

Encoding Guide for the Preparation of Editions in DOCX-Format to Be Published within Documenta Nepalica

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Table of Contents

[Encoding Guide for the Preparation of Editions in DOCX-Format to Be Published within Documenta Nepalica](#)

[1. Introduction](#)

[1.1 Application](#)

[1.2 Functions](#)

[1.3 Authorship, Acknowledgement and License Form](#)

[2. File Structure](#)

[2.1 Overview](#)

[2.2 Metadata](#)

[2.3 Facsimile](#)

[2.4 Abstract](#)

[2.5 Edition](#)

[2.5.1 Formal and textual annotation](#)

[2.5.2 Editorial Annotations](#)

[2.5.3 Content Annotation](#)

[2.6 Translation, Synopsis and Commentary](#)

[2.6.1 Referencing](#)

[Technical terms](#)

[Bibliographical references](#)

[Web sources](#)

[2.6.2 Translation](#)

[Page breaks and paragraphs](#)

[2.6.3 Synopsis](#)

[2.6.4 Commentary](#)

[3. Converting the docx file to XML](#)

[Appendix](#)

[List of selected document types](#)

[List of selected inscription types](#)

[List of pseudo-codes](#)

[Formal and textual annotation \(only for edition\)](#)

[Editorial annotations \(only for edition\)](#)

[Content annotation \(for edition, translation, synopsis and commentary\)](#)

[Annotations specific for translation, synopsis and commentary](#)

[Example edition](#)

1. Introduction

1.1 Application

The purpose of the tool is to enable scholars external to the digital infrastructure of the Research Unit “Documents on the History of Religion and Law of Premodern Nepal” to publish editions, translations or short summaries of historical textual source material such as documents, inscriptions or manuscripts from or pertaining to Nepal through the [Documenta Nepalica](#) platform. Another area of usage is for staff members who prefer to carry out certain steps of the editorial process in a word processor. The converter tool transforms semantically annotated MS-word documents (DOCX) into structured TEI-XML documents according to the TEI schema customization of the Research Unit.

1.2 Getting Started

Users store all data relating to their source material (metadata, information about digital images/facsimiles, edition, translation/synopsis and commentary) in a single file based on a preformatted DOCX template. Before input, the user has to choose from two publishing formats: 1) Edition and translation, or 2) Edition and synopsis (extensive summary of the source content). For each of the two formats, a separate template exists:

- `template_trans.docx` for edition cum translation
- `template_syn.docx` for edition cum synopsis

Both templates can be downloaded [here](#).

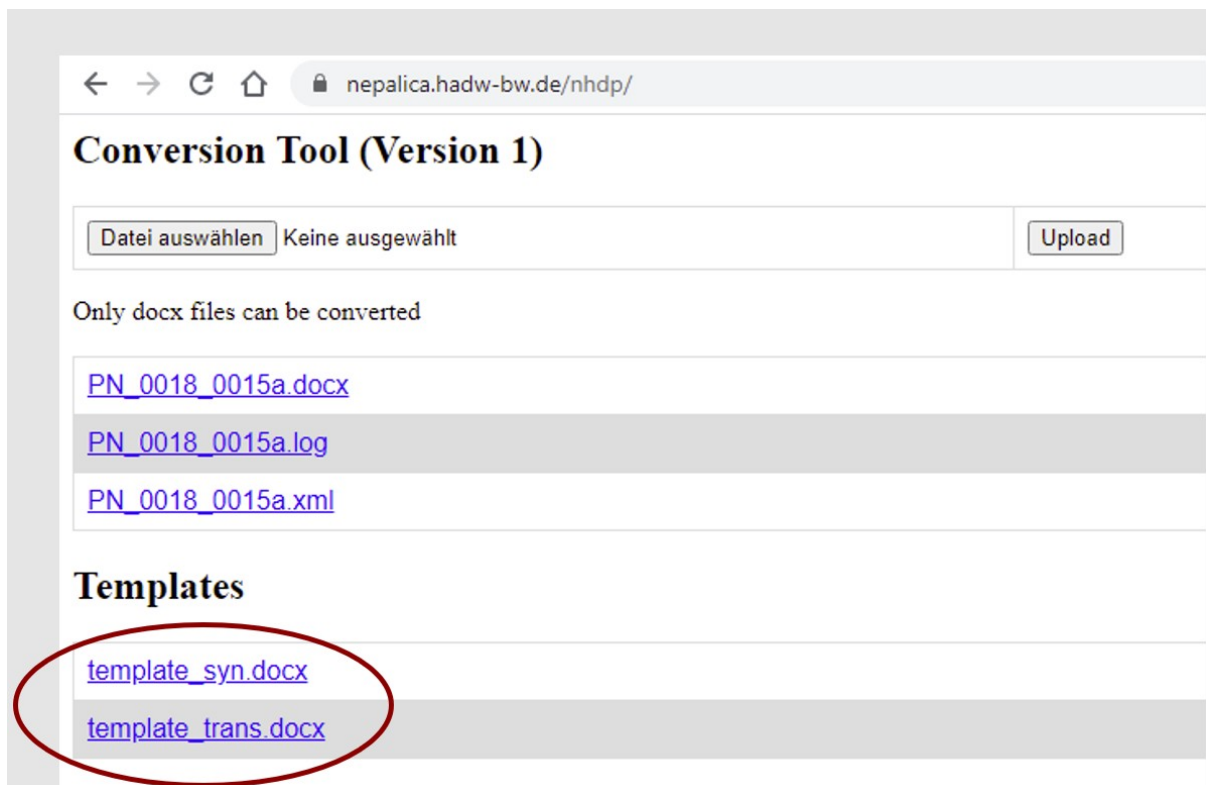


Fig. 1: Downloading the templates.

In order to facilitate the transformation from DOCX to TEI-XML, three different encoding methods are applied in the template:

- Predefined styles such as headings for structuring the document into divisions
- Formattings such as spaces, italics, hyphens or hard paragraph returns for identical or similar usage as in word processing software.
- Pseudo-codes substituting TEI-XML tags for formal and textual annotations of the edited text, editorial interventions or content annotation (for an overview see List of pseudo-codes in the Appendix).

Note: Please be reminded that the conversion tool only supports the “.docx” file format. It is strongly recommended to use MS Word Version 2007 and later to prepare the file. Do not use, across the file, the symbols #, @, { }, <, >, \$ and = except for the annotation purposes prescribed in this tutorial.

1.3 Acknowledgement and Licensing

The tool was developed by the project “Anthropology of Inscriptions: Memory and Cultural Heritage in the Public Sphere” at the Heidelberg Centre for Transcultural Studies (HCTS), University of Heidelberg, within the framework of the Flagship Initiative “Transforming Cultural Heritage”. The software is published under the [GNU General Public License Version 3](#).

