

# Reference Manual for the MASTER Document Type Definition Discussion Draft

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## Caveat

This document is undergoing constant revision, as a consequence of ongoing work within the MASTER Project and in response to public comment and criticism. Please do not use or reference this document without first checking that you have the most recent version. Versions of this document are identified by date and version number, given at the end of the table of contents.

The canonical home for the HTML version of this documentation is <http://www.hcu.ox.ac.uk/TEI/Master/Reference/>. The same document is also available in Adobe's Portable Document Format, for easier printing from the URL <http://www.hcu.ox.ac.uk/TEI/Master/Reference/master.pdf>. The same website includes links to the DTD described here and sample documents using it.

This document is maintained in XML, using a partial implementation of the TEI ODD2 system designed by Michael Sperberg-McQueen and Lou Burnard. The XML source of the whole manual is available from <http://www.hcu.ox.ac.uk/TEI/Master/Reference/Source/>. The HTML and PDF versions are generated from the XML source, as are the DTD fragments which make up the DTD itself (see further section 3 (Building the TEI DTD for Manuscript Description)).

## 1. Introduction

This document describes an additional TEI element which may be used to encode rich textual descriptions of manuscript material of any kind. It is intended primarily for the detailed cataloguing of medieval and early modern manuscript materials in the Western European tradition, although we believe it to be more generally applicable.

Many people have contributed to the making of this encoding scheme. It derives from a lengthy series of meetings carried out under various banners in various places, over the last few years. In its present form, the system documented here was produced as a major deliverable of the MASTER (Manuscript Access through Standardization of Electronic Records) project, funded by the European Union Framework IV program from January 1999 to June 2001. As well as determining its design, the Master project partners have also tested out the scheme in earnest by cataloguing a significant number of records from their own holdings, the results of which may be seen at the project's online catalogue. An article introducing the goals and methods of the project was published in the French journal *Document Numerique*, in 1999.

From the start, the Master project has worked very closely with other projects engaged in the business of manuscript description, notably the EAMMSS and Digital Scriptorium projects in the USA. Representatives from those projects and from the TEI Workgroup on Manuscript Description attended and participated fully in all Master project meetings, and have thus also made a major contribution to the scheme described here.

This description assumes the availability of a number of standard TEI elements. Such elements, in particular their content and attributes, are not further discussed within this document, but reference to the appropriate section of the full TEI documentation is provided. Full documentation of the TEI scheme is available from <http://www.hcu.ox.ac.uk/TEI/Guidelines/>; a short introduction is available from <http://www.hcu.ox.ac.uk/TEI/Lite/>.

## 2. The Manuscript Description Element

### 2.1. Overview

An `<msDescription>` element may reasonably appear either within the body or the header of a TEI conformant document. In the former case, where the document being encoded is essentially a collection of manuscript descriptions, the `<msDescription>` element may be placed anywhere that a paragraph might appear. In the latter case, where the description forms part of the metadata to be associated with a digital representation of some manuscript original, whether as a transcription, as a collection of digital images, or as some combination of the two, then the `<msDescription>` should appear within the `<sourceDesc>` element of the header.

The `<msDescription>` element has the following components, of which only the first is mandatory. They are listed here, and discussed in the associated section below.

`<msIdentifier>` groups information that identifies a manuscript or manuscript fragment; mandatory; 23 (The Manuscript Identifier)

`<msHeading>` contains a brief structured description of a manuscript. ; 24 (The Manuscript Heading)

`<msContents>` an itemised list of the intellectual contents of a manuscript or manuscript part, with bibliographic descriptions etc. as appropriate; 25 (Intellectual Content)

`<physDesc>` groups information providing a detailed descriptions of all physical aspects of the manuscript or manuscript part (e.g. its material, script, component parts, illustration, binding); 26 (Physical Description)

**<history>** summarizes the known history of a manuscript or manuscript part: its origin and provenance; 27 (History)

**<additional>** groups other related information about a manuscript, in particular, administrative information relating to its current location, additional materials associated with it, etc.; 28 (Additional information)

**<msPart>** contains a nested description for a manuscript fragment which is now regarded as forming part of the manuscript being described, although physically distinct; 29 (Manuscript Parts)

In addition to the global attributes **rend**, **id**, **lang** etc. available to all TEI elements, the **<msDescription>** element carries a special purpose attributes **status** and **type**:

**<msDescription>** contains a description of a single identifiable manuscript or manuscript part  
*Attributes include*

**status** specifies the compositional status of a manuscript or manuscript part.

*Datatype* (uni|compo|frag|def|unknown)

*Sample values include:*

**uni** unitary: the manuscript is a complete entity which exists as a single unit.

**compo** composite: the manuscript is a complete entity comprising multiple units of different origin.

**frag** fragmentary: a leaf, a part of a leaf, or a manuscript from which the majority of leaves are missing.

**def** defective: a ms from which a minority of the leaves are missing.

**unknown** unknown or unstated.

*Default* 'uni'

**type** specifies the type of manuscript being described, for example as 'diploma', 'codex' etc.

*Datatype* CDATA

*Values* Typology to be defined

*Default* #IMPLIED

Here is a very simple example of a complete manuscript description:

```
<msDescription status="uni">
  <msIdentifier>
    <settlement>Oxford</settlement>
    <repository>Bodleian Library</repository>
    <idno>MS. Rawlinson poet. 149</idno>
  </msIdentifier>
  <msHeading>
    <author>Geoffrey Chaucer</author>
    <title>The Canterbury Tales</title>
    <origDate notBefore="1450" notAfter="1475">1450-1475</origDate>
    <origPlace>?Pembrokeshire (Wales)</origPlace>
  </msHeading>
</msDescription>
```

Here is a slightly more ambitious description for the same manuscript, using elements described in more detail in the following sections.

```
<msDescription status="uni">
```

```

<msIdentifier>
<settlement>Oxford</settlement>
<repository>Bodleian Library</repository>
<idno>MS. Rawlinson poet. 149</idno>
</msIdentifier>
<msHeading>
<author>Geoffrey Chaucer</author>
<title>The Canterbury Tales</title>
<origDate notBefore="1450" notAfter="1475">1450-1475</origDate>
<origPlace reg="Wales: Pembroke">?Pembrokeshire (Wales)</origPlace>
<textLang langKey="ENG">Middle English</textLang>
</msHeading>
<msContents>
<msItem>
<title>The Canterbury Tales</title>
<rubric>The Tales of Canterbury</rubric>
<author>Geoffrey Chaucer</author>
<note>Mutilated at beginning and end: contains A431-I1092 in the Riverside
edition numbering</note>
</msItem>
</msContents>
<physDesc>
<form>
<p>Codex. </p>
</form>
<support>
<p>Parchment.</p>
</support>
<extent>136 folios
<dimensions><height>28</height><width>19</width></dimensions>
</extent>
<collation>
<p>Twenty-three quires of eight, of which only nine are not defective, and a
final (defective) quire of six.</ps></collation>
<layout ruledLines="38-74">
<p>Margined and ruled with crayon through fol. 51v , then in drypoint.
Single columns of 38-74 lines per page. </p></layout>
<msWriting hands="4">
<p>Four hands, varying between cursive anglicana (the first hand) and mixed
secretary (the fourth hand). The fourth hand is responsible for around
two-thirds of the manuscript, from fol. 45 to the end; the third hand wrote
only three lines and a few words on fol. 38r; the other two hands divide the
remainder of the manuscript up to fol. 45 between them.
</p></msWriting>
<additions><p>
A fifteenth-century note in the margin of fol. 114v.
</p>
</additions>
</physDesc>
<history>
<origin>
<p>On fol. 91r is a smudged copy of a bill or document with names of people
and places in Wales (Pembrokeshire, Bangor) and the date 1607</p>
</origin>
<acquisition>
<p>Left to the Bodleian by Richard Rawlinson in 1755.</p>
</acquisition>
</history>
<additional>
<adminInfo>
<recordHist>
<source><p>This description is derived from that made by Daniel W. Mosser
for the Canterbury Tales Project.</p></source>
</recordHist>

```

```
</adminInfo>
<surrogates>
<p>A rotograph copy of the manuscript was made for John Manly in the 1920s,
and a copy of this rotograph is available in microfilm as part of the
Manly/Rickert collection from the University of Chicago library. The
manuscript has been microfilmed more recently by the Bodleian. Digital
images derived from this microfilm have been published on the CDROMs
prepared by the Canterbury Tales Project.</p>
</surrogates>
</additional>
</msDescription>
```

The formal definition for the `<msDescription>` element is as follows:

```
<!ELEMENT msDescription %mm;      (msIdentifier, msHeading?,
                                   msContents?,
                                   physDesc?,  history?,
                                   additional?, msPart* )>

<!ATTLIST msDescription  %a.global;
                        type CDATA #IMPLIED
                        status (uni|compo|frag|def|unknown) "uni">
```

## 22. Phrase-level elements

As noted above, the present DTD is constructed as an application of the general TEI dtd. This implies the availability of a large number of standard TEI elements, the majority of which are not documented specifically here.

In particular, the following standard TEI elements may be included within the body of any paragraph (<p>) element in a manuscript description. (Note that this list includes some TEI elements specific to manuscript transcription, which are not available in all TEI-derived document type definitions).

**<abbr>** (abbreviation) contains an abbreviation of any sort (specification)

**<add>** (addition) contains letters, words, or phrases inserted in the text by an author, scribe, annotator or corrector. (specification)

**<addSpan>** (added span of text) marks the beginning of a longer sequence of text added by an author, scribe, annotator or corrector. (specification)

**<bibl>** (bibliographic citation) contains a loosely-structured bibliographic citation of which the sub-components may or may not be explicitly tagged. (specification)

**<corr>** (correction) contains the correct form of a passage apparently erroneous in the copy text (specification)

**<damage>** contains an area of damage to the text witness. (specification)

**<date>** contains a date in any format. (specification)

**<dateRange>** contains two dates or another phrase delimiting a time period. (specification)

**<del>** (deletion) contains a letter, word or passage deleted, marked as deleted, or otherwise indicated as superfluous or spurious in the copy text by an author, scribe, annotator or corrector (specification)

- <delSpan>** (deleted span of text) marks the beginning of a longer sequence of text deleted, marked as deleted, or otherwise signaled as superfluous or spurious by an author, scribe, annotator, or corrector. (specification)
- <expansion>** (expansion) contains the expansion of an abbreviation. (specification)
- <figure>** indicates the location of a graphic, illustration, or figure. (specification)
- <foreign>** identifies a word or phrase as belonging to some language other than that of the surrounding text. (specification)
- <formula>** contains a mathematical or other formula. (specification)
- <fw>** (forme work) contains a running head (e.g. a 'header', 'footer'), catchword, or similar material appearing on the current page. (specification)
- <gap>** (omitted material) indicates a point where material has been omitted in a transcription, whether for editorial reasons described in the TEI header, as part of sampling practice, or because the material is illegible or inaudible. (specification)
- <gloss>** identifies a phrase or word used to provide a gloss or definition for some other word or phrase. (specification)
- <handShift>** marks the beginning of a sequence of text written in a new hand, or of a change in the scribe, writing style, ink or character of the document hand. (specification)
- <hi>** (highlighted) marks a word or phrase as graphically distinct from the surrounding text, for reasons concerning which no claim is made. (specification)
- <label>** contains the label associated with an item in a list; in glossaries, marks the term being defined. (specification)
- <list>** contains any sequence of items organized as a list. (specification)
- <listBibl>** (citation list) contains a list of bibliographic citations of any kind. (specification)
- <note>** contains a note or annotation. (specification)
- <num>** (number) contains a number, written in any form. (specification)
- <orig>** (original form) contains the original form of a reading, for which a regularized form is given in an attribute value. (specification)
- <ptr>** defines a pointer to another location in the current document in terms of one or more identifiable elements. (specification)
- <q>** (quoted speech or thought) contains a quotation or apparent quotation. (specification)
- <ref>** defines a reference to another location in the current document, in terms of one or more identifiable elements, possibly modified by additional text or comment (specification)

**<reg>** (regularization) contains a reading which has been regularized or normalized in some sense. (specification)

**<restore>** indicates restoration of text to an earlier state by cancellation of an editorial or authorial marking or instruction. (specification)

**<sic>** contains text reproduced although apparently incorrect or inaccurate. (specification)

**<space>** indicates the location of a significant space in the copy text. (specification)

**<supplied>** contains text supplied by the transcriber or editor in place of text which cannot be read, either because of physical damage or loss in the original or because it is illegible for any reason. (specification)

**<table>** contains text displayed in tabular form, in rows and columns. (specification)

**<term>** contains a single-word, multi-word or symbolic designation which is regarded as a technical term. (specification)

**<text>** contains a single text of any kind, whether unitary or composite, for example a poem or drama, a collection of essays, a novel, a dictionary, or a corpus sample (specification)

**<title>** contains the title of a work, whether article, book, journal, or series, including any alternative titles or subtitles. (specification)

**<unclear>** contains a word, phrase, or passage which cannot be transcribed with certainty because it is illegible or inaudible in the source. (specification)

Definitions, attribute specifications, and usage examples for all the above elements are provided in the full TEI documentation and may be found by following the links from the above list; they are not discussed further within the present document.

In addition to these standard TEI elements, the Master DTD defines a number of additional manuscript-specific elements which are available within the content of any paragraph, wherever it appears within a manuscript description. These elements are listed below in alphabetical order:

**<catchwords>** contains discussion of the catchwords found within a manuscript. (22.5 (Catchwords, signatures, secundo folio))

**<dimensions>** contains any kind of dimensional specification. (22.2 (Dimensions))

**<heraldry>** contains a heraldic formula or phrase occurring within such components as blazons, coats of arms, etc. found within a manuscript. (22.6 (Heraldry))

**<locus>** defines a location within a manuscript or manuscript part, usually as a (possibly discontinuous) sequence of folio references. (22.3 (References to manuscript locations))

**<material>** contains a phrase describing the material of which any part of a manuscript or binding is composed. (22.1 (Origination and material))

**<msIdentifier>** contains the information required to identify a given manuscript or manuscript part uniquely within its holding institution. (23 (The Manuscript Identifier))



**<name>** contains a proper noun or noun phrase. (22.4 (Names of persons, places, and organizations))

**<origDate>** contains any form of date, used to identify the date of origin for a manuscript or manuscript part. (22.1 (Origination and material))

**<origPlace>** contains any form of place name, used to identify the place of origin for a manuscript or manuscript part. (22.1 (Origination and material))

**<secFol>** The word or words that a cataloguer, typically medieval but possibly modern as well, might take from a fixed point in all the codices he is describing (the beginning of the second leaf, the beginning of the second column, the beginning of the penultimate leaf, the end of the penultimate leaf, and so on) in order to provide a unique identifier to the particular codex. (22.5 (Catchwords, signatures, secundo folio))

**<signatures>** contains discussion of the leaf or quire signatures found within a codex. (22.5 (Catchwords, signatures, secundo folio))

### 22.1. Origination and material

The **<origDate>** and **<origPlace>** elements are specialised forms of the existing **<date>** and **<name>** elements, used to indicate specifically date and place of origin respectively. The **<origDate>** element is a member of the **datable** class, and may thus also carry the following attributes:

**notBefore** specifies the earliest possible date for the information in the associated element.

*Datatype* CDATA

*Values* Normalised dates should be specified in whatever standardised form is defined by the TEI Header

*Default* #IMPLIED

**notAfter** specifies the latest possible date for the information in the associated element

*Datatype* CDATA

*Values* Normalised dates should be specified in whatever standardised form is defined by the TEI Header

*Default* #IMPLIED

**evidence** specifies the kind of evidence for the dating supplied by the other attributes.

*Datatype* CDATA

*Sample values include:*

**internal** the dating is based on evidence internal to the ms (e.g. an inscription).

**external** the dating is based on evidence external to the ms (e.g. a reference to the ms in some other datable context).

**conjecture** the dating is based on conjecture, which may be further discussed within the associated element.

*Default* #IMPLIED

Omission of the attributes **notBefore** and **notAfter**, though permitted by the DTD, is deprecated within the Master project.

As a specialisation of the **<name>** element, the **<origPlace>** element has a **reg** attribute which may be used to supply a regularized form of the place name.

Detailed information about the history of a manuscript should be encoded within the **<history>** element discussed in section 27 (History).

The **<material>** element may be used to tag any specific term used for the material of which a manuscript is composed, wherever the term occurs.

## 22.2. Dimensions

The `<dimensions>` element is used to specify measurements, and is thus a specialised form of the existing TEI `<measure>` element.

**<dimensions>** contains any kind of dimensional specification. *Attributes include*

**type** indicates which aspect of the object is being measured. For manuscripts, example values might include:

*Datatype* CDATA

*Sample values include:*

**leaves** dimensions relate to one or more leaves (e.g. a single leaf, a gathering, or a separately bound part)

**ruled** dimensions relate to the area of a leaf which has been ruled in preparation for writing.

**pricked** dimensions relate to the area of a leaf which has been pricked out in preparation for ruling (used where this differs significantly from the ruled area, or where the ruling is not measurable).

**written** dimensions relate to the area of a leaf which has been written, with the height measured from the top of the minims on the top line of writing, to the bottom of the minims on the bottom line of writing.

**miniatures** dimensions relate to the miniatures within the manuscript

**binding** dimensions relate to the binding in which the codex or manuscript is contained

**box** dimensions relate to the box or other container in which the manuscript is stored.

*Default* #IMPLIED

The `<dimensions>` may contain a simple description of the measurements which have been made:

```
<dimensions type="leaves">
Most leaves are 140 x 100 mm. but the outer gatherings are about
5 mm. taller.</dimensions>
```

Where an institution-wide convention has been established regarding the order in which measurements are to be supplied, their units, etc. this element may contain a simple formula like the following:

```
<dimensions>12 x 10 x 3</dimensions>
```

For portability, however, and where conventions differ, it may be preferable to specify the units used, and it may also be useful to specify exactly the dimension along which a measurement has been made. For these reasons, the following three elements are available within the `<dimensions>` element as an alternative to character data:

**<height>** contains a measurement measured along the axis parallel to the spine.

**<width>** contains a measurement measured along the axis perpendicular to the spine.

**<depth>** contains a measurement measured across the spine.

These elements are all members of the [measured](#) class, and thus all carry the following attributes:

**units** specifies the units used for this measurement.

*Datatype* CDATA

*Values* The default, and recommended, value is **mm**, i.e. millimetres.

*Default* #IMPLIED

**scope** specifies the applicability of this measurement to the containing manuscript or manuscript part.

*Datatype* (all|most|range)

*Sample values include:*

**all** measurement applies to all instances in this manuscript or manuscript part.

**most** measurement applies to most instances in this manuscript or manuscript part.

**range** all the instances measured in this manuscript or manuscript part are within the range specified.

*Default* #IMPLIED

These elements may be given in any order, and may be repeated as often as necessary, with appropriate values for their attributes to indicate the nature and scope of the measurement concerned. For example, in the following case the leaf size and ruled space of the leaves of the manuscript are specified:

```
<dimensions type="leaves">
  <height scope="range">157-160</height>
  <width>105</width>
</dimensions>
<dimensions type="ruled">
  <height scope="most">90</height>
  <width scope="most">48</width>
</dimensions>
```

This indicates that for most leaves of the manuscript being described the ruled space is 90 mm high and 48 mm wide; the leaf size throughout however is between 157 and 160 mm wide, and 105 mm high.

Dimensions of the manuscript being described should normally be specified within the `<extent>` element (part of the `<physDesc>` element discussed in 26.1 (Physical form of the whole ms)) rather than elsewhere. Dimensions of specific parts of a manuscript, such as accompanying materials, binding, etc. may however be given in other parts of the description, as appropriate.

### 22.3. References to manuscript locations

The `<locus>` element is a specialized form of the `<ref>` element.

**<locus>** defines a location within a manuscript or manuscript part, usually as a (possibly discontinuous) sequence of folio references. *Attributes include*

**from** specifies the starting point of the location in a normalised form

*Datatype* CDATA

*Values* typically this will be a page number

*Default* #IMPLIED

**to** specifies the end-point of the location in a normalized form

*Datatype* CDATA

*Values* typically this will be a page number

*Default* #IMPLIED

**scheme** identifies the foliation scheme in terms of which the location is being specified

*Datatype* CDATA

*Values* Identifies a foliation scheme, as further defined in the `<foliation>` element

*Default* #IMPLIED

**targets** supplies identifiers of associated page images

*Datatype* IDREFS

*Values* a list of SGML identifiers, either of `<figure>` elements within a transcript containing digitized page images, or of `<xptr>` elements linked to such images

*Default* #IMPLIED

The `<locus>` element is used to specify the location in the manuscript occupied by the element within which it appears. If, for example, it is used as the first component of a `<msItem>` element, or of any of the more specific elements appearing within one (see further section 25 (Intellectual Content) below) then it is understood to specify the location of that item within the manuscript being catalogued.

