**Coding Review Notes**

**5/11/14**

**Important Information**

**Revised Handnotes (included in the attached revised template, which is also on spacely):**

<handNote xml:id="U1"><label>Unknown Hand 1</label> This hand belongs to a later librarian or archivist, whose additions are normally limited to adding page numbers.</handNote>  
<handNote xml:id="U2"><label>Unknown Hand 2</label> This hand is unknown but is thought to be an editor or group of editors in the employment of the publisher, John Murray, making corrections and additions in pencil.</handNote>  
<handNote xml:id="U3"><label>Unknown Hand 3</label> This hand is unknown but is thought to be an editor or group of editors in the employment of the publisher, John Murray, making corrections and additions in red ink.</handNote>

**Page numbers added by a later librarian in the top right hand corner:**

If there is one set of page numbers we encode it like this:

<lb/><fw><add place="inline" hand="#U1" rend="gray right">5</add></fw>

If there are two sets of added page numbers we encode it like this:

<lb/><fw><add place="inline" hand="#U1" rend="gray right">26</add> <add place="inline" rend="gray right" hand="#U1">29</add>

(the reasoning here is that while the two sets of numbers may be added by two different hands there’s not much to be gained by differentiating them. Indeed, it’s quite likely that they’re actually the same hand – sometimes it’s difficult to distinguish between them, and in transcribing we began to confuse the two sets of numbers. So on the assumption that it’s one hand adding the numbers, I’m considering them to be two separate additions. Clearly they were numbered at different times, hence why we won’t be encoding them as one addition)

**Arrows:**

As you know we’re marking up carets i.e. <add place="below" >^</add>. But when there’s what looks like a caret with a long line following it, we should just treat this as an arrow and therefore encode it simply as a metamark. In other words, in such a case we shouldn’t mark up the caret and arrow separately.

There are several changes to how we’re going to mark arrows up:

1. We’re going to use the <add> element since most of these arrows are clearly added later in order to point to an additional piece of text in the margin
2. We’re also going to include a “function” here to indicate the purpose of the metamark. Arrows will be marked up with the function “insertion”
3. If it’s an arrow that goes all the way from a point in the body of the text to a portion of additional text in the margin, we’ll consider it to be added in the “marginleft”. This means that we can include the metamark as part of the same addition as the portion of text in the margin.

For example: <add place="marginleft"><metamark function="insertion"/>rest of Livingstone’s text in the margin</add>

**Other Metamarks:**

Where possible, record what the “function” of the particular mark is. Possible options are: “insertion”, “deletion”, “transposition”, and “newParagraph”

* “insertion” – use this for arrows intended to indicate an addition included in the margin or elsewhere.
* “deletion” – use this for the proof correction mark for delete (used by unknown hand 2), and editorial pencil marks/boxes that are intended to indicate a deletion.
* “transposition” – this should be used when a line or mark is included to indicate that a portion of text should be moved to another place. For an example of this, see 0030.
* “newParagraph” – use this for signs that are intended to indicate that a new paragraph should be taken. For the most part we’ll use this for Livingstone’s/the editor’s use of ‘/’ and ‘//’. For an example, see 0023.

Metamarks will thus generally be marked up as variations on the following:

<add place="inline"><metamark function="deletion"/></add>

If you do not know the function of the metamark, include a comment noting that its function is unclear

**Lengthy deletions:**

For deletions of considerable extent we’re going to use <delSpan>. For example if the editor (say, unknown hand number 2) has scored a line through a large portion of text (see 0006), clearly to indicate deletion, we’ll encode it like this.

Begin the deleted passage with: <delSpan spanTo="#del-1" hand="#U2"/>

Then at the end of the passage you would put: <anchor xml:id="del-1"/>

The value "del-1" is arbitrary. It just needs to be the same both in the @spanTo on <delSpan> and in the xml:id on <anchor>. This value should not be used twice anywhere: each delSpan will need a different id. Drawing from the list which has now been added to our google doc ‘Transcription Workflows’, use the next available value and highlight it in yellow to indicate that it’s been used.

**Rend=right as default:**

We’re now ensuring that the default for the manuscript is that the writing is on the right hand side of the page. To do this, we’re using rend="right" on the < body> element at the beginning of the file i.e. <body rend="right">. This is included in the new template attached here and available on spacely.

We’ll encode any departures from this norm. To do so, use the <hi> with the @rend attribute. For example, when Livingstone writes across the full width of the page (see 0033), departing from his usual practice of writing on the right hand side of the page, mark it up like this:

<lb/><hi rend="left">portion of text written across the full width of the page</hi>

<lb/>return to normal text

Please also include a comment in such places, noting that Livingstone has departed from his norm by writing a portion of text across the full width of the page.

**Minor Reminders**

**Occupations:**

‘Chief’ and ‘Rain maker’ etc should be marked up as “occupations”

**JPG page numbers:**

Don’t forget to change the facs to the correct file name. The file name ending in jpg should be the same as the number following n=

For example:

<pb facs="liv\_000099\_0034.jpg" n="0034"/>

**Punctuation:**

Remember, we default to n-dashes for full stops unless Livingstone is indisputably using a full stop. This ensures that we’re in line with LEAP’s practice. Remember to include a space **before** and **after** the n-dash.

**Cases where Livingstone writes one word over another one:**

Remember to mark up deletions that occur by Livingstone writing another character or word over the previous one. See 11.10 in the manual. For example:

<subst><del>to</del><add place="over-text">which</add></subst>

**Textual Additions:**

Don’t forget to include the place attribute, when using the <add> element. i.e.

<add place="inline" hand="#U2" rend="gray">

**Blots:**

Only record blots if they’ve made a portion of the manuscript illegible.