choice>

<orig>a bout</orig>

<reg>about</reg>

</choice>

In the first example, the term “shadowHyphen” is borrowed from the [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html) and implies that the gap is a semantic unit that some modern editors (but not AEME) choose to replace with a hyphen.

Where the gap is the direct result of a line break, the line break becomes the content of <sg/> (which, being no longer an empty element, requires a closing tag):

a<sg><lb/></sg>bout

It is possible to use <sg/> to indicate morphological separations of more than a single space by using @quantity. Hence a<sg quantity="2"/>bout would indicate that the gap after *a* consists of two spaces.

##### <sg/> for Separating Morphological Elements

Medieval manuscripts also frequently combine morphological elements which are treated as separate words in modern orthography. In these instances, the editor may choose to render them as separate words in the critical view. In such cases, <sg/> functions like the TEI s element. For example, the editor may wish “atones” to appear as “at ones” in the critical view. This is achieved by the use of <sg> </sg>.

at<sg> </sg>ones

The <sg/>element will be ignored by the stylesheet for the diplomatic view. This is formally equivalent to the following TEI structures:

1. at<supplied reason="wordBreak"/>ones
2. <choice>

<orig>atones</orig>

<reg>at ones</reg>

</choice>

The term “wordBreak” above is an arbitrary one adopted for the purposes of exemplification. It should be noted that the <sg/> content need not be a space. It is also possible to use, for example, a hyphen: at<sg>-</sg>ones. The precise content of the <sg/> is at the editor’s discretion.

##### <sg/> for *Litterae Notabiliores*

A special case may be made for gaps between the first letter of a line and the rest of the word. Line-initial letters are often positioned in a separate column to function as *litterae notabiliores*. AEME recognizes this conceptual distinction by the use of @type="ln". Hence, at the beginning of a line “A bout” would be encoded as <l>A<sg type="ln"/>bout…</l>. White space after <sg type="ln"/> will be retained in the diplomatic view.

#### Roman Numerals

Roman numerals should be transcribed in their original form but identified as numbers with the [<num>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-num.html) element. Pointing used to set off the number from the surrounding text should be included in the element. In order to make numerical quantities available for search, the Arabic numeral equivalent should be supplied using @value as below:

<num value="12">.xij.</num>

#### Abbreviations

The discussion below demonstrates how TEI P5 may be used to main separate markup for the diplomatic and critical views. TEI P5 provides two groups of abbreviation tags: [<abbr>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-abbr.html) and [<expan>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-expan.html) for abbreviations that should be expanded to whole words, and [<am>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-am.html) and [<ex>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ex.html) for abbreviation markers that are expanded alone. The use of the former implies a separation between diplomatic and critical markup.

<choice>

<abbr>pp</abbr>

<expan>propter</expan>

</choice>

If the initial *p* were flourished, it could be represented with an entity like &#xA753; (&pflour;). If there is a need to represent the *p*-flourish and the *p* as separate abbreviation makers, they should be placed in separate [<am>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-am.html) tags instead.

[<am>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-am.html) and [<ex>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ex.html) can exist within [<orig>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-reg.html) and [<reg>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-reg.html) tags. This is particularly important for cases like the word “prophetes” beginning with a *p*-flourish:

<choice>

<orig><am>&pflour;</am>phetes</orig>

<reg><ex ref="#g\_pflour">pro</ex>phetes</reg>

</choice>

Here the [<orig>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-reg.html) element contains the diplomatic reading of the abbreviation mark. However, it can be toggled with the expanded form housed in the [<reg>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-reg.html) element (since the expansion is also what we would want to see in the critical view). The @ref value may be used to reference a *p*-flourish glyph that has been defined in [<encodingDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-encodingDesc.html) (see the TEI Guidelines for [<g>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-g.html)).

#### Word Brevigraphs

AEME will retain the brevigraphs in the facsimile view, but expand them to regularized spellings in the diplomatic and critical views.

# The <teiHeader> Section

The [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) element is the container for the document’s metadata. AEME requires a fairly standard set of child elements within the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html), and the reader is referred to the TEI documentation for details. The following sections outline the required elements and their order, as well as some AEME-specific values required in certain sections.

**Required Child Elements**

[<fileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fileDesc.html), [<encodingDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-encodingDesc.html), [<profileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-profileDesc.html)

**Optional Child Elements**

[<revisionDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html)

## <fileDesc> [Required]

The [<fileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fileDesc.html) contains the full bibliographic description of the electronic file.

**Required Child Elements**

[<titleStmt>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-titleStmt.html), [<publicationStmt>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-publicationStmt.html), [<sourceDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-sourceDesc.html)

### [<titleStmt>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-titleStmt.html) [Required]

The [[<titleStmt>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-titleStmt.html)](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fileDesc.html) groups information about the title of a work and those responsible for its content.

**Required Child Elements**

[<title>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html)

**Optional Child Elements**

[<respStmt>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-respStmt.html)

**AEME Requirements**

AEME uses @type in the [<title>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html) element to distinguish titles supplied by AEME editors from alternative titles supplied by other editors or medieval scribes. Possible values include “codexfull” (the title of the full codex), “main”, and “alt” (alternative title). Main and alternative titles (there may be more than one of the latter) are child elements of full codex titles. For example:

<title type="codexfull">

<title type="main">Oxford, Bodleian Library, MS Laud Misc. 108</title>

<title type="alt">An Alternative Title, e.g. the Laud Manuscript</title>

<title type="alt">Another alternative, perhaps one attributed to a scribe.</title>

</title>

In other words, the [<title>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html) element has @type="codexfull". The primary title, which will be the full MS name (and specific folios if incomplete), will be @type="main", and any alternative titles will be @type="alt".

The abbreviation “MS” must be present in the [<title>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html) element if it is part of the common identifier for the manuscript.

## <publicationStmt> [Required]

The [<publicationStmt>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-publicationStmt.html) groups information concerning the publication or distribution of the text.

**Required Child Elements**

[<publisher>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-publisher.html), [<date>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-date.html)

**AEME Requirements**

The [<publisher>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-publisher.html) element should be **<publisher>Archive of Early Middle English</publisher>**. The only exceptions should be when the file is a duplicate of a text published elsewhere (such as the Auchinleck manuscript). It is also possible that we will have files that serve as metadata placeholders for external resources.

The [<date>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-date.html) element should contain the @when attribute, which gives the date in the format **YYYY-MM-DD**. Content inside the [<date>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-date.html) element should normally consist only of the year of publication. For example:

<date when="2001-02-01">2001</date>

Note that publication information may be given as prose inside a [<p>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-p.html) element for development purposes but should be broken down into [<publisher>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-publisher.html) and [<date>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-date.html) before the file goes live.

## <sourceDesc> [Required]

The [<sourceDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-sourceDesc.html) contains a bibliographic description of the source from which the electronic text has been established.

