

For this project, we are using a pared-down version of the coding manual developed by the marvelous Pat O'Donnell for the Native American Journals Project. Because we have fewer resources at the moment, we are implementing a subset of the tags outlined there, in the hopes of doing further encoding at a later date.

Our main goals for this encoding project are to 1) encode a subset of the names used in the text, 2) capture the top-level structure of the text, and 3) associate that structure with dates.

James, the project manager, has already done a lot of batch pre-processing of the text that have mostly accomplished goals (2) and (3). For that reason, the main focus should be on deploying the <persName> tag.

Editorial notes

Because the facsimile of the original will be linked from the transcription, we have decided not to encode the "cosmetic" appearance of the documents. These cosmetic elements include:

- flourishes at the end of paragraphs
- unusual spaces between words or paragraphs
- position of additions in the text (i.e. superscript, margin, etc.)
- for book-like manuscripts, a description of the covers.

If the encoder is unsure or has a question about the encoding, insert a comment field in the text in the relevant place, i.e. `<!--text -->` and notify the project coordinator

Contextual Encoding in Text

For the purposes of this project we will be keeping separate lists of important personal names and organizational names. In the texts the “key” attribute will associate each name with a coded value that can be found in the lists. For now, focus on names that have coded values associated with them. Eventually the lists will be assigned a url and then the “key” attribute will be changed to “ref.”

Personal Names

```
<persName key="w6c82qz0">Joshua  
Evans</persName>
```

If you suspect a misspelling, retain the same spelling in the document and add it to the variant name column in the person list

If possessive is used, put inside of the persName brackets

Document Structure

An xml document consists of a prolog and a root element (the document). The prolog contains the declarations, mostly about where to find the schema and the stylesheets that govern the

rules and how the document looks. The prolog is the same for all of the documents in this project. The root element is divided into two main parts:

teiHeader

- fileDesc
- encodingDesc
- profileDesc

text

- front
- body
- back

TEI Header <teiHeader/>

Within the teiHeader, the <titleStmt> section is about the electronic form, and the <sourceDesc> is about the original. Templates for both manuscripts and published originals may be found in the Appendices to this manual.

Text [Content Wrapper] <text/>

<text> contains the <front>, <body>, <back> and contains a single text or intentionally (ie. bound manuscript) associated work of any kind

<text>

- front matter**
- body**

back matter

</text>

Front and Back

Front Matter <front/>

<div type="preface"/>

<front/> contains any prefatory matter (headers, title page, prefaces, dedications, etc.) found at the start of a document, before the main body.

A typical value for front matter is "introduction."

See section below on divisions for a list of the types.

Back Matter <back/>

<div type="appendix"/>

<back/> contains any appendixes, etc. following the main part of a text.

Another typical value for back matter is "epilogue."

Body <body/>

Contains the main body of the document, not including front matter and back matter.

Divisions <div/>

The front, body, and back elements typically include one or more <div> elements.

<div type="entry"></div>

Confirmed values for @type on <div>: entry, itinerary, accounts, letter, undetermined

Use @type="narrative" instead of "entry" only when the <div> is undated and/or the section is in a narrative style, i.e. description of past events or anecdotes, or a second-hand account

For each <div>, add <dateline><date when="iso date"/></dateline> to make it possible to sort entries/etc. by time; if the passage does not contain a date in the text, either add a date with the @type as "unattested." Since <dateline/> cannot be contained within a <p/>, if the only date/place occurs within the <p/>, add a <dateline/> with an empty <date/> and/or <placeName/> just before the beginning of the first <p/> in the <div>. If you do the latter, do not code the following date or place within the <p/>. See also: Dates.

Note: It is possible to further subdivide text divisions into levels, ie. <div1/>, <div2/>, etc., but we have chosen not to do that in this project.