2. File Structure

2.1 Overview

The MS-word documents, saved in the DOCX extension, should include these essential parts:

- Metadata: a set of data that describes the document in question, such as the title, author, origin, date, language, and archival facts
- Facsimile: a basic information of the digital image and text surface of the document
- Edition: an annotated edition of the document transliterated in unicode devanagari
- English Translation or Synopsis
- Commentary

2.2 Metadata

The set of data describing the document should be filled into designated fields of the second column in the table “Document metadata”. The information in the table forms the “header” part of the resulting XML document.

Following are the fields in the table required to be filled:

- **Document ID:** Each document should be given an unique identifier containing three basic blocks joined by an underscore (“_”).
 - Block 1: the letter(s) of the series or batch
 - Block 2: series/batch number in 4 digits

- Block 3: document serial number in 4 digits

Examples:

DNA_0001_0012

NHDP_0001_0001

Note: If the ID cannot be determined, please leave the default value in the template unchanged.

- **Main title of document:** The title of the document should contain following elements, if available, and be composed in this scheme:
 - document type (for a list of common document types, see Appendix)
 - in case of inscriptions: related monument and locality
 - by or from sender (person/institution)
 - to addressee
 - topic (on or re)
 - year in original era (in bracket)

Examples:

“A lālamohara from King Rājendra Vikrama Śāha issued to Cautariyā Bhīma Vikrama Śāha asking him to return to Kathmandu (VS 1903)”

“A stele inscription at the Karuṇāmaya Mandira in Bungamati on the performance of a *bhajana* programme by Guru Kavi Prasāda for Kṛṣṇa (VS 2008)”

- **Short title of document:** An alternative form of main title without mentioning the sender and year.

Example:

A lālamohara issued to Cautariyā Bhīma Vikrama Śāha asking him to return to Kathmandu

- **Author/issuer of document:** Full name of the person or institution who issued the document. Fill in “unknown” if the issuer is unknown. If the name of the issuer can be determined, but is not mentioned in the document, insert the name inside square brackets [].

Examples:

Rājendra Vikrama Śāha

[Jaṅga Bahādura (Kūvara) Rāṇā]

Candra Śamśera Jaṅga Bahādura Rāṇā

- **Name of editor(s):** Full name(s) of the main editor(s) of the current file, surname first and then family name. If more than one person functions as main editor separate the names by comma or “and” (N.N. and N.N.; N.N., N.N. and N.N.).

Examples:

Manik Bajracharya

Manik Bajracharya and Simon Cubelic

Manik Bajracharya, Simon Cubelic and Rajan Khatiwoda

- **Name of collaborator(s):** Full name(s) of other contributor(s) of the current file.
- **Place of deposit / current location of document:** Place/location where the original document (not its reproduction) is stored.
- **Document holding institution or person:** Name of institution, organization or person who holds the original document. If it is a person, provide his/her full name. In case the holding institution is not known, e. g. in the case of inscriptions, leave the field blank.
- **Inventory ID assigned by holding institution:** Provide here the identifier given by the original holder/owner to the document. If no ID is available, leave the field blank.
- **Type of alternative manifestation:** Mention the alternative medium in which the original document has been replicated.
Examples:
microfilm
digital_image
- **Location of alternative manifestation:** Place/location where the alternative medium of the document is stored.
Examples:
Kathmandu, Berlin (in case of NGMPP microfilms)
Heidelberg, Patan (in case of NHDP images)
privat (in case of privately held documents)
- **Institution holding alternative manifestation:** Name of institution or organization who holds the alternative medium. If it is a person, provide his/her full name.
Examples:
Nepal German Manuscript Preservation Project (in case of NGMPP microfilms)
Nepal Heritage Documentation Project (in case of NHDP inscriptions)
- **ID of alternative manifestation:** The identifier given for the alternative medium by the holding person/organization.
Examples:
NGMPP DNA 1/21
NHDP BUN0001_I_001
- **Main language of document:** Provide here the [ISO 639-3](#) code for the main language in which the original text is composed.
Examples:
nep
new
san
hin
eng

tib

- **Other languages:** Mention ISO 639-3 codes for any other language(s) used in the document. In case of multiple additional languages, separate each with a comma.
- **Link to catalogue entry:** Paste here the full URL of the catalogue entry for this document from the Documenta Nepalica catalogue database (Catalogue database URL is <<https://nepalica.hadw-bw.de/nepal/catitems/>>). Leave open if it does not yet exist.
- **Date of origin of document:** Give the year when the document was created converted to CE with the original year and era in round brackets. If the date is known, enter "n.d".

Example:

1821 (VS 1878)
n.d.

- **Place of origin of document:** Give place or location where the document was created, but only if explicitly stated in the text itself.

Examples:

Kathmandu
Patna
Kolkata

- **Copyright statement:** Status of the utilization and usage rights for the facsimile.

Examples:

(In case of NGMPP documents)

Published by the courtesy of the National Archives, Kathmandu. The copyright of the facsimile remains with the Nepal Rashtriya Abhilekhalaya (National Archives, Government of Nepal)

(In case of NHDP material)

The image(s) on which this edition is based on is/are published under Creative Commons Attribution 4.0 License (CC BY-SA 4.0) and the copyright lies with NHDP.

(In case of private documents, adapt the phrases to each case, e.g.)

Published with the support of/by courtesy of N.N. The copyright of the facsimile remains with N.N. All use of the digital facsimiles requires prior written permission by the copyright holder.

- **Notes:** Use this field for any additional remarks or to leave notes for the collaborators on the file. This especially pertains to any question or remark concerning the proper annotation of the edited text.

2.3 Facsimile

Give here the file information on the digital images of the document according to the following syntax:

`surface nr.: image-file-name.png: page-number`

The first image is by default surface1 and defined as 1r (1 recto). The backside of a document is surface 2 and defined as 1v (1 verso).

Examples:

`surface1: DNA_0016_0619.png:1r`

`surface2: DNA_0016_0620.png:1v`

`surface3: DNA_0016_0621.png:2r`

In case there are several images for one page, the images are further differentiated by part number. Stick to the format: `page number-part number`

Examples:

`surface1: NHDP_0001_0001.png:1r-part1`

`surface2: NHDP_0001_0002.png:1r-part2`

Note: Each facsimile annotation should be in a **separate line** in the “**Heading 2**” format.

2.4 Abstract

Brief summary of the text content oriented on the following questions: Who did what, how, where, when, and why? Keep observations which are derived from sources external to the text or inference based on circumstantial evidence out here. Such information falls under Commentary.

2.5 Edition

This section is for the input of the text of the document. Except when the original document is in Roman script, the text should be transcribed using unicode Devanagari.