**Required Child Elements**

[<msDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msDesc.html)

### <msDesc> [Required]

The [<msDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msDesc.html) contains a description of a single identifiable manuscript or other text-bearing object. This may include manuscripts in estranged parts which may now be located in separate repositories.

**Required Child Elements**

[<msIdentifier>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msIdentifier.html), [<msContents>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msContents.html), [<physDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-physDesc.html), [<history>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-history.html), [<additional>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-additional.html)

#### <msIdentifier> [Required]

The [<msIdentifier>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msIdentifier.html) contains information required to identify the manuscript being described.

**AEME Requirements**

AEME requires that [<msIdentifier>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msIdentifier.html) have the following child elements:

* [<settlement>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-settlement.html): The city in which the manuscript is currently located.
* [<repository>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-repository.html): The repository in which the manuscript is located.
* [<collection>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-collection.html): The collection or fond within the repository in which the manuscript is located. This element is optional if the full library shelfmark does not contain a collection identifier.
* [<idno>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-idno.html): The standard number used to identify the manuscript (e.g. shelfmark).

For example:

<msIdentifier>

<settlement>Oxford</settlement>

<repository>Bodleian Library</repository>

<collection>Laud Misc.</collection>

<idno>108</idno>

</msIdentifier>

Abbreviations (e.g. “Bodleian” or "BL”) should be avoided, except in <collection>, where they are traditional. In this case, abbreviated words should be indicated by a full stop (i.e. “Misc.” instead of “Misc”). The abbreviation “MS” should be excluded, but must be present in the [<title>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html) element of the [[<titleStmt>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-titleStmt.html)](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fileDesc.html) if it is part of the common identifier for the manuscript.

AEME will employ short names in place of sigla. Short names should be based on the [<msIdentifier>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msIdentifier.html) content, which will generally follow the filenames created from the same content, but without the xml extension.

Where the manuscript had a previous identifier, it may optionally be included using [<altIdentifier type="former">](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msIdentifier.html).

#### <msContents> [Required]

The [<msContents>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msContents.html) element is effectively a table of contents for the manuscript. Each item is numbered using <msItem n="1">, <msItem n="2">, etc.

**Required Child Elements**

[<msItem>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msItem.html)

##### <msItem> [Required]

**Optional Child Elements** ([Digital Scriptorium](http://bancroft.berkeley.edu/digitalscriptorium/huntington/) may provide a useful model for child elements.)

**AEME Requirements**

[<msItem>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msItem.html) elements may be nested so that sub-texts may be listed. For instance, the *South English Legendary* may be designated as <msItem n="3">, and each vita would be listed as a separate [<msItem>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msItem.html) within <msItem n="3">.

[<msItem>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msItem.html) can take the @class attribute, which can be used to specify a set of recognised genres or text types. If there are multiple genres, they may be represented by separating them with a space: e.g. <msItem class="#hagiography #romance">. All terms used must be listed as keywords in [<profileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html).

Inside the [<msItem>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msItem.html) element there can be one or more [<p>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-p.html) elements containing a narrative description of the item. The description may contain other elements such as [<locus>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-locus.html) (the folio numbers of the text), [<title>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html), [<incipit>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-incipit.html) and [<explicit>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-explicit.html), or bibliographical references using [<listBibl>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-listBibl.html) (even if there is only one; don’t use [<biblStruct>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-biblStruct.html) because it has some unnecessary structural requirements). Initially, we will include references to two external entities:

* LAEME Catalogue Categories (Documents, Literary Texts, Glosses). Since there is no clear URL for these categories, we will use the format <ref type="LAEME">glosses</ref>.
* *Digital Index of Middle English Verse* ID numbers. References will be given to the URL of the online version in the following format: <ref type="DIMEV" target="http://path/to/dimev/id">$dimev-id</ref>.
* The *Middle English Compendium* ID number (used by the *Middle English Dictionary*). References will be given to the URL of the online version in the following format: <ref type="MEC" target="http://path/to/mec/id">$mec-id</ref>.

Additionally, entries may include the print Index of Middle English verse ID numbers, as these sometimes differ from the DIMEV entries.

For prose text, references should be given to the appropriate volume of the *Index of Middle English Prose* inside a [<bibl>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-bibl.html) element. Works in Anglo-Norman should refer to Dean, Ruth J., and Maureen Barry McCann Boulton. *Anglo-Norman Literature: A Guide to Texts and Manuscripts*. London: Anglo-Norman Text Society, 1999.

References to print editions should be included wherever possible. These should be formatted following guidelines in *Chicago Manual of Style*, 16th edition. The code format consists of simple [<listBibl>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-listBibl.html) entries like the following:

<listBibl>

<bibl corresp="#HorstmannC1873">Horstmann, Carl. <title>Leben

Jesu: ein Fragment, und Kindheit Jesu, &amp;c.</title>.

M&uuml;nster: Regensberg, 1873.</bibl>

</listBibl>

The long title should be placed inside [<title>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-title.html) tags. No other structured markup is required.

#### <physDesc> [Required]

The [<physDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-physDesc.html) element contains a physical description of the manuscript or manuscript part. The discussion here assumes a full codex. See the TEI docs for encoding of manuscript parts. [<physDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-physDesc.html) is used to define all hands and scripts present in the manuscript, as well as any decorative elements that are unusual or not easily encoded.

**Required Child Elements**

[<handDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handDesc.html), [<scriptDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-scriptDesc.html), [<decoDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-decDesc)

##### <handDesc> [Required]

The [<handDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handDesc.html) element contains a description of all the different kinds of writing used in a manuscript. The number of hands is given in @hands.

**Required Child Elements**

[<handNote>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handNote.html)

**AEME Requirements**

All hands represented in the AEME corpus will be listed with IDs in AEME’s entities file. These IDs will correspond to the hands listed in this section. Each hand will have a corresponding [<handNote>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handNote.html). For instance:

<handDesc hands="2">

<handNote xml:id="0012" n="1" scope="major">

<p>The majority of the manuscript is in a <term>compact textura</term> hand of the <date from="1200-01-01" to="1225-12-31">first quarter of the thirteenth century</date>.</p>

</handNote>

<handNote xml:id="0013" n="2" scope="minor">

<p>The <locus>top of f. 238</locus> is in a hand of the <date from="1400-01-01" to="1499-12-31">fifteenth century</date>.</p>

</handNote>

</handDesc>

@n indicates the hand number *within* the manuscript. It does not necessarily have to be a number; it can be a letter if the traditional notation is something like “Scribe A”, or some other type of identifier. @scope (optional) provides an indicator of the hand’s contribution (another possible value is “sole”). The example above shows useful tags for content within the [<handNote>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handNote.html); however, AEME currently has no requirements for structured markup in this section.

