This document includes all current Paragraph and Character Styles and explains when these styles are applied in InDesign

Paragraph Styles

Abbreviations List: a paragraph style for entries in a list compiling abbreviations for an edition; includes additional space above and after each hard return and a long tab between the abbreviation (flush with left margin) and the expanded definition.

Annotated Bibliography Paragraph: creates a bulleted entry with hanging indentation. Should be used for all bibliographical lists within the apparatus (primarily introductions)

Appendix Headnote: a paragraph without an indent, used to begin headnotes.

Appendix Headnote 2: a paragraph with an indent, used to follow Appendix Headnote.

Bibliography Entry: used in bibliographies/reference lists; left aligned with a hanging indent.

Bibliography Subheading: a heading used in bibliographies

Block Quote: quoted prose text, used only in introductions.

Body: an indented paragraph; so almost every paragraph within an introduction. This may also be used in headnotes in notes sections if there are multiple paragraphs.

Body First: a paragraph without an indent. For the first paragraph of an introduction, a section, paragraphs after block quotations, and for the first paragraph of a headnote in the notes sections.

Body Subsection: a paragraph without an indent. This is used for headings of lists, for the first paragraph after a list, or for a new subsection within an existing subsection.

Body Subsection 2: used for prose text in the midst of verse lines that is generally a parenthetical summary used to describe missing lines or sections from the verse text. This is **not** used for things such as stage directions or if there is alternating prose and verse text.

Book Title: large font with all capitals, used for the edition's title in the front matter.

Caption: a style that requires its own textbox; corresponds to an image or figure. Reduces the size of the font.

Cast List: applied to the entire list of characters at the beginning of a drama text. This paragraph style should be used once to encompass the entire list.

Dedication Text: increases font size and center aligns; used for the dedication page in the front matter.

Editorial Page Advisory Board Institution: used in front matter to indicate the institution where an advisory board member is based. Adds additional spacing below the line.

Editorial Page Staff Name and Institution: used in front matter to indicate staff members' names and institutions.

Editorial Page Staff Role: used in front matter to indicate staff members' roles. Styled with bold small capitals.

Explanatory Note: applied to the first paragraph of an explanatory note. If the explanatory note is only a single paragraph, this is the style that will be applied. If there are quotes or multiple paragraphs, use this style for only the first paragraph of a given note.

Explanatory Note After Quote: Used after any type of quotation (block quote or line groups) in a single explanatory note

Explanatory Note Multi Paragraph: Used for every paragraph after the first paragraph of an explanatory note, except for paragraphs after a quotation.

Explicit: for all explicits at the end of verse and drama texts. Applies italics.

Footnote: for all footnotes throughout a volume

Glossary Entry: applied to items in a glossary; additional styling is required for full entry including adding bold.

Heading: main section headings [applies smallcaps]; may be used through an entire volume

Heading 2: subsection headings [applies italic]; primarily used in the apparatus

Heading 3: right align heading and bold – used as a heading in indices page numbers. See Index of First Lines as an example.

Heading 4: main section headings [applies smallcaps]; is used in place of Heading in the explanatory and textual notes when there is no headnote

Heading 5: applies a style tag name but does not change the appearance. This is used when the first line of a stanza is actually a heading but the editor does not want the text to visually stand apart from the text. Use this style when the editor has not counted this line in the line count of the document but also does not visually indicate this to be another type of heading. Unlike other headings, you will use two tabs over from the left margin. This will style the heading slightly indented from the start of the verse lines beneath it.

Incipit: used to style incipits at the beginning of verse and drama texts. Applies italics

Index of First Lines Entry: used in Index of First Lines; styles the text to be left aligned; with one tab becomes right aligned for the page number.

Index of Proper Names Entry: left aligned, used in Index of Proper Names. Can require adding extra styling including bold and italic.

Latin Prose Rubric: used for prose texts when Latin appears in the rubric and therefore needs to be italicized as well as bold.

