**Supplements to LO manual for *Missionary Travels***

**20/01/16**

**Small Supplements/Corrections to Manual Based on MT Practices:**

1) At 18, add Griqua, Aborigine, Bushmen, European and Kaffir/Kaffre/Caffre to <orgName>

2) At 17.6, add a note to say: In *Missionary Travels*, chief, chieftain, rain maker, and variations on these terms should be marked up as "occupation".

3) At 17.1, add a note to say: If Livingstone refers to an animal that, in context, is also a foodstuff, code as follows: <term type="animal"><term type="foodstuff">goat</term></term>

**Text Written Over Other Text:**

Livingstone often deletes a character or word by writing another character or word over it. For such instances use the following coding formula:

He **<subst><del>**gave**</del><add place="**over-text**">**handed**</add></subst>** it to me.

If such a substitution occurs in the middle of a word, you may use <w> to avoid confusion by indicating the beginning and end of the full word:

He **<w>**g**<subst><del>**i**</del><add place="**over-text**">**a**</add></subst>**ve**</w>** it to me.

If someone else (for instance, the editor in *Missionary Travels*) intervenes by writing directly over one of Livingstone’s words or characters with a different word or symbol, code as follows.

<subst><del hand="#U2">no</del><add place="over-text" rend="gray" hand="#U2">any</add></subst>

In the example above, unknown hand #2 writes the word “any” over Livingstone’s word “no.” The mark up shows that Livingstone’s initial word has been replaced (and hence deleted) by overwriting.

Sometimes Livingstone writes over a word suggested by another individual with a different character or word in order to delete or change the suggested character or word. We thus have an addition by someone else that is replaced by Livingstone’s overwriting. This is encoded similarly to the previous examples, while also showing that the initial word was added by another hand:

<add place="marginleft" rend="gray" hand="#U2"><subst><del hand=”#DL”>editor’s word</del><add place="over-text" hand=”#DL”>Livingstone’s correction</add></subst></add>

If Livingstone writes over a word or a symbol suggested by someone else in order to confirm it (i.e., Livingstone writes the same word or symbol), code Livingstone’s addition using the <retrace> element:

<retrace hand="#DL"><add place="below" rend="red" hand="#U3">^</add> <add place="above" rend="red" hand="#U3">him from</add></retrace>

The <retrace> element specifies that it is Livingstone’s hand doing the retracing.

Finally, sometimes Livingstone deletes a word that has already been deleted by someone else. In other words, he confirms the deletion. To encode this form of overwriting, code the word as a double deletion by enclosing it within two <del> elements:

<del type="cancelled" hand="#DL"><del type="cancelled" rend="gray" hand="#U2">You</del></del>

In the example above, the word “You” has been deleted by someone else and then also deleted by Livingstone.

**Standalone Additions to the Main Text:**

On a number of occasions, Livingstone or someone else places an addition elsewhere other than in the immediate area where it should be added (for instance on another page). The place for insertion is often indicated by an arrow that runs from the addition to its intended position. Code such additions as follows.

First, code the addition in the place where it actually appears on the page.

If the addition is on an otherwise blank page, this will involve indicating that there are lines that precede the addition. For this, use the <space/> tag (see [section on One or More Spaces between Lines]):

<space dim="vertical" extent="10" unit="lines"/>

Then transcribe the addition as normal, being sure to wrap it in the <add> tag. You should also use the attribute @corresp on the <add> tag which will link the addition to the place in the text where it is to be inserted:

<add place="inline" corresp="#add-1">a portion of text on a page of its own that DL wants to insert elsewhere</add>

(Note that the value for @corresp is preceded by a “#” [number sign].)

Finally, on the page where the addition should be inserted, indicate the specific place for the insertion by using the <anchor/> tag with an attribute @xml:id. Be sure to leave a space before and after this tag:

<anchor xml:id="add-1"/>.

(Note that the value of the attribute @xml:id is the same as on the @corresp above, but now is not preceded by a “#” [number sign].)

Note: In the above example the value of "add-1" is arbitrary. The value must be the same for the relevant attributes on the <add> and <anchor/> tags, but should also not be repeated for any other tags.Depending on the project, you will be given specific instructions on how to derive this value for each such addition in order to avoid repetition.

Also note: The above method can be used to insert longer additions that span several paragraphs by replacing <add> with <addSpan/>. (For guidance on <addSpan> see [section on Additions or Deletions that Span More than One Paragraph]).

However, to use <addSpan/> to encode a standalone addition, two <anchor/> tags will be required – one in conjunction with <addSpan/> to record the extent of the addition (i.e., it’s beginning and end), the other to mark the place the addition is intended to be inserted. The <addSpan/> should thus have both the attributes @spanTo and @corresp.