##### <scriptDesc> [Required]

The [<scriptDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-scriptDesc.html) element (with [<scriptNote>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-scriptNote.html)) contains a description of all the scripts used in a manuscript. It is not well documented in the TEI docs and it may just be a place to note unusual features.

##### <decoDesc> [Required]

The [<decoDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-decDesc) element contains a description of the decoration of a manuscript. It can be structured, but for AEME’s minimal schema, a sequence of paragraphs containing notes about distinctive decorative features should be sufficient. See **Rubricated and Other Color-Highlighted Words and Phrases, and Otherwise Highlighted Text**.

#### <history> [Required]

The use of the [<history>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-history.html) element is detailed in the TEI docs, and no further documentation is currently available here.

**Required Child Elements**

[<origin>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-origin.html), [<provenance>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-provenance), [<acquisition>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-acquisition.html)

**Optional Sub-Elements**

[<listBibl>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-listBibl.html)

**AEME Requirements**

Within the TEI [<origin>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-origin.html), [<provenance>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-provenance), and [<acquisition>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-acquisition.html) divisions, AEME editions will tag named entity elements (e.g. <name type="person">), places (e.g. <name type="place">), and dates (with [<date>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-date.html)). For named persons or repositories, the @role="owner" designation may be added. Acknowledgement of sibling publications (e.g. printed editions and facsimiles) by other entities should be placed in [<listBibl>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-listBibl.html) (see the TEI Guidelines). Use [<listBibl>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-listBibl.html) even if there is only one publication.

#### <additional> [Required]

The [<additional>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-additional.html) element groups additional information, combining bibliographic information about a manuscript or surrogate copies of it with curatorial or administrative information.

**AEME Requirements**

Currently, the [<additional>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-additional.html) element is used to contain LAEME and DIMEV references to the entire manuscript. Hence the [<listBibl>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-listBibl.html) element (with its acceptable child elements) is required in AEME editions.

For Oxford, Bodleian Library, Laud Misc. 108, the formulation is as follows:

<additional>

<listBibl>

<bibl>

<ref type="LAEME">All items belong to the LAEME

<term>literary</term> category.</ref>

</bibl>

<bibl>

<ref type="DIMEV">http://www.cddc.vt.edu/host/imev/record.php?recID=2605#wit-2605-1</ref>

</bibl>

</listBibl>

</additional>

Note the use of [<term>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-term.html) for the LAEME category, as defined in [<profileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html) (see below). This may help expose these categories for searching.

Since [<additional>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-additional.html) may be used to store other information, AEME also allows [<p>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pl.html) elements as child elements.

## <encodingDesc> [Required]

The [<encodingDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html) element documents the relationship between an electronic text and the source or sources from which it derives.

**AEME Requirements**

Currently, AEME uses [<encodingDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html) only to define a taxonomical ID for the *Catalogue of Sources for a Linguistic Atlas of Early Medieval English*. The form is as follows:

<encodingDesc>

<classDecl>

<taxonomy xml:id="LAEME">

<bibl>

<title>Catalogue of Sources for a Linguistic

Atlas of Early Medieval English</title>

<author>Margaret Laing</author>

<edition>1993</edition>

</bibl>

</taxonomy>

</classDecl>

</encodingDesc>

LAEME can then be referenced using #LAEME in the [<profileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html) section, where it is required, but it may also be used anywhere in the file. Eventually the taxonomy element will be replaceable by <taxonomy corresp="#LAEME"/>, and the citation will be stored in a stand-off document.

## <profileDesc> [Required]

The [<profileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html) provides a detailed description of non-bibliographic aspects of a text, specifically the languages and sublanguages used, the situation in which it was produced, the participants, and their setting.

**AEME Requirements**

Currently, AEME uses [<profileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html) to define key words (normally genre terms) that describe the content of the entire manuscript. AEME requires the inclusion of at least one of the text classes (Documents, Literary Texts, Glosses) listed in the *Catalogue of Sources for a Linguistic Atlas of Early Medieval English*. These are identified by @scheme with a reference to the taxonomy ID for LAEME listed in [<encodingDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html). Additional keywords may be listed at the editors’ discretion. The format of [<profileDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html) is as follows:

<profileDesc>

<textClass>

<keywords scheme="#LAEME">

<term>literary</term>

</keywords>

<keywords>

<term>hagiography</term>

<term>romance</term>

</keywords>

</textClass>

</profileDesc>

In the above example the keyword “literary” is drawn from LAEME. The keywords “hagiography” and “romance” are defined within the edition itself. Other possible keywords might be: devotional, religious writing, historiography (life writing), doctrinal, chorography, chronicle, religious writing, historiography (life writing), doctrinal, chorography, chronicle, poetry, lyric, song, diagram, music, didactic, genealogy, drama, debate, rolls/codices, fabliau, proverb, satire, romance, prayer, heraldry, hagiography, riddle, macaronic, liturgical, or biblical.

## <revisionDesc> [Optional]

The optional [<revisionDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-revisionDesc.html) is required once a document file has been updated after an initial commit. Changes are recorded using <change who="" when="">, with a description of the change inside the [<change>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-change.html) element. For example:

<revisionDesc>

<change who="#bioKL0001" when="2014-01-01">Corrected reading of ... </change>

</revisionDesc>

**AEME Requirements**

Dates should be given in the format **YYYY-MM-DD**. Each successive change should be recorded as an additional [<change>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/change.html) element. @who should record the @xml:id of the person responsible for the change.

[<change>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/change.html) should be used only if we add or re-work a significant section (more incidental changes will be recorded by git). When the text is ready for publication, changes should be removed. After publication, all further changes should be recorded.

# The <facsimile> Section

The [<facsimile>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-facsimile.html) section immediately follows the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) element. This section forms the basis for a representation of the manuscript as an image or a set of images. For AEME document objects, these images are treated in parallel to the transcription. That is, each page of the transcription is linked directly to a [<surface>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-surface.html) child element of [<facsimile>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-facsimile.html). This in turn is linked to the equivalent page in the transcription through the @facs attribute of the [<pb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pb.html) element.

**Required Child Elements**

[<surface>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-surface.html)

An entire AEME [<facsimile>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-facsimile.html) might look like the following:

<facsimile>

<surface xml:id="1r">

<graphic

url="http://www.aeme.org/images/bodllaudmisc108\_img\_bau0009.tif"/>

</surface>

<surface xml:id="1v">

<graphic

url="http://www.aeme.org/images/bodllaudmisc108\_img\_bau0010.tif"/>

</surface>

</facsimile>

…

<pb facs="1r"/>

<pb facs="1v"/>

## <surface>

The [<surface>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-surface.html) element designates the two-dimensional space of the page image. According to the TEI documentation, it can contain coordinate attributes which can then be used for placing separate zones with multiple images on the page. At present, AEME does not exploit this capability. Thus, at present, AEME requires only that [<surface>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-surface.html) have an @xml:id. The only other requirement is a [<graphic>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-graphic.html) child element to provide the URL of the image.