A `<locus>` element may be used to identify any reference to one or more folios within a manuscript, wherever such a reference is appropriate.

Locations are conventionally specified as a sequence of folio or page numbers, but may also be a discontinuous list, or a combination of the two. This specification should be given as the content of the `<locus>` element, using the conventions appropriate to the cataloguing institution, as in the following example:

```
<msItem n="1"><locus>ff. 1r-24r</locus>
<title>Apocalypsis beati Ioannis Apostoli</title>
</msItem>
```

A normalised form of the location may also be supplied, using special purpose attributes on the `<locus>` element, as in the following revision of the above example:

```
<msItem n="1"><locus from="1r" to="24r">ff. 1r-24r</locus>
<title>Apocalypsis beati Ioannis Apostoli</title>
</msItem>
```

The `targets` attribute may be used to associate a `<locus>` element with one or more other SGML elements in the current document, which should contain either a transcription of the location indicated, or page images of it, as in the following example:

```
<decoration>
<p>Most of the main body of the book (<locus targets="S1">up to
fol.182v</locus>) was painted and decorated in one style, having links
in style and iconography with the school of Ma&icirc;tre Francois,
although several of the miniatures in this section have been damaged
and overpainted at a later date (e.g. the figure of Christ on <locus
targets="F33R">fol. 33r</locus>; the face of the Shepherdess on <locus
targets="F59V">fol. 59v</locus>, etc.).</p>
</decoration>
```

The identifier [S1](#) in this example is assumed to reference the section of the manuscript “up to the fol.182v” which has been transcribed elsewhere in the current document; the identifiers [F33R](#) and [F33R](#) will reference `<figure>` elements containing images of the indicated pages.

Where more than one foliation has been applied to a manuscript, the `<locus>` element may specify the folio number/s applicable in each foliation used, as in the following example:

```
<!-- to be supplied -->
```

#### 22.4. Names of persons, places, and organizations

The standard TEI `<name>` element has attributes `type`, `reg` and `key`, which are used to indicate the type of name (e.g. personal name, placename etc.), to provide a regularised form of the name, and to provide an identifying code or key for it respectively. In addition to these standard TEI facilities, the MASTER DTD also defines an additional `role` attribute which may be used to specify more exactly the role of a person named in a ms description.

**<name>** contains a proper noun or noun phrase. *Attributes include*

**type** indicates the type of thing being named.

*Datatype* (person|female|place|org|other)

*Sample values include:*

**person** names a person, gender unknown or unmarked

**female** names a person, gender female

**place** names a place

**org** names an organization

**other** names some other entity

*Default* "person"

**role** indicates the role of the thing being named.

*Datatype* CDATA

*Values* Typical values for the Master project include scribe, binder, artist, owner, scholar, translator, annotator, compiler, adapter, dedicatee, patron, commissioner

*Default* #IMPLIED

**reg** provides a regularized form of the name.

*Datatype* CDATA

*Values* The form supplied should conform to local norms and should be taken from an authority file

*Default* #IMPLIED

**key** supplies a reference to the unique identifier used for some other element, typically a `<person>`, which contains more detailed information about the thing being named.

*Datatype* IDREF

*Values* An element must exist elsewhere in the document with an `id` attribute taking the value specified

*Default* #IMPLIED

Here are some examples of the use of the `<name>` element:

```
<name type="place">Villingaholt</name>
<name type="person" role="scribe">Hoccleve</name>
<name type="person" role="scribe" key="H0C001">Hoccleve</name>
<name type="org" role="owner" reg="Koninklijke Bibliotheek">Royal Library</name>
```

Note that the `<name>` element is defined as providing information about a *name*, not a person (or place). In the last example above, the `key` attribute is used to associate the name with a more detailed description of the person named, provided elsewhere. This more detailed information about a person is provided using the standard TEI element `<person>`.

**<person>** provides structured biographical and other information about any person referenced in a manuscript description. *Attributes include*

**role** specifies the chief role of the person (e.g. as author, scribe, owner etc.)

*Datatype* CDATA

*Values* a set of keywords to be defined

*Default* #IMPLIED  
**sex** specifies the sex of the person.  
*Datatype* (m | f | u )  
*Sample values include:*  
     m     male  
     f     female  
     u     unknown or inapplicable  
*Default* "m"  
**age** specifies the age group to which the participant belongs.  
*Datatype* CDATA  
*Values* suggested values are to be supplied  
*Default* #IMPLIED

For the Hoccleve example given above to be valid, a **<person>** element must be provided elsewhere which has the value HOCCL1 for its **id** attribute; the same value will be used as the **key** attribute of every reference to Hoccleve in the manuscript descriptions (however spelled), but there will only be one **<person>** element with this identifier.

All the **<person>** elements referenced by a particular document set should be collected together within a **<listPerson>** element, located elsewhere in the TEI Header. This functions as a kind of prosopography for all the people referenced by the set of manuscripts being described, in much the same way as a **<listBibl>** element in the back matter may be used to hold bibliographic information for all the works referenced. (This element is the same as the standard **<particDesc>** or participant description element, but has been renamed within the Master DTD).

As used in the Master DTD, the **<person>** element may contain simply one or more paragraphs of running prose, as in the following example:-

```
<person id="HOCCL1" sex="m" role="scribe">
  <p>Robert Hoccleve, born c.1368 in London, died in
  Southwick c. 1450. Poet and tragedian, he lived in
  Chester, and was for many years a Clerk, in the
  office of the Privy Seal</p>
</person>
```

More usually however, individual parts of the information about a person will be tagged using the following more specific elements:

**<persName>** contains a proper noun or proper-noun phrase referring to a person, possibly including any or all of the person's forename, surname, honorific, added names, etc. (specification)

**<birth>** contains information about a person's birth, in particular its date and place.

**<death>** contains information about a person's death, notably its date and place.

**<residence>** describes a person's present or past places of residence (specification).

**<occupation>** contains an informal description of a person's trade, profession or occupation (specification).

The names used for the person should be given first, tagged with the **<persName>** element, followed by a single **<birth>** and **<death>** element, and then any number of **<residence>** or **<occupation>** elements, one for each residence, or occupation recorded for the person being described. Each element should use the additional attributes provided by its membership in the **datable** class, as

discussed above (22.1 (Origination and material)); this is the preferred method of dating events such as birth and death of a person. If an exact date is known for a birth or death, it should be supplied on the `date` attribute. In this case, the `notBefore` and `notAfter` attributes need not be supplied, since all attributes are then assumed to have the same value. Dates may also be tagged within the body of these elements, as may names of places (using the `placeName` element).

Here is more structured version of the previous example:

```
<person id="H0CC01" sex="m">
  <persName>Hoccleve, Robert</persName>
  <birth notBefore="1365" notAfter="1370">
    <date>c.1368</date>
    <name type="place">London</name>
  </birth>
  <occupation>Clerk, office of Privy Seal</occupation>
  <death notBefore="1440" notAfter="1460">
    <date>c.1450</date>
    <name type="place">Southwick, England</name>
  </death>
  <residence notBefore="1370" notAfter="1460">
    <name type="place">Chester</name>
  </residence>
</person>
```

Note that the `persName` and `placeName` elements are used only within a `person` element. Elsewhere, Master recommended practice is to use the more general `name` element. If a person has several distinct names (for example, a nickname), each different name may be tagged, as in the following example:

```
<!-- to be supplied -->
```

#### 22.5. *Catchwords, signatures, secundo folio*

The `secFol` element is used to discuss any ‘secundo folio’ information recorded for a manuscript as in the following example:

```
<secFol>(ando-)ssene in una villa</secFol>
```

#### 22.6. *Heraldry*

Heraldic descriptions may appear at various points in the description of Western European early modern and medieval manuscripts, usually in the context of ownership information, binding descriptions, or detailed accounts of illustrations. If a description contains a detailed account of the heraldic components of a manuscript independently considered, this should appear as a distinct paragraph within the appropriate section of the physical description. More usually, however, heraldic descriptions will be cited as short phrases within other parts of the record. The phrase level element `heraldry` is provided to enable the cataloguer to mark such phrases for further subsequent analysis, as in the following examples:

```
Ownership stamp (xvii cent.) on i recto with the arms
<heraldry>A bull passant within a bordure bezanty,
in chief a crescent for difference</heraldry> [Cole],
crest, and the legend <q>Cole Deum</q>.'
```

```
<p>... partie sup. armori&eacute;e, de gauche &agrave; droite: armes de
France <heraldry>d'azur &agrave; 3 fleurs de lys d'or</heraldry>;
de Saint-&Eacute;tienne de Dijon <heraldry>de gueules &agrave; 1
```

palme d'or, 2 caillous d'or en chef et 1 en pointe</heraldry>  
 de Clément VII, antipape <heraldry>équipollé</heraldry>  
 d'or et d'azur</heraldry>, surmontées des clefs du  
 Saint-Siège; de Philippe le Hardi ou de Bourgogne-Valois  
 <heraldry>cartelé</heraldry> au 1er et 4e d'azur  
 &grave; la fleur de lys d'or &grave; la bordure compon&eacute;e d'argent  
 et de gueules, aux 2e et 3e, band&eacute;e d'or et d'azur de six  
 pi&eacute;ces &grave; la bordure de gueules<heraldry>; non  
 identi&eacute;es <heraldry>de gueules &grave; la bande d'or</heraldry>  
 </p>

## 22.7. Formal definitions

The additional phrase level elements are formally defined as follows:

```

<!ELEMENT dimensions %mm; ((#PCDATA|height|width|depth)*)>
<!ATTLIST dimensions
    %a.global;
    %a.measured;
    type CDATA #IMPLIED
    >

<!ELEMENT height %mm; (#PCDATA) >
<!ATTLIST height
    %a.global;
    %a.measured;
    >

<!ELEMENT depth %mm; (#PCDATA) >
<!ATTLIST depth
    %a.global;
    %a.measured;
    >

<!ELEMENT width %mm; (#PCDATA) >
<!ATTLIST width
    %a.global;
    %a.measured;
    >

<!ELEMENT locus %mm; (#PCDATA) >
<!ATTLIST locus
    %a.global;
    from CDATA #IMPLIED
    to CDATA #IMPLIED
    targets IDREFS #IMPLIED
    >

<!ELEMENT origDate %mm; (#PCDATA)>
<!ATTLIST origDate
    %a.global;
    %a.dateable;
    >

<!ELEMENT origPlace %mm; (#PCDATA)>
<!ATTLIST origPlace
    %a.global;
    reg CDATA #IMPLIED
    >

<!ELEMENT name %mm; (%phrase.seq;)>
<!ATTLIST name
    %a.global;
    type (person|female|place|org|other) "person"
    role CDATA #IMPLIED
    reg CDATA #IMPLIED
    key IDREF #IMPLIED
    >

<!ELEMENT material %mm; (%phrase.seq;)>
<!ATTLIST material
    %a.global;
    >

<!ELEMENT heraldry %mm; (%phrase.seq;)>
<!ATTLIST heraldry
    %a.global;
    >

<!ELEMENT catchwords %mm; (%phrase.seq;)>
<!ATTLIST catchwords
    %a.global;
    >

<!ELEMENT signatures %mm; (%phrase.seq;)>
<!ATTLIST signatures
    %a.global;
    >

<!ELEMENT secFol %mm; (%phrase.seq;)>
<!ATTLIST secFol
    %a.global;
    >

```

The additional elements used within the <listPerson> element in the TEI Header are defined as follows:



```

<!ELEMENT person %mm; (p+ | (persName*, birth?, death?,
                        (occupation|residence|bibl)* ))>
<!-- ATTLIST person %a.global;
      role CDATA #IMPLIED
      sex (m|f|u) "m"
      age CDATA #IMPLIED -->
<!ELEMENT birth %mm (#PCDATA|date|placeName|ptr|ref|note)* -->
<!-- ATTLIST birth %a.global;
      date CDATA #IMPLIED
      %a.dateable; -->
<!ELEMENT death %mm (#PCDATA|date|placeName|ptr|ref|note)* -->
<!-- ATTLIST death %a.global;
      date CDATA #IMPLIED
      %a.dateable; -->
<!ELEMENT residence %mm (#PCDATA|date|placeName|ptr|ref|note)* -->
<!-- ATTLIST residence %a.global;
      %a.dateable; -->
<!ELEMENT occupation %mm (#PCDATA|date|placeName|ptr|ref|note)* -->
<!-- ATTLIST occupation %a.global;
      %a.dateable; -->

```

### 23. *The Manuscript Identifier*

The primary purpose of manuscript description is to provide an unambiguous means of identification for particular manuscript items within a collection. The `<msIdentifier>` element is provided for this purpose.

`<msIdentifier>` contains the information required to identify a given manuscript or manuscript part uniquely within its holding institution.

A full manuscript description may well contain many `<msIdentifier>` elements, since the discussion of one manuscript may well involve the need to refer to others. For that reason, the Master DTD permits the `<msIdentifier>` element to appear anywhere within any paragraph of the description. There is however one place where this element is mandatory, and has a special significance: it must be given as the very first component of a `<msDescription>`, in which place it identifies the manuscript being described.

A manuscript identifier typically has two parts, the first being its catalogued location, and the second the name used for it within that location. The location may be specified as a collection, located within a repository, forming part of an institution whose primary geographic location is within a city, itself located within a region or country, or both. A manuscript may have alternative identifiers additional to the one currently used, including informal names or old shelfmarks which are retained even after they have been officially superseded.

The ‘catalogued location’ of a manuscript is the place of ownership. A manuscript’s exact physical location may occasionally be different: for example, at Cambridge University, manuscripts owned by different colleges may be physically located within the Cambridge University Library. In such cases, the college location should be specified in the manuscript identifier. Similarly, a holding institution may wish to specify additional and more precise physical location information within the `<adminInfo>` element discussed in section 28.1 (Administrative Information) below.

The following elements are available within `<msIdentifier>` to identify the physical location of a manuscript:

`<country>` contains the name of a geo-political unit larger than or administratively superior to a `<region>` (standard TEI element)

**<region>** contains the name of a smaller geo-political unit, intermediate between **<country>** and **<settlement>** (standard TEI element)

**<settlement>** contains the name of the smallest component of a placename expressed as a hierarchy of geo-political or administrative units (standard TEI element)

**<institution>** contains the name of an organization, such as a University or Library, within which a manuscript repository is located.

**<repository>** contains the name of a repository (usually a distinct physical building) within which manuscripts are stored, forming part of an institution.

**<collection>** contains the name of a collection of manuscripts, not necessarily located within a single repository.

These elements are all structurally equivalent to the standard TEI **<name>** element with an appropriate value for its **type** attribute; however the use of this ‘syntactic sugar’ enables the model for **<msIdentifier>** to be constrained rather more tightly than would otherwise be possible. Specifically, only one of each of the elements listed above may appear within the **<msIdentifier>**; if present, they must appear in the order given; and all of them except for the **<settlement>** and **<repository>** element may be omitted.

These elements are all also members of the standard TEI attribute class **names**, which means that they can all bear attributes such as **reg** to supply a regularized form of a name, or **key** to specify a database or similar unique key for it, as further documented in the TEI description of this class..

The following elements are used within **<msIdentifier>** to provide the identification used for the manuscript:

**<idno>** supplies the string of abbreviations and numbers, usually referred to as the ‘call number’, ‘shelfmark’, ‘accession number’, etc., that is used to identify the item (standard TEI element)

*Attributes include*  
**type**

**<altName>** contains any form of alternative identifier used for a manuscript, such as a former catalogue number, ocellus nominum, or nickname. *Attributes include*

**type** further characterizes the alternative name, for example as former catalogue number, nickname, etc.

*Datatype* CDATA

*Values* any convenient typology may be used

*Default* #REQUIRED

Major manuscript repositories will usually have a preferred form of citation for manuscript shelfmarks, including strict rules about punctuation, spacing, abbreviation, etc., which should be adhered to. Where such a format also contains information which might additionally be supplied as a distinct subcomponent of the **<msIdentifier>**, for example a collection or repository name, the cataloguer must decide whether or not to include this information in both locations; it is required within **<idno>**. The **type** attribute on the **<idno>** element may be used to indicate when the format of the **<idno>** element is of some kind other than that implied by the repository name

Here are two simple examples

```
<msIdentifier>
<settlement>San Marino</settlement>
```

```
<repository>Huntington Library</repository>
<idno>MS.El.26.C.9</idno>
</msIdentifier>
```

```
<msIdentifier>
<settlement>Arezzo</settlement>
<repository>Biblioteca comunale</repository>
<idno>MS 52</idno>
</msIdentifier>
```

Here is a somewhat over explicit example:

```
<msIdentifier>
<country>USA</country>
<region>California</region>
<settlement>San Marino</settlement>
<institution>The Huntington Library, Art Collections, and Botanical
Gardens</institution>
<repository>Huntington Library</repository>
<idno>MS.El.26.C.9</idno>
<altName type="nick">The Ellesmere Chaucer</altName>
</msIdentifier>
```

Note, in the preceding example, that the name of the collection (Rawlinson) is not explicitly tagged, since it is implicit in the standard form of the manuscript shelf mark. In the following example, however, a collection name is useful:

```
<!-- to be supplied -->
```

Any number of `<altName>` elements may also be used to supply alternative names used for the manuscript, as in the following example:

```
<msIdentifier>
<settlement>Rossano</settlement>
<repository lang="IT">Biblioteca arcivescovile</repository>
<altName lang="LAT" type="nick">Codex Rossanensis</altName>
<altName lang="LAT" type="nick">Codex aureus</altName>
<altName lang="LAT" type="nick">Codex purpureus</altName>
<altName lang="ENG" type="gloss">The Rossano Gospels</altName>
</msIdentifier>
```

Note the use of the globally available `lang` attribute above to specify the language in which the content of an element is supplied. This is a standard TEI facility, which the cataloguer may find useful in certain environments (for example, when compiling a single catalogue from a variety of originally different sources), and which may safely be ignored in others.

The `<msIdentifier>` element and its constituents are formally defined as follows:

```
<!ELEMENT msIdentifier %mm; (country?, region?,
                             settlement, institution?,
                             repository, collection?,
                             idno, altName* )>
<!ATTLIST msIdentifier %a.global;          >

<!ELEMENT institution %mm; (#PCDATA) >
<!ATTLIST institution %a.global;          >
                             %a.names;      >
<!ELEMENT repository %mm; (#PCDATA) >
```

```

<!ATTLIST repository    %a.global;
                        %a.names;    >
<!ELEMENT collection    %mm; (#PCDATA) >
<!ATTLIST collection    %a.global;    >

<!ELEMENT altName        %mm; (#PCDATA) >
<!ATTLIST altName        %a.global;
                        type CDATA #IMPLIED    >

```

## 24. The Manuscript Heading

It is common practice to prefix a full manuscript description with a brief prose characterization, title, or description, summarizing the whole of the manuscript, which may be used as a kind of ‘supplied title’ or heading. A special purpose **<msHeading>** element is provided for this purpose.

The **<msHeading>** element may simply hold a short summary title, ‘heading’, or ‘tombstone’ specifying a supplied title or heading applicable to the whole of a manuscript, or this may be complemented with other elements.

The **<msHeading>** element and its constituents provide for the inclusion of the following information in a structured form:

**<msHeading>** contains a brief structured description of a manuscript.

**<author>** identifies the primary author of the work or works contained in a manuscript.

**<title>** supplies a title for the work or works contained in a manuscript, or a brief description of a manuscript (standard TEI element)

**<respStmt>** supplies a name and description for someone other than an author credited with intellectual responsibility for some aspect of the work or works within a manuscript (e.g. an illustrator) (standard TEI element).

**<origPlace>** contains any form of place name, used to identify the place of origin for a manuscript or manuscript part.

**<origDate>** contains any form of date, used to identify the date of origin for a manuscript or manuscript part.

**<textLang>** describes the languages and writing systems used by a manuscript (as opposed to its description, which is described in the langUsage element)

**<note>** contains any additional descriptive information about a manuscript (standard TEI element)

The constituents of a **<msHeading>** element may be repeated as often as desired, in any order, and with embedded character data between them, for example to supply any descriptive or interpretive information about a manuscript which cannot be accommodated using more specific elements because it covers more than one topic, or is not otherwise catered for.