Floating Text <floatingText/>

If you have inclusions (basically, things like letters sprinkled in a bigger chunk of running text) you should use <floatingText> (see example TEI we created for

more information); this is in contrast to where you have one <div> after another (a poem, and then a letter, and then an entry), which can just be successive <div>s). Basically if the previous text structure continues after the inclusion, use <floatingText/>.

```
<floatingText type="letter">  
<body>  
  <p>This is her letter</p>  
</body>  
</floatingText>
```

<floatingText/> may directly contain <front/>, <body/>, <back/>, and <figure/>, within which the other elements are contained as appropriate.

Page breaks, paragraphs, and line breaks

Page Breaks: <pb/>

Empty element that marks place at which a page begins:

```
<pb/>
```

Always put page breaks within the div: </div><div type="entry"><pb/>.

Use <pb n="#"/> to show page numbers of the facsimile as shown in the facsimiles section

below.

Line Breaks: <lb/>

This project is **not** encoding line breaks.

Paragraphs: <p/>

A prose paragraph: contains words and phrase-level encoding:

```
<p>aaabbbccc</p>
```

Do not close a paragraph at the end of a page unless the paragraph actually ends there. Instead, nest the <pb/> tag between the <p> and </p> tags at the appropriate location in the text and add a <lb> at the end of the last line before <pb/>.

Tables and Lists

Tables and lists occur only rarely in the text, mainly in accounting sections. Refer to the full manual for guidance if you encounter one.

Figures

Figures occur only rarely in the text. Refer to the full manual for guidance if you encounter one.

Letters

Like tables, lists, and figures, letters are not common in Hunt's journal, but do pop up occasionally. Refer to the

full manual for guidance if you encounter one.

Textual Formatting

Dates

If the date of the entry, letter, or minutes is found in the first sentence of the section, then encode it within <dateline/> before the first <p/>:

```
<div type="letter">  
<dateline><date when="1791-03-24"> 3rd mo 24</  
date><placeName key="dov">Dover</  
placeName></dateline><p>
```

If the item is dated at the end of the section, encode the date at the end after the last <p/>. Alternately if the date is entered but not at the beginning or end or, if the date and place are not recorded in the text but either is known in context, add a <dateline/> before the first <p/>. Use type="unattested" if the latter:

```
<div type="letter">  
<dateline><date when="1791-03-24"  
type="unattested"/><placeName key="dov"  
type="unattested"/></dateline><p>
```

The @when attribute is used to encode a regularized iso 8601 form of the date.

```
<date when="2005-05-29">Sun, 29 May 05</
```


date>).

When only the day and or month are given in the particular entry but the year is known in context, the encoder may enter the full date after @when, but should only write the date as written between the date brackets, i.e.:

<date when="2005-05-29">Sun, 29 May</date>)

If only the year is known, encode only the year:

<date when="2005">Summer of 2005</date>)

If the year is unclear or the passage clearly takes place over more than one day, use the duration indicator “/” to designate the range, i.e. sometime between 1795 and 1796:

<date when="1795/1796">two years ago</date>)

<date when="1795-05-01/1795-05-03">from Monday until Wednesday</date>)

If entering a date span in the <fileDesc> use <date from="YYYY" to="YYYY"/>

Quotations and Direct Speech

Quotes from texts

For bible quotes and other textual quotes, use

<quote>; to specify biblical quotes use @type="biblical." Other values include "hymn," "poem"

<p> Listen to the <quote type="biblical">still, small voice</quote>.

Other quotations and direct speech

There is very little direct speech or quotation used in the journal outside of editorial notes. If you find quotations in the text itself (not enclosed by the <note> tag or [square brackets]), you can replace the quotation marks with the <q> tag.

Unclear, Supplied, and Missing Materials

At some point in the future we would like to replace the square brackets (the marker of editorial intervention currently in use) with the </gap>, <supplied>, and <unclear> tags as discussed in the full manual. However, for the moment it is not a priority.

Dashes and Hyphens

When the text contains hyphens, regularize to one dash "-" no matter how long the hyphen is; record hyphens where a word breaks at the end of a line only if the author has done so.

Dashes, either em dash or en dash, should be recorded

as an em dash (or a pair of hyphens "—") no matter how long the dash is.

Ampersands

Use entities to add an ampersand, ie. “&.”