**I. TAG-SET INSTRUCTIONS**

A. Substantives (nouns, pronouns, and adjectives functioning as nouns) are labeled with the appropriate tag for their particular case usage: e.g. an accusative adjective functioning as a *Direct Object* uses the **A-DO** tag.

Adjectives that modify other words – use the **ATR** (attribute) tag in the “BASIC” pull-down menu. The adjective is just agreeing with its head; it is not the *Direct Object*, for example.[[1]](#footnote-1)

B. Clauses (nominal, adjectival, and adverbial clauses) are labeled on the highest verbal form in the clause[[2]](#footnote-2) with the appropriate tag for their particular clause usage: e.g. an *Indirect Statement* functioning as an *Object* uses the **NOM-INDSTAT** tag with the **OBJ** modifier in the second (right hand) pull-down menu.

Subordinating Conjunctions – use the **AuxC** (subordinator) tag in the “BASIC” pull-down menu: e.g. “ut”, “cum”, or “quod”. Note that some words can be used as prepositions (AuxP) or as subordinators (AuxC): e.g. “cum”.

C. Coordination – coordinating conjunctions are labeled with the **COORD** tag in the “BASIC” pull-down menu. The elements that are so coordinated (linked under the coordinator) are labeled with the **CO** tag in the second (right hand) pull-down menu, in addition to their own proper tag in the first (left hand) pull-down menu. (e.g. et, atque, ac, at, sed, aut, -que, -ve)

Asyndeton – frequently, Latin authors do not use coordinating conjunctions. In these instances, the editor of the text has usually added commas, which can be used in place of conjunctions in the tree and labeled with the **COORD** tag in the BASIC pull-down menu. If no commas are available, add an ellipsis: cf. V below.

Polysyndeton – frequently, Latin authors use more coordinating conjunctions than strictly required. In these instances, the “extra” coordinators are adverbial in function and should be labeled with the **AuxY** tag in the “BASIC” pull-down menu: e.g. the second and third coordinators in “et... **et... que**.”

“Nested” Coordination – frequently, Latin authors create larger structures (often balanced) using coordinating conjunctions to group some elements of the coordination more closely than others. In these instances, the “extra” coordinators function as true coordinators (COORD) of other coordinated elements.

D. Apposition –When two (or more) elements are in apposition (the later element(s) rename the former element) they are labeled with the **AP** tag in the second (right hand) pull-down menu, in addition to their own proper tag in the first (left hand) pull-down menu.

Nota Bene – in Latin, there is no word that signals apposition, and thus there is nothing specific from which to hang the forms in apposition. In these instances, if the editor of the text has added a comma, this can be used to join the elements in apposition in the tree and the comma is labeled with the **APOS** tag in the “BASIC” pull-down menu. If there is no comma that can be used, it is necessary to create an ellipsis: cf. V below.

E. Ellipsis – Latin authors frequently do not repeat verbs that would be used in parallel clauses, they omit forms of “esse”, or do not use coordination. These instances are not mistakes; the forms are just not necessary, and would even harm the stylistics of the author were they present. For the sake of clarity, however, such forms are represented in the tree with an ellipsis character. (DO NOT ADD UNNECESSARY ELLIPSES.)

Add an Ellipsis character:

1. Click the “aT” tab at the top right of the editor window;

2. click the “Create” button;

3. click the cross-hairs button under “Insertion Point”;

4. select the word or punctuation after the place where the “elided” word would have been;

5. click the “Add Token” button;

6. link the ellipsis character to the tree as if it were the “missing” element.

Ablative Absolutes – the noun is placed under (hangs from) the verbal adjective; both are labeled with the **AB-ASOL** tag in the “ablative” pull-down menu. If there is no participle, place the adjective or title under the name or pronoun: e.g. mē consule – consule is placed under me; Caesare vīvō – vīvō is placed under Caesare.