For example:

<lb/><addSpan spanTo="#longadd-1" corresp="#add-17"/><p>a long addition

<lb/>going over multiple paragraphs</p>

<lb/><p>to be inserted on another page.</p><anchor xml:id="longadd-1"/>

<pb facs="liv\_000099\_0376.jpg" n="0376"/>

<lb/><p>Text from Livingstone that does not

<lb/>continue from the previous page <anchor xml:id="add-17"/>

<lb/>more text

In the example above, the first <anchor/> tag (with @spanTo) thus indicates where the addition ends; the second <anchor/> tag (with @xml:id) indicates where Livingstone wants the addition inserted.

Note: In the above example, the value "longadd-1" on @spanTo is arbitrary. The value must be the same for the corresponding <addSpan/> and <anchor/> tags but should also not be repeated for any other tags. Depending on the project, you will be given specific instructions on how to derive this value for each instance of <addSpan/> in order to avoid repetition.

**Additions or Deletions that Span More Than One Paragraph**

For additions or deletions that span more than one paragraph (<p>) or section of text (<ab>), use the <addSpan/> or <delSpan/> element combined with the <anchor/> element.

The <addSpan/>, <delSpan/>, and <anchor/> elements can appear anywhere in a <div>, including outside or inside a <p> or <ab>. As a result, they can be used to mark precisely where a longer addition or deletion begins and ends without regard to other coding.

Use these tags as follows. First, place a <addSpan/> or <delSpan/> element where the given addition or deletion begins and include an @spanTo attribute with the value preceded by “#” [number sign]:

<addSpan spanTo="#longadd-1"/>

or

<delSpan spanTo="#del-1"/>

Then, wherever the addition or deletion ends, place an <anchor> with an @xml:id attribute. The value of the @xml:id will correspond to the @spanTo value, but will not include the “#” [number sign]:

<anchor xml:id="longadd-1"/>

or

<anchor xml:id="del-1"/>

Note: In the above examples the values "longadd-1" and "del-1" are arbitrary. The value, however, must be the same for the <addSpan/> and its corresponding <anchor/> tag, or for <delSpan/> and its corresponding <anchor/> tag. The given value should not otherwise be repeated for any other tags.Depending on the project, you will be given specific instructions on how to derive these values for each instance of <addSpan/> or <delSpan/> in order to avoid repetition.

Also note: You may place an @hand and @rend attributes on the <addSpan/> or <delSpan/> to indicate, respectively, the individual who made the addition or deletion, or other characteristics of the addition or deletion:

<delSpan spanTo="#del-2" rend="gray" hand="#U2"/>lengthy passage written by Livingstone but deleted by unknown hand #2 in pencil<anchor xml:id="del-2"/>

Also note: If the given addition or deletion spans less than one paragraph, then use the <add> or <del> tags (see [section on Addition to or Deletions from the Original Manuscript]).

**Note on *Missionary Travels* Page Numbers:**

In the manuscript of *Missionary Travels*, page numbers generally appear in the running header in the top margin and so should appear in the <fw> element. The @place attribute is used to show that they appear in the “margintop”. Since they have been added later by an editor or group of editors @hand is also required. To indicate the colour and their position within the margintop, use @rend. For example:

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

If there are two sets of numbers, as often happens, encode them as follows:

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

The above example indicates that “26” and “29” appear sequentially, left to right and separated by a space, in the right-hand corner of the top margin of the given page.

Note: While the various sets of numbers may be added by different hands there’s little 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. So on the assumption that it’s one hand adding the numbers, but perhaps at different times, we consider them to be two separate additions.

Also note: While "gray right" is often the right option to use on @rend,

"gray left" and "gray center" will also be required on occasion.

Also note: Occasionally one set of page numbers appears below the other. In such cases, use a second @place value to indicate this, as follows:

<fw><add place="margintop" hand="#U1" rend="gray right">58</add> <add place="margintop below" hand="#U1" rend="gray right">80</add></fw>

**Note on *Missionary Travels* Page Layout:**

In *Missionary Travels*, the majority of text is rendered to the right of the page in order to leave room for marginal comments on the left. Accordingly rend="right" is used on the <body> element at the beginning of the transcription i.e. <body rend="right">.

Encode any departure from this norm. To do so, use <seg> with the @rend attribute. For example, when Livingstone writes across the full width of the page, departing from his usual practice of writing on the right hand side, mark it up as follows:

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

<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.