Here is a simple example:

```

<msHeading>
<author>Domenico Cavalca</author>
<title>Vite dei santi padri</title>
<origPlace>Naples</origPlace>
<origDate>1474</origDate>
</msHeading>

```

Here is a more complex example, showing how the `<note>` and `<respStmt>` can be used to provide more detailed information about the intellectual content of a manuscript:

```
<msHeading>
<author attested="no">Galterus de Castellione</author>
<title lang="LAT">Alexandreis</title>
<title lang="ENG">Alexander's saga</title>
<respStmt><resp>translated into Old Icelandic by</resp>
<name key="BRAJ01">Brandr J&acute;onsson</name></respStmt>
<origPlace>Iceland</origPlace>
<origDate>s. XII ex</origDate>
<textLang>Old Norse/Icelandic</textLang>
<note>This is the principal manuscript of the saga and the basis
for all printed editions.</note>
</msHeading>
```

#### 24.1. Languages and scripts

The `<textLang>` element should be used to provide information about the languages used within a manuscript. It may take the form of a simple note, as in the following example:

```
<textLang>Old Bulgarian, written in Cyrillic script.</textLang>
```

Where, for validation and indexing purposes, it is thought convenient to add keywords identifying the particular languages used, the `langKey` attribute may be used, as in the following example:

```
<textLang langKey="OBG">Old Bulgarian, written in Cyrillic script.</textLang>
```

For this example to be valid, the identifier `OBG` must also be predefined as the value of the `ident` attribute on a `<language>` element in the TEI header associated with this description.

```
<langUsage>
<language id="OBG">Old Bulgarian, written in Cyrillic script.</language>
<!-- other languages used or referenced in the manuscript description -->
</langUsage>
```

A manuscript will often contain material in more than one language. The `langKey` attribute should be used only for the chief language. Other languages used may be specified using the `otherlangs` attribute as in the following example:

```
<textLang langKey="OBG" otherlangs="RUS HEL">
Mostly Old Bulgarian, with some Russian and Greek material</textLang>
```

Since Old Bulgarian may be written in either Cyrillic or Glagolitic scripts, and even occasionally in both within the same manuscript, it might be preferable to define identifiers which make the distinction explicit. In such a case, the following `<textLang>` element might be preferred:

```
<textLang otherLangs="OBG-CYR OBG-GLA">Old Bulgarian, written in
Cyrillic and Glagolitic scripts.</textLang>
```

and the following declarations might then be supplied in the `<langUsage>` element of the associated TEI Header:

```
<langUsage>
<language id="OBG-CYR">Old Bulgarian, written in Cyrillic script.</language>
<language id="OBG-GLA">Old Bulgarian, written in Glagolitic script.</language>
```

```
<!-- other languages used or referenced in the manuscript description -->
</langUsage>
```

Note that the `<language>` element defines a particular combination of human language and writing system. Only one `<language>` element may be supplied for each such combination. Standard TEI practice also allows this element to be referenced by any element using the global `lang` attribute in order to specify the language applicable to the content of that element. For example, assuming that `<language>` elements have been defined with the identifiers `FRA` (for French), `LAT` (for Latin), and `DEU` (for German), a manuscript description written in French which specifies that a particular manuscript contains German material, might have a `<textLang>` element like the following:

```
<textLang lang="fra" langKey="DEU">allemand/latin
</textLang>
```

#### 24.2. Formal definitions

The `<msHeading>` element is formally defined as follows:

```
<!ELEMENT msHeading %mm; (#PCDATA|author|respStmt|title|
                           origPlace|origDate|textLang|note)*>
<!-- ATTLIST msHeading      %a.global;          -->

<!ELEMENT author %mm; (%phrase.seq;)>
<!-- ATTLIST author      %a.global;
                           %a.names;
                           attested (yes|no|unk) "unk"
                           accepted (a|y|n|u) "a"          -->

<!ELEMENT textLang %mm; (%phrase.seq;)>
<!-- ATTLIST textLang      %a.global;
                           langKey IDREF      #IMPLIED
                           otherLangs IDREFS   #IMPLIED          -->
```

### 25. Intellectual Content

The `<msContents>` element is used to describe the intellectual content of a manuscript or manuscript part. It comprises either a series of informal prose paragraphs or a series of more structured `<msItem>` elements, each of which provides a more detailed description of a single item contained within the manuscript.

**<mscontents>** describes the intellectual content of a manuscript or manuscript part either as a series of paragraphs or as a series of structured manuscript items.

**<msItem>** describes an individual work or item within the intellectual content of a manuscript or manuscript part. *Attributes include*

**class** identifies the text types or classifications applicable to this item

*Datatype* IDREFS

*Values* One or more codes, each of which is used as the identifier for a text classification element supplied in the TEI Header `<textClass>` element.

*Default* #IMPLIED

**defective** indicates whether the item being described is defective, i.e. incomplete.

*Datatype* (yes|no|unk)

*Values* Yes, No, or Unknown

*Default* no

In the simplest case, only a brief description may be provided, as in the following example:

```
<msContents>
<p>A collection of Lollard sermons</p>
</msContents>
```

This description may of course be expanded to include any of the TEI elements generally available within a `<p>` element, such as `<bibl>` to mark bibliographic descriptions, or `<list>` for a list. More usually however, each individual work within a manuscript will be given its own description, using the `<msItem>` element described in the next section, as in the following example:

```
<msContents>
<msItem n="1"><locus>fols. 5r -7v</locus>
<title>An ABC</title>
<bibl><title>IMEV</title> <biblScope>239</biblScope></bibl></msItem>
<msItem n="2"><locus>fols. 7v -8v</locus>
<title lang="FRA">Lenvoy de Chaucer a Scogan</title>
<bibl><title>IMEV</title>
<biblScope>3747</biblScope></bibl></msItem>
<msItem n="3"><locus>fol. 8v</locus><title>Truth</title>
<bibl><title>IMEV</title> <biblScope>809</biblScope></bibl></msItem>
<msItem n="4"><locus>fols. 8v-10v</locus>
<title>Birds Praise of Love</title>
<bibl><title>IMEV</title> <biblScope>1506</biblScope></bibl></msItem>
<msItem n="5"><locus>fols. 10v -11v</locus>
<title lang="LAT">De amico ad amicam</title>
<title lang="LAT">Responcio</title>
<bibl><title>IMEV</title> <biblScope>16 & 19</biblScope></bibl></msItem>
<msItem n="6"><locus>fols. 14r-126v</locus>
<title>Troilus and Criseyde</title>
<note>Bk. 1:71-Bk. 5:1701, with additional losses due to
mutilation throughout</note>
</msItem>
</msContents>
```

Where the cataloguer wishes to describe only some of the manuscript items in detail, the sequence of `<msItem>` elements should be prefixed by an `<overview>` element (see section 26 (Physical Description) below), giving a brief description of the whole content, as in the following example:

```
<!-- to be supplied -->
```

### 25.1. The `<msItem>` element

Any combination of the elements described in this section may be used to record information about individual items within the intellectual content of a manuscript or manuscript part. Each discrete item should be encoded within a distinct `<msItem>` element, and may be classified using the `class` attribute.

The `<msItem>` element may not contain any untagged running text. Instead, it may contain any number of any of the following elements, given in any order:

**<author>** identifies the primary author of the work or works contained in a manuscript. *Attributes include*

**attested** indicates whether the attribution is explicitly attested in the manuscript.

*Datatype* yes|no|unk

*Sample values include:*

**yes** the attribution is made on the basis of a claim in the ms.

**added** the attribution is made on the basis of a claim added by a subsequent hand in the ms.

**no** the attribution is made on the basis of other evidence.

**unk** the attribution may or may not be attested in the ms.

*Default* unk

**accepted** indicates whether or not the authorship attribution is generally accepted.

*Datatype* a|y|n|u

*Sample values include:*

**a** the attribution is generally accepted as an attribution.

**y** the attribution is generally accepted to be true.

**n** the attribution is generally accepted to be false.

**u** no claim is made concerning truth of the attribution.

*Default* a

**<bibl>** contains a conventional bibliographic description, for example of a modern edition of the item (standard TEI element)

**<colophon>** contains the text of any colophon attached to a particular manuscript item: that is, an inscription, usually found at a break point such as the end of a text or codex, usually containing information about the production of the manuscript, such as the name of the scribe, the date and place of the copying, the person who commissioned the copying, etc.

**<decoNote>** contains a note describing either a decorative component of a manuscript, or a fairly homogenous class of such components.; see further 26.3 (Decoration and binding)

**<explicit>** contains the text of any explicit attached to a particular manuscript item, that is, the closing words of a text or a section of a text, sometimes used as a kind of title, possibly followed by one or more rubrics or colophons. *Attributes include*

**type** specifies the type of explicit, e.g. whether it is a formal closing for the work.

*Datatype* CDATA

*Values* A typology has yet to be defined

*Default* #IMPLIED

**defective** indicates whether the explicit as given is defective, i.e. incomplete.

*Datatype* (yes|no|unk)

*Values* Yes, No, or Unknown

*Default* no

**<incipit>** contains the text of any incipit attached to a particular manuscript item, that is the opening words of a text, frequently used as a form of identifier for it; it may be preceded by one or more rubrics, and may be defective. *Attributes include*

**type** specifies the type of incipit, e.g. whether it introduces a work, is biblical, legal, etc.

*Datatype* CDATA

*Values* A typology has yet to be defined

*Default* #IMPLIED

**defective** indicates whether the incipit as given is defective, i.e. incomplete.

*Datatype* (yes|no|unk)

*Values* Yes, No, or Unknown

*Default* no

**<listBibl>** contains a list of related bibliographic descriptions (standard TEI element)

**<msitem>** describes an individual work or item within the intellectual content of a manuscript or manuscript part. *Attributes include*

**class** identifies the text types or classifications applicable to this item



*Datatype* IDREFS

*Values* One or more codes, each of which is used as the identifier for a text classification element supplied in the TEI Header <textClass> element.

*Default* #IMPLIED

**defective** indicates whether the item being described is defective, i.e. incomplete.

*Datatype* (yes|no|unk)

*Values* Yes, No, or Unknown

*Default* no

**<note>** contains a note or other comment relating to the item (standard TEI element)

**<q>** contains any text quoted from the item (standard TEI element)

**<respStmt>** supplies a name and description for anyone other than an author credited with intellectual responsibility for some aspect of the item (e.g. an illustrator) (standard TEI element)

**<rubric>** contains the text of any rubric or heading attached to a particular manuscript item, that is, a string of words whereby a manuscript signals a text division (e.g. beginning, book, chapter, end) which is in some way set off from the text itself, usually in red ink, or by use of different size or type of script, lining, or other such visual device. . *Attributes include*

**type** specifies the type of rubric, e.g. whether it is at the start or end of the item.

*Datatype* CDATA

*Values* A typology has yet to be defined

*Default* #IMPLIED

**<summary>** contains a brief summary of the contents of an item provided by the cataloguer

**<textLang>** describes the languages and writing systems used by a manuscript (as opposed to its description, which is described in the langUsage element)

**<title>** supplies a title of some kind used for the item (standard TEI element)

The <title> element should be used to supply a regularized form of the item's title, quite distinct from any rubric or incipit quoted from the manuscript. If the item concerned has a standardized or 'uniform' title, then this should always be the form preferred as content of the <title> element. If no uniform title exists, or none has been yet identified, then the **type** attribute on the <title> should be given the value **supplied**. It is conventional to enclose such supplied titles within square braces, but this will normally be done by a stylesheet. Abbreviated 'titles' such as 'IMEV 3747' may be tagged using the standard TEI <ref> element, optionally including a pointer to a fuller bibliographic description in a bibliography elsewhere, as further discussed in section 28.1.1 (Record History).

If supplied, the <author> element should generally contain the normalised form of an author's name, irrespective of how (or whether) this form of the name is cited in the manuscript. If it is desired to retain the form of the author's name as given in the manuscript, this may be tagged as a distinct <name> element, nested within the <author> element with the normalized form of the name on its **reg** attribute. Alternatively, the normalized form of the name may be supplied as the value of a **reg** attribute on the <author> element. If value is supplied for either **reg** or **key** attributes, then the content of the <author> element is assumed to be a standardized form of name.

Note that the **key** attribute should be used, as on names in general, to specify the identifier of a <person> element carrying full details of the person concerned (see further 22.4 (Names of persons, places, and organizations)).

Each element within `<msItem>` has the same substructure, containing any mixture of phrase-level elements and plain text. If a `<locus>` element is included, in order to specify the location of the component, then it should be given at the start of that element, as in the following example:

```
<msContents>
<msItem><locus>f. 1-223</locus>
<author>Radulphus Flaviacensis</author>
<title>Expositio super Leviticum </title>
<note>cf. <bibl>Stegmüller, RB 7093</bibl></note>
<incipit><locus>f. 1</locus>
Forte Hervei monachi</incipit>
<explicit><locus>f. 223v</locus>
Benedictio salis et aquae</explicit>
</msItem>
</msContents>
```

In the following example, standard TEI editorial elements have been used to mark the transcription of abbreviations etc. present in the original:

```
<msItem>
<locus>ff. 1r-24v</locus>
<title>Agrim af Noregs konunga sǫgum</title>
<incipit>regi oc h<expan>ann</expan> setiho
<gap reason="illegible" extent="7"/>sc
heim se<expan>m</expan> &thorn;io</incipit>
<explicit>h<expan>on</expan> hev<expan>er</expan>
<expan>oc</expan> &thorn;a buit hesta .ij. aNan vi&thorn;
f&acute;enh<expan>on</expan>o<expan>m</expan> aNan til
rei&thorn;<expan>ar</expan></explicit>
<textLang langKey="ONI">Old Norse/Icelandic</textLang>
```

As indicated above, a manuscript item may itself contain further nested items, for example where a title or description is supplied for a group of works each of which also has its own rubric, as in the following example:

```
<msItem>
<locus>ff. 17v, 21v, 34</locus>
<title>Charms numbered 1-3, consisting of
variously formed crosses with inscribed circles</title>

<msItem><locus>f. 17v</locus>
<rubric>Contra inimicos, 1</rubric>
<q>Si quis hoc signum super se portat nequid capi ab
inimico;</q>
</msItem>

<msItem><locus>f. 21v</locus>
<rubric>Contra mortem subitam, 2</rubric>
<q>Qui hoc signum super se portat sine confessione non
moriatur;</q></msItem>

<msItem><locus>f. 34</locus>
<rubric>Pro victoria, 3</rubric>
<q>Hoc signum misit deus Regi Tedeon; qui cum isto pugnat
victoriam habebit;</q></msItem>

</msItem>
```

One or more text classification or text-type codes may be specified, either for the whole of a `<msContents>` element, or for one or more of its constituent `<msItem>` elements, using the [class](#) attribute as

specified above. This attribute should specify the identifier used for the appropriate classification within the standard <classCode> element in the TEI Header, as in the following example:

```
<!-- to be supplied -->
```

### 25.2. Formal definition

The <msContents> element and its constituents are formally defined as follows:

```
<!ELEMENT msContents %mm; (p+| (overview?, msItem+)) >
<!ATTLIST msContents    %a.global;
    class IDREFS #IMPLIED
    defective (yes|no|unk) "no" >
<!ELEMENT msItem %mm;    (locus?, ( author
    | respStmt | title | rubric | summary
    | incipit | explicit | colophon
    | textLang | q | decoNote
    | bibl | listBibl | note | msItem )* )>
<!ATTLIST msItem    %a.global;
    class IDREFS #IMPLIED
    defective (yes|no|unk) "no" >
<!ELEMENT summary    %mm; (%phrase.seq;) >
<!ATTLIST summary    %a.global; >
<!ELEMENT rubric      %mm; (%phrase.seq;) >
<!ATTLIST rubric      %a.global;
    type CDATA #IMPLIED >
<!ELEMENT incipit     %mm; (%phrase.seq;) >
<!ATTLIST incipit     %a.global;
    type CDATA #IMPLIED
    defective (yes|no|unk) "no" >
<!ELEMENT explicit    %mm; ( %phrase.seq;) >
<!ATTLIST explicit    %a.global;
    type CDATA #IMPLIED
    defective (yes|no|unk) "no">
<!ELEMENT colophon    %mm; ( %phrase.seq;) >
<!ATTLIST colophon    %a.global; >
```

## 26. Physical Description

Under the general heading of ‘physical description’ we subsume a large number of different aspects generally regarded as useful in the description of a given manuscript. These include aspects of the form, support, extent, and quire structure of the manuscript object (26.1 (Physical form of the whole ms)); aspects of the writing, such as the way it is laid out on the page, the styles of writing and any musical notation employed (26.2 (Writing and Notations)); discussion of decorative features of the manuscript, of any paratextual features such as pagination, and of any annotations (26.3 (Decoration and binding)); discussion of its binding and state of repair (26.4 (Foliation, additions, and condition)).

Most manuscript descriptions touch on several of these categories of information though few include them all, and not all distinguish them as clearly as we propose here. In particular, it is often the case that an existing description will include information for which we propose distinct elements within a single paragraph, or even sentence. The encoder must then decide whether to rewrite the description using the structure proposed here, or to retain the existing prose, marked up simply as a series of <p> elements, directly within the <physDesc> element.

The <physDesc> element may thus be used in either of two distinct ways: it may contain a series of paragraphs addressing topics listed above and similar ones; or it may act as a container for any choice of the more specialised elements described in the remainder of this section, each of which itself contains a series of paragraphs, and may also have more specific attributes. Note that the two ways should *not* be combined within the same description.

```
<!-- example to be supplied -->
```

### 26.1. *Physical form of the whole ms*

The following elements should appear at the start of a structured physical description in the order specified. They describe various aspects relating to the format of the manuscript object, the material of which it is composed, its size, and physical organization as a sequence of leaves:

**<form>** contains a description of the physical format of the manuscript.

**<support>** contains a description of the written materials making up the manuscript item.

**<extent>** describes the approximate size of the manuscript, specified in any convenient units.(standard TEI element)

**<collation>** contains a description of how the leaves or bifolia are physically arranged.

The **<form>** element may often contain only a single word or phrase: at a later revision of this standard, it is possible that it will be supplied as an attribute value. The **<support>** element, by contrast, may contain a detailed prose description of the material on which a manuscript is written. Phrase-level elements may be used to tag specific terms of interest if so desired: as in the following example the **<material>**, **<ref>**, and **<term>** elements have been used for this purpose:

```
<form><p>codex</p></form>
<support>
<p>Mostly <material>paper</material>, with watermarks
<term>unicorn</term> (<ref>Briquet 9993</ref>) and
<term>ox</term> (close to <ref>Briquet 2785</ref>).
The first and last leaf of each quire, with the
exception of quires xvi and xviii, are constituted by
bifolia of <material>parchment</material>, and all
seven miniatures have been painted on inserted
singletons of <material>parchment</material>.</p>
</support>
```

If so desired, more specific paragraph-level elements may be used to divide the components of the **<support>** element. Two such elements are provided:

**<overview>** contains the introductory section of any specialised component of a manuscript description.

**<watermarks>** contains a detailed description of the watermarks identified in the paper of which a manuscript is composed.

The **<overview>** element may be used to enclose a general discussion of the support, typically preceding a more detailed discussion, as in the following example:

```
<!-- to be supplied -->
```

The **<watermarks>** element may be used to enclose discussion of one or more watermarks; if this makes reference to standard catalogues of such items, these may be tagged using the standard **<ref>** element as in the following example:

```
<support><material>Paper</material>
<watermarks>Watermark: <term>anchor in a
```

```
circle with star on top</term>,
<term>countermark B-B with trefoil</term>
similar to <ref>Moschin, Anchor N 1680</ref>
<date>1570-1585</date>.</watermarks></support>
```

The **<extent>** element is principally a specification of the number of leaves or bifolia a manuscript contains, but may also contain any number of other measurements carried out on the manuscript. Such measurements may be specifically marked using the phrase level **<dimensions>** element, as in the following example, or left as plain prose.

```
<extent>2 leaves, taken from the binding of a printed book</extent>
<extent>ii+321 leaves</extent>
<extent>37+212 leaves</extent>
```

Since the **<dimensions>** element is available for use anywhere in a description, the cataloguer may choose to discuss (for example) dimensions of miniatures at the same time as describing the miniatures, rather than specify that information within the **<extent>** element.