**Required Child Elements**

[<graphic>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-graphic.html)

# The <text> Section

The [<text>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-text.html) section contains the edited transcription of the manuscript’s linguistic content, along with associated editorial apparatus (e.g. notes). In TEI, this element may contain the text directly, or it may contain a [<group>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-group.html) element with multiple [<text>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-text.html) elements nested inside for sub-texts of a collection. Since AEME edits at the codex level, if possible, the preference is to place each text in a numbered div element inside the body of a single [<text>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-text.html) element. For instance, in Oxford, Bodleian Library, MS Laud Misc. 108, the *South English Legendary* will be in [<div1>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div1.html), whilst each separate vita will be in [<div2>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div2.html).

**Required Child Elements**

[<body>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-body.html)

## <body>

The [<body>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-body.html) element contains the main body of the text. Each text must be enclosed in at least one [<div1>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div.html) tag, and texts may be subdivided with multiple [<div2>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div.html) tags. Numbered div elements, along with child elements like [<note>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html), [<pb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pb.html), and [<ref>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ref.html), should have @xml:id.

**Required Child Elements**

[<div1>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div.html)

**AEME Requirements**

Division tags can take many different types of child elements, and, at present, there are no editorial prescriptions on the elements available in AEME. Eventually, AEME should determine a taxonomy of allowable elements and lock them into oXygen.

### Codicological Structures and *Mise-en-Page*

Most manuscripts can be broken down into gatherings of bifolia (or other foldings), divided into folios, of which each surface of the folio comprises a page.

#### <gb/>

To the extent that it is possible, editors should identify gathering or quire breaks in manuscripts and indicate them with [<gb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gb.html). The only required attributes are @xml:id and @n. The value of @n should be the number of the quire as listed in the manuscript’s collation formula (in whatever form that formula requires). The [<gb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gb.html) element should be placed prior to any material in the page content.

At present, AEME does not employ a standard collation format.

#### <pb/>

For AEME, the page is the primary identification structure, linking transcription material to images in the image view. Each page should begin with the [<pb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pb.html) element, which should come before any other material, except [<gb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gb.html). Each [<pb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pb.html) of the manuscript should have a unique @xml:id. [<pb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pb.html) may have a number of attributes relating the page to facsimile markup and image files.

* @xml:id: a unique identifier.
* @facs should be used to link the page to the corresponding image.
* @n should be used as a label to represent the folio or page number (e.g. “f. 4r” or “p. 24).

The [<pb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-pb.html) element is used to search for content for the front-end view. Its label is used for search results and navigation menus. It does not appear on the page view itself. To encode folio marks that appear on the manuscript page, use [<fw>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fw.html), discussed below.

#### <cb/>

The beginning of a column on a page should be signaled by a [<cb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-cb.html) element. The column number is signaled by @n: hence <cb n="1"/>, <cb n="2"/>.

#### <lb/>

In facsimile and diplomatic markup, [<lb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-lb.html) should be placed at the beginning of each columnar line (including lines in single-column pages). The exception is where line breaks in the manuscript consistently align with poetic line breaks. In this case, the beginning [<l>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-l.html) tag of a poetic line is assumed to be the beginning of a manuscript line.

The line break element [<lb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-lb.html) should also be used for line breaks in elements like forme work, glosses, and notes.

### Higher Block-Level Structural Elements

Block-level text structures on the page may loosely understood in terms of primary text and marginalia, although AEME recognises that there is not always a clear distinction. Textual marginalia are effectively defined as forme work, notes, references, and anonymous blocks by the Guidelines below. Anonymous blocks may be further subcategorised using @type to provide additional information about their function.

#### <div1>

[<div1>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div1.html) is the top-level structural division in a text. There may be further subdivisions represented by [<div2>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div2.html), etc.

#### <head>

[<head>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-head.html) should be used exclusively for material at the beginning of a text section (generally a numbered div). It is typically used for *incipits*, as in the following example:

<div1>

<head xml:lang="lat">Incipit vita Haveloci</head>

<l>Herken&thorn; to me gode men</l>

…

</div1>

[<head>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-head.html) will often contain a more elaborate representation of the material given in [<rubric>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-rubric.html) if the latter is present in an [<msItem>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msitem.html) entry. The two may optionally be linked by @corresp.

If there appear to be multiple heads, select one as the primary and use hi[@rend] to make others resemble it in the output. Alternatively, use a different block element (e.g. [<seg>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-seg.html), [<ab>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ab.html)), and do not designate a head.

Page headings, which are generally extra-textual elements in the top margin, should be encoded with [<fw>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fw.html) or [<ab>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ab.html).

#### <trailer>

[<trailer>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-trailer.html) should be used exclusively for material at the end of a text section (generally right before the end tag of a numbered div). It is typically used for *explicits*. [<trailer>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-trailer.html) will often contain the same material as [<finalRubric>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-finalrubric.html) if it is present in an [<msItem>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msitem.html) entry.

Extra-textual information in the bottom margin of a page should be encoded with [<fw>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fw.html) or [<ab>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ab.html).

#### <ab>

An [<ab>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ab.html) (Anonymous Block) element can be used to contain any textual content outside the main text without the semantic baggage of elements like [<p>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-p.html). This includes small marginalia as well as longer texts. It can be used with @rend to indicate the placement on the page with the following values: topLeft, topCenter, topRight, leftMargin, rightMargin, bottomLeft, bottomCenter, bottomRight. @type may be used to classify the type of material, such as “marginal-gloss”. AEME should maintain a taxonomy of values for this. Occasionally, it may be undesirable to designate text as marginal. In this case, <ab type="secondary"> might be appropriate. It may even be possible to contain both texts in something like <ab type="parallel"> to indicate their non-hierarchical relationship on the page.

#### <p>

The [<p>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-p.html) element contains prose paragraphs. If the manuscript contains a paraph (pilcrow), it should be included by an entity representation inside the [<p>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-p.html) element. We may wish to hide this entity in the critical view so that the text reads more like a standard student edition, whereas scholars may see the paraphs in the diplomatic view.

#### <seg>

[<seg>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-seg.html) may be used to wrap a text string to provide it with an @xml:id number or other attributes such as @corr (correction). AEME should decide on a range of allowable attributes and lock it down in oXygen so that we don’t add more by mistake.

### Poetic Lines and Line Groupings

Poetic lines are contained within the [<l>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-l.html) element. In the critical view, each poetic line in each manuscript in the Archive has been assigned its own number, which is the @xml:id attribute value for that line and must therefore be globally unique. The format of @xml:id will be the manuscript abbreviation plus the [<msItem>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-msItem.html) number plus the line number. E.g. “bodllaudmisc108.0001.1”, “bodllaudmisc108.0001.2”, etc.