**Textual Formatting in *Missionary Travels* in Another Hand:**

In *Missionary Travels* the various editors occasionally format portions of Livingstone’s text. For instance, unknown hand#2 might underline one of Livingstone’s words in pencil. Record such occurrences using the @resp (responsibility) attribute on the <hi> tag. Use the @rend attribute per usual practice, as necessary, to record other characteristics of the formatting.

For example:

<hi rend="gray underline" resp="#U2">some words of Livingstone's underlined in gray by unknown hand #2</hi>

Note: The <hi> element doesn’t accept @hand, so we indicate authorial responsibility using @resp, as in the example above.

Also note: If both Livingstone and an editor format the same portion of text, use two separate <hi> tags to distinguish between the hands:

<hi rend="gray underline" resp="#U2"><hi rend="underline" resp="#DL">rain making</hi></hi>

**Metamarks in *Missionary Travels*:**

**Long arrows:**

Carets that appear on their own are encoded as follows <add place="below" >^</add>. But when there appears to be a caret with a long line following it, we should just treat this as an arrow and therefore encode it with the <metamark/> tag. In other words, in such a case we shouldn’t mark up the caret and arrow separately.

For such arrows:

Use the <add> element since most of them are clearly added later in order to point to an additional piece of text.

Also include a function on the <metamark/> to indicate the purpose of the metamark. Arrows will be marked up with the function “insertion”.

For the most part, these arrows go all the way from a point in the body of the text to a portion of additional text in the margin. We’ll consider the arrow, along with the additional text, to be added in the "marginleft" (or "margintop", "marginbottom" etc as appropriate). The <metamark/> is thus included as part of the same addition as the portion of text in the margin. Accordingly, long arrows will generally be encoded as follows:

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

Note: Long arrows leading to a portion of text are generally the only metamarks (aside from carets) that should be nested in an <add> tag. See further details below.

**Other Metamarks:**

Where possible, record the purpose of a particular metamark by using the @function attribute with any of the following values: insertion, deletion, reorder, newParagraph, let-stand, or query:

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.

reorder – this should be used when a line or mark is included to indicate that a portion of text should be moved to another place. (Also see note below on reorder.)

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 when Livingstone or an editor uses ‘/’ and ‘//’.

let-stand – use this when Livingstone or the editor underlines a word with a dotted line. This is the proof correction mark for “let stand”, indicating that a word marked for deletion should instead be retained.

query – use this for any mark used to query a word or portion of text. For example, a circle or square drawn around a word in order to draw attention to it.

For metamarks not covered by the above, only record the presence of the <metamark/> along with the note that the metamark should be reviewed.

Sometimes, a closed metamark will be sufficient: <metamark function="insertion"/>. However, if a metamark encloses text (for example, a square or circle is drawn around a word, or a long line in the margin brackets a portion of text), encode the extent of the metamark by using the @spanTo attribute and the <anchor/> tag, as per the following instructions.

At the beginning of a portion of text surrounded by a metamark, encode as normal, marking the function, but now including the @spanTo attribute as well.

<metamark function="query" spanTo="#meta-1"/>

(Note that the value for @spanTo is preceded by a “#” [number sign].)

Next, indicate the place that the metamark ends by using the anchor tag with an attribute of @xml:id. The anchor tag simply marks a spot, and in this case indicates the endpoint of the metamark:

<anchor xml:id="meta-1"/>

(Note that the value of the attribute @xml:id is the same as on the @spanTo above, but now is not preceded by a “#” [number sign].)

For example:

<metamark function="query" spanTo="#meta-1">Livingstone's text, enclosed in a circle<anchor xml:id="meta-1"/>

Please also add a comment describing the metamark:

<!—Livingstone has drawn a circle around the word 'and'.JL-->

In the above example, the value of "meta-1" is arbitrary. The value must be the same for @spanTo on the <metamark/> tag and @xml:id on the <anchor/> tag, but should also not be repeated for any other tags. Depending on the project, you will be given specific instructions on how to derive this value for each instance in order to avoid repetition.

Note: If a metamark is in an unusual place (for example "marginleft", "margintop", "marginbottom"), you may also include the @place attribute on <metamark/>. This is only necessary if the metamark is outside (or above or below) the body of the text and needs to be signalled specially.

Also note: Often a metamark is written by an editorial/unknown hand, but surrounds text written by Livingstone. Record such instances using the @rend and @resp (responsibility) attributes on <metamark/>.

<metamark function="query" rend="gray" resp="#U2" spanTo="#meta-2"/>Livingstone's text<anchor xml:id="meta-2"/>

As in the example above, the <metamark/> element doesn’t accept @hand, so we indicate the authorial responsibility using @resp.