If you prefer to type your text in transliteration, please follow the IAST-standard and use an online convertor-tool such as [Aksharamukha](https://aksharamukha.appspot.com/converter) to transform your transcription into Devanagari and transfer it into the template.¹

In case you would like to use any other script except Roman or Devanagari, please contact the Documenta Nepalica team beforehand. The transcription should adhere to the following basic principles:

- The text as it appears in the original document should be reproduced as faithfully as possible, including orthography, diacritic marks, format features and graphical features, such as the middle dot (•), or macrons and lines of various shapes.
- No interpunctuation such as *danḍas* shall be added.
- To ensure that letters which are separated in the original do not form ligatures in the transcription (e. g. to retain *virāma*), use the Zero width non-joiner (‌)

¹ <https://aksharamukha.appspot.com/converter>

A list of alternative convertors can be found under: https://www.univie.ac.at/stv-istb/stvwiki/index.php?title=Devanagari_am_Computer

Example:

षेत्॰वाहेक

- In order to retain original spellings such as र्य (instead of र्यँ) or ग्य (instead of ग्यँ) use the Zero width joiner (॰).

Example:

मर्॰यो

For the proper transformation into the TEI-XML, the edition has to be annotated in specific ways. These annotations will be described below.

Note: Please be reminded that **no footnotes** and **no special formatting** are allowed in the Edition section.

2.5.1 Formal and textual annotation

- **language(s)** of the text: The language of the original text should be marked inside round brackets next to the heading “Edition”. One should provide the [ISO 639-3](#) code here just as in the metadata section above. The default language in the template is “nep”. Change if necessary.

Example:

Edition (new)

If the document consists of multilingual text, provide the ISO codes of the languages separated by a “-”.

Example:

Edition (nep-san)

- **page beginning (pb)**: The first element to be annotated in the Edition section is the page beginning (marked by “pb”). The page beginning annotation should be in a **separate line** in the “**Heading 2**” format, and it should be formulated in this way:
[pb@#facisimile-surface-name@page-number](#)

Example:

[pb@#surface1@1r](#)

- **text blocks (ab)**: A document surface consists of text or image blocks such as the invocatio, marginal notes or the main content. The main part of a text is transcribed under “maintext”. Before each block of text in the document, an annotation specifying the block type in a **separate line** in the “**Heading 2**” format should be provided in this way:
[ab@#correspondence-to-text-block@block-type](#)

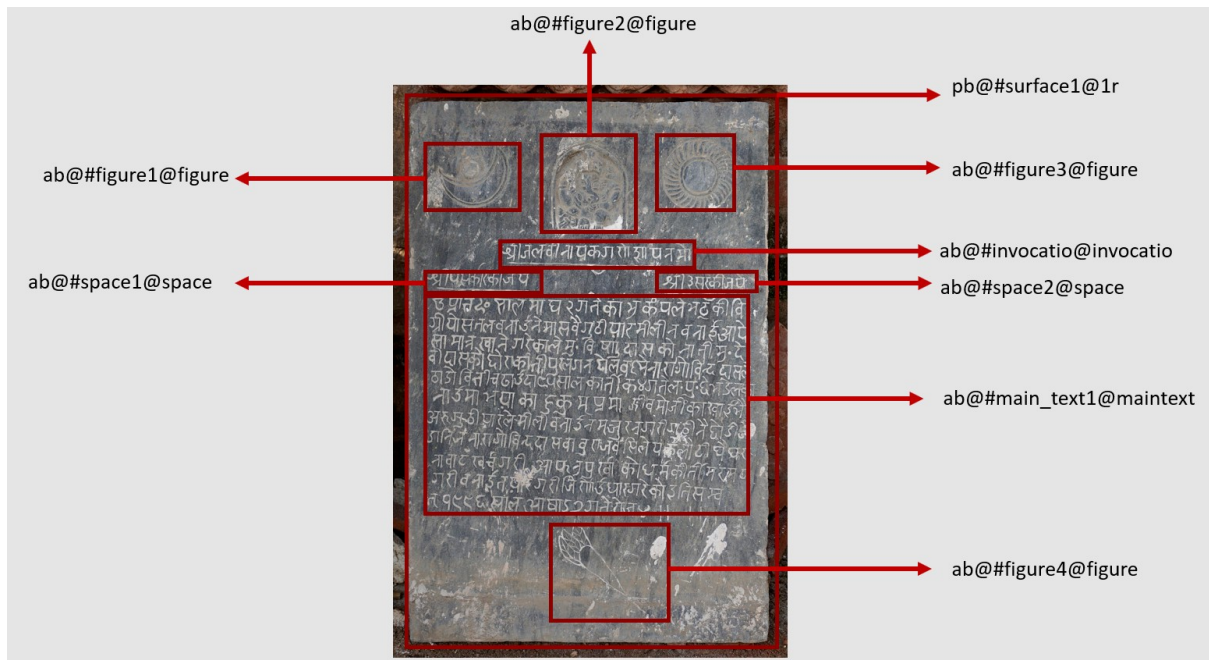


Figure 2: Text blocks or zones for the image of NHDP_0001_0037 (see Appendix under Example Edition)

Further examples:

ab@#invocatio@invocatio
 ab@#seal1@seal
 ab@#marphat1@marphat
 ab@#main_text1@maintext

The following block-types are permissive:

invocatio
 seal
 space
 addition
 margin
 figure
 signature
 maintext

In case the block-types mentioned above do not match with the layout of the document you are editing, please contact the Documenta Nepalica team to define a suitable category.

If the document contains multiple blocks of similar type, attach an incremental number to the correspondence-to-text-block.

Example:

ab@#seal1@seal
 ab@#seal2@seal

As a substitute for the reproduction of the seal, a short description and if applicable transcription of the seal text is provided.

Example:

[royal seal with the legend: श्रीदुर्गा भवानी]

The formattings and annotations used for the transcription are:

- **Word separation:** For Nepali and Newari texts, each word should be separated by giving a regular space after it.

Example:

मोकाम वाराणसी पुरी शुभम्

In Sanskrit texts, compounds are treated as one word.

Example:

श्रीमन्महाराजाधिराजकस्य रुक्का

If a word is split between two lines, give a “-” mark at the end of the first line.

Example:

मोकाम वारा-
णसी पुरी शुभम्

- **Spaces within the text:** When the document contains **considerable spaces** between words or lines, they should be marked in this way:

#...#

each dot (.) in the annotation above represents the space equivalent to one character or one line. If the space unit is line, add @lines in the annotation.

Example:

To annotate that there is an empty space equivalent to 4 lines, give:

#....@lines#

If no unit is specified, default is “chars” (=characters).

- **Line break:** A line break is marked by **Hard return** (“Enter” key).
- **Middle dot:** use only the mark “•” to transcribe the middle dots.

Example:

द्रव्यविना संग्रह भै सकिदैन् • जो आज्ञा

- **Sentence:** Each sentence should be marked at its beginning and end.

Mark the beginning of a sentence with “#SB”

Mark the end of a sentence with “#SE”

Example:

#SB मेरो नाम सेते होइन् काले हो#SE

Put a *danḍa* (|) only in the case when it appears in the original and mark it with `#orig{|}#`. See also **Original interpunctuation / orthographic signs**.

Example:

`#SB मेरो नाम सेते होइन काले हो #orig{|}##SE`

Language of the sentence: If the language of the sentence is other than Nepali, the iso code of the language must be included in this format: `#SB@iso-3-code`

Example:

`#SB@san राजेन्द्रकस्य पत्रम्#SE`

If a sentence is broken across page breaks (pb), give additional annotation @I for the initial part and @F for the final part of the sentence.