Poetic lines can be grouped using the [<lg>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-lg.html) element. A poetic strophe is a typical use:

<lg type="strophe">

… multiple <l> elements …

</lg>

[<lg>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-lg.html) may also be used to designate spans of poetic lines written out as prose, as in the following example from Laȝamon’s *Brut*.

<lg type="continuous">

<l>An p&rrot;reo&slong;t wes on

<lb/>leoden<pc>&punctelev;</pc> la&yogh;amon

<lb/>we<add place="supralinear">s</add> ihoten<pc>&punctus;</pc>

</l>

<l>he wes

<lb/>leouena&eth;es &slong;one;

<lb/>li&eth;e him beo <choice>

<orig>d&rrot;iht<am>&emacr;</am></orig>

<reg>Driht<ex>en</ex></reg>

</choice><pc>&punctus;</pc>

</l>

...

</lg>

Note that in this case, [<lb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-lb.html) should be inserted at appropriate points in the text, as in the example above.

In some manuscripts, strophes are marked with skipped lines. These should be recorded with [<lb/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-lb.html).

### Forme Work, Notes, and References

#### <fw>

The [<fw>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fw.html) element identifies material added by scribes or archivists to indicate codicological structure, such as headings, top-of-page titles, running titles, catchwords, signatures, corrector’s marks, and guide words for the rubricator in the margin, etc. [<fw>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fw.html) typically contains elements repeated on multiple pages and should not be used for rubrics or marginal glosses. Each component of a running header should be encoded as a separate [<fw>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fw.html). A folio number at the top of the page would be encoded as in the following example:

<fw type="fol" place="topRight" hand="#bioUN0001">1r</fw>

The following taxonomy for [<fw>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-fw.html) is taken from the [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html) and is included for reference. AEME has yet to develop its own specifications for this element.

@xml:id: Always added as a unique identifier for each instance of forme work.

@type: The [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html) says to use ***only*** the following categories:

* running-head (repeating information at the top of the page)
* page (for the page number)
* fol (for the folio number)
* sig (=signature)
* qSig (=quire signature)
* lSig (=leaf signature)
* catch (=catchword)
* cor (where the corrector “signs off” on a gathering)
* guideWords (where scribe has written instructions for the rubricator)
* guideLetters (where the scribe has inserted a guide for the ornamented capital)

@place: The [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html) says to use ***only*** the following categories:

* inline
* supralinear
* sublinear
* marginLeft
* marginRight
* topLeft
* topCenter
* topRight
* bottomLeft
* bottomCenter
* bottomRight

#### <note> and <ref>

[<note>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html) may be used either for critical notes or for transcribed notes in the manuscript. The discussion here relates to transcribed notes and references rather than those supplied by the editor. For the latter, see the section on **Editorial Notes and References**.

Transcribed notes are placed in the XML at the end of the div element to which they pertain, gathered within a child [<div*n*>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-div.html). A [<note>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html) element should contain @target pointing to a [<anchor/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-anchor.html) element in the text. For instance, <note target="#32"> would point to <anchor xml:id="32"/> or <ptr xml:id="32"/>.

Transcribed notes can also have other attributes such as @place, @type, and @subtype to indicate the type of note and its location in the *mise en page*. For instance, <note type="gloss" place="margin-right">A note</note> would indicate a note in the right margin. AEME has not yet developed a taxonomy of note types.

References are often biblical references or names of kings, placed in the margin. They may be indicated using the [<ref>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ref.html) element with attributes similar to those used for [<note>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html).

## Highlighting and Decorative Features

### Highlighting

The [<hi>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-hi.html) element is used to describe the various ways scribes may call attention to text, such as by changes in script, size, or color, by underlining or boxing, etc. It is normally accompanied by @rend, which contains a descriptive term of the type of highlighting. @rend can have multiple values. AEME allows @rend values to be placed on any appropriate block-level element in order to minimize the number of child [<hi>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-hi.html) elements.

### Rubricated and Color-Highlighted Text

The following taxonomy of values is taken from the [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html). Longer but more human readable values proposed by AEME are given in brackets.

|  |  |  |
| --- | --- | --- |
| **Feature** | **PPEA Value** | **Proposed AEME Value** |
| Brown Ink | br | brown-ink |
| Green Ink | gr | green-ink |
| Blue Ink | bl | blue-ink |
| Rubricated | rb | rubricated |
| Touched in Red | tr | touched-red |
| Touched in Green | tg | touched-green |
| Textura | tx | textura |
| Underlined (with colour unspecified or text ink) | ul | underlined |
| Underlined in Red | ur | underlined-red |
| Underlined and Overlined (with colour unspecified or text ink) | ulANDol | underlined-overlined |
| Underlined and Overlined in Red | ulrANDolr | underlined-red-overlined-red |
| Boxed (with colour unspecified or text ink) | boxed | boxed |
| Boxed in Red | BinR | boxed-red |

At present, both PPEA and proposed AEME values may be used since they may be easily converted using this table of equivalents.

Note that, although editors are not restricted to only the above values, other values will not be rendered on the front end by the stylesheets. Therefore, any values not found in the above taxonomy must be described in notes and in the [<decoDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-decDesc) section of the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html). In some cases, it may be possible to piggy-back on existing rendition instructions. For instance <hi rend="pointed-red red-ink">A</hi> will style the letter in red. Editors may request that the editorial board update stylesheets to create new rendition instructions.

### Ornamental Capitals and Pilcrows

Ornamental capitals and pilcrows are encoded with the [<hi>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-hi.html) element and @rend="h2", "h3", etc. to represent 2 and 3 lines of height respectively. This convention is formally equivalent to @rend="o2", "o3", etc., as used by the [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html). Additionally, the editor can optionally use @rend="narrow", @rend="wide" to indicate width relative to other letters (not to scale) in the text.

AEME allows the editor to encode a precise measurement of the height and width of ornamental letters with the custom attributes @glyphHeight and @glyphWidth, the value of which should be given in millimeters. It can be used in tandem with @rend to give a precise measurement of width alongside a relative width. For instance, a wide, blue “R” that is 4 lines high and 50mm in width (considered relatively wide by the editor) would be encoded:

<hi rend="h4 wide blue-ink" glyphWidth="50">R</hi>

The use of @glyphWidth is optional.

Tracery or other features of an ornamental capital can be described in [<decoNote>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-decoNote.html). Individual items can be referenced in [<decoNote>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-decoNote.html) with a [<ref>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ref.html) element targeting the capital’s containing div.

**Under Review:** There is a general agreement that we need to encode flourishing around ornamental capitals. We are investigating the use of a pre-existing taxonomy in Fleming, Sonia Scott. *The Analysis of Pen Flourishing in Thirteenth-Century Manuscripts*. Brill Academic Pub, 1989. In the meantime, we can use @type="blue-8-6" for flourishes in blue ink that is 8 lines up and 6 lines down. Anything not defined in Fleming’s taxonomy or which cannot be encoded with the above value should be described in [<decoDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-decoDesc.html).