Adverbs and Adverbials – use the **ADV** (adverbial) tag in the “BASIC” pull-down menu. Use this tag for true morphological adverbs like “sevērē” or “tristiter”, as well as for words of obscured origin like “diū” and fossilized adverbial accusatives like “sensim”.[[3]](#footnote-3)

“Auxiliary” Verbs – use the **AuxV** (auxiliary verb) tag in the “BASIC” pull-down menu for finite verbs and infinitives used in a periphrastic verbal form: e.g. “futūrus **est**”, “amātum **esse**”, or “amanda **sit**”. Note that the auxiliary verbal form is taken as being dependent on (hangs under) the verbal adjective in the periphrastic form.

Infinitives – use the appropriate tag in the “infinitive uses” pull-down menu to label these neuter, verbal nouns:

**INF-COMP** Complimentary Infinitives (functioning as the *Direct Objects* of certain verbs)

**INF-HIST** Historical Infinitives (functioning as the *Predicate*)

**INF-EXPL** Explanatory Infinitives (modifying certain adjectives)

**INF-PURP** Infinitives of Purpose (functioning as the *Direct Objects* of certain verbs)

**N-SUBJ** Subject Infinitives (functioning as the *Subjects* of certain verbs, especially of impersonal verbs.)

Locatives – use the **L-LOCAT** tag in the pull-down menu. A noun in the locative case functions like an *Ablative of Location.*  *Locative* forms were in common use only for the names of cities, islands, and [ domī , humī , rūrī , forīs , mīlitiae , bellī , animī ]; *Locative* forms indicating time were [ herī , vesperī , temperī ].

Names – use the **ATR** (attribute) tag in the “BASIC” pull-down menu to label *praenomina* and *cognomina*, which hang from the *nomen*. The *nomen* is labeled based on its case function. Any period after the abbreviated *praenomen* is labeled with **AuxG** and hangs from the *praenomen*.

Negation – use the **AuxZ** (emphasizing particles) tag in the “BASIC” pull-down menu: e.g. “nōn”, “nē”, or “ni-”. Note that some words can be used as negation (AuxZ) or as subordinators (AuxC): e.g. “nē”.

Predicate – if they are indicative, the verb or verbs of the independent clause are labeled with the **PRED** tag in the “BASIC” pull-down menu; if they are subjunctive, use the tags in the pull-down menu within the PRED tag:

**PRED-HORT** hortatory subjunctive

**PRED-DELIB** deliberative subjunctive

**PRED-POTENT** potential subjunctive

**PRED-OPT** optative subjunctive

Prepositions – use the **AuxP** (preposition) tag in the “BASIC” pull-down menu: e.g. *dē*, *ad*, or *inter*. Note that some words can be used as prepositions or as adverbials: e.g. “ante”. Remember that the case use attracts certain prepositions; the prepositions do not cause the case. Prepositions may themselves be modified by adverbial forms: e.g. in “*usque ad oppidum*”, *usque* (all the way) modified the idea of “ad” (towards). Label the substantive under the preposition with the appropriate tag for its particular clause usage, almost always *Accusative* or *Ablative* and usually matching as below:

AD A-ORIENT

ANTE A-ORIENT

APUD A-ORIENT

CIRCA A-ORIENT

CIRCUM A-ORIENT

CITRA A-ORIENT

CONTRA A-ORIENT

ERGA A-ORIENT

EXTRA A-ORIENT

IN (motion) A-ORIENT

INFRA A-ORIENT

INTRA A-ORIENT

IUXTA A-ORIENT

OB A-ORIENT

PENES A-ORIENT

POST A-ORIENT

PRAETER A-ORIENT

PROPE A-ORIENT

PROPTER A-ORIENT

SECUNDUM A-ORIENT

SUB (motion) A-ORIENT

SUPER (motion) A-ORIENT

TRANS (position) A-ORIENT

ULTRA A-ORIENT

VERSUS A-ORIENT

INTER A-EXTENT

PER A-EXTENT

TRANS (motion) A-EXTENT

A/AB AB-ORIENT

CORAM AB-ORIENT

DE AB-ORIENT

PALAM AB-ORIENT

PROCUL A/AB AB-ORIENT

TENUS AB-ORIENT

E/EX AB-ORIENT

AB-CAUSE (more rare)