Example:

`#SB@I मेरो नाम सेते होइन#SE`
`pb@#surface2@1r-part2`
`ab@main_text1@#maintext`
`#SB@F तर काले हो#SE`

- **Original interpunctuation / orthographic signs:** In order to annotate interpunctuations (such as *danḍas* “|”, middle dots, comma-like strokes), use this format:
`#orig{string}#`

Example:

`#orig{|}#`

For orthographic peculiarities (such as *nuktas*), the word containing the “orig” annotation should be enclosed within “\$” sign:

`$#orig{string}#$`

Example:

श्रावण `$व#orig{२२}#दि$` तृतीया

- **Scribal deletion:** If one or more words are deleted by a scribe, it should be annotated in this format:
`#del@rendition-of-deletion{text-string}#`

Example:

`#del@overstrike{साल मिति वैशाख}#`

If only a part of a word is deleted by a scribe and the word is not split across two lines, the word containing the “del” annotation should be enclosed with “\$” sign. In such case, the annotation format will be:

`$part-of-the-word#del@rendition-of-deletion{deleted-part-of-the-word}#part-of-the-word$`

Example:

`$वै#del@crossed_out{सा}#शाष$`

A list of rendition for deletion:

adapted
crossed_out
erasure
overdotted
overstrike
understrike
underdotted

Default values are set as rendition-of-deletion=crossed_out.

Example:

`#del@{जाँच}#$ = $#del@crossed_out{जाँच}#`
`$वै#del@{सा}#शाष$ = $वै#del@crossed_out{सा}#शाष$`

Note: The converter does not support cases when a word is split across two lines and only a part of the word has to be encoded as scribal deletion. Please record such cases in the Notes field of the metadata table so that the annotation can be corrected in the post-conversion stage. Please encode such cases in the following way:

छेभडे-

`#del@overstrike{लका}#`

- **Scribal addition:** If one or more words are added by the original or a later scribe, it should be annotated in this format:

`#&@place@hand{text-string}#`

@place refers to the position of the added text; @hand refers to the scribe (first=original scribe; second=second scribe etc., if unknown, use “uncertain”).

Example:

`#&@above_the_line@second{जाँच अडावाट}#`

If only a part of a word is added by the original or a later scribe and the word is not split across two lines, the word containing the “&” annotation should be enclosed with “\$” sign. In such case, the annotation format will be:

`$part-of-the-word#&@place@hand{added-part-of-the-word}#$`

Example:

`$भगा#&@inline@first{उन्या}#$`

A list of the position of the scribal addition:

above_the_line
below_the_line
in_the_left_margin
in_the_right_margin
in_the_upper_margin
in_the_lower margin
inline
in_the_middle

Default values are set as place=above_the_line and hand=first.

Example:

#&@@{जाँच अडावाट}# = #&@above_the_line@first{जाँच अडावाट}#

Note: The converter does not support cases when a word is split across two lines and only a part of the word has to be encoded as scribal addition. Please record such cases in the Notes field of the metadata table so that the annotation can be corrected in the post-conversion stage. Please encode such cases in the following way:

#&@inline@first{छेभडे}#-
लका

- **Lacunae or illegible text:** When a document has lost or illegible texts due to damages, it can be annotated in two ways.
 1. If the text is completely lost, it should be annotated as
#///@extent@agent#
Here, each "/" represents 1 unit of lost text, "extent" is the type of unit (character/word), and "agent" is the cause of the loss (e.g., breakage, folding)

Example:

#/////@characters@breakage#

2. If the text is illegible, but not completely lost, it should be annotated as
#++++@extent@agent#
Here, each "+" represents 1 unit of illegible text, "extent" is the type of unit (character/word), and "agent" is the cause of the illegibility (e.g., water, seal)

Example:

#+++++@characters@ink#

A list of the agent of the illegibility:

water
seal
ink
photo quality
handwriting

If no unit (extent) is specified, default is “characters”.

Example:

`#+++++@@water# = #+++++@characters@water#`

- **Table:** Tables in the document can be reproduced by inserting basic tables in the MS Word. No special format, such as cell-span, cell-merging, in the table will be properly converted. Hard returns for line breaks are allowed within the table.

2.5.2 Editorial Annotations

Annotations used for editorial interventions are as follows:

- **Regularization:** Editorial standardization of texts and graphical features can be annotated in this format:

`#reg{original_string}{standardized_string}#`

Example:

`#reg{_____}{---}#`

- **Editorial corrections:** Use this annotation for editorial interventions such as corrections or emendations:

`#cor{original_text}{corrected_text}#`

Example:

`#cor{राजधनि}{राजधानी}#`

- **Doubtful/unclear reading:** Mark a doubtful reading in this way:

`#?certainty_level{original_text}#`

Example:

`#?@low{राजनि}#`

Possible values for certainty level are: high / medium / low.

A default value is set as certainty level=high.

Example:

`#?@{राजनि}# = #?@high{राजनि}#`

Note: The converter does not support cases when a word is split across two lines and only a part of the word has to be encoded as an unclear reading. Please record such cases in the Notes field of the metadata table so that the annotation can be corrected in the post-conversion stage. Please encode such cases in the following way:

छेभडे-

#?@{लका}#

- **Superfluous or redundant text:** When the editor considers a word or a part of the original text as superfluous, it can be marked as:

#sur{text}#

Examples:

\$महा#sur{रा}#राज\$

#sur{महाराज}# महाराज

Note: The converter does not support cases when a word is split across two lines and only a part of the word has to be encoded as superfluous or redundant. Please record such cases in the Notes field of the metadata table so that the annotation can be corrected in the post-conversion stage. Please encode such cases in the following way:

छेभडे-

#sur{ल}#लका

- **Restored or supplied text:** Editor's restoration of lost, illegible or omitted text should be annotated as:

#sup@reason{supplied_text}#

Example:

\$राज#sup@omitted{धा}#नी\$

#sup@omitted{राजधानी}# काठमाडौं

Possible values for reason are: lost / illegible / omitted.

A default value is set as reason=lost.

Example:

#sup@{राजधानी}# = #sup@lost{राजधानी}#

Note: The converter does not support cases when a word is split across two lines and only a part of the word has to be encoded as supplied. Please record such cases in the Notes field of the metadata table so that the annotation can be corrected in the post-conversion stage. Please encode such cases in the following way:

राज-

#sup@lost{धा}#नी

2.5.3 Content Annotation

Besides formal and linguistic features, also all personal, place and geographical names are annotated in the grammatical form they appear in the text.

- **Personal names:** `#pen{person_name}#`

All personal names of human beings or animals are annotated, but without titles or any other official functions attached to them. Names of deities are not annotated.

Examples:

`#pen{रंजीत गिरीलाई}#`

मन्त्रीको नाती मु. `#pen{दे-
वीदासको}#` छोरा

- **Place names:** `#pln{place_name}#`

Place names are localities and settlements such as cities, villages, quarters, but also political and administrative entities such as states/countries, provinces or districts.