The **<collation>** element should be used to specify exactly how the leaves or bifolia of a manuscript are combined into quires etc. This may be described using informal prose, or any appropriate notational convention. No specific notation is defined here as yet, but provision is made for the tagging of such formulæ with the standard TEI **<formula>** element as in the following example:

```
<collation>
<p>
<formula>1-5.8 6.6 (catchword, f. 46, does not match following text)
7-8.8 9.10, 11.2 (through f. 82) 12-14.8 15.8(-7)</formula>
<catchwords>Catchwords are written horizontally in center
or towards the right lower margin in various manners:
in red ink for quires 1-6 (which are also signed in red
ink with letters of the alphabet and arabic numerals);
quires 7-9 in ink of text within yellow decorated frames;
quire 10 in red decorated frame; quire 12 in ink of text;
quire 13 with red decorative slashes; quire 14 added in
cursive hand.</catchwords>
</p></collation>
```

## 26.2. Writing and Notations

The second group of elements within a structured physical description concerns aspects of the writing or other notation (notably, music) found within a manuscript.

**<layout>** contains a description of ruling technique and layout. *Attributes include*

**columns** specifies the number of columns per page

*Datatype* CDATA

*Values* either a whole number or the string "NA" (not applicable)

*Default* '1'

**ruledLines** specifies the number of ruled lines per column

*Datatype* CDATA

*Values* may be given as a pair of numbers (a range), as a whole number, or as the string "NA" (not applicable)

*Default* #IMPLIED

**writtenLines** specifies the number of written lines per column

*Datatype* CDATA

*Values* may be given as a pair of numbers (a range), as a whole number, or as the string "NA" (not applicable)

*Default* #IMPLIED

**<msWriting>** contains a description of all the different kinds of writing used in a manuscript.

*Attributes include*

**hands** specifies the number of distinct hands identified within the manuscript

*Datatype* CDATA

*Values* A whole number, or the string "many"

*Default* #IMPLIED

**<handDesc>** describes a particular style or hand distinguished within a manuscript. *Attributes include*

**scribe** gives a standard name or other identifier for the scribe believed to be responsible for this hand.

*Datatype* CDATA

*Values* 'tremulous hand', 'Hoccleve', etc.

*Default* #IMPLIED

**script** characterizes the particular script or writing style used by this hand.

*Datatype* CDATA

*Values* 'secretary', 'copperplate', 'Chancery', 'Italian', etc.

*Default* #IMPLIED

**medium** describes the tint or type of ink, e.g. 'brown', or other writing medium, e.g. 'pencil',

*Datatype* CDATA

*Default* #IMPLIED

**scope** specifies how widely this hand is used in the manuscript.

*Datatype* (sole|major|minor)

*Sample values include:*

**sole** only this hand is used throughout the manuscript

**major** this hand is used through most of the manuscript

**minor** this hand is used occasionally in the manuscript

*Default* #IMPLIED

**<musicNotation>** contains description of type of musical notation.

#### 26.2.1. Layout

The **<layout>** element is used to describe and document the way in which text and illustration are displayed on the written surface, specifying for example the number of written, ruled, or pricked lines and columns per page, presence or absence of margins, distinct blocks such as glossaria etc. In some cases, the layout will be sufficiently regular for the attributes on this element to convey all that is necessary; more usually however a more detailed treatment will be required. The attributes are provided as a convenient short hand for commonly occurring cases, and should not be used except where the layout is regular. The value NA (not-applicable) should be used for cases where the layout is either very irregular, or where it cannot be characterised simply in terms of lines and columns, for example, where blocks of commentary and text are arranged in a regular but complex pattern on each page

The following examples indicate the range of possibilities:

```
<layout ruledLines="25-32">
<p>Most pages have between 25 and 32 long lines ruled in lead.</p>
</layout>
```

#### 26.2.2. Writing

The **<msWriting>** element may contain a short description of the general characteristics of the writing observed in a manuscript as in the following example:

```
<msWriting>
<p>Written in a <term>late caroline minuscule</term>; versals in a
form of <term>rustic capitals</term>; although the marginal and
interlinear gloss is written in varying shades of ink that are
not those of the main text, text and gloss appear to have been
copied during approximately the same time span.</p>
</msWriting>
```

Note the use of the `<term>` element to mark specific technical terms within the context of the `<msWriting>` element. Where several distinct hands have been identified, the cataloguer may simply specify the fact using the `hands` attribute, as in the following example:

```
<msWriting hands="2">
<p>The manuscript is written in two contemporary hands, otherwise
unknown, but clearly those of practised scribes. Hand I writes
ff. 1r-22v and hand II ff. 23 and 24. Some scholars, notably
Verner Dahlerup and Hreinn Benediktsson, have argued for a third hand
on f. 24, but the evidence for this is insubstantial.</p>
</msWriting>
```

Alternatively, or in addition, where more specific information about one or more of the hands identified is to be recorded, the `<handDesc>` element should be used. Such hand descriptions may contain prose and may also bear particular attributes to facilitate retrieval as in the following example:

```
<handDesc><p>Written in insular phase II half-uncial
with interlinear Old English gloss in an Anglo-Saxon
pointed minuscule.</p></handDesc>
```

The `<locus>` element discussed in section 22.3 (References to manuscript locations) may be used to specify exactly which parts of a manuscript are written by a given hand where this information is included within the hand description. Alternatively, the standard TEI `<handShift>` element may be used within the body of a transcription to point to a `<handDesc>` element. Note that this element replaces the existing TEI `<hand>` element, which has a more restricted scope of application.

### 26.2.3. Musical notation

Finally, where a manuscript contains music or similar non-verbal notation, the `<musicNotation>` element may be used to describe the notation employed, as in the following example:

```
<musicNotation>
<p>Neumes in campo aperto of the St. Gall type.</p>
</musicNotation>
```

### 26.3. Decoration and binding

In describing a manuscript, it is often difficult or impossible to draw a clear distinction between aspects which are purely physical and aspects which contribute to the intellectual content. This is particularly true of ‘decorative’ aspects such as illustrations and decorations within the manuscript or binding. We propose the following elements for the purpose of delimiting discussion of these aspects within a manuscript description, and for convenience locate them all within the physical description, despite the fact that illustrative features in many cases may be better thought of as part of the intellectual content, and thus better described under the `<msContents>` element discussed in section 25 (Intellectual Content).

**<decoration>** contains a description of the decoration of a manuscript, either as a sequence of paragraphs, or as a sequence of topically organised `decoNote` elements.

**<decoNote>** contains a note describing either a decorative component of a manuscript, or a fairly homogenous class of such components. *Attributes include*

**type** specifies the kind of decorative feature being described

*Datatype* CDATA

*Values* Any convenient typology may be used

*Default* #IMPLIED

**subtype** supplies a further sub-categorization of the value specified by the **type** attribute.

*Datatype* CDATA

*Values* Any convenient typology may be used

*Default* #IMPLIED

**figurative** indicates whether the note concerns purely figurative aspects of the decoration

*Datatype* (yes|no|na)

*Sample values include:*

**yes** figurative features are discussed

**no** figurative features are not discussed

**na** not applicable

*Default* 'na'

**technique** the note primarily concerns the technique or style of the decorative features

*Datatype* CDATA

*Values* Any convenient typology may be used

*Default* #IMPLIED

**quality** the note contains an assessment of the aesthetic quality of the decorative feature

*Datatype* CDATA

*Values* Any convenient typology may be used

*Default* #IMPLIED

**figurative** indicates whether the note concerns purely figurative aspects of the decoration

*Datatype* (yes|no|na)

*Sample values include:*

**yes** figurative features are discussed

**no** figurative features are not discussed

**na** not applicable

*Default* 'na'

**illustrative** indicates whether the note concerns purely illustrative aspects of the decoration

*Datatype* (y|n|u)

*Sample values include:*

**y** illustrative features are discussed

**n** illustrative features are not discussed

**u** unknown or inapplicable

*Default* 'u'

**<bindingDesc>** describes the present and former bindings of a manuscript, either as a series of paragraphs or as a series of distinct binding elements, one for each binding of the manuscript.

**<binding>** contains a description of one binding, i.e. type of covering, boards, etc. applied to a manuscript *Attributes include*

**contemporary** specifies whether or not the binding is contemporary with the majority of its contents

*Datatype* (yes|no|unk)

*Sample values include:*



yes the binding is contemporaneous with its contents  
 no the binding is not contemporaneous with its contents  
 unk the date of either binding or manuscript is unknown  
*Default 'unk'*

### 26.3.1. Decoration

The `<decoration>` element may contain simply one or more paragraphs summarizing the overall nature of the descriptive features of the manuscript, as in the following example:

```

<decoration>
<p>The decoration comprises two
full page miniatures, perhaps added by the original
owner, or slightly later; the original major decoration
consists of twenty-three large miniatures, illustrating
the divisions of the Passion narrative and the start of
the major texts, and the major divisions of the Hours;
seventeen smaller miniatures, illustrating the suffrages
to saints; and seven historiated initials, illustrating
the pericopes and major prayers.</p>
</decoration>

```

Alternatively, it may contain a series of more specific typed `<decoNote>` elements, each summarizing a particular aspect of the decoration present, for example the use of miniatures, initials (historiated or otherwise), borders, diagrams, etc., as in the following example:

```

<decoration>
<decoNote type="miniature" technique="painted" figurative="yes">
<p>One full-
page miniature, facing the beginning of the first Penitential Psalm.</p></decoNote>
<decoNote type="initial" technique="painted" figurative="yes">
<p>One seven-line historiated initial, commencing the first Penitential Psalm.</p>
</decoNote>
<decoNote type="initial" technique="painted" figurative="no">
<p>Six four-line decorated initials, commencing the second through the
seventh Penitential Psalm.</p></decoNote>
<decoNote type="initial" technique="pen-flourished" figurative="no">
<p>Some three hundred two-line versal initials with pen-flourishes,
commencing the psalm verses.</p></decoNote>
<decoNote type="border" technique="painted" figurative="no">
<p>Four-sided border decoration surrounding the miniatures and
three-sided border decoration accompanying the historiated and
decorated initials.</p></decoNote></decoration>

```

Where more exact indexing of the decorative content of a manuscript is required, the standard TEI elements `<term>` or `<index>` may be used within the prose description to supply or delimit appropriate iconographic terms, as in the following example:

```

<decoration>
<decoNote type="miniatures">
<p>Fourteen large miniatures with arched
tops, above five lines of text:
<list>
<item><locus>fol. 14r</locus>Pericopes. <term>St. John writing on
Patmos</term>, with the Eagle holding his ink-pot and pen-case;
some flaking of pigment, especially in the sky</item>
<item><locus>fol. 26r</locus>Hours of the Virgin, Matins.
<term>Annunciation</term>; Gabriel and the Dove to the
right</item>
<item><locus>fol. 60r</locus>Prime. <term>Nativity</term>; the

```

```

<term>Virgin and Joseph adoring the Child</term></item>
<item><locus>fol. 66r</locus>Terce. <term>Annunciation to the
Shepherds</term>, one with <term>bagpipes</term></item>
<!-- ... -->
</list></p>
</decoNote>
</decoration>

```

### 26.3.2. Binding

The **<bindingDesc>** element contains a description of the state of the present and former bindings of a manuscript, including information about its material, any distinctive marks, and provenance information. This may be given as a series of paragraphs, if only one binding is being described, or as a series of distinct **<binding>** elements, each describing a distinct binding, where these are separately described. For example:

```

<bindingDesc>
<p>Sewing not visible; tightly rebound over
19th-cent. pasteboards, reusing panels of 16th-cent. brown leather with
gilt tooling &grave; la fanfare, Paris c. 1580-90, the centre of each
cover inlaid with a 17th-cent. oval medallion of red morocco tooled in
gilt (perhaps replacing the identifying mark of a previous owner); the
spine similarly tooled, without raised bands or title-piece; coloured
endbands; the edges of the leaves and boards gilt.Boxed.</p>
</bindingDesc>

```

Within a binding description, the element **<decoNote>** is available, as an alternative to **<p>**, for paragraphs dealing exclusively with information about decorative features of a binding, as in the following example:

```

<binding>Bound, s. XVIII (?), in
<material>diced russia leather</material>
retaining most of the original 15th century
metal ornaments (but with some replacements)
as well as the heavy wooden boards;
<decoNote>on each cover: alternating circular stamps of the
Holy Monogram, a sunburst, and a flower;</decoNote>
<decoNote>on the cornerpieces, one of which is missing,
a rectangular stamp of the Agnus Dei;</decoNote>
rebaked during the 19th (?) century.
</binding>

```

### 26.4. Foliation, additions, and condition

The following elements are used to describe the remaining subdivisions of the physical description:

**<foliation>** describes the numbering system or systems used to count the leaves or pages in a codex.

**<condition>** contains a description of the physical condition of the manuscript.

**<additions>** contains a description of any significant additions found within a manuscript, such as marginalia or other annotations.

#### 26.4.1. Foliation

The **<foliation>** element describes one or more pagination schemes applied to the manuscript. It should be used to indicate the scheme of page numbers, folio numbers or column numbers provided in the manuscript, as in the following examples:

```
<foliation>
<p>Folio numbers were added by &Aacute;rni Magn&uacurte;sson
ca. <date>1720-1730</date> with brown ink in the upper right corner
of all recto-pages.</p></foliation>
```

```
<foliation><p>Page numbers have been written with pen in the late
19th century on top of every ten recto-pages, to the right: 11,
21, 31, etc. Later, folio numbers have been written between
columns on top of every recto-page, in pencil.</p></foliation>
```

It may also include discussion of such features as original signatures or catchwords, where relevant, as in the following example:

```
<foliation>
<p>Quire and leaf signatures in letters, [b]-v, and roman
numerals; those in quires 10 (1) and 17 (s) in red ink and different
from others; every third quire also signed with red crayon in arabic
numerals in the center lower margin of the first leaf recto: "2" for
quire 4 (f. 19), "3" for quire 7 (f. 43); "4," barely visible, for
quire 10 (f. 65), "5," in a later hand, for quire 13 (f. 89), "6," in
a later hand, for quire 16 (f. 113).</p>
</foliation>
```

#### 26.4.2. Additions and marginalia

The **<additions>** element is used to record and discuss any written or drawn additional text found in a manuscript, such as marginalia, scribblings, etc. which the cataloguer considers of interest or importance. Such topics may also be discussed or referenced elsewhere in a description, for example in the **<history>** element where the marginalia provide evidence of ownership, but the **<additions>** element is particularly useful for this purpose.

**<additions>** contains a description of any significant additions found within a manuscript, such as marginalia or other annotations.

Here are some examples of the use of this element

```
<additions><p>In most parts of the codex the text has been quite
extensively corrected in a contemporary hand from the manuscript GKS
3270 4to.</p>
</additions>
```

```
<additions>
<p>The text of this manuscript is not interpolated with
sentences from Royal decrees promulgated in 1294, 1305 and 1314. In
the margins, however, another somewhat later scribe has added the
relevant paragraphs of these decrees, see pp. 8, 24, 44, 47
etc.</p>
<p>As a humorous gesture the scribe in one opening(?) of the
manuscript, pp. 36 and 37, has prolonged the lower stems of one letter
f and five letters &thorn; and has them drizzle down the
margin.</p>
</addition>
```

## 26.4.3. Condition

The `<condition>` element may be used to summarize the overall physical state of a manuscript, in particular where such information is not recorded elsewhere in the description. It should not however be used to describe changes or repairs to a manuscript; these are more appropriately described as a part of its custodial history.

```
<condition>
<p>The text begins and ends defective, and there are two lacunae toward
the end. What was originally the first leaf of the first quire,
numbered 1a, has been cut away, leaving a strip approximately 15 mm
wide; one to two letters, in some places on the verso up to four,
remain of each line. The manuscript contains a large number of
erasures, possibly by the scribe, possibly by a later hand, but in any
case for the most part unfilled in; for example on f. 3ra, lines 15-6
there are two erasures, the first of perhaps 16 the second of six
characters, and four lines of text have been erased on f. 5vb
following l. 21. In addition, there are several spaces that appear
never to have been filled in, e.g. f. 13vb, l. 24, where enough space
for about eight letters has been left blank by the scribe.
</p></condition>
```

## 26.5. Formal definitions

The formal definition for the `<physDesc>` element and its constituents is as follows:

```
<!ELEMENT   physDesc      %mm;    (p+ | (form?, support?, extent?,
                                   collation?, layout?, msWriting?, musicNotation?,
                                   decoration?, bindingDesc?, foliation*,
                                   additions?, condition?))>
<!ATTLIST   physDesc      %a.global; >
<!ELEMENT   form          %mm;    (p+) >
<!ATTLIST   form          %a.global; >
<!-- extent is defined elsewhere -->
<!ELEMENT   support       %mm;    (p+ | (overview?,watermarks?)) >
<!ATTLIST   support       %a.global; >
<!ELEMENT   overview      %mm;    (p+) >
<!ATTLIST   overview      %a.global; >
<!ELEMENT   watermarks    %mm;    (p+) >
<!ATTLIST   watermarks    %a.global; >
<!ELEMENT   collation      %mm;    (p+)>
<!ATTLIST   collation      %a.global; >
<!ELEMENT   layout        %mm;    (p+) >
<!ATTLIST   layout        %a.global;
                                   columns CDATA '1'
                                   ruledLines CDATA #IMPLIED
                                   writtenLines CDATA #IMPLIED >
<!ELEMENT   msWriting     %mm;    ((handDesc|p)+) >
<!ATTLIST   msWriting     %a.global;
                                   hands CDATA #IMPLIED >
<!ELEMENT   handDesc      %mm;    (p+) >
<!ATTLIST   handDesc      %a.global
                                   scribe CDATA #IMPLIED
                                   script CDATA #IMPLIED
                                   medium CDATA #IMPLIED
                                   scope (sole|major|minor) #IMPLIED >
<!ELEMENT   musicNotation %mm;    (p+) >
<!ATTLIST   musicNotation %a.global; >
<!ELEMENT   decoration    %mm;    (p+|decoNote+) >
<!ATTLIST   decoration    %a.global; >
<!ELEMENT   decoNote      %mm;    (p+) >
<!ATTLIST   decoNote      %a.global;
                                   type CDATA #IMPLIED
                                   subtype CDATA #IMPLIED
```

```

size          CDATA #IMPLIED
technique     CDATA #IMPLIED
quality       CDATA #IMPLIED
figurative    (yes|no|na) 'na'
illustrative  (y|n|u) 'u' >
<!--ELEMENT bindingDesc %mm; ((p|decoNote)+ | binding+)>
<!--ATTLIST bindingDesc %a.global; >
<!--ELEMENT binding %mm; ((decoNote|p)+)>
<!--ATTLIST binding
%a.global;
%a.dataable;
contemporary (yes|no|unk) "unk" >
<!--ELEMENT foliation %mm; (p+)>
<!--ATTLIST foliation %a.global; >
<!--ELEMENT additions %mm; (p+)>
<!--ATTLIST additions %a.global; >
<!--ELEMENT condition %mm; (p+)>
<!--ATTLIST condition %a.global; >

```

## 27. History

The following elements are used to record information about the history of a manuscript:

**<history>** groups elements describing the full history of a manuscript or manuscript part.

**<origin>** contains any descriptive or other information concerning the origin of a manuscript or manuscript part.

**<provenance>** contains any descriptive or other information concerning a single identifiable episode during the history of a manuscript or manuscript part, after its creation but before its acquisition.

**<acquisition>** contains any descriptive or other information concerning the process by which a ms or ms part entered the holding institution.

The three components of the **<history>** element all have the same substructure, consisting of one or more paragraphs marked as **<p>** elements. Each of these three elements is also a member of the [datable](#) attribute class, and thus also carries the following optional attributes:

**notBefore** specifies the earliest possible date for the information in the associated element.

*Datatype* CDATA

*Values* Normalised dates should be specified in whatever standardised form is defined by the TEI Header

*Default* #IMPLIED

**notAfter** specifies the latest possible date for the information in the associated element

*Datatype* CDATA

*Values* Normalised dates should be specified in whatever standardised form is defined by the TEI Header

*Default* #IMPLIED

**evidence** specifies the kind of evidence for the dating supplied by the other attributes.

*Datatype* CDATA

*Sample values include:*

**internal** the dating is based on evidence internal to the ms (e.g. an inscription).

**external** the dating is based on evidence external to the ms (e.g. a reference to the ms in some other datable context).

**conjecture** the dating is based on conjecture, which may be further discussed within the associated element.

### Default #IMPLIED

The history of a manuscript should normally be presented in the order implied by the above description. Information about the origins of the element (including any discussion of its sources) should be given as one or more paragraphs contained by a single `<origin>` element; any available information or discussion of distinct stages in the history of the manuscript before its arrival in its current location should be included as paragraphs within one or more `<provenance>` elements following this. Finally, any information specific to the means by which the manuscript was acquired by its present owners should be given as paragraphs within the `<acquisition>` element.