Please note that it is generally only necessary to use a separate <add> tag on a metamark when encoding a long arrow leading to a portion of text. In other words, if the metamark is part of a longer addition that includes text added by either DL or an editor, it should be nested in an <add> tag. Otherwise, by default we assume that metamarks are added later and therefore this does not need to be coded separately.

**Note on reorder:**

When a textual mark or arrow is used to signal that a portion of text should be moved to another place in the document (often up or down several lines), do not move the word itself while transcribing. Instead, transcribe what you see on the page, while capturing the intended reordering as follows:

First, mark the portion of text intended for relocation using the <seg> element with the @corresp attribute:

For example:

<seg corresp="#reorder-1">some words to be moved three lines below</seg>

(Note that the value for @corresp is preceded by a “#” [number sign].)

Next, at the place where the word(s) are intended to be moved to, indicate this by using the anchor tag, which simply marks a spot. Leave a space before and after this tag: <anchor xml:id="reorder-1"/>:

<lb/>the text to be repositioned belongs right <anchor xml:id="reorder-1"/> in the middle of this sentence.

(Note that the value of the attribute @xml:id is the same as on the @corresp above, but now is not preceded by a “#” [number sign].)

Finally, since reordering in Livingstone’s manuscripts is indicated using a metamark of some kind, the word or words marked up using <seg> should also be wrapped in the <metamark/> and <anchor/> tags. Use these tags as explained above, remembering to include the @function @rend and @resp attributes on <metamark/> as appropriate.

For example:

<lb/><metamark function="reorder" rend="gray" resp="#U2" spanTo="#meta-3"/><seg corresp="#reorder-2">some words, circled by an editor, to be moved one line below</seg><anchor xml:id="meta-3"/>

<lb/>and placed somewhere <anchor xml:id="reorder-2"/> in the middle of the sentence.

Note: In the above examples the values "reorder-1" and "reorder-2" are arbitrary. The value must be the same for @corresp on the <seg> tag and the xml:id on the <anchor/> tag, but should also not be repeated for any other tags. Depending on the project, you will be given specific instructions on how to derive this value for each such instance in order to avoid repetition.

Also note: If it is the case that two words are intended to be switched, (technically a transposition), code these as a single reordering where possible (i.e. if the two words are side-by-side). However, if it is not possible to capture Livingstone’s or the editor’s intention using a single reordering, code the two words as separate reorderings, each contained in their own <metamark/> and <anchor/> tags.

In the example below, Livingstone intends to transpose the words “lions” and “baboons”:

<lb/><metamark function="reorder" spanTo="meta-4"/><seg corresp="reorder-3">lions</seg><anchor xml:id="meta-4"/> <anchor xml:id="reorder-4"/> and <metamark function="reorder" spanTo="meta-5"/><seg corresp="reorder-4">baboons</seg><anchor xml:id="meta-5"/> <anchor xml:id="reorder-3">

**Additions or Deletions in Another Hand**

Additions in another hand are encoded in the same way as other additions to the manuscript, while also including the @rend and @hand attributes:

<add place="inline" rend="gray" hand="#U2">addition by an editor</add>

Deletions work in the same way:

<del type="cancelled" rend="red" hand="#U3">deletion by an editor</del>

The #U is a pointer to a <handNote> element (in a <handDesc> in a <physDesc> in the <msDesc> in the <sourceDesc> in the header).

**Substantial Sections in Another Hand:**

Short portions of text in another hand are encoded using variations on the following formula:

<add place="inline" rend="gray" hand="#U2">addition by an editor</add>

If, however, the hand changes for a longer portion of text (for instance, for many paragraphs or even several pages), use the <div> element plus the @resp (responsibility) attribute to mark the new hand composing the section. For example:

<lb/><div resp="#CL"><p>long portion of text written in Charles Livingstone's hand.</p></div>

This is particularly important for volume three of *Missionary Travels*, where a considerable portion of text is written by Charles Livingstone and by another unidentified hand.

Note: <p> must be contained within <div>, so the previous paragraph must be closed before a new <div> can be opened. Whether or not the long portion of text begins a new paragraph, it will thus be necessary to make one to indicate the change of hand.

**Handnotes in *Missionary Travels***

It is important to note that multiple hands contribute to the manuscript of *Missionary Travels*. For guidance on coding these, see 11.11 of the manual. Remember that both known and unknown hands require a <handNote> in the header.

Note: In *Missionary Travels* the hands currently in use are:

<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>

<handNote xml:id="U4"><label>Unknown Hand 4</label> This unknown hand is possibly Dr Keith of Hamilton.</handNote>

<handNote xml:id="CL"><label>Charles Livingstone</label> This hand belongs to Charles Livingstone.</handNote>

Please notify the project team if you discover another hand.