Example:

`#pln{भक्तपुरवाट}#` आउन्या

घरबाट `#pln{काठ-
माडौंसम्म}#` जाँदा

- **Geographical names:** `#gen{geographic_name}#`

Names associated with topographical features such as mountains, rivers are annotated.

Example:

`#gen{गडुवाषोलाको}#` किनारामा

नेपालमा `#gen{सगर-
माथा}#` छ

2.6 Translation, Synopsis and Commentary

Text in these sections shall be written in English and typed in roman script. Terms in South Asian languages shall follow established transliteration schemas (e.g. [IAST](#) for Sanskrit). The original spelling occurring in the document is retained as far as possible. However, in certain cases a standardised or Anglicised spelling is preferred:

Personal names of well-known historical figures or members of prominent families

Examples:

Gīrvāṇayuddha Vikrama Śāha
Jaṅga Bahādura (Kūvara) Rāṇā
Candra Śamśera Jaṅga Bahādura Rāṇā

Titles and office names:

Examples:

Captain (for *kaṭatāna*)
Colonel (for *kaṇṇela*)
General (for *janarala*)

Mulukīkhānā (for *mulukīṣānā*)

Place and geographical names: If you can clearly identify a place or topographical entity and a modern Anglicized spelling for it exists, use it. If you cannot identify it, retain the original spelling as in the text.

Examples:

Kathmandu (instead of *Kāṭhamāḍaṃ*)
Bhaktapur (instead of *Bhādagāu*)
Bagmati (instead of *Vāgmatī*)
Calcutta (instead of *Kalakattā*)

Comments, references and the explanation of non-English language technical terms shall be given in footnotes. The following **formatting**s are permissive:

- Hard paragraph return (“Enter” key) to create a new paragraph
- Footnotes for comments, references and the explanation of technical terms.
- Italicisation to mark terms from South Asian languages or other non-English technical terms (e.g. *guṭhī*, *saṃkalpa*, but also *editio princeps* or *Weltanschauung*)

All types of content annotation described above under Edition (2.5.3) are mandatory in Translation, Synopsis and Commentary.

2.6.1 Referencing

Technical terms

If a technical term has to be annotated, first check if the term has already been defined in the [Word list](#) of the *Documenta Nepalica* database. If it is available, note down the ID number of the term from the database. Then, annotate the term and provide the ID number in this format:

#tt@term-id-number{the-term}#

Example:

#tt@2402{valī ahada}#

If no entry is available, define the term in a footnote following this format:

term: [etymology] var. [variant-spelling]; part of speech. 1) meaning 1. 2) meaning 2.

term: The spelling of the terms should be standardised according to widely accepted dictionaries such as in the case of Nepali *Nepāli Bṛhat Śabdakośa* or for Sanskrit *Monier-Williams Sanskrit-English Dictionary*.

[etymology]: Indicate in square brackets the origin of the word. Use following abbreviations:

[A.] Arabic
[E.] English
[H.] Hindi
[New.] Newari
[P.] Persian
[S.] Sanskrit

var.: If applicable, give here the variant spelling occurring in your document.

part of speech: Use the following abbreviations to indicate the word class:

n. (for nouns)
adj. (for adjectives)
adv. (for adverbs)
conj. (for conjunctions)
ppn. (for postposition)
v.t. (for transitive verbs)
v.i. (for intransitive verbs)

meaning: If a word has more than one meaning use 1) XXX. 2) XXX. etc

Example:

guṭhī: [fr. S. goṣṭhī] var. *guṭh*, *guṭha*, *guṭhi*, *guthi*; n. 1) a socio-religious organization that manages and finances religious and charitable functions. 2) Endowed lands or other sources of revenue for financing religious and charitable functions.

Bibliographical references

If a bibliographical reference has to be given, first check if an entry exists in the [Bibliography](#) of the *Documenta Nepalica* database. If it is available, note down the ID number of the literature from the database. Then, annotate the bibliographical reference and provide the ID number in this format:

#bibl@id-number-of-the-reference{Author's family-name year-of-publication}#: page(s)

Example:

#bibl@168{Acharya 1971}#: 16

If no entry exists, give in a footnote full bibliographical information according to the guidelines of the [Chicago Manual of Style](#).

Examples:

Hasrat, Bikrama Jit (ed.). 1970. *History of Nepal: As told by its own and contemporary chroniclers*. Hoshiarpur: V. V. Research Institute Book Agency.

Kropf, Marianna. 2003. "In the wake of commercialised entertainment: An

inquiry into the state of masked dance-dramas in the Kathmandu Valley." *Contributions to Nepalese Studies* 30 (1): 53-103.

Lienhard, Siegfried. 1992. "Kṛṣṇaism in Nepal." In: *Aspects of Nepalese Tradition*, edited by Kölver, Bernhard, 227-234. Stuttgart: Franz Steiner Verlag.

Web sources

A special case is the referencing of web sources such as URL, DOI for which a pseudo-code is required:

- For a URI to be completely displayed: `#ref{}#`
Example:
`#ref{https://google.com}#` → <https://google.com>
- For a URI embedded in a string: `#ref@URL{}#`
Example:
`#ref@https://web.de{Nepal}` → [Nepal](https://web.de)

2.6.2 Translation

The translation should follow the original text as closely as possible, but the translated text should be understandable by itself. Wherever this is not possible, comments or explanations in footnotes are required. In cases where the editor is able to understand the content of the document, but a rendering of all linguistic nuances or details into English proves to be too difficult, a Synopsis can be written instead.

Page breaks and paragraphs

It has to be recorded to which page of the original document the translated text refers. This reference has to be identical with the page identifier (such as 1r, 1v) assigned under Facsimile. For that purpose, the following pseudo-code for marking page breaks is used in a **separate line** in the "Heading 2" format at the beginning of a new page: `pb@page-number`

Examples:
`pb@1r`
`pb@1v`
`pb@1r-part1`

The translated text can be structured into different paragraphs which should follow the text blocks defined in the Edition. For the sake of readability (e.g. in cases of very long text blocks in the original), subdividing into further paragraphs is permissive.

2.6.3 Synopsis

For some cases you may choose to provide a **synopsis instead of a translation**, i.e. an exhaustive summary of the content. Keep in mind following points:

- try to **cover all what is said** in the document as far as possible, especially names of places, geographical locations and persons and annotate them accordingly.

- **only cover what is said** in the document, any information you add or say about physical or format features should go to the commentary.

2.6.4 Commentary

The commentary is meant to provide further information on the context of the document. You may note down here if the document is part of a series of documents, elucidate its historical background, the monument it is attached to or elaborate on philological or linguistic issues pertaining to the document text. You can also discuss certain aspects of the content of the document or secondary literature where the document is dealt with. Feel free to add here whatever is useful to understand the document.

3. Converting the DOCX File to XML

Once the encoded docx file is ready, it can be converted into a TEI compliant XML document by using the converter tool available [here](#). Select the docx file and upload it.