Here is a simple example of the use of this element:

```
<history>
<origin><p>Written in Durham during the mid twelfth
century.</p></origin>
<provenance><p>Recorded in two medieval
catalogues of the books belonging to Durham Priory, made in 1391 and
1405.</p>
<p>Given to W. Olleyf by William Ebchester, Prior (1446-56)
and later belonged to Henry Dalton, Prior of Holy Island (Lindisfarne)
according to inscriptions on ff. 4v and 5.</p>
</provenance>
<acquisition><p>Presented to Trinity College in 1738 by
Thomas Gale and his son Roger.</p></acquisition>
</history>
```

Here is a more realistic example:

```
<history>
<origin notBefore="1025" notAfter="1075" certainty="medium"
evidence="internal"><p>Written in Spain in the middle of the 11th
century (1042 according to the marginal note on f. 97v.)</p></origin>
<provenance><p>The Spanish scholar <name type="owner">Benito Arias
Montano</name> (1527-1598) has written his name on f. 97r, and may be
presumed to have owned the manuscript. It came somehow into the
possession of <for-
eign lang="DAN">etatsr&aring;d</foreign> <name type="owner">Holger
Parsberg</name> (1636-1692), who has written his name twice, once on
the front pastedown and once on f. 1r, the former dated
<date>1680</date> and the latter <date>1682</date>. Following
Parsberg's death the manuscript was bought by <foreign>etatsr&aring;d</foreign>
<name type="owner">Jens Rosenkrantz</name> (1640-1695) when Parsberg's
library was auctioned off (23.10.1693).</p></provenance>
<acquisition><p>The manuscript was acquired by &Aacute;rni
Magn&uacute;sson from the estate of Jens Rosenkrantz, presumably at
auction (the auction lot number 468 is written in red chalk on the
flyleaf), either in 1696 or 97.</p></acquisition> </history>
```

The `<history>` element and its immediate component elements are formally defined as follows:

```
<!ELEMENT history %mm; (p+ | (origin?,provenance*,acquisition?))
>
<!ATTLIST history %a.global; >
<!ELEMENT origin %mm; (p+) >
<!ATTLIST origin %a.global;
%a.datable; >
<!ELEMENT provenance %mm; (p+) >
<!ATTLIST provenance %a.global;
%a.datable; >
<!ELEMENT acquisition %mm; (p+) >
<!ATTLIST acquisition %a.global;
%a.datable; >
```

## 28. Additional information

Four categories of additional information are provided for by the scheme described here, grouped together within the `<additional>` element described in this section.

**<additional>** groups additional information relating to the modern bibliography for a manuscript, its current curatorial status, and and other associated materials.

**<adminInfo>** contains information about the present custody and availability of the manuscript, and also about the record description itself. 28.1 (Administrative Information)

**<surrogates>** contains information about any digital or photographic representations of the manuscript being described which may exist in the holding institution or elsewhere. 28.2 (Surrogates)

**<accMat>** contains details of any significant additional material which may be closely associated with the manuscript being described, such as non-contemporaneous documents or fragments bound in with the manuscript at some earlier historical period. 28.2 (Surrogates)

**<listBibl>** lists bibliographic descriptions of publications relating to the manuscript (standard TEI element)

None of the constituent elements of `<additional>` is required. If any is supplied, it may appear once only; furthermore, the order in which elements are supplied should be as specified above.

The `<additional>` element is formally defined as follows:

```
<!ELEMENT additional %mm; (adminInfo?, surrogates?, accMat?,
listBibl?)>
<!ATTLIST additional %a.global; >
```

### 28.1. Administrative Information

A variety of information relating to the curation and management of a manuscript may be recorded as simple prose narrative tagged using the standard `<p>` element. Alternatively, different aspects of this information may be presented grouped within one or more of the following specialized elements:

**<recordHist>** provides information about the source and revision status of the parent manuscript description itself.

**<custodialHist>** contains a description of a manuscript's custodial history, either as running prose or as a series of dated custodial events.

**<availability>** supplies information about the availability of a manuscript, for example any restrictions on its use or access, its copyright status, etc. (standard TEI element)

**<remarks>** contains any comments or remarks not forming part of the description proper, for use by the cataloguer.

```
<!-- to be supplied-->
```

## 28.1.1. Record History

The `<recordHist>` element, if supplied, must contain a `<source>` element, followed by an optional series of `<change>` elements.

**`<source>`** describes the original source for the information contained with a manuscript description.

**`<change>`** summarizes any change in the record history, specifying a date, a responsibility statement, and a description of the change (standard TEI element)

The `<source>` element is used to document the primary source of information for the catalogue record containing it, in a similar way to the standard TEI `<sourceDesc>` element within a TEI Header. If the record is a new one, catalogued without reference to anything other than the manuscript itself, then it may simply contain a `<p>` element as in the following example:

```
<source><p>Directly catalogued from the original manuscript</p></source>
```

More usually however the record will be derived from some previously existing catalogue, which may be specified using the standard TEI `<bibl>` element, as in the following example:

```
<source><p>Information transcribed from
<bibl><title>IMEV</title><biblScope>1234</biblScope></bibl>
</p></source>
```

If, as is likely, a full bibliographic description of the source from which cataloguing information was taken is included within the `<listBibl>` element contained by the current `<additional>` element, or elsewhere in the current document, then it need not be repeated here. Instead, it should be referenced using the standard TEI `<ref>` element, as in the following example:

```
<additional>
<recordHist>
<source><p>Information transcribed from
<ref target="IMEV123">IMEV 123</ref>
</p></source>
</recordHist>
<!-- ... -->
<listBibl>
<bibl id="IMEV123">
<title>Index of Medieval Verse</title>
<!-- other bibliographic details for IMEV here -->
<biblScope>123</biblScope>
</bibl>
<!-- other bibliographic records relating to this manuscript here -->
</listBibl>
</additional>
```

The `<change>` element is a standard TEI element, which may also appear within the `<revisionDesc>` element of the standard TEI Header; its use here is intended to signal the similarity of function between the two container elements. Where the TEI Header should be used to document the revision history of the whole electronic file to which it is prefixed, the `<recordHist>` element may be used to document changes at a lower level, relating to the individual description, as in the following example:

```
<!-- to be supplied -->
```



### 28.1.2. Availability and custodial history

The **<availability>** element is a standard TEI element, which should be used here to supply any information concerning access to the current manuscript, such as its physical location where this is not implicit in its identifier, any restrictions on access, information about copyright, etc.

```
<availability><p>The manuscript is in poor condition, due to many of
the leaves being brittle and fragile and the poor quality of a number
of earlier repairs; it should therefore not be used or lent out until
it has been conserved.</p></availability>
```

The **<custodialHist>** record is used to describe the custodial history of a manuscript, recording any significant events noted during the period that it has been located within the cataloguing institution. It may contain either a series of paragraphs tagged with the standard TEI **<p>** element, or a series of **<custEvent>** elements, each describing a distinct incident or event, further specified by a **type** attribute, and carrying dating information by virtue of its membership in the [datable](#) class, as noted above.

**<custEvent>** describes a single event during the custodial history of a manuscript or manuscript.

*Attributes include*

**type** specifies the type of event, for example conservation, photography, exhibition, etc.

*Datatype* CDATA

*Values* any convenient typology may be used

*Default* #IMPLIED

Here is an example of the use of this element:

```
<custodialHist>
<custEvent type="conservation" notBefore="1961-03" notAfter="1963-02">
<p>Conserved between March 1961 and February 1963 at Birgitte Dalls
Konserveringsv&aelig;rksted.</p></custEvent>
<custEvent type="photography" notBefore="1988-05-01" notAfter="1988-05-30">
<p>Photographed in May 1988 by AMI/FA.</p></custEvent>
<custEvent type="transfer/dispatch" notBefore="1989-11-13" notAfter="1989-11-13" >
<p>Dispatched to Iceland 13 November 1989.</p></custEvent>
</custodialHist>
```

### 28.1.3. Cataloguer's notes

It may occasionally be convenient to include detailed comments or notes which are not properly part of the manuscript description. The **<remarks>** element is provided for this purpose.

**<remarks>** contains any comments or remarks not forming part of the description proper, for use by the cataloguer.

```
<remarks>
<p>Re ff. 33-36v: According to Leroquais, the feast of Corpus
Christi with its octave was instituted for Franciscans in 1319;
the hymn here is the standard Tantum ergo.</p>

<p> Re a photo: Yes, do one, since the manuscript is signed and dated!
How about f. 7v (nice cadelled initials, and f. 18 with Clare
has already been reproduced elsewhere).</p>
</remarks>
```

## 28.1.4. Formal definitions

The <adminInfo> element and its immediate component elements are formally defined as follows:

```

<!ELEMENT  adminInfo  %mm;
              (p+ | (recordHist?, availability?, custodialHist?, remarks?)) >
<!ATTLIST  adminInfo      %a.global;  >
<!ELEMENT  recordHist %mm; (source, change*) >
<!ATTLIST  recordHist      %a.global;  >
<!ELEMENT  source %mm; (p+) >
<!ATTLIST  source          %a.global;  >
<!-- the change element is defined elsewhere -->
<!ELEMENT  custodialHist %mm; (p+ | custEvent+) >
<!ATTLIST  custodialHist      %a.global;  >
<!ELEMENT  custEvent %mm; (p+)>
<!ATTLIST  custEvent          %a.global;
                                %a.databl;
                                type  CDATA #IMPLIED >

<!ELEMENT  remarks %mm; (p+)>
<!ATTLIST  remarks      %a.global;  >

```

## 28.2. Surrogates

The <surrogates> element is used to provide information about any digital or photographic representations of the manuscript which may exist within the holding institution or elsewhere.

<surrogates> contains information about any digital or photographic representations of the manuscript being described which may exist in the holding institution or elsewhere.

The <surrogates> element should not be used to repeat information about representations of the manuscript available within published works; this should normally be documented within the <listBibl> element within the <additional> element. However, it is often also convenient to record information such as negative numbers, digital identifiers etc. for unpublished collections of manuscript images maintained within the holding institution, as well as to provide more detailed descriptive information about the surrogate itself. Such information may be provided as prose paragraphs, within which identifying information about particular surrogates may be presented using the standard TEI <bibl> element, as in the following example:

```

<surrogates><p>
<bibl>
  <title type="gmd">diapositive</title>
  <idno>AM 74 a, fol.</idno>
  <date>May 1984</date>
</bibl>
<bibl>
  <title type="gmd">b/w prints</title>
  <idno>AM 75 a, fol.</idno>
  <date>1972</date>
</bibl>
</p></surrogates>

```

Note the use of the specialised form of GMD (*general material designation*) title to specify the kind of surrogate being documented.

At a later revision, the content of the <surrogates> element is likely to be expanded to include elements more specifically intended to provide detailed information such as technical details of the process by which a digital or photographic image was made.

If the whole of a manuscript is being digitized, it should be contained in a separate document which lists all the images using `<div>` etc. to structure them. In such a case, the `<msDescription>` placed within the `teiHeader`.

The `<surrogates>` element is formally defined as follows:

```
<!ELEMENT surrogates %mm;      (p+)>
<!ATTLIST surrogates %a.global; >
```

### 28.3. Accompanying material

The circumstance commonly arises where a manuscript has additional material, not originally part of the manuscript, which is bound with it or otherwise accompanying the manuscript. In cases where this is clearly a distinct manuscript, the whole manuscript should be treated as a composite manuscript and the additional matter described in a separate `<msPart>` (see 29 (Manuscript Parts) below). However, there are cases where the additional matter is not self-evidently a distinct manuscript: it might be an important set of notes by a later scholar or owner, or it might be a file of correspondence relating to the manuscript. The `<accMat>` element is provided as a holder for this kind of information:

**<accMat>** contains details of any significant additional material which may be closely associated with the manuscript being described, such as non-contemporaneous documents or fragments bound in with the manuscript at some earlier historical period. *Attributes include*

- type** further characterizes the accompanying material, for example as letter, note, paste-in, etc.
- Datatype* CDATA
- Values* any convenient typology may be used
- Default* #IMPLIED

Here is an example of the use of this element, describing a note by the Icelandic manuscript collector &Aacute;rni Magn&uacute;sson which has been bound with the manuscript:

```
<accMat>
<p>A slip in &Aacute;rni Magn&uacute;sson's hand has been stuck to the
pastedown on the inside front cover; the text reads:
<q lang="IS">&THORN;idreks S&oslash;gu &thorn;essa hefi eg
feiged af Sekreterer Wielandt Anno 1715
i Kaupmanna h&oslash;fn. Hun er, sem eg sie, Copia af Austfirda
b&oslash;kinni (Eidag&aacute;s) en<expan>n</expan> ecki progenies
Br&aelig;dratungu bokarinnar. Og er &thorn;ar fyrer eigi i
allan<expan>n</expan> m&aacute;ta samhloda
&thorn;<expan>eir</expan>re er Sr Jon Erlendz son hefer ritad fyrer
Mag. Bryniolf. &THORN;esse &THORN;idreks Saga mun vera komin fra Sr
Vigfuse &aacute;Helgafelle.</q></p>
</accMat>
```

The formal definition for the `<accMat>` element is as follows:

```
<!ELEMENT accMat %mm;      (p+)>
<!ATTLIST accMat %a.global;
          type CDATA #IMPLIED>
```

## 29. Manuscript Parts

It is frequently the case that an item catalogued as if it were a single object is in fact a composite made up of several different and originally distinct manuscripts or manuscript fragments. Each such component should be recorded using a distinct `<msPart>` element, embedded within the `<msDescription>` element for the composite:

**<msPart>** contains information about an originally distinct manuscript or manuscript fragment now forming part of a composite manuscript.

Each component of a composite manuscript may have its own content, physical description, history, etc. It may have been given a distinct identifier which it would be desirable to maintain. And finally, it is not impossible that a composite be made from previously-existing composites. For all these reasons, the **<msPart>** element used to record information about an individual constituent of a composite manuscript has an almost identical structure to that of a **<msdescription>** proper. The main difference is that an identifier must be supplied for a full manuscript description (using the **<msIdentifier>** element), but is only optional in the case of a manuscript part.

Here is a simple example of a composite manuscript, in which there are two discrete components:

```
<msDescription>
<msIdentifier>
  <!-- identifying information for the whole manuscript -->
</msIdentifier>
<msHeading>
  <!-- short description of the whole manuscript -->
</msHeading>
<msPart>
<physDesc>
  <!-- physical description of the first component part -->
</physDesc>
<msContent>
  <!-- intellectual content of first component part -->
</msContent>
</mspart>
<msPart>
<physDesc>
  <!-- physical description of the second component part -->
</physDesc>
<msContent>
  <!-- intellectual content of second component part -->
</msContent>
</mspart>
</msDescription>
```

If the parts of a composite manuscript have their own identifiers, they should be tagged using the **<idno>** element, rather than the **<msIdentifier>** element. Whatever value is specified should be appended to the **<idno>** specified in the parent **<msIdentifier>** in order to obtain a full identification for the part, as in the following example:

```
<msDescription>
<msIdentifier>
  <settlement>Amiens</settlement>
  <repository>Biblioth&egrave;que Municipale</repository>
  <altName>Maurdramnus Bible</altName>
</msIdentifier>

<!-- other elements here -->

<msPart>
<idno>MS 6</idno>
<!-- other information specific to this part here -->
</msPart>
<msPart>
<idno>MS 7</idno>
<!-- other information specific to this part here -->
```

```

</msPart>
<msPart>
<idno>MS 9</idno>
<!-- other information specific to this part here -->
</msPart>

<!-- other msParts here -->

</msDescription>

```

The `<msPart>` element is formally defined as follows:

```

<!ELEMENT msPart %mm; (idno?, msContents?,
                      physDesc?, history?, additional?,
                      msPart*)>
<!ATTLIST msPart %a.global; >

```

### 3. Building the TEI DTD for Manuscript Description

Until the elements described in this document, or similar ones, have been formally integrated with the rest of the TEI structure, their use requires the definition of a TEI extension set, as defined in TEI P3 (reference). This extension set comprises two files, called here `msDesc.ent` and `msDesc.dtd`, the former containing definitions of parameter entities needed for this set of extensions, and the latter containing the actual SGML element and attribute definitions which make up the required modifications.

The definitions here assume the availability of a number of elements from other TEI tagsets, in particular the additional tagsets for figures, names and dates, and manuscript transcription. With all these in place, a complete TEI conformant document making use of the manuscript description tagset will begin as follows:

```

<!DOCTYPE TEI.2 SYSTEM "tei2.dtd" [
<!ENTITY % TEI.prose "INCLUDE">
<!ENTITY % TEI.transcr "INCLUDE">
<!ENTITY % TEI.names.dates "INCLUDE">
<!ENTITY % TEI.figures "INCLUDE">
<!ENTITY % TEI.corpus "INCLUDE">
<!ENTITY % TEI.extensions.ent SYSTEM "msDesc.ent">
<!ENTITY % TEI.extensions.dtd SYSTEM "msDesc.dtd">
]&nil;]>

```

This file, and others making up the DTD, are available from the URL <http://www.hcu.ox.ac.uk/TEI/Master/Reference/DTD/>. Both XML and SGML versions of a one-file DTD are available from the same location.

The list of tag sets above makes available a large number of standard TEI elements, not all of which are required for manuscript description purposes, and which are therefore excluded from the Master DTD. This exclusion is achieved by including in the extension entity file the following set of parameter entity declarations:

```

<!ENTITY % addName          'IGNORE' >
<!ENTITY % addrLine         'IGNORE' >
<!ENTITY % address          'IGNORE' >
<!ENTITY % analytic         'IGNORE' >
<!ENTITY % author           'IGNORE' >
<!ENTITY % biblFull         'IGNORE' >
<!ENTITY % biblStruct       'IGNORE' >
<!ENTITY % bloc             'IGNORE' >

```

|                           |            |
|---------------------------|------------|
| <!ENTITY % broadcast      | 'IGNORE' > |
| <!ENTITY % byline         | 'IGNORE' > |
| <!ENTITY % cit            | 'IGNORE' > |
| <!ENTITY % correction     | 'IGNORE' > |
| <!ENTITY % dateStruct     | 'IGNORE' > |
| <!ENTITY % day            | 'IGNORE' > |
| <!ENTITY % distance       | 'IGNORE' > |
| <!ENTITY % distinct       | 'IGNORE' > |
| <!ENTITY % div0           | 'IGNORE' > |
| <!ENTITY % div1           | 'IGNORE' > |
| <!ENTITY % div2           | 'IGNORE' > |
| <!ENTITY % div3           | 'IGNORE' > |
| <!ENTITY % div4           | 'IGNORE' > |
| <!ENTITY % div5           | 'IGNORE' > |
| <!ENTITY % div6           | 'IGNORE' > |
| <!ENTITY % div7           | 'IGNORE' > |
| <!ENTITY % divGen         | 'IGNORE' > |
| <!ENTITY % docEdition     | 'IGNORE' > |
| <!ENTITY % docImprint     | 'IGNORE' > |
| <!ENTITY % emph           | 'IGNORE' > |
| <!ENTITY % equipment      | 'IGNORE' > |
| <!ENTITY % forename       | 'IGNORE' > |
| <!ENTITY % fsdDecl        | 'IGNORE' > |
| <!ENTITY % genName        | 'IGNORE' > |
| <!ENTITY % geog           | 'IGNORE' > |
| <!ENTITY % geogName       | 'IGNORE' > |
| <!ENTITY % group          | 'IGNORE' > |
| <!ENTITY % headItem       | 'IGNORE' > |
| <!ENTITY % headLabel      | 'IGNORE' > |
| <!ENTITY % hour           | 'IGNORE' > |
| <!ENTITY % hyphenation    | 'IGNORE' > |
| <!ENTITY % imprimatur     | 'IGNORE' > |
| <!ENTITY % interpretation | 'IGNORE' > |
| <!ENTITY % measure        | 'IGNORE' > |
| <!ENTITY % meeting        | 'IGNORE' > |
| <!ENTITY % mentioned      | 'IGNORE' > |
| <!ENTITY % metDecl        | 'IGNORE' > |
| <!ENTITY % minute         | 'IGNORE' > |
| <!ENTITY % monogr         | 'IGNORE' > |
| <!ENTITY % month          | 'IGNORE' > |
| <!ENTITY % name           | 'IGNORE' > |
| <!ENTITY % nameLink       | 'IGNORE' > |
| <!ENTITY % normalization  | 'IGNORE' > |
| <!ENTITY % occasion       | 'IGNORE' > |
| <!ENTITY % offset         | 'IGNORE' > |
| <!ENTITY % orgDivn        | 'IGNORE' > |
| <!ENTITY % orgName        | 'IGNORE' > |
| <!ENTITY % orgTitle       | 'IGNORE' > |
| <!ENTITY % orgType        | 'IGNORE' > |
| <!ENTITY % postBox        | 'IGNORE' > |
| <!ENTITY % postCode       | 'IGNORE' > |
| <!ENTITY % quotation      | 'IGNORE' > |
| <!ENTITY % quote          | 'IGNORE' > |
| <!ENTITY % recording      | 'IGNORE' > |
| <!ENTITY % recordingStmt  | 'IGNORE' > |
| <!ENTITY % refsDecl       | 'IGNORE' > |
| <!ENTITY % roleName       | 'IGNORE' > |
| <!ENTITY % rs             | 'IGNORE' > |
| <!ENTITY % scriptStmt     | 'IGNORE' > |
| <!ENTITY % second         | 'IGNORE' > |
| <!ENTITY % segmentation   | 'IGNORE' > |
| <!ENTITY % soCalled       | 'IGNORE' > |
| <!ENTITY % sourceDesc     | 'IGNORE' > |
| <!ENTITY % sp             | 'IGNORE' > |

```

<!ENTITY % speaker          'IGNORE' >
<!ENTITY % stage            'IGNORE' >
<!ENTITY % state            'IGNORE' >
<!ENTITY % step             'IGNORE' >
<!ENTITY % street           'IGNORE' >
<!ENTITY % surname          'IGNORE' >
<!ENTITY % symbol           'IGNORE' >
<!ENTITY % teiCorpus.2      'IGNORE' >
<!ENTITY % time             'IGNORE' >
<!ENTITY % timeRange        'IGNORE' >
<!ENTITY % timeStruct        'IGNORE' >
<!ENTITY % variantEncoding   'IGNORE' >
<!ENTITY % week             'IGNORE' >
<!ENTITY % year             'IGNORE' >