## Scribal Hands and Scripts

Full descriptions of scribal hands and scripts should be provided in the [<handDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handDesc.html) and [<scriptDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-scriptDesc.html) sections of the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html). AEME maintains a list of scribal hands in its named entities file. Since the names of most scribes are unknown, the @xml:id of a scribal hand will typically be something like #bioUN0019. Scripts should similarly be given an @xml:id for cross-reference, and AEME should maintain a global list of these IDs.

Within the text transcription, elements or spans of elements can be identified with individual hands or scripts using @hand and [<handShift/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handShift.html). Identifications of scribal and hand script are by default considered to be of high certainty. Lower levels of certainty may be indicated by the use of @cert[high|medium|low].

@hand and [<handShift/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handShift.html) are primarily of use for search purposes since individual scripts and scribal hands are not represented with graphic cues in the diplomatic and critical views. Therefore, encoded identifiers of scribal hands and changes of script should be accompanied by editorial notes to identify on the front end views where changes of scribal hand occur.

The following standard reference works on the identification of scripts may be useful:

1. Brown, Michelle P. *A Guide to Western Historical Scripts from Antiquity to 1600*. London: The British Library, 1990.
2. Parkes, M. B. *English Cursive Book Hands, 1250-1500*. Oxford: Clarendon, 1969.
3. Preston, Jean F., and Laetitia Yeandle. *English Handwriting, 1400-1650: An Introductory Manual*. Binghamton, N.Y.: Medieval & Renaissance Texts & Studies, 1992.
4. Wright, Cyril Ernest. *English Vernacular Hands from the Twelfth to the Fifteenth Centuries*. Oxford: Clarendon Press, 1960.
5. Roberts, Jane. *Guide to Scripts Used in English Writings up to 1500*. Revised edition. London: British Library, 2011.

### Identifying Hands

Elements may be identified with hands defined in [<handDesc>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handDesc.html) by means of @hand (which contains the hand’s @xml:id value preceded by #): e.g.<seg hand="#bioUN00013">Some text</seg>. @hand can be added to any element allowed by TEI.

### Changes of Hands and Scripts

Changes in hand or script over spans of text, particularly where they overlap with structural divisions, are indicated with [<handShift/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handShift.html). [<handShift/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-handShift.html) should always include @hand to identify the scribe responsible.

## Manuscript Flaws and Damage

In general, AEME editions record only damage made after the manuscript was first written, i.e. damage that makes the text unclear or illegible. Defects in the vellum may be described in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html). It is desirable to create some type of markup for the facsimile view, and perhaps [<gap>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gap.html) or [<space/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-space.html) might be used for this purpose with an appropriate attribute to indicate the reason. However, AEME does not currently require the markup of flaws in the manuscript prior to the production of the text.

For the encoding of damage to the manuscript, see the section on **Unclear or Illegible Characters**.

## Spaces

Where a space has been deliberately left vacant for characters (most often seen where an intended ornamental capital was never made), the [<space/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-space.html) element is used. [<space/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-space.html) should not be used for spaces created by damage or deletion. Of the available attributes, AEME recommends that [<space/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-space.html) be accompanied at minimum by @quantity and @unit (lines, millimeters, or whatever is appropriate).

## Unclear or Illegible Characters

Uncertainty about a reading can be caused by scribal deletion of the text or damage to the manuscript. TEI contains a group of closely related elements that classify these types of changes. These include [<gap>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gap.html), [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html), [<damage>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-damage.html), [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html), and [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html). Their use can be summarized as follows:

* [<gap>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gap.html): Indicates a point where material has been omitted in a transcription, whether for editorial reasons described in the TEI header or because the material is illegible.
* [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html): Contains a letter, word, or passage deleted, marked as deleted, or otherwise indicated as superfluous or spurious in the copy text by a scribe, annotator, or corrector.
* [<damage>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-damage.html): Contains an area of damage to the text witness not caused by erasure.
* [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html): Contains a word, phrase, or passage that cannot be transcribed with certainty because it is illegible.
* [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html): Signifies text supplied by the transcriber or editor for any reason, typically because the original cannot be read due to physical damage or loss to the original.

Note that the editor may supply text at his or her discretion, but it is not AEME policy to supply readings from alternate witnesses. These can be viewed by comparing the two witnesses side by side.

AEME avoids the use of the TEI [<certainty>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-certainty.html) element and instead indicates degrees of certainty by attaching @cert to the above elements.

The functions of the above elements overlap, and some of them can be nested. AEME editors are encouraged to read closely the [TEI documentation on the use of these elements in combination](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/PH.html#PHCOMB). Its recommendations are important enough to summarize here.

* Where the text has been rendered completely illegible by deletion or damage and no text is supplied by the editor in place of what is lost: place an empty [<gap>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gap.html) element at the point of deletion or damage. Use the @reason attribute to state the cause (damage, deletion, etc.) of the loss of text.
* Where the text has been rendered completely illegible by deletion or damage and text is supplied by the editor in place of what is lost: surround the text supplied at the point of deletion or damage with the [[<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html)](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html) element. Use the @reason attribute to state the cause (damage, deletion, etc.) of the loss of text leading to the need to supply the text.
* Where the text has been rendered partly illegible by deletion or damage so that the text can be read but without perfect confidence: transcribe the text and surround it with the [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html) element. Use the @reason attribute to state the cause (damage, deletion, etc.) of the uncertainty in transcription and the @cert attribute to indicate the confidence in the transcription.
* Where there is deletion or damage but at least some of the text can be read with perfect confidence: transcribe the text and surround it with the [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) element (for deletion) or the [<damage>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-damage.html) element (for damage). Use appropriate attribute values to indicate the cause and type of deletion or damage. Observe that the @degree attribute on the [<damage>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-damage.html) element permits the encoding to show that a letter, word, or phrase is not perfectly preserved, though it may be read with confidence.
* Where there is an area of deletion or damage and parts of the text within that area can be read with perfect confidence, other parts with less confidence, other parts not at all: in transcription, surround the whole area with the [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) element (for deletion; or the [<delSpan>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-delSpan.html) element where it crosses a structural boundary); or the [<damage>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-damage.html) element (for damage). Text within the damaged area that can be read with perfect confidence needs no further tagging. Text within the damaged area that cannot be read with perfect confidence may be surrounded with the [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html) element. Places within the damaged area where the text has been rendered completely illegible and no text is supplied by the editor may be marked with the [<gap>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gap.html) element. For each element, one may use appropriate attribute values to indicate the cause and type of deletion or damage and the certainty of the reading.