Line Group: used for stanzas within verse texts. One single tag should be applied to each stanza.

List Bullet: a list with bullet points; used primarily in the apparatus

List Bullet Level 2: a list with bullet points; this style is used for the second level of a bulleted list

List No Bullet: a list without bullet points; used primarily in the apparatus

List No Bullet Level 2: a list without bullet points, used primarily in the apparatus. This style is used for a second level of a non-bulleted list.

List Letters: a list that autogenerates letters, used primarily in the apparatus

List Numbers: a list that auto-generates numbers. Used primarily in the apparatus.

Notes Block Quote: used for block quotations in explanatory and textual notes

Notes Line Group: used for verse quotations in explanatory and textual notes

Ornamental Division: used to style decorative divisions between alphabetical entries in Glossary entries and in Index of Proper Name entries.

Page Number Footer: used in parent pages to center align a page number on the first page of a section.

Page Number Header: used in parent pages to right align a page number in the top corner of a body page.

Prose Explicit: used to style explicits at the end of prose texts. Applies italics.

Prose Incipit: used to style incipits at the beginning of prose texts. Applies italics.

Prose Paragraph: an indented block of text; this is used only for prose texts

Prose Paragraph 2: used for prose paragraphs in appendices…

Prose Rubric: a rubric or chapter heading [applies bold]; used only in prose texts

Publication Note: increases font size and center aligns text. Used for front matter.

Quoted Line Group: for verse quotations. Used only in introductions.

Quoted Line Group Columns: for verse quotations with translations. Used only in introductions.

Quoted Textual Note: used when an editor quotes their own textual notes. Used only in introductions.

Scene Location: receives the Paragraph Style Scene Location. There should be one tab inserted before any text so the scene location in question is in line with the rest of the text.

Secondary Entry (TOC): indents the text; one tab over aligns text flush with the right margin for page number.

Stage Direction: applied to stage directions, frequently in Latin, within a drama text. Applies italics. Flush with left margin. For any associated glosses, add a footnote and tag as Footnote Gloss, as in Prose.

Stanza Number: used for stanza numbers at the beginning of a stanza. Unlike other headings, you will use two tabs over from the left margin. This will style the heading slightly indented from the start of the verse lines beneath it.

Statement of Responsibility: determines the sizing of the phrase "Edited by Volume Editors" on the title page

Table of Contents Primary Entry: applies small capitals and aligns the text with the left margin; one tab over aligns text flush with the right margin for page number.

Table Center Align: used in tables; centers the text in a cell

Table Left Align: used in tables; left aligns the text in a cell

Table Right Align: used in tables; right aligns the text in a cell

Textual Note Entry: used for the first paragraph of any textual note. If there is only one paragraph, this is the style to use. If there are multiple paragraphs, only use this for the first paragraph

Textual Note After Quote: used after every quotation (block or line group) in a textual note

Textual Note Multi Paragraph: used for every paragraph of a textual note other than the first paragraph or first paragraph after a quotation.

Title First Page: applies capital letters on the first page of a parent page.

Title Header: applies small capitals to serve as the running heading throughout an edition.

Verse Rubric: applied to verse rubrics. Applies bold.

Character Styles – Semantic Meaning

**semantic tagging does not supersede formatting. In other words, if adding a semantic tag alters formatting in such a way that makes it incorrect, you cannot apply the semantic tag because it will affect the print edition. Instead, make note of the location where this occurs (text, page number, line or paragraph number, etc.) for oXygen interventions. If this occurs frequently, bring this to the attention of the Managing Editor, as styles may need to be adjusted. Some tags are semantic only, meaning that they have no effect on the print front-facing look of the text. These are noted in the definitions below.

NB: Make sure to **tag all parts of the Text**; this includes Rubrics, Incipits, Explicits, etc. if they are **in the original language**. If these appear in **Modern English**, check the Introduction to make sure that they are editor interventions and **do not tag**. For facing page editions, we tag only the original language (with the exception of formatting tags like line number, foliation, caesura, etc).