```

```

<!ENTITY % textDesc 'IGNORE' >
<!ENTITY % activity 'IGNORE' >
<!ENTITY % affiliation 'IGNORE' >
<!ENTITY % birth 'IGNORE' >
<!ENTITY % channel 'IGNORE' >
<!ENTITY % constitution 'IGNORE' >
<!ENTITY % derivation 'IGNORE' >
<!ENTITY % domain 'IGNORE' >
<!ENTITY % education 'IGNORE' >
<!ENTITY % factuality 'IGNORE' >
<!ENTITY % firstLang 'IGNORE' >
<!ENTITY % interaction 'IGNORE' >
<!ENTITY % langKnown 'IGNORE' >
<!ENTITY % locale 'IGNORE' >
<!ENTITY % occupation 'IGNORE' >
<!ENTITY % particLinks 'IGNORE' >
<!ENTITY % person 'IGNORE' >
<!ENTITY % personGrp 'IGNORE' >
<!ENTITY % preparedness 'IGNORE' >
<!ENTITY % purpose 'IGNORE' >
<!ENTITY % relation 'IGNORE' >
<!ENTITY % residence 'IGNORE' >
<!ENTITY % setting 'IGNORE' >
<!ENTITY % settingDesc 'IGNORE' >
<!ENTITY % soccecStatus 'IGNORE' >

```

### 31. The manuscript descriptions entity file

The structure of the manuscript descriptions entity file is as follows:

```

<!ENTITY % n.particDesc "listPerson">

<!ENTITY % x.chunk "msDescription|">
<!ENTITY % x.phrase
    "dimen-
sions|locus|origDate|origPlace|msIdentifier|material|signatures|catchwords|secFol|heraldry|">

<!ENTITY % x.names "institution|repository|author|origPlace|">
<!ENTITY % a.datable "notBefore CDATA #IMPLIED
    notAfter CDATA #IMPLIED
    certainty (high|medium|low) #IMPLIED
    evidence (internal|external|conjecture) external" >
<!ENTITY % a.measured "units CDATA mm
    scope (all|most|range) #IMPLIED" >

<!ENTITY % mm "- -">

```

|                           |            |
|---------------------------|------------|
| <!ENTITY % addName        | 'IGNORE' > |
| <!ENTITY % addrLine       | 'IGNORE' > |
| <!ENTITY % address        | 'IGNORE' > |
| <!ENTITY % analytic       | 'IGNORE' > |
| <!ENTITY % author         | 'IGNORE' > |
| <!ENTITY % biblFull       | 'IGNORE' > |
| <!ENTITY % biblStruct     | 'IGNORE' > |
| <!ENTITY % bloc           | 'IGNORE' > |
| <!ENTITY % broadcast      | 'IGNORE' > |
| <!ENTITY % byline         | 'IGNORE' > |
| <!ENTITY % cit            | 'IGNORE' > |
| <!ENTITY % correction     | 'IGNORE' > |
| <!ENTITY % dateStruct     | 'IGNORE' > |
| <!ENTITY % day            | 'IGNORE' > |
| <!ENTITY % distance       | 'IGNORE' > |
| <!ENTITY % distinct       | 'IGNORE' > |
| <!ENTITY % div0           | 'IGNORE' > |
| <!ENTITY % div1           | 'IGNORE' > |
| <!ENTITY % div2           | 'IGNORE' > |
| <!ENTITY % div3           | 'IGNORE' > |
| <!ENTITY % div4           | 'IGNORE' > |
| <!ENTITY % div5           | 'IGNORE' > |
| <!ENTITY % div6           | 'IGNORE' > |
| <!ENTITY % div7           | 'IGNORE' > |
| <!ENTITY % divGen         | 'IGNORE' > |
| <!ENTITY % docEdition     | 'IGNORE' > |
| <!ENTITY % docImprint     | 'IGNORE' > |
| <!ENTITY % emph           | 'IGNORE' > |
| <!ENTITY % equipment      | 'IGNORE' > |
| <!ENTITY % forename       | 'IGNORE' > |
| <!ENTITY % fsdDecl        | 'IGNORE' > |
| <!ENTITY % genName        | 'IGNORE' > |
| <!ENTITY % geog           | 'IGNORE' > |
| <!ENTITY % geogName       | 'IGNORE' > |
| <!ENTITY % group          | 'IGNORE' > |
| <!ENTITY % headItem       | 'IGNORE' > |
| <!ENTITY % headLabel      | 'IGNORE' > |
| <!ENTITY % hour           | 'IGNORE' > |
| <!ENTITY % hyphenation    | 'IGNORE' > |
| <!ENTITY % imprimatur     | 'IGNORE' > |
| <!ENTITY % interpretation | 'IGNORE' > |
| <!ENTITY % measure        | 'IGNORE' > |
| <!ENTITY % meeting        | 'IGNORE' > |
| <!ENTITY % mentioned      | 'IGNORE' > |
| <!ENTITY % metDecl        | 'IGNORE' > |
| <!ENTITY % minute         | 'IGNORE' > |
| <!ENTITY % monogr         | 'IGNORE' > |
| <!ENTITY % month          | 'IGNORE' > |
| <!ENTITY % name           | 'IGNORE' > |
| <!ENTITY % nameLink       | 'IGNORE' > |
| <!ENTITY % normalization  | 'IGNORE' > |
| <!ENTITY % occasion       | 'IGNORE' > |
| <!ENTITY % offset         | 'IGNORE' > |
| <!ENTITY % orgDivn        | 'IGNORE' > |
| <!ENTITY % orgName        | 'IGNORE' > |
| <!ENTITY % orgTitle       | 'IGNORE' > |
| <!ENTITY % orgType        | 'IGNORE' > |
| <!ENTITY % postBox        | 'IGNORE' > |
| <!ENTITY % postCode       | 'IGNORE' > |
| <!ENTITY % quotation      | 'IGNORE' > |
| <!ENTITY % quote          | 'IGNORE' > |
| <!ENTITY % recording      | 'IGNORE' > |



```

<!ENTITY % recordingStmt      'IGNORE' >
<!ENTITY % refsDecl           'IGNORE' >
<!ENTITY % roleName           'IGNORE' >
<!ENTITY % rs                  'IGNORE' >
<!ENTITY % scriptStmt         'IGNORE' >
<!ENTITY % second              'IGNORE' >
<!ENTITY % segmentation       'IGNORE' >
<!ENTITY % soCalled            'IGNORE' >
<!ENTITY % sourceDesc          'IGNORE' >
<!ENTITY % sp                  'IGNORE' >
<!ENTITY % speaker             'IGNORE' >
<!ENTITY % stage               'IGNORE' >
<!ENTITY % state               'IGNORE' >
<!ENTITY % step                'IGNORE' >
<!ENTITY % street              'IGNORE' >
<!ENTITY % surname             'IGNORE' >
<!ENTITY % symbol              'IGNORE' >
<!ENTITY % teiCorpus.2         'IGNORE' >
<!ENTITY % time                'IGNORE' >
<!ENTITY % timeRange           'IGNORE' >
<!ENTITY % timeStruct          'IGNORE' >
<!ENTITY % variantEncoding     'IGNORE' >
<!ENTITY % week                'IGNORE' >
<!ENTITY % year                'IGNORE' >

<!ENTITY % textDesc 'IGNORE' >
<!ENTITY % activity 'IGNORE' >
<!ENTITY % affiliation 'IGNORE' >
<!ENTITY % birth 'IGNORE' >
<!ENTITY % channel 'IGNORE' >
<!ENTITY % constitution 'IGNORE' >
<!ENTITY % derivation 'IGNORE' >
<!ENTITY % domain 'IGNORE' >
<!ENTITY % education 'IGNORE' >
<!ENTITY % factuality 'IGNORE' >
<!ENTITY % firstLang 'IGNORE' >
<!ENTITY % interaction 'IGNORE' >
<!ENTITY % langKnown 'IGNORE' >
<!ENTITY % locale 'IGNORE' >
<!ENTITY % occupation 'IGNORE' >
<!ENTITY % particLinks 'IGNORE' >
<!ENTITY % person 'IGNORE' >
<!ENTITY % personGrp 'IGNORE' >
<!ENTITY % preparedness 'IGNORE' >
<!ENTITY % purpose 'IGNORE' >
<!ENTITY % relation 'IGNORE' >
<!ENTITY % residence 'IGNORE' >
<!ENTITY % setting 'IGNORE' >
<!ENTITY % settingDesc 'IGNORE' >
<!ENTITY % socecStatus 'IGNORE' >

```

### 32. *The manuscript descriptions DTD file*

The manuscript descriptions DTD file contains formal definitions for any standard TEI elements which have been changed, together with the formal definitions of the additional elements documented here.

The file begins with a redefinition of the standard TEI `<sourceDesc>` element, needed to make it possible for manuscript descriptions to be included within the TEI Header as well as within the body of a TEI document (the latter is achieved by virtue of making the `<msDescription>` element a member of the [chunk](#)). This is followed by the definitions given elsewhere in this document.

```

<!ELEMENT sourceDesc %mm; (p | bibl | biblFull |
                                biblStruct | listBibl |
                                scriptStmt | msDescription |
                                recordingStmt)+ >
<!ATTLIST sourceDesc %a.global;
                                %a.declarable; >

<!ELEMENT dimensions %mm; ((#PCDATA|height|width|depth)*)>
<!ATTLIST dimensions %a.global;
                                %a.measured;
                                type CDATA #IMPLIED >
<!ELEMENT height %mm; (#PCDATA) >
<!ATTLIST height %a.global;
                                %a.measured; >
<!ELEMENT depth %mm; (#PCDATA) >
<!ATTLIST depth %a.global;
                                %a.measured; >
<!ELEMENT width %mm; (#PCDATA) >
<!ATTLIST width %a.global;
                                %a.measured; >
<!ELEMENT locus %mm; (#PCDATA) >
<!ATTLIST locus %a.global;
                                from CDATA #IMPLIED
                                to CDATA #IMPLIED
                                targets IDREFS #IMPLIED >
<!ELEMENT origDate %mm; (#PCDATA)>
<!ATTLIST origDate %a.global;
                                %a.dateable; >
<!ELEMENT origPlace %mm; (#PCDATA)>
<!ATTLIST origPlace %a.global;
                                reg CDATA #IMPLIED >

<!ELEMENT name %mm; (%phrase.seq);>
<!ATTLIST name %a.global;
                                type (person|female|place|org|other) "person"
                                role CDATA #IMPLIED
                                reg CDATA #IMPLIED
                                key IDREF #IMPLIED >

<!ELEMENT material %mm; (%phrase.seq);>
<!ATTLIST material %a.global; >

<!ELEMENT heraldry %mm; (%phrase.seq);>
<!ATTLIST heraldry %a.global; >

<!ELEMENT catchwords %mm; (%phrase.seq);>
<!ATTLIST catchwords %a.global; >
<!ELEMENT signatures %mm; (%phrase.seq);>
<!ATTLIST signatures %a.global; >
<!ELEMENT secFol %mm; (%phrase.seq);>
<!ATTLIST secFol %a.global; >

<!ELEMENT person %mm; (p+ | (persName*, birth?, death?,
                                (occupation|residence|bibl)* ))>
<!ATTLIST person %a.global;
                                role CDATA #IMPLIED
                                sex (m|f|u) "m"
                                age CDATA #IMPLIED >
<!ELEMENT birth %mm (#PCDATA|date|placeName|ptr|ref|note)* >
<!ATTLIST birth %a.global;

```

```

        date CDATA #IMPLIED
        %a.datable; >
<!ELEMENT death %mm (#PCDATA|date|placeName|ptr|ref|note)* >
<!ATTLIST death %a.global;
        date CDATA #IMPLIED
        %a.datable; >
<!ELEMENT residence %mm (#PCDATA|date|placeName|ptr|ref|note)* >
<!ATTLIST residence %a.global;
        %a.datable; >
<!ELEMENT occupation %mm (#PCDATA|date|placeName|ptr|ref|note)* >
<!ATTLIST occupation %a.global;
        %a.datable; >

<!ELEMENT msDescription %mm; (msIdentifier, msHeading?,
                                msContents?,
                                physDesc?, history?,
                                additional?, msPart* )>
<!ATTLIST msDescription %a.global;
        type CDATA #IMPLIED
        status (uni|compo|frag|def|unknown) "uni">

<!ELEMENT msIdentifier %mm; (country?, region?,
                                settlement, institution?,
                                repository, collection?,
                                idno, altName* )>
<!ATTLIST msIdentifier %a.global; >

<!ELEMENT institution %mm; (#PCDATA) >
<!ATTLIST institution %a.global;
        %a.names; >
<!ELEMENT repository %mm; (#PCDATA) >
<!ATTLIST repository %a.global;
        %a.names; >
<!ELEMENT collection %mm; (#PCDATA) >
<!ATTLIST collection %a.global; >

<!ELEMENT altName %mm; (#PCDATA) >
<!ATTLIST altName %a.global;
        type CDATA #IMPLIED >

<!ELEMENT msHeading %mm; (#PCDATA|author|respStmt|title|
                                origPlace|origDate|textLang|note)*>
<!ATTLIST msHeading %a.global; >

<!ELEMENT author %mm; (%phrase.seq;)>
<!ATTLIST author %a.global;
        %a.names;
        attested (yes|no|unk) "unk"
        accepted (a|y|n|u) "a" >

<!ELEMENT textLang %mm; (%phrase.seq;)>
<!ATTLIST textLang %a.global;
        langKey IDREF #IMPLIED
        otherLangs IDREFS #IMPLIED >

<!ELEMENT msContents %mm; (p+| (overview?, msItem+)) >
<!ATTLIST msContents %a.global;
        class IDREFS #IMPLIED

```

```

        defective (yes|no|unk) "no" >
<!ELEMENT msItem %mm;      (locus?, ( author
                                | respStmt | title | rubric | summary
                                | incipit | explicit | colophon
                                | textLang | q | decoNote
                                | bibl | listBibl | note | msItem )* )>
<!ATTLIST msItem      %a.global;
        class IDREFS #IMPLIED
        defective (yes|no|unk) "no" >
<!ELEMENT summary      %mm; (%phrase.seq;) >
<!ATTLIST summary      %a.global; >
<!ELEMENT rubric        %mm; (%phrase.seq;) >
<!ATTLIST rubric        %a.global;
        type CDATA #IMPLIED >
<!ELEMENT incipit      %mm; (%phrase.seq;) >
<!ATTLIST incipit      %a.global;
        type CDATA #IMPLIED
        defective (yes|no|unk) "no" >
<!ELEMENT explicit      %mm; ( %phrase.seq;) >
<!ATTLIST explicit      %a.global;
        type CDATA #IMPLIED
        defective (yes|no|unk) "no">
<!ELEMENT colophon      %mm; ( %phrase.seq;) >
<!ATTLIST colophon      %a.global; >

<!ELEMENT physDesc      %mm; (p+ | (form?, support?, extent?,
                                collation?, layout?, msWriting?, musicNotation?,
                                decoration?, bindingDesc?, foliation*,
                                additions?, condition?))>

<!ATTLIST physDesc      %a.global; >
<!ELEMENT form          %mm; (p+) >
<!ATTLIST form          %a.global; >
<!-- extent is defined elsewhere -->
<!ELEMENT support      %mm; (p+ | (overview?,watermarks?)) >
<!ATTLIST support      %a.global; >
<!ELEMENT overview      %mm; (p+) >
<!ATTLIST overview      %a.global; >
<!ELEMENT watermarks    %mm; (p+) >
<!ATTLIST watermarks    %a.global; >
<!ELEMENT collation      %mm; (p+)>
<!ATTLIST collation      %a.global; >
<!ELEMENT layout        %mm; (p+) >
<!ATTLIST layout        %a.global;
        columns CDATA '1'
        ruledLines CDATA #IMPLIED
        writtenLines CDATA #IMPLIED >
<!ELEMENT msWriting      %mm; ((handDesc|p)+) >
<!ATTLIST msWriting      %a.global;
        hands CDATA #IMPLIED >
<!ELEMENT handDesc      %mm; (p+) >
<!ATTLIST handDesc      %a.global
        scribe CDATA #IMPLIED
        script CDATA #IMPLIED
        medium CDATA #IMPLIED
        scope (sole|major|minor) #IMPLIED >
<!ELEMENT musicNotation %mm; (p+) >
<!ATTLIST musicNotation %a.global; >
<!ELEMENT decoration %mm; (p+|decoNote+) >
<!ATTLIST decoration %a.global; >
<!ELEMENT decoNote %mm; (p+) >
<!ATTLIST decoNote %a.global;
        type CDATA #IMPLIED

```

```

                                subtype    CDATA #IMPLIED
                                size        CDATA #IMPLIED
                                technique   CDATA #IMPLIED
                                quality      CDATA #IMPLIED
                                figurative   (yes|no|na) 'na'
                                illustrative (y|n|u)  'u'      >
<!ELEMENT bindingDesc %mm; ((p|decoNote)+ | binding+)>
<!ATTLIST bindingDesc %a.global;      >
<!ELEMENT binding %mm; ((decoNote|p)+)>
<!ATTLIST binding
    %a.global;
    %a.dataable;
    contemporary (yes|no|unk) "unk" >
<!ELEMENT foliation %mm; (p+)>
<!ATTLIST foliation %a.global; >
<!ELEMENT additions %mm; (p+) >
<!ATTLIST additions %a.global; >
<!ELEMENT condition %mm; (p+)>
<!ATTLIST condition %a.global; >

<!ELEMENT history %mm; (p+ | (origin?,provenance*,acquisition?)) >
<!ATTLIST history %a.global; >
<!ELEMENT origin %mm; (p+) >
<!ATTLIST origin %a.global;
    %a.dataable; >
<!ELEMENT provenance %mm; (p+) >
<!ATTLIST provenance %a.global;
    %a.dataable; >
<!ELEMENT acquisition %mm; (p+) >
<!ATTLIST acquisition %a.global;
    %a.dataable; >

<!ELEMENT additional %mm; (adminInfo?, surrogates?, accMat?,
    listBibl?)>
<!ATTLIST additional %a.global; >

<!ELEMENT adminInfo %mm;
    (p+ | (recordHist?, availability?, custodialHist?, remarks?)) >
<!ATTLIST adminInfo %a.global; >
<!ELEMENT recordHist %mm; (source, change*) >
<!ATTLIST recordHist %a.global; >
<!ELEMENT source %mm; (p+) >
<!ATTLIST source %a.global; >
<!-- the change element is defined elsewhere -->
<!ELEMENT custodialHist %mm; (p+ | custEvent+) >
<!ATTLIST custodialHist %a.global; >
<!ELEMENT custEvent %mm; (p+)>
<!ATTLIST custEvent %a.global;
    %a.dataable;
    type CDATA #IMPLIED >
<!ELEMENT remarks %mm; (p+)>
<!ATTLIST remarks %a.global; >

<!ELEMENT surrogates %mm; (p+)>
<!ATTLIST surrogates %a.global; >

<!ELEMENT accMat %mm; (p+)>

```

```
<!ATTLIST accMat %a.global;  
          type CDATA #IMPLIED>  
  
<!ELEMENT msPart %mm; (idno?, msContents?,  
                        physDesc?, history?, additional?,  
                        msPart*)>  
<!ATTLIST msPart %a.global; >
```

## Appendix A. Reference Documentation for Elements and Classes

### Appendix A1. Class definitions

**datable** attributes which can be specified in a normalised form for any datable element.

#### Declaration

```
<!ENTITY % a.datable '  
    notBefore CDATA #IMPLIED  
    notAfter CDATA #IMPLIED  
    evidence CDATA #IMPLIED'>
```

#### Attributes

**notBefore** specifies the earliest possible date for the information in the associated element.

*Datatype* CDATA

*Values* Normalised dates should be specified in whatever standardised form is defined by the TEI Header

*Default* #IMPLIED

**notAfter** specifies the latest possible date for the information in the associated element

*Datatype* CDATA

*Values* Normalised dates should be specified in whatever standardised form is defined by the TEI Header

*Default* #IMPLIED

**evidence** specifies the kind of evidence for the dating supplied by the other attributes.

*Datatype* CDATA

*Sample values include:*

**internal** the dating is based on evidence internal to the ms (e.g. an inscription).

**external** the dating is based on evidence external to the ms (e.g. a reference to the ms in some other datable context).