Each of the above elements may take a number of attributes. AEME has not yet developed its own taxonomy of values for these attributes. The following, derived mostly from the [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html), are provided for reference.

#### Attributes for [<gap>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-gap.html):

* @reason: Gives the reason for the omission. Standard attribute values are “ill-formed”, “torn”, “faded”, “rubbed”, “smeared”, “overbound”, and “stained”.
* @hand: In the case of text omitted from the transcription because of deliberate deletion by an identifiable hand, indicates the hand that made the deletion, where determinable.
* @agent: In the case of text omitted because of damage, categorizes the cause of the damage, if it can be identified. Standard attribute values are “water”, “mildew”, and “smoke”.
* @quantity: The extent of missing text in terms of the quantity of units specified in @unit.
* @unit: The type of unit used to measure missing text (e.g. “letters” or “millimetres”).

#### Attributes for [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html):

* @rend: Indicates how the deletion was made in the text. Standard attribute values are “subpunction”, “erasure”, “overwritten”, “linedThrough”, “bracketed”, “underlined”.
* @resp: Indicates the editor responsible for identifying the hand of the deletion. The default will be the initials of the named editor(s) as they appear in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html), and need not be recorded.
* @hand: Identifies the scribe responsible for the deletion. The default is the current scribal hand.

#### Attributes for [<damage>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-damage.html):

* @type: Describes the damage. Standard attribute values are “torn”, “cropped”, “faded”, “rubbed”, “smeared”, “stained”, “overbound”, and “creased”.
* @agent: Signifies the cause of the damage. Standard attribute values are “torn” and “mildew”.
* @extent: Indicates the size of the damaged area. We have thus far used the imprecise unit of the space required for a character in the scribal hand, although the area affected may be described in inches, millimeters, folios, or whatever makes sense.
* @resp: Refers to the transcriber who makes the decision about the existence, type, and extent of the damage. The default will be the initials of the named editor(s) as they appear in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) and need not be recorded.

#### Attributes for [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html):

* @reason: Indicates why the material is hard to transcribe. Standard attribute values are “ill-formed”, “torn”, “faded”, “rubbed”, “smeared”, “overbound”, and “stained”.
* @resp: Indicates the editor responsible for the transcription of the unclear text. The default will be the @xml:id of the named editor(s) as they appear in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html) and need not be recorded.
* @cert: Signifies the degree of certainty ascribed to the unclear text. Values are “high”, “medium”, and “low”.
* @hand: Indicates the hand responsible for action that created the difficulty in transcription, where determinable.
* @agent: Signifies the causative agent for the difficulty. Standard values include “water” and “mildew”.
* @extent: Indicates the number of characters that are ambiguous or illegible.

#### Attributes for [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html):

See the section on **Text Supplied by the Editor**.

### Additions to the Manuscript

The [<add>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-add.html) tag serves to mark up phrase-level additions, and [<addSpan/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-addSpan.html) marks up larger blocks. These should be used only to encode text introduced into the text after the initial writing (whether by the original scribe, contemporary, or later scribes), and never for editorially supplied text. For modern editorial additions, [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html) or [<corr>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-corr.html) should be used. Marginalia supplied by later hands is assumed to be an addition by the identification of its hand and does not need to be tagged as such.

#### Attributes for [<add>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-add.html):

* @place: Designates the point at which the addition is made. The [Piers Plowman Electronic Archive](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html) uses **only** the following values: “inline”, “supralinear”, “sublinear”, “marginLeft”, “marginRight”, “topLeft”, “topCenter”, “topRight”, “bottomLeft”, “bottomCenter”, and “bottomRight”.
* @hand: Identifies the scribe who made the addition.
* @resp: Identifies the editor or transcriber who identified the hand. The default will be the initials of the named editor(s) as they appear in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html), and need not be recorded.
* @cert: Signifies the transcriber’s degree of certainty as to the identification of the hand.

The [<add>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-add.html) tag is used for short sequences of text, single words, or phrases. [<addSpan/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-addSpan.html) must be used for larger level additions because [<add>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-add.html) tags do not carry over structural boundaries like [</l>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-l.html). [<addSpan/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-addSpan.html) has the same attributes as [<add>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-add.html), with the addition of the attribute @to, which refers to the spot where the added material ends. (There is also the possibility of using the attribute @type, but that would be used only if the added text is not on an original manuscript page.) Instead of the expected closing tag, [<addSpan/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-addSpan.html) tags are bounded by an [<anchor/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-anchor.html) tag placed at the end of the span of added text.

### Deletions

[<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) serves to mark up phrase-level deletions, and [<delSpan/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-delSpan.html) marks up larger blocks. The [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) tag is used for short sequences of text, single words, or phrases. [<delSpan/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-delSpan.html) must be used for larger level deletions because [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) tags do not carry over structural boundaries like [</l>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-l.html). [<delSpan/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-delSpan.html) has the same attributes as [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html), with the addition of the @to attribute, which refers to the spot where the deletion ends. Instead of the expected closing tag, [<delSpan/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-delSpan.html) tags are bounded by an [<anchor/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-anchor.html) tag placed at the end of the span of added text.

[<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) tags should be used where a word or passage is deleted or marked for deletion by a scribe, annotator, or corrector. The content of these tags may be either the characters that were deleted, if they are legible either under white or ultraviolet light, or symbolic if they are not legible. Symbolic representations of deleted characters should be supplied as follows: one period (.) per character up to five characters when it is possible to determine or guess the number of characters deleted, ...?... for deletions of six to a dozen characters, and ...?...?... for deletions of one half-line or more. Where multiple characters have been underdotted in the manuscript, only one [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) element is needed, unless the dotting represents separate acts of deletion.

If the deleted text is unclear, [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html) tags may be nested within [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) tags. [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html) tags give the option of expressing your degree of confidence in the reading. If the deleted text can be easily read, or, at the opposite extreme, cannot be read at all, there is no need to insert [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html) tags.

Note: The [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html) tag will be followed by [<add>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-add.html) tags where a scribe has deleted and then substituted text.

For standard attributes used with [<del>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-del.html), see the section under **Unclear or Illegible Characters**.

## Editorial Interventions

Corrections and supplied text are assumed to be the responsibility of the editor(s) listed in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html). Interventions involving significant points of interpretation by past editors should be appropriately credited using @resp in the following circumstances:

1. The current editor(s) have consciously adopted a past editor’s reading in preference to readings by previous editors/commenters.
2. The past editor’s reading is not one that the current editor(s) would have come up with on their own.

There is some ambiguity in what constitutes “significant points of interpretation”. If there is doubt, the interpretation should be discussed in a [<note>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html).