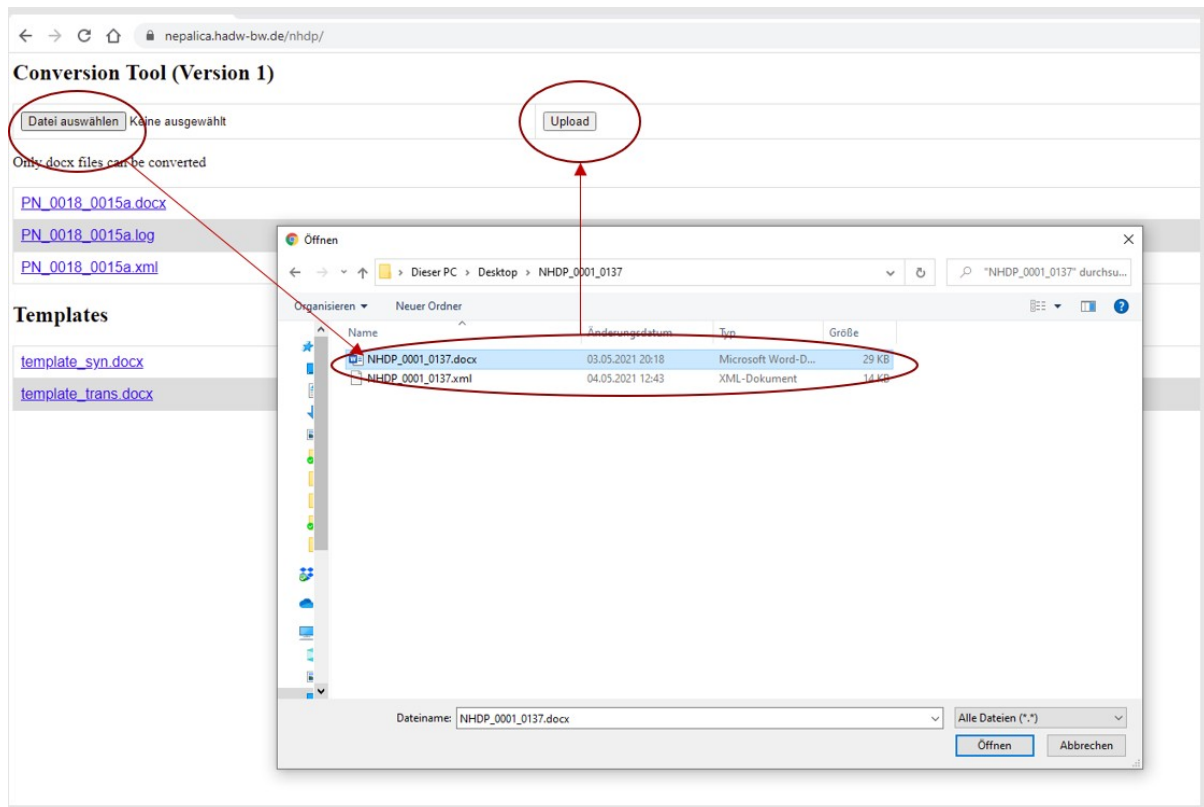


Fig. 3: Uploading the docx file.

If your upload was successful and your file was processable, a xml file is generated along with a log file recording encoding errors.

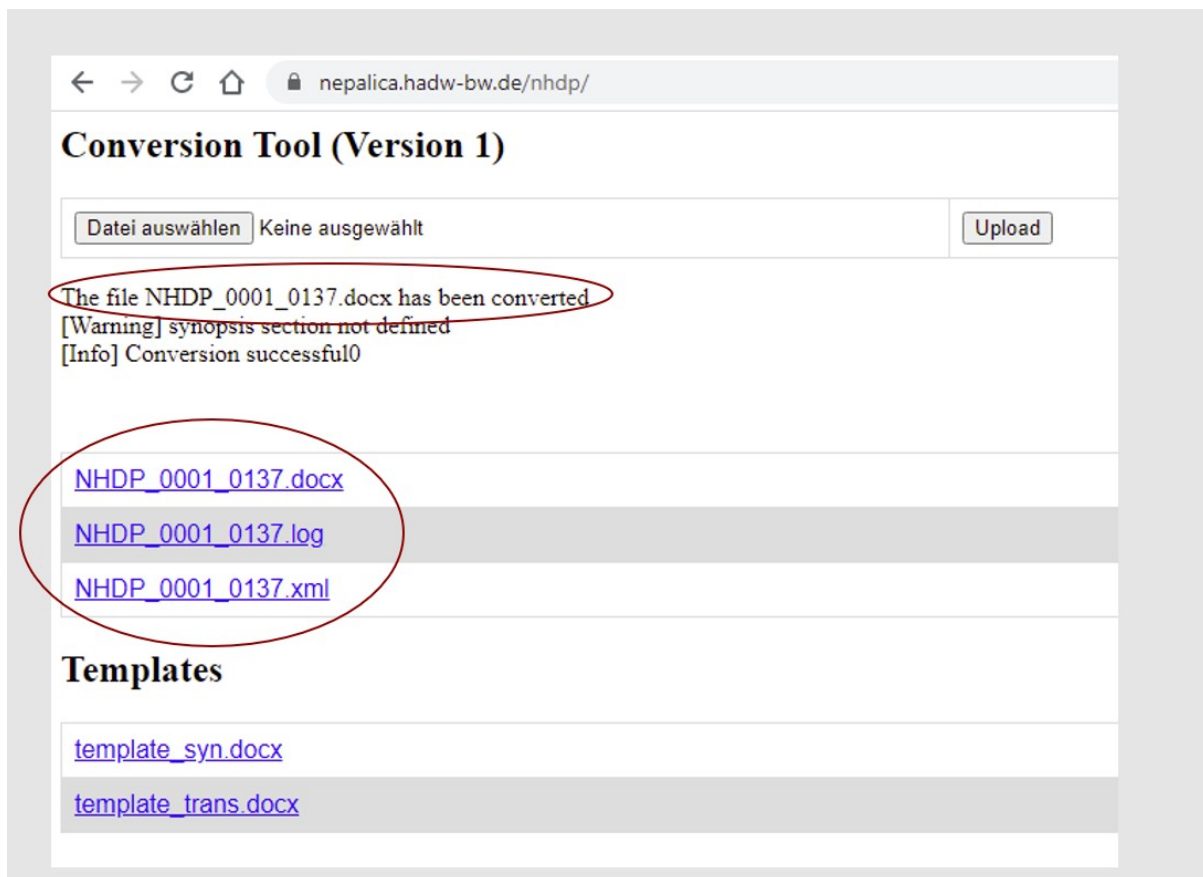


Fig. 4: Downloading the xml file.

If encoding errors are reported, please revise your docx file accordingly and upload it again. In case there are errors in your file you are not able to rectify, leave a short comment in the Notes field under “Document Metadata” before re-uploading the docx file. To download the files from the converter tool, right-click your mouse button over the file name and select “Save Link As...” in the dropdown menu. Download the latest docx, log and xml files, attach them to a single email and send it to nepal@hadw-bw.de.