**conjecture** the dating is based on conjecture, which may be further discussed within the associated element.

*Default* #IMPLIED

**measured** attributes which can be specified for any element containing a measurement.

#### Declaration

```
<!ENTITY % a.measured '  
    units CDATA #IMPLIED  
    scope (all|most|range) #IMPLIED'>
```

#### Attributes

**units** specifies the units used for this measurement.

*Datatype* CDATA

*Values* The default, and recommended, value is **mm**, i.e. millimetres.

*Default* #IMPLIED

**scope** specifies the applicability of this measurement to the containing manuscript or manuscript part.

*Datatype* (all|most|range)

*Sample values include:*

**all** measurement applies to all instances in this manuscript or manuscript part.

**most** measurement applies to most instances in this manuscript or manuscript part.

**range** all the instances measured in this manuscript or manuscript part are within the range specified.

*Default* #IMPLIED

## Appendix A2. Element definitions

**<accMat>** contains details of any significant additional material which may be closely associated with the manuscript being described, such as non-contemporaneous documents or fragments bound in with the manuscript at some earlier historical period.

### Attributes

**type** further characterizes the accompanying material, for example as letter, note, paste-in, etc.

*Datatype* CDATA

*Values* any convenient typology may be used

*Default* #IMPLIED

### Class

#### Declaration

```
- - (p+)<!ATTLIST accMat
    %a.global;
    type CDATA #IMPLIED>
```

*See further* 28.3 (Accompanying material)

**<acquisition>** contains any descriptive or other information concerning the process by which a ms or ms part entered the holding institution.

*Attributes* No attributes other than those globally available (see definition for a.global)

### Example

```
<acquisition>
<p>Left to the <name type="place">Bodleian</name> by
<name type="person">Richard Rawlinson</name> in 1755.</p>
</acquisition>
```

### Class

#### Declaration

```
- - (p+)<!ATTLIST acquisition
    %a.global;>
```

*See further* 27 (History)

**<additional>** groups additional information relating to the modern bibliography for a manuscript, its current curatorial status, and other associated materials.

*Attributes* No attributes other than those globally available (see definition for a.global)

### Example

```
<additional>
<adminInfo>
  <recordHist>
    <!-- record history here -->
  </recordHist>
<custodialHist>
```



```

        <!-- custodial history here -->
    </custodialHist>
</adminInfo>
<surrogates>
    <!-- information about surrogates here -->
</surrogates>
<accMat>
    <!-- description of any accompanying materials here -->
</accMat>
<listBibl>
    <!-- full bibliography here -->
</listBibl>
</additional>

```

*Class*

*Declaration*

```

- - (adminInfo?, surrogates?, accMat?, listBibl?)
<!ATTLIST additional
    %a.global;>

```

*See further* 28 (Additional information)

**<additions>** contains a description of any significant additions found within a manuscript, such as marginalia or other annotations.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Class*

*Declaration*

```

- - (p+)<!ATTLIST additions
    %a.global;>

```

*See further* 26.4.2 (Additions and marginalia)

**<adminInfo>** contains information about the present custody and availability of the manuscript, and also about the record description itself.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Class*

*Declaration*

```

- - (p+ | (recordHist?, availability?, custodialHist?,
    remarks?))<!ATTLIST adminInfo
    %a.global;>

```

*See further* 28.1 (Administrative Information)

**<altName>** contains any form of alternative identifier used for a manuscript, such as a former catalogue number, 'ocellus nominum', or nickname.

*Attributes*

**type** further characterizes the alternative name, for example as former catalogue number, nickname, etc.

*Datatype* CDATA

*Values* any convenient typology may be used

*Default* #REQUIRED

*Example*

```
<altName type="nick">The Vercelli Book</altName>
```

*Class*

*Declaration*

```
- - (#PCDATA)<!ATTLIST altName
    %a.global;
    type CDATA #REQUIRED>
```

*See further* 23 (The Manuscript Identifier)

**<author>** identifies the primary author of the work or works contained in a manuscript.

*Attributes*

**attested** indicates whether the attribution is explicitly attested in the manuscript.

*Datatype* yes|no|unk

*Sample values include:*

**yes** the attribution is made on the basis of a claim in the ms.

**added** the attribution is made on the basis of a claim added by a subsequent hand in the ms.

**no** the attribution is made on the basis of other evidence.

**unk** the attribution may or may not be attested in the ms.

*Default* unk

**accepted** indicates whether or not the authorship attribution is generally accepted.

*Datatype* a|y|n|u

*Sample values include:*

**a** the attribution is generally accepted as an attribution.

**y** the attribution is generally accepted to be true.

**n** the attribution is generally accepted to be false.

**u** no claim is made concerning truth of the attribution.

*Default* a

*Example*

```
<author key="LAFMA" accepted="y" attested="no">
    La Fayette, Marie Madeleine Pioche de la Vergne,
    comtesse de (1634-1693)
</author>
```

*Example*

```
<author>
  <name key="LAFMA"
    reg="La Fayette, Marie Madeleine Pioche de la Vergne,
      comtesse de (1634-1693)">
    Mme de La Fayette</name>
</author>
```

*Note* Wherever possible, the content of this element should contain the name in the form proposed by a generally recognized authority list.

*Content* Any string of characters and phrase-level tags.

*Declaration*

```
%mm; (%phrase.seq)<!ATTLIST author
  %a.global;
  attested yes|no|unk "unk"
  accepted a|y|n|u "a">
```

*See further* 25.1 (The <msItem> element)

**<binding>** contains a description of one binding, i.e. type of covering, boards, etc. applied to a manuscript

*Attributes*

**contemporary** specifies whether or not the binding is contemporary with the majority of its contents

*Datatype* (yes|no|unk)

*Sample values include:*

**yes** the binding is contemporaneous with its contents  
**no** the binding is not contemporaneous with its contents  
**unk** the date of either binding or manuscript is unknown

*Default* 'unk'

*Example*

```
<binding contemporary="yes">
  <p>Contemporary blind stamped leather over wooden
  boards with evidence of a fore edge clasp closing
  to the back cover.</p>
</binding>
```

*Example*

```
<bindingDesc>
  <binding contemporary="no">
    <p>Quarter bound by the Phillipps' binder, Bretherton,
    with his sticker on the front pastedown.</p>
  </binding>
  <binding contemporary="no">
    <p>Rebound by an unknown 19th c. company; edges cropped and
    gilt.</p>
  </binding>
</bindingDesc>
```

*Class**Declaration*

```
- - (p|decoNote)+<!ATTLIST binding
  %a.global;
  contemporary (yes|no|unk) "'unk'">
```

*See further* 26.4 (Foliation, additions, and condition)

**<bindingDesc>** describes the present and former bindings of a manuscript, either as a series of paragraphs or as a series of distinct <binding> elements, one for each binding of the manuscript.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<bindingDesc>
  <p>Sewing not visible; tightly rebound over
```

19th-cent. pasteboards, reusing panels of 16th-cent. brown leather with gilt tooling &grave; la fanfare, Paris c. 1580-90, the centre of each cover inlaid with a 17th-cent. oval medallion of red morocco tooled in gilt (perhaps replacing the identifying mark of a previous owner); the spine similarly tooled, without raised bands or title-piece; coloured endbands; the edges of the leaves and boards gilt.Boxed.</p>
 </bindingDesc>

#### Class

##### Declaration

```
- - ((p|decoNote)+ | (overview?, binding+))<!ATTLIST bindingDesc
    %a.global;>
```

See further 26.4 (Foliation, additions, and condition)

**<birth>** contains information about a person's birth, in particular its date and place.

#### Attributes

**date** specifies the date of birth in an ISO standard form (yyyy-mm-dd).

*Datatype* %ISO-date

*Values* a date in ISO standard form (yyyy-mm-dd).

*Default* #IMPLIED

#### Example

```
<birth notBefore="1900" notAfter="1920">
  Before 1920, East Midlands region.</birth>
```

#### Example

```
<birth date="1960-12-10">In a small cottage near
<name type=place>Solihull</name>,
early in the morning of <date>10 Dec 1960</date>
</birth>
```

#### Class ;

##### Declaration

```
- - ((#PCDATA|date|placeName|ptr|ref|note)*)<!ATTLIST birth
    %a.global;
    date %ISO-date #IMPLIED>
```

See further 22.4 (Names of persons, places, and organizations)

**<catchwords>** contains discussion of the catchwords found within a manuscript.

*Attributes* No attributes other than those globally available (see definition for a.global)

#### Class

##### Declaration

```
- - (%phrase.seq;)<!ATTLIST catchwords
    %a.global;>
```

See further 22.5 (Catchwords, signatures, secundo folio)

**<collation>** contains a description of how the leaves or bifolia are physically arranged.

*Attributes* No attributes other than those globally available (see definition for a.global)

#### Example

```
<collation>
<p>The written leaves preceded by an original flyleaf,
conjoint with the pastedown.</p>
</collation>
```

*Example*

```
<collation>
<p>
<formula>1-5.8 6.6 (catchword, f. 46, does not match following text)
7-8.8 9.10, 11.2 (through f. 82) 12-14.8 15.8(-7)</formula>
<catchwords>Catchwords are written horizontally in center
or towards the right lower margin in various manners:
in red ink for quires 1-6 (which are also signed in red
ink with letters of the alphabet and arabic numerals);
quires 7-9 in ink of text within yellow decorated frames;
quire 10 in red decorated frame; quire 12 in ink of text;
quire 13 with red decorative slashes; quire 14 added in
cursive hand.</catchwords>
</p></collation>
```

*Declaration*

```
- - (p+)<!ATTLIST collation
    %a.global;>
```

*See further* 26.1 (Physical form of the whole ms)

**<collection>** contains the name of a collection of manuscripts, not necessarily located within a single repository.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Class*

*Declaration*

```
- - (#PCDATA)<!ATTLIST collection
    %a.global;>
```

*See further* 23 (The Manuscript Identifier)

**<colophon>** contains the text of any *colophon* attached to a particular manuscript item: that is, an inscription, usually found at a break point such as the end of a text or codex, usually containing information about the production of the manuscript, such as the name of the scribe, the date and place of the copying, the person who commissioned the copying, etc.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<colophon>Ricardus Franciscus Scripsit Anno Domini 1447.</colophon>
<colophon>Explicit expliceat/scriptor ludere eat.</colophon>
```

*Class*

*Declaration*

```
- - (%phrase.seq;)<!ATTLIST colophon
    %a.global;>
```

*See further* 25.1 (The <msItem> element)

**<condition>** contains a description of the physical condition of the manuscript.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Class*

*Declaration*

```
- - (p+)<!ATTLIST condition
    %a.global;>
```

*See further* 26.4 (Foliation, additions, and condition)

**<custEvent>** describes a single event during the custodial history of a manuscript or manuscript.

*Attributes*

**type** specifies the type of event, for example conservation, photography, exhibition, etc.

*Datatype* CDATA

*Values* any convenient typology may be used

*Default* #IMPLIED

*Example*

```
<custEvent type="photography">
<date>12 Dec 1964</date>
<p>Photographed by David Cooper</p>
</custEvent>
```

*Class*

*Declaration*

```
- - (p+)<!ATTLIST custEvent
    %a.global;
    type CDATA #IMPLIED>
```

*See further* 28.1.2 (Availability and custodial history)

**<custodialHist>** contains a description of a manuscript's custodial history, either as running prose or as a series of dated custodial events.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<custodialHist>
<custEvent type="conservation" notBefore="1961-03" notAfter="1963-02">
<p>Conserved between March 1961 and February 1963 at Birgitte Dalls
Konserveringsv&aelig;rksted.</p></custEvent>
<custEvent type="photography" notBefore="1988-05-01" notAfter="1988-05-30">
<p>Photographed in May 1988 by AMI/FA.</p></custEvent>
<custEvent type="transfer/dispatch" notBefore="1989-11-13" notAfter="1989-11-
13" >
<p>Dispatched to Iceland 13 November 1989.</p></custEvent>
</custodialHist>
```

*Class*

*Declaration*

```
- - (p+ | custEvent+)<!ATTLIST custodialHist
    %a.global;>
```

See further 28.1.2 (Availability and custodial history)

**<death>** contains information about a person's death, notably its date and place.

*Attributes*

**date** specifies the date of death in an ISO standard form (yyyy-mm-dd).

*Datatype* %ISO-date

*Values* a date in ISO standard form (yyyy-mm-dd).

*Default* #IMPLIED

*Example*

```
<death notBefore="1900" notAfter="1920">
  Before 1920, East Midlands region.</death>
```

*Example*

```
<death date="1960-12-10">In a small cottage near
<name type=place>Solihull</name>,
early in the morning of <date>10 Dec 1960</date>
</death>
```

*Class* ;

*Declaration*

```
- - ((#PCDATA|date|placeName|ptr|ref|note)*)<!ATTLIST death
    %a.global;
    date %ISO-date #IMPLIED>
```

See further 22.4 (Names of persons, places, and organizations)

**<decoNote>** contains a note describing either a decorative component of a manuscript, or a fairly homogenous class of such components.

*Attributes*

**type** specifies the kind of decorative feature being described

*Datatype* CDATA

*Values* Any convenient typology may be used

*Default* #IMPLIED

**subtype** supplies a further sub-categorization of the value specified by the **type** attribute.

*Datatype* CDATA

*Values* Any convenient typology may be used

*Default* #IMPLIED

**technique** the note primarily concerns the technique or style of the decorative features

*Datatype* CDATA

*Values* Any convenient typology may be used

*Default* #IMPLIED

**quality** the note contains an assessment of the aesthetic quality of the decorative feature

*Datatype* CDATA

*Values* Any convenient typology may be used

*Default* #IMPLIED

**figurative** indicates whether the note concerns purely figurative aspects of the decoration

*Datatype* (yes|no|na)

*Sample values include:*

**yes** figurative features are discussed

**no** figurative features are not discussed

**na** not applicable

*Default* 'na'

**illustrative** indicates whether the note concerns purely illustrative aspects of the decoration

*Datatype* (y|n|u)

*Sample values include:*

y illustrative features are discussed  
 n illustrative features are not discussed  
 u unknown or inapplicable

*Default* 'u'

*Example*

```
<decoration>
<decoNote type="initial">
<p>The start of each book of the Bible with
a 10-line historiated illuminated initial;
prefaces decorated with 6-line blue initials
with red penwork flourishing; chapters marked by
3-line plain red initials; verses with 1-line initials,
alternately blue or red.</p>
</decoNote></decoration>
```

*Declaration*

```
- - (p+)<!ATTLIST decoNote
  %a.global;
  type CDATA #IMPLIED
  subtype CDATA #IMPLIED
  technique CDATA #IMPLIED
  quality CDATA #IMPLIED
  figurative (yes|no|na) "'na'"
  illustrative (y|n|u) "'u'">
```

*See further* 26.3 (Decoration and binding)

**<decoration>** contains a description of the decoration of a manuscript, either as a sequence of paragraphs, or as a sequence of topically organised **<decoNote>** elements.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<decoration>
<p>The start of each book of the Bible with a 10-line historiated
illuminated initial; prefaces decorated with 6-line blue initials with red
penwork flourishing; chapters marked by 3-line plain red initials; verses
with 1-line initials, alternately blue or red.</p>
</decoration>
```

*Declaration*

```
- - (p+|decoNote+)<!ATTLIST decoration
  %a.global;>
```

*See further* 26.3 (Decoration and binding)

**<depth>** contains a measurement measured across the spine.

*Example*

```
<depth units="in">4</depth>
```

*Class*



*Declaration*

```
- - (#PCDATA)<!ATTLIST depth
    %a.global;>
```

*See further* 22.2 (Dimensions)

**<dimensions>** contains any kind of dimensional specification.

*Attributes*

**type** indicates which aspect of the object is being measured. For manuscripts, example values might include:

*Datatype* CDATA

*Sample values include:*

**leaves** dimensions relate to one or more leaves (e.g. a single leaf, a gathering, or a separately bound part)

**ruled** dimensions relate to the area of a leaf which has been ruled in preparation for writing.

**pricked** dimensions relate to the area of a leaf which has been pricked out in preparation for ruling (used where this differs significantly from the ruled area, or where the ruling is not measurable).

**written** dimensions relate to the area of a leaf which has been written, with the height measured from the top of the minims on the top line of writing, to the bottom of the minims on the bottom line of writing.

**miniatures** dimensions relate to the miniatures within the manuscript

**binding** dimensions relate to the binding in which the codex or manuscript is contained

**box** dimensions relate to the box or other container in which the manuscript is stored.

*Default* #IMPLIED

*Example*

```
<dimensions type="leaves">
  <height scope="range">157-160</height>
  <width>105</width>
</dimensions>
<dimensions type="ruled">
  <height scope="most">90</height>
  <width scope="most">48</width>
</dimensions>
<dimensions type="leaves">
  Most leaves are 140 x 100 mm. but the outer gatherings are about
  5 mm. taller.</dim>
<dimensions units="in">12 x 10 x 3</dimensions>
```

*Declaration*

```
- - ((#PCDATA|height|width|depth)*)<!ATTLIST dimensions
    %a.global;
    type CDATA #IMPLIED>
```

*See further* 22.2 (Dimensions)

**<explicit>** contains the text of any *explicit* attached to a particular manuscript item, that is, the closing words of a text or a section of a text, sometimes used as a kind of title, possibly followed by one or more rubrics or colophons.

*Attributes*

**defective** indicates whether the explicit as given is defective, i.e. incomplete.

*Datatype* (yes|no|unk)

*Values* Yes, No, or Unknown

*Default* no

**type** specifies the type of explicit, e.g. whether it is a formal closing for the work.

*Datatype* CDATA

*Values* A typology has yet to be defined

*Default* #IMPLIED

*Example*

```
<explicit>sed libera nos a malo.</explicit>
<rubric>Hic explicit oratio qui
dicitur dominica.</rubric>

<explicit type="defective">ex materia quasi et forma sibi
proporti<gap></explicit>

<explicit type="reverse">saued be shulle that doome of day the at
</explicit>
```

*Class**Declaration*

```
- - ( %phrase.seq;)<!ATTLIST explicit
    %a.global;
    defective (yes|no|unk) "no"
    type CDATA #IMPLIED>
```

*See further* 25.1 (The <msItem> element)

**<foliation>** describes the numbering system or systems used to count the leaves or pages in a codex.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<foliation><p>Contemporary foliation in red
roman numerals in the centre
of the outer margin.</p></foliation>
```

*Declaration*

```
- - (p+)<!ATTLIST foliation
    %a.global;>
```

*See further* 26.4 (Foliation, additions, and condition)

**<form>** contains a description of the physical format of the manuscript.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<form>
Three vellum pieces sewn together to make a roll.
</form>
```

*Example*

```
<form>
Seven volumes.
</form>
```

*Declaration*

```
- - (p+)<!ATTLIST form
    %a.global;>
```

*See further* 26.1 (Physical form of the whole ms)

**<handDesc>** describes a particular style or hand distinguished within a manuscript.

*Attributes*

**scribe** gives a standard name or other identifier for the scribe believed to be responsible for this hand.

*Datatype* CDATA

*Values* 'tremulous hand', 'Hoccleve', etc.

*Default* #IMPLIED

**script** characterizes the particular script or writing style used by this hand.

*Datatype* CDATA

*Values* 'secretary', 'copperplate', 'Chancery', 'Italian', etc.