Animal Name: used when an animal has a proper name. Only used in text, not apparatus. Semantic only.

Caesura: for verse texts with caesuras in the line. There should be 6 spaces per caesura--tag all 6 spaces.

Date: generally, dates in medieval texts will be relative dates rather than absolute dates, which means that they will not appear in month, day, year format. Note that due to Middle English grammar, you may have instances in which a date phrase is split up in unusual ways. For these instances, mark them as queries and ask the Managing Editor. Semantic only.

The tag should be applied to the following:
- Days of the week, such as Saturday
- Holidays, such as Whitsunday, Seynte Michel's Day, Sabat / Sabbath
  - For holidays with person names in them, only tag it as date. **Do not** go back in oXygen and tag the person name
- **Do not** tag Christological events that are not specific feasts.
  - For example, do not tag Ascension or Resurrection when referring to the Christological story. Only tag if they are being celebrated as a feast in the liturgical calendar.
  - **Exception**: we do tag Domesday / Judgment Day
- Years, such as 1332
- Months, such as "May"

- ○ Do not tag "month of May" (just May)
  - ○ Do tag indicators of time within a month, such as "early May"
  - ○ Ex: "alle hyr chere was coloured lyke a fresshe rose in the monthe of Maye" tag "May" as Date
- ● Specific date phrases which may include month and date, or month and year "February 1980"
  - ○ For phrases like "early February 1980," you should tag the entire phrase because even though "early" is inexact, it still provides a more specific date than just "February 1980"
  - ○ "First half of 1300" the entire phrase should be tagged
- ● Long date phrases that include references to God – these are common in medieval texts.
  - ○ Ex: "the yer of the Incarnation of Oure Lord Jhesu Crist 1322" – tag entire phrase
  - ○ Ex: "2000 years before the birth of Christ" – tag entire phrase
- ● Date ranges, such as 1300-1302, tag the entire phrase
- ● General references to centuries, such as "13th century" – tag the phrase
  - ○ Following the logic stated above, if there is an inexact time indicator associated with the century phrase, such as "first half of the 13th century" or "early 13th century," the entire phrase should be tagged
- ● You cannot tag dates across multiple lines. See Formatting Reference for more detail.
- ● Do not tag liturgical/canonical hours

Diacritic: Times New Roman font 10; used for any diacritics not present in Arno Pro

Foliation: applied to folio numbers within a text. If foliation has been added in brackets, include the brackets when you apply this Character Style. Styling exceptions can occur with Drama - see Formatting Reference for more detail.

Footnote Gloss: for glosses that appear in footnotes. Do not tag line ranges. Applies italics.

Footnote Number: used to tag all footnotes throughout a volume. Applies superscript and provides an anchor to the relevant footnote.

Fraction: all fractions, even if they automatically format as fractions, need to be tagged; primarily appear in the introduction in manuscript measurements. See Formatting Reference for further details about when to use this style.

Gloss: for the modern English gloss in the right margin of verse texts. Tag the entirety of the gloss, including the punctuation. Applies italics.

Line Number: applied to the line numbers in the left margin of verse texts. Semantic only.

Membrane Marker: used to indicate the start of new membranes in rolls texts.

Person Name: applied to the full proper noun or proper-noun phrase referring to a person. Only used in the text, not the apparatus. Cannot tag across multiple lines. See Formatting Reference. Semantic only.

Broadly, we use the editor's translation of a Facing Page text to help us tag the original language, but we decide appropriate tags based on the original language not the translation, so if there is a discrepancy between the two, follow the original.

Names associated with the Holy Family and with the devil are complex, especially for medieval texts. Theologically, there are many titles that can stand in as names for God, Jesus, Mary, and Lucifer. However, in order to be consistent with the parameters we outline for other types of names, we adopt a minimalistic approach.