IN (location) AB-LOCAT

PRAE AB-LOCAT

PRO AB-LOCAT

SUB (location) AB-LOCAT

SUPER (location) AB-LOCAT

CUM AB-ACCOMP

AB-MANN (more rare)

SINE AB-SEPAR

AB-MANN (more rare)

TENUS G-OBJECT

Vocatives – use the **V-VOC** tag in the pull-down menu, indicating that they are not part of the syntactic structure of the tree. A vocative normally depends on the main verbal form of the independent clause.

AuxY (sentence adverbials) – many adverbial forms (not generally true morphological adverbs) emphasize the sentence (independent clause) as a whole, rather than a particular word within the sentence: e.g. *adhuc, alias, consequens, certe, contra, enim, ergo, ideo, igitur, inde, ita, item, num, postea, praeterea, propterea, sane, sic, tamen, tum, tunc, unde, utrum, and vero.*

AuxZ (emphasizing particles) – many adverbial forms (not generally true morphological adverbs) emphasize a particular word within the sentence, rather than the sentence as a whole: e.g. *adeo*, *etiam*, *ita*, *item*, *nec*, *non*, *nondum*, *numquam*, *nunc*, *omnino*, *praecipue*, *quantum*, *quasi*, *quoque, statim*, *tantum*, and *umquam*.

Ordinal Numbers used Adverbially – use the **A-ADVERB** tag in the “accusative” pull-down menu, indicating that these accusative, neuter, singular forms modify adverbially: e.g. *consul tertium id fēcit* (while being consul the third time he made it); *tertium* does not agree with *consul* or modify *fēcit,* but it modifies the verbal idea of being consul.

**II. MORPHOLOGY INSTRUCTIONS**

A. Label a word based on its morphology, not its function: e.g. a substantive adjective is morphologically an adjective, NOT a noun.

B. Know what you are looking for before selecting the morphological analysis. (Multiple distinct forms may derive from the same or similar roots.) If the precisely correct form is not present, you must create a new form: (DO NOT ADD UNNECESSARY FORMS.)

Create a new morphological analysis:

1. In the “Morph” tab at the top right of the editor window;

2. click the “Create new form” button;

3. in the “Lemma” box add the first word of the dictionary entry: e.g. *Caesar* instead of *Caesare* (in the case of abbreviations, use the complete word: e.g. *M.* would be *Marcus*);

4. select the part of speech in the “Part of Speech” pull-down menu (participles, gerundives, gerunds, supines, and infinities are lumped under “verb” and differentiated in the “Mood” drop-down menu);

5. select the properties of the word in the drop-down menus that appear;

6. when all properties are complete, click the “Save” button.

C. Make sure that the selected morphology and the syntactic TAG are in agreement: i.e. do not label *consule* AB-ABSOL and then identify the morphology as the dative of *consul*. (Check in both directions.)

D. Names – the *nomen* is typically an **adjective**, but the *praenomen* is a noun, as is usually the *cognomen*. (Thus the *Basilica Iūlia* is the Julian Basilica, not the Basilica of Julius: i.e. *Basilica Iūlī*.)

1. Pronouns functioning adjectivally are also labeled with the ATR tag: e.g. eō diē. [↑](#footnote-ref-1)
2. A result clause, for example, would be labeled on the verb under the “ut”, not on the “ut” itself. [↑](#footnote-ref-2)
3. For forms using productive case usages like “multo” (ablative of the degree of difference) and “multum” (adverbial accusative), use the appropriate case usage tag. A productive case usage is a case form that can be normally produced from a word in common usage. *Multus, -a, -um* normally produces both *multo* and *multum* as part of its declension. [↑](#footnote-ref-3)