### Distinguishing the Diplomatic and Critical Markup

Tags like [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html), [<sic>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-sic.html), and [<corr>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-corr.html) inherently indicate editorial interventions, and their content will be displayed only in the critical view. Other types of content require a more nuanced approach. The [<choice>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-choice.html) element allows the two views to be formally separated. Typically, [<choice>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-choice.html) will contain an [<orig>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-orig.html) element, the content of which is the diplomatic representation, and a [<reg>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-reg.html) element, which represents the critical representation. In some cases, this formal separation requires some editorial decision-making. For instance, the word “Man”, when not at the beginning of a sentence or verse-line, may be tagged:

<choice>

<orig>M</orig>

<reg>m</reg>

</choice>an

or

<choice>

<orig>Man</orig>

<reg>man</reg>

</choice>

That is, a decision is required as to whether to tag only the differing parts of the word or the word as a whole. The first example implies that the scribe was thinking in terms of letters (i.e. a capital letter would look nice here), whereas the second example implies that the scribe was thinking in terms of words (i.e. the word “man” has more semantic weight here). Although it is preferable for rendering purposes not to have stray characters outside of the [<choice>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-choice.html) element, as editors, we should adopt the method that best reflects our interpretation of the scribe’s thinking.

For specific editorial policies on the handling of capital letters and abbreviations in diplomatic and critical views, see the appropriate sections under **Word-Level Representations** above.

### Text Supplied by the Editor

The [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html) element may be used where text is missing or completely illegible at the editor’s discretion. It should be used in combination with [<damage>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-damage.html) or [<unclear>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-unclear.html) tags to indicate the causative agent for the loss of text, where determinable.

Supplied text can be based on reference to another source or by conjecture, but note that it is not AEME policy to supply alternative readings from other witnesses to the text.

For editorially supplied word divisions, see the section on **Word Division**.

Standard attributes for [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html) are as follows:

* @reason: Indicates why the material had to be supplied. Standard values for this attribute are “torn”, “faded”, “rubbed”, “smeared”, “overbound”, “stained”, and “patched”.
* @resp: Indicates the editor responsible for supplying the letter, word, or passage contained within the [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html) element. The default is the initials of the named editor(s) as they appear in the [<teiHeader>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-teiHeader.html), and need not be recorded.
* @source: States the source of the supplied text (the editor’s initials in the case of conjecture). N.B. This is valid P5, but we should probably use @resp to indicate editorial responsibility and [<ref>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ref.html) if the supplied text comes from an external source.
* @hand: Indicates the scribal hand responsible for the damage that obliterated the text, where determinable.

### Editorial Correction to a Witness

TEI permits several different ways of marking corrections to the base manuscript by an editor. AEME employs the [<sic>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-sic.html) and [<corr>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-corr.html) tags in tandem to show the manuscript reading and editorial emendation, respectively, because this provides the widest range of display options.

AEME differs from the [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html), which places brackets around corrected text: <sic>for</sic><corr>for [hem]</corr>. Instead, AEME encloses only the corrected text in [<corr>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-corr.html). The equivalent encoding for AEME would be

for <choice>

<sic/>

<corr>hem</corr>

</choice>

Note that [<choice>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-choice.html) should always be used when [<sic>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-sic.html) and [<corr>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-corr.html) are used in tandem. An editorial insertion can be encoded above, or an editorial deletion can be encoded with an empty [<corr/>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-corr.html) element. The use of [<corr>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-corr.html) to supply missing text implies that the missing text is the result of scribal error. If this is not the case, the [<supplied>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-supplied.html) element should be used.

A [<sic>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-sic.html) tag may be used without [<corr>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-corr.html) , and vice versa, if the editor elects not to correct the text.

The editor may indicate responsibility and certainty for corrections with @resp and @cert. Since TEI does not provide attributes indicating the reasons for corrections, these should be supplied using [<note>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html).

### Editorial Notes and References

Editorial notes are indicated with the [<note>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-note.html) tag and a pointer to the @xml:id of the element to which the note is attached. All notes must also be assigned an @xml:id number, and we will need to come up with a convention for naming note IDs, as well as our system of coordinating with the element to which the note refers. @xml:id values should be formed with room to expand: e.g. ed0001, ed0002, etc. They need not be human-readable within a line; we will want human readability for @target and @targetEnd if we use them coordinate. For example: <note xml:id="ed0001" target="#ch0001" targetEnd="#pt0001"/> links to <anchor xml:id="ch0001"/> and <ptr xml:id="pt0001"/>.

AEME requires the use of @type to indicate for all critical notes. The current taxonomy, derived from the [*Piers Plowman Electronic Archive*](http://www3.iath.virginia.edu/seenet/piers/protocoltran.html), consists of the following values: “cod”, “pal”, “ling”, “lex”, “hist”, “src”, “theo”, “text”, “enc” (short names for “codicological”, “paleographic”, “linguistic”, “lexical”, “historical”, “source”, “theological”, “textual”, and “encoding”). Note that the boundaries between “ling” and “lex”, “hist” and “theo” may be somewhat hard to determine. It is possible to encode multiple note types.

Individual note types will be displayed in the following views:

* Cod: facsimile, diplomatic
* Pal: facsimile, diplomatic
* Ling: critical
* Lex: critical
* Hist: critical
* Src: critical
* Theo: critical
* Enc: None, purely for commentary on encoding decisions and issues.

The additional codes “facs”, “dipl”, and “crit” can be used with @rend to override the default views. For instance, <note type="ling" rend="dipl crit"> would appear in the diplomatic view, as well as the critical view. Although an unlikely scenario, the formulation <note type="ling" rend="dipl"> could be used to force a linguistic note to appear only in the diplomatic view.

Cross-references within the text may be indicated with the [<ref>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ref.html) element. However, it must be clearly indicated that the reference is editorial by some means, such as inclusion of the [<ref>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-ref.html) inside the text of an editorial note.

### Encoding of Content in Editorial Notes

In certain instances, constant of editorial notes must be rendered by separate styling instructions from those used for the text transcription. AEME requires the following practices to accommodate this need:

* Text meant to be rendered in bold, italics, or superscript should be encoded using the [<hi>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-hi.html) element and @rend with the values of "bold", "italic", and "superscript", respectively. These values are not allowed in the text transcription.
* AEME requires that parentheses within the text of a note be encoded as &#0028; and &#0029; (or equivalent aliases) so that the stylesheet can transform [<expan>](http://www.tei-c.org/release/doc/tei-p5-doc/en/html/ref-expan.html) tags without transforming parentheses in notes.

## The AEME Namespace

Where the TEI Guidelines do not give elements or attributes appropriate to the project, new ones may be added through the custom AEME schema. In TEI P5, any additions of this type should be defined as a *namespace* in the xml root element:

<?xml version="1.0" encoding="UTF-8"?>

<TEI xmlns="http://www.tei-c.org/ns/1.0" xmlns:aeme="http://aeme.emesoc.org/ns/1.0">

...

</TEI>

The namespace is included in the template file structure provided in the **Document File Structure** section.