We will only tag instances of direct naming, Middle English spelling variations, or direct translations of names from the following list:
- God
- Jesus
- Jesus Christ
- Christ
- Mary / Marie
- Lucifer
- Satan / Sathanas
- Beelzebub
- Deus / Deum / Deo
- Maria
- Dieu
- Iesu Christus

We are *not* tagging any variation of Lord, Father, Son, Holy Spirit, Holy Ghost, Godhead, Virgin, Mother, Devil, Fiend, Antichrist, etc. These rules are to be applied to all types of text. We have decided to treat these religious figures as separate from allegorical figures (which are tagged in specific cases, as outlined below. We acknowledge the pain that this decision is causing some of us. The justification is the pain that the alternative (constant and eternal re-evaluations of whether certain titles or aliases count and are consistent with our standards) would cause us.

Tag any names in oaths, following the usual naming rules outlined throughout this section.
- Ex: as God defende! By God

- **Do not** tag oaths like 'Godamercy.' They function more as a separate word unit than an invocation of God's name.

We are **not** tagging titles or honorifics alongside proper names.
- Ex: not tagging king, sir, saint, child, queen, lady, etc. in front of names
- Ex: We are **not** tagging the full phrases"Louerd Jesus Christ" or"Jhesu Nazarenus, rex Judeorum" or"Jesus, King of the Jews" or "Jesus, King of Heaven." In these examples, we would only tag Jesus Christ, Jhesu, or Jesus with Person Name.
- Ex: We are **not** tagging Caesar unless the text is talking about a person whose surname is Caesar (i.e., Julius Caesar, Gaius Julius Caesar Octavianus, etc).

We do not tag unnamed people, even if their name is basically equal to a title or honorific. Encoding guidelines indicate that only proper names should be tagged, which can be a unique issue in medieval literature, where many characters are unnamed. If the character is a main character but isn't named, the editor should flag this somehow in their apparatus, but we will not tag these names in the text.
- Ex: do **not** tag lady, damsel, queen, king, etc. if this is their sole name

For all names that include places, which are often titles associated with nobility, we will tag the Person Name and Place separately. If the person has no proper name and is identified solely with a title and place, only the place will be tagged.
- Ex: Henri, King of England – we would tag Henri as Person Name and England as Place, but not the title, "King of England," as anything
- Ex: "prince was of Walis" – nothing here is tagged as Person Name, Walis is tagged as Place
- Ex: "God of Heaven" – tag God as Person Name and Heaven as Place

We are **not** tagging epithets with few exceptions. If the epithet is a major part of their identifier so that it is essentially their name, we will tag it as such.
- Ex: "Doubting Thomas" is not tagged
- Ex: "Alexander the Great," "Charles the Great," "Prester John" are all tagged
- Ex: These are unlikely to appear in texts in this form, but Marie de France, Chretien de Troyes, Geoffrey of Monmouth, Gerald of Wales (Giraldus Cambrensius) are all tagged
- Ex: "Henry II" and "John the Twelfth" (a pope) – are tagged

For allegorical figures and personifications, we allow the editor's discretion. If they want these types of characters to be recognized as people, they need to capitalize these names, as defined in the Style Guide. For the backlog, we will use capitalization as a determiner of personhood.

- If it is a heavenly body, such as a star or planet, that is named after a god or goddess, only tag the name if it's a clear personification. If it simply references the star or planet, do not tag it.
- While most instances of any god-related naming queries should be addressed above, sometimes Holy Church is treated allegorically. If it is capitalized and is clearly an allegorical usage, tag as Person Name.

In possessives, only tag the proper noun in the possessive.
- Ex: "Jesus Cristes brother" – tag only "Jesus Cristes"
- Ex: "Love's servaunt" – we tag Love, if Love is personified. If the phrase is simply a stereotypical concept of someone as love's servant, we do not tag.