Contact

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Appendix

I. List of selected document types

ādeśa
adhikārapradāna
adhikāratyāga
adhyādeśa
akhtiyāranāmā
akhtiyārī
bakasa
alipatra
āmdānī
kharca lagata
aṃśabaṇḍāpatra
aṃśavibhāga
anudeśa
anugamanapatra
anumatipatra
arjī
arthavibhājana
āyastā
lagata
āyavivaraṇa
āyavyayavivaraṇa
bahālīpurjī
bakapatra
bakasapatra
baṇḍāpatra
bandhapatra
bayāna
bhākhāpatra
bhanāi
bharpāī
bhogabandhakapatra
bhogabandhakatamasuka
bhogabandhakī
bhūmānacitra
bhūmidānapatra
bhūmidartā
bhūmivikrayapatra
bhūmivivaraṇa
bintīpatra
bintīpatra
birtā bakasa
choḍapatra
ciṭṭhīpatra
prativedana
dānapatra
darakhāsta
darakhāstapatra
istihāra

kabuliyatanāmā
krayapatra
lagata
lālamohara
lālapurjā / jaggādhanī pramāṇapatra
 letter
paramabhaṭṭā
patra
purjī
rasida
rukkā
sanada
savāla
syāhāmohara
tamasuka
tirjā/tirjā-purjī
vikrayapatra

II. List of selected inscription types

Beam inscription
 Bell inscription
 Bowl inscription
 Copper-plate inscription
 Door-jamb inscription
 Pedestal inscription
 Pillar inscription
 Plate inscription
 Portal inscription
 Stone slab inscription
 Stele inscription
 Tile inscription
 Wall inscription

List of pseudo-codes

Formal and textual annotation (only for edition)

| Pseudo-code | Attribute 1 | Attribute 2 | Default | Purpose |
|---|--|---|---------|---|
| pb@#facisimile-surface-name@page-number | reference to facsimile #surface1 | page number of document 1r | | aligning edition with corresponding facsimile |
| ab@#correspondence-to-text-block@block-type | correspondent text block #invocatio, #seal1 | type of text block invocatio, seal | | representing the structure of a document |

| | | | | |
|---|---|------------------------------------|--|--|
| #SB#SE | language code according to iso-3 eng, hin, new, san | none | nep (Nepali) | marking sentences and recording the language in which they are written |
| #del@rendition- of-deletion{text- string} | mode of rendition crossed_out | | | marking text deleted by a scribe |
| #&@place@hand {text-string}# | position of the added text above_the_line | hand first, second | place=above_th e_line hand=first | marking text added by a scribe |
| #...#@extent | extent unit characters, lines | | extent unit=characters | marking spaces between words or lines |
| ### @extent@agent# | extent unit characters, lines | reason breakage, folding | extent unit=characters | recording extent and reason of lost text |
| ### +@extent@agent # | extent unit characters, words | reason water, seal | extent unit=characters | recording extent and reason of illegible text |

Editorial annotations (only for edition)

| Pseudo-code | Attribute 1 | Attribute 2 | Default | Purpose |
|---|---|-------------|-------------------------|---|
| #orig{string}# | | | | recording original interpunctuation / orthographic signs |
| #reg{original_strin g} {standardized_stri ng}# | | | | editorial standardization of text and graphical features |
| #cor{original_text} {corrected_text}# | | | | editorial corrections |
| #? certainty_level{ori ginal_text}# | certainty level high, medium, low | | certainty level=high | marking doubtful reading and recording certainty of reading |
| #sur{text}# | | | | marking superfluous text |

| | | | | |
|-----------------------------|---------------------------------------|--|-------------|---|
| | | | | part |
| #sup@reason{supplied_text}# | reason lost, illegible, omitted | | reason=lost | Editorial restoration of lost, illegible or omitted text and recording reason for restoration |

Content annotation (for edition, translation, synopsis and commentary)

| Pseudo-code | Attribute 1 | Attribute 2 | Default | Purpose |
|------------------------|-------------|-------------|---------|-----------------------------------|
| #pen{person_name}# | | | | marking personal and proper names |
| #pln{place_name}# | | | | marking place names |
| #gen{geographic_name}# | | | | marking geographical names |

Annotations specific for translation, synopsis and commentary

| Pseudo-code | Attribute 1 | Attribute 2 | Default | Purpose |
|----------------|--|-------------|---------|--|
| pb@page-number | page number 1r, 1v, 1r-part1 | | | aligning translation with corresponding page of document |
| #ref{}# | | | | referencing a web source |
| #ref@URL{}# | URL https://google.com | | | referencing a web source embedded in string |

III. Example edition

Document metadata

| | |
|---|---|
| Document ID | NHDP_0001_0137 |
| Main title of document | A tablet inscription at the <u>Kvayanā Satah</u> in Chobhar re the renovation of the <u>Satah</u> by <u>Nārām Govindadāsa</u> (VS 1996) |
| Short title of document | A tablet inscription at the <u>Kvayanā Satah</u> in Chobhar re the renovation of the <u>Satah</u> |
| Author/issuer of document | <u>Nārām Govindadāsa</u> |
| Name of editor(s) | Simon Cubelic and Rajan Khatiwoda |
| Name of collaborator(s) | |
| Place of deposit / current location of document | <u>Kvayanā Satah, Chobhar</u> |
| Document holding institution or person | |
| Inventory ID assigned by holding institution | |
| Type of alternative manifestation | digital image |
| Location of alternative manifestation | Heidelberg, <u>Patan</u> |
| Institution holding alternative manifestation | Nepal Heritage Documentation Project |
| ID of alternative manifestation | NHDP CHO4030_I_002 |
| Main language of document | nep |
| Other languages | |
| Link to catalogue entry | https://abhilekha.adw.uni-heidelberg.de/nepal/catitems/viewitem/62155/7 |
| Date of origin of document | 1939 (VS 1996) |

| | |
|-----------------------------|---|
| Place of origin of document | |
| Copyright statement | The image(s) on which this edition is based on is/are published under Creative Commons Attribution 4.0 License (CC BY-SA 4.0) and the copyright lies with NHDP. |
| Notes | |

Facsimiles

surface1:NHDP_0001_0137.png:1r

Abstract

The inscription reports that the Kvayanā Satah suffered damages during the 1934 CE earthquakes, and the members of the responsible guthī did not want to renovate it except for Nārām Govindadāsa Bābu Rājavamsi, the grandson of the founder of the Satah, Visnudāsa. Therefore, he lodged a complaint with the government against his fellow guthī members. In response to this complaint, on the 4th solar day of Kārtika in 1938 CE, the government ordered the Chebhadela office of Lalitpur to have the guthī members to renovate the Satah. To avoid the obligation imposed by the Chebhadela, they left the guthī. Thus, the complainant, Nārām Govindadāsa Bābu Rājavamsi alone took care of the renovation of the Satah funded from him own wealth. The renovation was completed in 1939 CE.