Examples of possessives with multiple characters:
- "Athulf, Hornes brother" – tag "Athulf" and "Hornes" as separate Person Name tags

If possessives include both place and person names, tag these separately:
- Ex: England's king – tag just England as Place
- Ex: Henry II's kingdom – tag just Henry II as Person Name
- Ex: helles king – tag just "helles"as Place

Names that are part of holidays will solely be tagged as "Date."
- Ex: "Seynte Michel's Day" = Date tag

Strange grammar. When dealing with strange Middle English grammar, follow the above rules. If there's still confusion, always default to *only* tagging a proper name, excluding titles and any other word forms that may interrupt a name, due to ME grammar.
- Williames daye the younger kyndes (King William the Younger's reign) – only tag Williames in this instance, which is what should be done anyway, since we don't tag titles or epithets.

Place: applied to the proper noun phrase of all named places, real or imaginary. Only used in the text, not the apparatus. Cannot be tagged across multiple lines. See Formatting Reference. Semantic only.

Follow the guidelines below, but if you are uncertain about whether these or other terms are used as places or concepts, make note of the page and line or paragraph number to send these queries to Managing Editor for final approval.

Broadly, we use the editor's translation of a Facing Page text to help us tag the original language, but we decide appropriate tags based on the original language not the translation, so if there is a discrepancy between the two, follow the original.

- Ex: heovene grunde was translated as "heaven" but a literal translation is "heaven's ground," which we don't tag. So don't tag it.

"Imaginary" places: These places can blur the line between a concept and a place, often encapsulating both at once. Since the concept is inseparable from the place, we are tagging these instances as Place. Some examples are below and should include variant spellings:

- Hell
- Heaven / Heoveriche (n.)
- Purgatory
- Eden / paradise
- Earth / middle-earth / world (when it equals the earth)
- Promised Land / Lond of Promission
- Fairyland

Since our goal is to tag places and not all references to or concepts associated with imaginary places, we will not tag adjectives, compound nouns or equivalent phrases. We are tagging places, not descriptors associated with these places. Some examples of what we don't tag:

- Hell-gound, hell-pit, hell-chest, hell-hole, etc.
- Hell-pyne or pyne of hell
- Heovene grunde (or heaven's ground)
- Heaven's bliss, heavenly bliss, heavenly father
- Heoveliche (adj.)
- Infernal, helli
- Goder-hele glossed as prosperity/God's health

Exceptions to this rule include editorial discretion. If an editor has decided to call out an adjectival phrase as a place by capitalizing it, we will tag it as a place. For backlog, this means we're using capitalization or sometimes glossing as editorial discretion.

- Ex: "joies of Paradis" (Sir Orfeo, ll. 36-37)

Context-specific words. These words are sometimes solely a concept and sometimes refer to a specific place; this will be dependent upon context and editorial discretion, which is determined by capitalization and glossing.

- Christendom
- Heathenesse
- Fairy

When a natural feature or man-made structure is a part of a place name, the full phrase is tagged, even if the geographic feature is mentioned first because of Middle English grammar.

- Ex: "mount of Calvarie," "Mont St. Michel," "Thames River," "River Thames," "Flum Jordan," "flode of Jordan," "Emaux Castle," "St Paul's Cathedral," "fairi londe" [because this is almost a hyphenate]
  - Note: for Mont St. Michel or St. Paul's Cathedral, Temple of Solomon / Solomon's Temple – only tag the phrase as Place, not Person Name
  - Ex: "the Temple that Solomon makyde" is an odd variation in which you would tag "Temple" as Place and "Solomon" as Person Name. The Temple is still a specific enough place to tag, but Solomon, in this case, has agency, rather than being tied to the place as a descriptor like in previous examples
- Ex: Temple of Jerusalem = full phrase tagged as Place

Cities, lands, or structures that are constructed in grammatically similar ways are not tagged because typically the geographic name isn't connected to the proper name

- Ex: "the lond Idonye," "cité of Hay," "London cité," "castel of Emaux"

In the case of multiples, only tag the proper name

- Ex: "bytwyne the flode of Tygre and Nyle" – only tag "Tygre" and "Nyle"

If possessives include both place and person names, tag these separately:

- Ex: England's king – tag just England as Place
- Ex: Henry II's kingdom – tag just Henry II as Person Name
- Ex: helles king – tag just "helles"as Place

Celestial bodies: do not tag these unless someone is actually traveling to say, the star of Venus, as a place.

- Ex: star "Dyane" referenced in Paris and Vienne – the text mentions that the star rises in the morning. Do not tag it as a place.
- If this seems to be a personification, see Person Name, above.

Speaker: applied to the character name at the beginning of a speech in drama. Applies small caps.

Title: for titles of texts that are mentioned in the Text. Do not use in the apparatus. Applies italics. We do not count biblical references as titles

- ex: do **not** tag Bible, Old Testament, Gospels, Genesis 1:3, Ten Commandments, etc.

Character Styles – formatting only

These tags have no semantic meaning, but result in formatting changes when applied.

Bold: used to apply bold. Primarily used in the apparatus.

Bold Italic: used to apply bold italics. Used primarily in the introduction for in-line subsection headings within a **Body Subsection** Paragraph Style.

Bold Small Caps: used to apply bold small capitals. Used primarily in the apparatus.

Italic: applies italic; used primarily in the apparatus for anything that requires italics, such as titles or foreign languages in the apparatus. Do not apply italics to Hebrew, Greek, Arabic, or Cyrillic in the apparatus.

Italic Small Caps: applies italics that are also small caps; generally used in the t-notes to discuss manuscript headings

Italic Strikethrough: to apply italic strikethrough; generally used in the t-notes to indicate cross-outs in a manuscript.

Small Caps: used most often in facing page drama to style the speaker names in the translation. Also used to style the title for the abbreviations list in the Glossary. Applies small caps.

Small Caps Strikethrough: applies small caps with a strikethrough; generally used in the t-notes to discuss cross-outs in a manuscript heading

Subscript: to add subscript formatting; generally only happens in the t-notes, but can occur throughout apparatus.

Superscript: to add superscript formatting for anything that needs it that isn't a footnote.

Underline: to add underline formatting

Character Styles – Languages

Arabic: for Arabic within the text and the apparatus. No italics. Gets rid of overrides

Hebrew: for Hebrew within the text and the apparatus. No italics. Gets rid of overrides

Latin: for Latin language within the Text, not the apparatus. Applies italics. **Do not** tag "Amen" as Latin. **Do** tag popular prayers, such as "Pater noster" and "Ave Maria" as Latin, even though they appear in the MED.

Variations of French:

For these, we are only tagging use of any French words if they are not in common usage in Middle English. For this, refer to the Middle English Dictionary; if the word appears, it should not be tagged. If an entire phrase is written in French, tag the phrase, even if some of the words appear in the MED.

Here is a list of common words that should not be tagged:
- Adieu
- Amour
- Aventure
- Bel ami
- Besaunt
- bourdes/bourdis
- Chaungen
- Chesible
- Chivalry / chevalier / chevaler
- Creaunce
- Dauphin
- Depardieux / depardieus
- Devoir / dever
- Douce
- Eglenter
- Emeraude
- Enchesoun
- Fai
- Faie
- Geste
- Habergeoun
- Lavour
- Lay
- Mafay / Mafey
- Maltalent
- Maunde
- Noblesse
- Oblacioun

- Pacience
- Palefrai / palfrey
- Par
- Par ma fei
- Paramour
- Plesaunte
- Sacre
- Sanguine
- Sapience
- Sauns
- Seignorie
- Suffisaunce
- Tercelet
- Tirauntrie
- Vavasour
- Venerie
- Vitaille

Anglo-Norman: applied to Anglo-Norman in the text. Applies italics. Use of this is dictated by the volume editor.

Middle French: applied to French language in the text dated between ca. 1400-1600. Applies italics. Use of this is dictated by the volume editor.

Old French: applied to French language in the text dated between 842-ca. 1400. Applies italics. Use of this is dictated by the volume editor.