Edition (nep)

pb@#surface1@1r

ab@#figure1@figure

[Carving of moon]

ab@#figure2@figure

[Carving of Gaṇeśa]

ab@#figure3@figure

[Carving of sun]

ab@#invocatio@invocatio

#SB@sanश्रीजलवीनायकगणेशाय नमो#SE

ab@#space1@space

श्री ५ सर्कारकी जये

ab@#space2@space

श्री ३ सरकी जये

ab@#main_text1@maintext

#SBउप्रान्त#SE #SB१० साल माघ २ गतेका भुक्पले भट्की वि-

ग्रीयो#SE #SBसतल वनाऊनेमा सवै गुठीयार मीली नवनाई आये-

स्तामात्र खाने गरेकाले मु. #pen{विष्णुदासको}# नाती #pen{दे-

वीदासको}# छोरा #pln{कांतीपुर}# #pln{लगन टोल}# वस्त्रे #pen{नारां गोविन्ददासले}#

ठाडो विन्ती चढाऊदा १५ साल कार्तिक ४ गते ल. पु. छेभडे-

#&@@{लका}# नाऊमा भयाका हुकुम् प्रमाङ्गीवमोजीं #&@@{जाँच अडावाट}# कारवाई भै

अरू गुठीयारले मीली वनाऊन मन्जुर नगरी गुठी नै छोडी #?@{जा}#-

दा निज #pen{#cor{नारा}{नारां}# गोविन्ददास बाबु राजवंसिले}# \$य#?@{क}#लौटी\$ घैघरा-

नावाट खर्च गरी आफ्नु पुर्खाको धर्म कीर्ती मरमट

गरी वनाई तयार गरी जिर्णो ऊधार गरेको#SE #SBइति सम्ब-

तू १९९६ साल आषाड ७ गते रोज ४#SE #orig{॥ ॥}#

ab@#figure4@figure

[Carving of a raddish]

English Translation

pb@1r

[Carving of moon]

[Carving of Gaṇeśa]

[Carving of sun]

Veneration to the Glorious Jalavināyaka Gaṇeśa

May the five times venerable #tt@1963{Sarkāra}# be victorious!¹

May the three times venerable Sir be victorious!²

#tt@1997{Uprānta}#: The [#tt@2634{Satah}#] was damaged by the earthquake on the 2nd solar day of Māgha in the [Vikrama era] year [19]90. Concerning the reconstruction of the Satah, the #tt@932{guthī}# members did not come together and renovated it, [but] they kept on enjoying the [guthī] income. Therefore, #pen{Nārām Govindadāsa}#, grandson of Mu. #pen{Viṣṇudāsa}# and son of Mu.³ #pen{Devīdāsa}#, a resident of #pln{Lagana Tola}#, #pln{Kāntīpura}#, filed a direct complaint (*thādo vintī*) [against his fellow *guthī* members] and action was taken according to the #tt@2438{hukuma}# and #tt@1965{pramāṅgī}# issued to the #tt@139{Chebhaḍela}# of Lalitpur on the 4th solar day of Kārtika in the [Vikrama era] year [19]95. The other *guthī* members [except for the petitioner] did not come together and agree to reconstruct [the Satah], but they left even the *guthī*. The aforementioned #pen{Nārām Govindadāsa Bābu Rājavamsi}# alone and by spending from his own household [wealth] renovated and made [this Satah]—a good deed (*dharma*) and fame (*kīrti*) of his forefathers—ready for use.

Wednesday the 7th solar day of Āsāḍha in the [Vikrama era] year 1996 [1938 CE].

[Carving of a raddish]

Commentary

This Satah was founded by Visnudāsa, the grandfather of Nārām Govindadāsa Bābu Rājavamsi, his family members and other residents of the Lagana Tola, Kathmandu in

¹ The reigning king at that time was #pen{Tribhuvan}#.

² This honorific refers to the prime minister which at that time was #pen{Juddha Śamśera}#.

³ Most probably an abbreviated form for #tt@2079{mukhiyā}#.

English Translation

pb@1r

[Carving of moon]

[Carving of Gaṇeśa]

[Carving of sun]

Veneration to the Glorious Jalavināyaka Gaṇeśa

May the five times venerable #tt@1963{Sarkāra}# be victorious!¹

May the three times venerable Sir be victorious!²

#tt@1997{Uprānta}#: The [#tt@2634{Satah}#] was damaged by the earthquake on the 2nd solar day of Māgha in the [Vikrama era] year [19]90. Concerning the reconstruction of the Satah, the #tt@932{guthī}# members did not come together and renovated it, [but] they kept on enjoying the [guthī] income. Therefore, #pen{Nārām Govindadāsa}#, grandson of Mu. #pen{Viṣṇudāsa}# and son of Mu.³ #pen{Devīdāsa}#, a resident of #pln{Lagana Tola}#, #pln{Kāntīpura}#, filed a direct complaint (*thādo vintī*) [against his fellow guthī members] and action was taken according to the #tt@2438{hukuma}# and #tt@1965{pramāṅgī}# issued to the #tt@139{Chebhaḍela}# of Lalitpur on the 4th solar day of Kārtika in the [Vikrama era] year [19]95. The other guthī members [except for the petitioner] did not come together and agree to reconstruct [the Satah], but they left even the guthī. The aforementioned #pen{Nārām Govindadāsa Bābu Rājavamsi}# alone and by spending from his own household [wealth] renovated and made [this Satah]—a good deed (*dharma*) and fame (*kīrti*) of his forefathers—ready for use.

Wednesday the 7th solar day of Āsāḍha in the [Vikrama era] year 1996 [1938 CE].

[Carving of a raddish]

Commentary

This Satah was founded by Visnudāsa, the grandfather of Nārām Govindadāsa Bābu Rājavamsi, his family members and other residents of the Lagana Tola, Kathmandu in

¹ The reigning king at that time was #pen{Tribhuvan}#.

² This honorific refers to the prime minister which at that time was #pen{Juddha Śamśera}#.

³ Most probably an abbreviated form for #tt@2079{mukhiyā}#.

1817 CE (NS 937). The inscription recording the initial construction of the Satah, the establishment of a guthī for its maintenance and for the ritual obligations on its anniversary is extant and was observed on 2020-06-09 as leaning against the plinth of the Satah. (see #ref@<https://danam.cats.uni-heidelberg.de/report/8ad6f527-a10b-4452-95dc-9d3ed9f9912d{CHO4030}#>). In contrast to other donative inscriptions, the present inscription records also the preceding dispute among the guthī members regarding the renovation of the Satah which was damaged during the earthquakes of 1934 CE. This dispute not only required the state intervention but eventually led to the breakup of the guthī. It seems that inscription not only serves the purpose of advertising the meritorious act of the donor but also of defaming irresponsible guthī members who, despite, benefiting from the guthī income and being ordered by the Chebhadela office did not feel obliged to rebuild the Satah.