*Default* #IMPLIED

**medium** describes the tint or type of ink, e.g. 'brown', or other writing medium, e.g. 'pencil',

*Datatype* CDATA

*Default* #IMPLIED

**scope** specifies how widely this hand is used in the manuscript.

*Datatype* (sole|major|minor)

*Sample values include:*

**sole** only this hand is used throughout the manuscript

**major** this hand is used through most of the manuscript

**minor** this hand is used occasionally in the manuscript

*Default* #IMPLIED

*Example*

```
<handDesc><p>Written in insular phase II half-uncial
with interlinear Old English gloss in an Anglo-Saxon
pointed minuscule.</p></handDesc>
```

*Declaration*

```
- - (p+ |(overview?, palaeography?, orthography?,
    morphology?)<!ATTLIST handDesc
    %a.global;
    scribe CDATA #IMPLIED
    script CDATA #IMPLIED
    medium CDATA #IMPLIED
    scope (sole|major|minor) #IMPLIED>
```

*See further* 26.2 (Writing and Notations)

**<height>** contains a measurement measured along the axis parallel to the spine.

*Example*

```
<height units="in">4</height>
```

#### Class

##### Declaration

```
- - (#PCDATA)<!ATTLIST height
    %a.global;>
```

*See further* 22.2 (Dimensions)

**<heraldry>** contains a heraldic formula or phrase occurring within such components as blazons, coats of arms, etc. found within a manuscript .

*Attributes* No attributes other than those globally available (see definition for a.global)

##### Example

```
Ownership stamp (xvii cent.) on i recto with the arms
<heraldry>A bull passant within a bordure bezanty,
in chief a crescent for difference</heraldry> [Cole],
crest, and the legend <q>Cole Deum</q>.'
```

##### Declaration

```
- - (%phrase.seq;)<!ATTLIST heraldry
    %a.global;>
```

*See further* 22.6 (Heraldry)

**<history>** groups elements describing the full history of a manuscript or manuscript part.

*Attributes* No attributes other than those globally available (see definition for a.global)

##### Example

```
<history>
<origin><p>Written in Durham during the mid twelfth
century.</p></origin>
<provenance><p>Recorded in two medieval
catalogues of the books belonging to Durham Priory, made in 1391 and
1405.</p>
<p>Given to W. Olleyf by William Ebchester, Prior (1446-56)
and later belonged to Henry Dalton, Prior of Holy Island (Lindisfarne)
according to inscriptions on ff. 4v and 5.</p>
</provenance>
<acquisition><p>Presented to Trinity College in 1738 by
Thomas Gale and his son Roger.</p></acquisition>
</history>
```

##### Declaration

```
- - (p+ | (origin?, provenance*, acquisition?))<!ATTLIST history
    %a.global;>
```

*See further* 27 (History)

**<incipit>** contains the text of any *incipit* attached to a particular manuscript item, that is the opening words of a text, frequently used as a form of identifier for it; it may be preceded by one or more rubrics, and may be *defective*.

*Attributes*

**defective** indicates whether the incipit as given is defective, i.e. incomplete.

*Datatype* (yes|no|unk)

*Values* Yes, No, or Unknown

*Default* no

**type** specifies the type of incipit, e.g. whether it introduces a work, is biblical, legal, etc.

*Datatype* CDATA

*Values* A typology has yet to be defined

*Default* #IMPLIED

*Example*

```
<incipit>Pater noster qui es in celis</incipit>

<incipit defective ="yes">
<gap/>tatem dedit hominibus alleluia.
<rubric>Capitulum,</rubric> Primum quidem
sermonem feci de omnibus</incipit>

<incipit type="biblical">Ghif ons huden onse dagelix
broet</incipit>

<incipit>O onghoerde gewerdighe christi</incipit>

<incipit type="lemma">Firmiter</incipit>

<incipit>Ideo dicit firmiter quia
ordo fidei nostre probari non potest</incipit>
```

*Class**Declaration*

```
- - (%phrase.seq;)<!ATTLIST incipit
    %a.global;
    defective (yes|no|unk) "no"
    type CDATA #IMPLIED>
```

*See further* 25.1 (The <msItem> element)

**<institution>** contains the name of an organization, such as a University or Library, within which a manuscript repository is located.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Class**Declaration*

```
- - (#PCDATA)<!ATTLIST institution
    %a.global;>
```

*See further* 23 (The Manuscript Identifier)

**<layout>** contains a description of ruling technique and layout.

*Attributes*

**columns** specifies the number of columns per page

*Datatype* CDATA

*Values* either a whole number or the string "NA" (not applicable)

*Default* '1'

**ruledLines** specifies the number of ruled lines per column

*Datatype* CDATA

*Values* may be given as a pair of numbers (a range), as a whole number, or as the string "NA" (not applicable)

*Default* #IMPLIED

**writtenLines** specifies the number of written lines per column

*Datatype* CDATA

*Values* may be given as a pair of numbers (a range), as a whole number, or as the string "NA" (not applicable)

*Default* #IMPLIED

*Example*

```
<layout ruledLines="25-32">
<p>Most pages have between 25 and 32 long lines ruled in lead.</p>
</layout>
```

*Example*

```
<layout columns="2" ruledLines="42">
<p>2 columns of 42 lines ruled in ink, with central rule
between the columns.</p>
</layout>
```

*Declaration*

```
- - (p+)<!ATTLIST layout
    %a.global;
    columns CDATA "'1'"
    ruledLines CDATA #IMPLIED
    writtenLines CDATA #IMPLIED>
```

*See further* 26.2 (Writing and Notations)

**<locus>** defines a location within a manuscript or manuscript part, usually as a (possibly discontinuous) sequence of folio references.

*Attributes*

**scheme** identifies the foliation scheme in terms of which the location is being specified

*Datatype* CDATA

*Values* Identifies a foliation scheme, as further defined in the <foliation> element

*Default* #IMPLIED

**from** specifies the starting point of the location in a normalised form

*Datatype* CDATA

*Values* typically this will be a page number

*Default* #IMPLIED

**to** specifies the end-point of the location in a normalized form

*Datatype* CDATA

*Values* typically this will be a page number

*Default* #IMPLIED

**targets** supplies identifiers of associated page images

*Datatype* IDREFS

*Values* a list of SGML identifiers, either of <figure> elements within a transcript containing digitized page images, or of <xptr> elements linked to such images

*Default* #IMPLIED

*Example*

```
<locus targets="P12 P13 P14 P16">fol's 12-14, 16r</locus>
```

*Class**Declaration*

```
- - (#PCDATA)<!ATTLIST locus
  %a.global;
  scheme CDATA #IMPLIED
  from CDATA #IMPLIED
  to CDATA #IMPLIED
  targets IDREFS #IMPLIED>
```

*See further* 22.3 (References to manuscript locations)

**<material>** contains a phrase describing the material of which any part of a manuscript or binding is composed.

*Example*

```
<!-- to be supplied-->
```

*Class**Declaration*

```
- - (%phrase.seq;)<!ATTLIST material
  %a.global;>
```

*See further* 22.1 (Origination and material)

**<msContents>** describes the intellectual content of a manuscript or manuscript part either as a series of paragraphs or as a series of structured manuscript items.

*Attributes*

**class** identifies the text types or classifications applicable to this item

*Datatype* IDREFS

*Values* One or more codes, each of which is used as the identifier for a text classification element supplied in the TEI Header **<textClass>** element.

*Default* #IMPLIED

**defective** indicates whether the work contained is defective, i.e. incomplete.

*Datatype* (yes|no|unk)

*Values* Yes, No, or Unknown

*Default* no

*Example*

```
<msContents>
<p>A collection of Lollard sermons</p>
</msContents>
```

*Example*

```
<msContents>
<msItem n="1"><locus>fol's. 5r -7v</locus>
<title>An ABC</title>
<bibl><title>IMEV</title> <biblScope>239</biblScope></bibl></msItem>
<msItem n="2"><locus>fol's. 7v -8v</locus>
<title lang="FRA">Lenvoy de Chaucer a Scogan</title>
```

```

<bibl><title>IMEV</title>
<biblScope>3747</biblScope></bibl></msItem>
<msItem n="3"><locus>fol. 8v</locus><title>Truth</title>
<bibl><title>IMEV</title> <biblScope>809</biblScope></bibl></msItem>
<msItem n="4"><locus>fols. 8v-10v</locus>
<title>Birds Praise of Love</title>
<bibl><title>IMEV</title> <biblScope>1506</biblScope></bibl></msItem>
<msItem n="5"><locus>fols. 10v -11v</locus>
<title lang="LAT">De amico ad amicam</title>
<title lang="LAT">Responcio</title>
<bibl><title>IMEV</title> <biblScope>16 & 19</biblScope></bibl></msItem>
<msItem n="6"><locus>fols. 14r-126v</locus>
<title>Troilus and Criseyde</title>
<note>Bk. 1:71-Bk. 5:1701, with additional losses due to
mutilation throughout</note>
</msItem>
</msContents>

```

### Class

#### Declaration

```

- - (p+|(overview?, msItem+))<!ATTLIST msContents
    %a.global;
    class IDREFS #IMPLIED
    defective (yes|no|unk) "no">

```

See further 25 (Intellectual Content)

**<msDescription>** contains a description of a single identifiable manuscript or manuscript part

### Attributes

**type** specifies the type of manuscript being described, for example as 'diploma', 'codex' etc.

*Datatype* CDATA

*Values* Typology to be defined

*Default* #IMPLIED

**status** specifies the compositional status of a manuscript or manuscript part.

*Datatype* (uni|compo|frag|def|unknown)

*Sample values include:*

**uni** unitary: the manuscript is a complete entity which exists as a single unit.

**compo** composite: the manuscript is a complete entity comprising multiple units of different origin.

**frag** fragmentary: a leaf, a part of a leaf, or a manuscript from which the majority of leaves are missing.

**def** defective: a ms from which a minority of the leaves are missing.

**unknown** unknown or unstated.

*Default* 'uni'

### Example

```

<msDescription>
<msIdentifier>
<city>Oxford</city>
<repository>Bodleian Library</repository>
<idNo type="Bod">MS Poet. Rawl. D. 169.</idNo></msIdentifier>
<msSummary>
<author>Geoffrey Chaucer</author>
<title>The Canterbury Tales</title>
<origDate>1345</origDate>
<origPlace>Surbiton</origPlace>

```



```

</msSummary>
</msDescription>

```

*Declaration*

```

-- (msIdentifier, msHeading?,
                                     msContents?,
                                     physDesc?,    history?,
                                     additional?,  msPart*)

<!ATTLIST msDescription
    %a.global;
    type CDATA #IMPLIED
    status (uni|compo|frag|def|unknown) "'uni'">

```

*See further* 1 (Introduction)

**<msHeading>** contains a brief structured description of a manuscript.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```

<msHeading>
<author>Domenico Cavalca</author>
<title>Vite dei santi padri</title>
<origPlace>Naples</origPlace>
<origDate>1474</origDate>
</msHeading>

```

*Class*

*Declaration*

```

--
                                     (#PCDATA|author|respStmt|title|origPlace|origDate|textLang|note)* <!AT-
TLIST msHeading
    %a.global;>

```

*See further* 24 (The Manuscript Heading)

**<msIdentifier>** contains the information required to identify a given manuscript or manuscript part uniquely within its holding institution.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```

<msIdentifier>
<settlement>San Marino</settlement>
<repository>Huntington Library</repository>
<idno>MS.E1.26.C.9</idno>
</msIdentifier>

```

*Class*

*Declaration*

```

-- (country?, region?, settlement,
    institution?, repository, collection?,
    idno, altName*)<!ATTLIST msIdentifier
    %a.global;>

```

*See further* 23 (The Manuscript Identifier)

**<msItem>** describes an individual work or item within the intellectual content of a manuscript or manuscript part.

*Attributes*

**class** identifies the text types or classifications applicable to this item

*Datatype* IDREFS

*Values* One or more codes, each of which is used as the identifier for a text classification element supplied in the TEI Header <textClass> element.

*Default* #IMPLIED

**defective** indicates whether the item being described is defective, i.e. incomplete.

*Datatype* (yes|no|unk)

*Values* Yes, No, or Unknown

*Default* no

*Example*

```
<msItem>
<locus>ff. 1r-24v</locus>
<title>Agrip af Noregs konunga s&ouml;gum</title>
<incipit>regi oc h<expan>ann</expan> setiho
<gap reason="illegible" extent="7"/>sc
heim se<expan>m</expan> &thorn;io</incipit>
<explicit>h<expan>on</expan> hev<expan>er</expan>
<expan>oc</expan>&thorn;a buit hesta .ij. aNan vi&thorn;
f&eacute; enh<expan>on</expan>o<expan>m</expan> aNan til
rei&thorn;<expan>ar</expan></explicit>
<textLang langKey="ONI">Old Norse/Icelandic</textLang>
```

*Class*

*Declaration*

```
- - (locus?, (author|respStmt|title
|rubric|incipit|explicit|colophon|decoNote|langUsage|listBibl
|q|bibl|summary|note|msItem *)*)<!ATTLIST msItem
%a.global;
class IDREFS #IMPLIED
defective (yes|no|unk) "no">
```

*See further* 25.1 (The <msItem> element)

**<msPart>** contains information about an originally distinct manuscript or manuscript fragment now forming part of a composite manuscript.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Declaration*

```
- - (idno?, msHeading?, msContents?,
physDesc?, history?, additional?,
msPart*)<!ATTLIST msPart
%a.global;>
```

*See further* 29 (Manuscript Parts)

**<msWriting>** contains a description of all the different kinds of writing used in a manuscript.

*Attributes*

**hands** specifies the number of distinct hands identified within the manuscript

*Datatype* CDATA

*Values* A whole number, or the string "many"

*Default* #IMPLIED

*Example*

```
<msWriting>
<p>Written in <term>angelicana formata</term>.</p>
</msWriting>
```

*Example*

```
<msWriting hands="2">
<p>The manuscript is written in two contemporary hands, otherwise
unknown, but clearly those of practised scribes. Hand I writes
ff. 1r-22v and hand II ff. 23 and 24. Some scholars, notably
Verner Dahlerup and Hreinn Benediktsson, have argued for a third hand
on f. 24, but the evidence for this is insubstantial.</p>
</msWriting>
```

*Declaration*

```
- - ((handDesc|p)+)<!ATTLIST msWriting
    %a.global;
    hands CDATA #IMPLIED>
```

*See further* 26.2 (Writing and Notations)

**<musicNotation>** contains description of type of musical notation.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<musicNotation>
<p>Square notation of 4-line red staves.</p>
</musicNotation>
```

*Example*

```
<musicNotation>
<p>Neumes in campo aperto of the St. Gall type.</p>
</musicNotation>
```

*Declaration*

```
- - (p+)<!ATTLIST musicNotation
    %a.global;>
```

*See further* 26.2 (Writing and Notations)

**<name>** contains a proper noun or noun phrase.

*Attributes*

**type** indicates the type of thing being named.

*Datatype* (person|female|place|org|other)

*Sample values include:*

**person** names a person, gender unknown or unmarked

**female** names a person, gender female

**place** names a place

**org** names an organization

**other** names some other entity

*Default* "person"

**role** indicates the role of the thing being named.

*Datatype* CDATA

*Values* Typical values for the Master project include scribe, binder, artist, owner, scholar, translator, annotator, compiler, adapter, dedicatee, patron, commissioner

*Default* #IMPLIED

**reg** provides a regularized form of the name.

*Datatype* CDATA

*Values* The form supplied should conform to local norms and should be taken from an authority file

*Default* #IMPLIED

**key** supplies a reference to the unique identifier used for some other element, typically a <person>, which contains more detailed information about the thing being named.

*Datatype* IDREF

*Values* An element must exist elsewhere in the document with an [id](#) attribute taking the value specified

*Default* #IMPLIED

*Example*

```
<name type="place">Villingaholt</name>
<name type="person" role="scribe">Hoccleve</name>
<name type="person" role="scribe" key="HOC001">Hoccleve</name>
<name type="org" role="owner" reg="Koninklijke Bibliotheek">Royal Library</name>
```

*Note* This is a redefinition of the standard TEI <name> element, with an additional attribute ([role](#))

*Declaration*

```
- - (%phrase.seq;)<!ATTLIST name
    %a.global;
    type (person|female|place|org|other) ""person""
    role CDATA #IMPLIED
    reg CDATA #IMPLIED
    key IDREF #IMPLIED>
```

*See further* 22.4 (Names of persons, places, and organizations)

**<origDate>** contains any form of date, used to identify the date of origin for a manuscript or manuscript part.

*Attributes* No attributes other than those globally available (see definition for [a.global](#))

*Example*

```
<origDate>3rd century BCE</origDate>
```

*Class* ;

*Declaration*

```
- - (#PCDATA)<!ATTLIST origDate
    %a.global;>
```

*See further* 22.1 (Origination and material)

**<origin>** contains any descriptive or other information concerning the origin of a manuscript or manuscript part.

*Attributes* No attributes other than those globally available (see definition for [a.global](#))

*Example*

```
<origin notBefore="1802" notAfter="1845" evidence="internal">
<p>Copied in <name type=origPlace>Derby</name>, probably from an
old Flemish original, between 1802 and 1845..</p>
</origin>
```

*Class**Declaration*

```
- - (p+)<!ATTLIST origin
    %a.global;>
```

*See further* 27 (History)

**<origPlace>** contains any form of place name, used to identify the place of origin for a manuscript or manuscript part.

*Attributes*

**reg** provides a regularized form of the name.

*Datatype* CDATA

*Values* The form supplied should conform to local norms and should be taken from an authority file

*Default* #IMPLIED

*Example*

```
<origPlace>Birmingham</origPlace>
```

*Class**Declaration*

```
- - (#PCDATA)<!ATTLIST origPlace
    %a.global;
    reg CDATA #IMPLIED>
```

*See further* 22.1 (Origination and material)

**<overview>** contains the introductory section of any specialised component of a manuscript description.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Declaration*

```
- - (p+)<!ATTLIST overview
    %a.global;>
```

*See further* 26 (Physical Description)

**<person>** provides structured biographical and other information about any person referenced in a manuscript description.

*Attributes*

**role** specifies the chief role of the person (e.g. as author, scribe, owner etc.)

*Datatype* CDATA

*Values* a set of keywords to be defined

*Default* #IMPLIED

**sex** specifies the sex of the person.

*Datatype* (m | f | u )

*Sample values include:*

m male  
f female  
u unknown or inapplicable

*Default* "m"

**age** specifies the age group to which the participant belongs.

*Datatype* CDATA

*Values* suggested values are to be supplied

*Default* #IMPLIED

*Example*

```
<person id="H0CC01" sex="m" role="scribe">
  <p>Robert Hoccleve, born c.1368 in London, died in
  Southwick c. 1450. Poet and tragedian, he lived in
  Chester, and was for many years a Clerk, in the
  office of the Privy Seal</p>
</person>
```

*Content* May contain a prose description organized as paragraphs, or any sequence of demographic elements in any combination.

*Declaration*

```
%mm; (p+ | (persName*, birth?, death?,
                                     (occupation|residence)* ))<!ATTLIST person
    %a.global;
    role CDATA #IMPLIED
    sex (m | f | u ) ""m""
    age CDATA #IMPLIED>
```

*See further* 22.4 (Names of persons, places, and organizations)

**<physDesc>** contains a full physical description of a manuscript, either as a sequence of paragraphs, or as a series of more specialised elements.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Class*

*Declaration*

```
- - (p+ |
    (form?, support?, extent?, collation?,
    layout?, msWriting?,
    music?, decoration?,
    bindingDesc?, foliation?,
    paratext?, additions?, condition?))<!ATTLIST physDesc
    %a.global;>
```

*See further* 26 (Physical Description)

**<provenance>** contains any descriptive or other information concerning a single identifiable episode during the history of a manuscript or manuscript part, after its creation but before its acquisition.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```

<provenance>
<p>Listed as the property of Lawrence Sterne in 1788.
</provenance>
<provenance>
<p>Sold at Sothebys in 1899.
</provenance>

```

*Class**Declaration*

```

- - (p+)<!ATTLIST provenance
    %a.global;>

```

*See further* 27 (History)

**<recordHist>** provides information about the source and revision status of the parent manuscript description itself.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```

<recordHist>
<source><p>Derived from <ref target="IMEV123">IMEV 123</ref> with addi-
tional research
by P.M.W.Robinson</p></source>
<change><date>23 June 1999</date>
<respStmt><name>LDB</name><resp>editor</resp></respStmt>
<item>checked examples against DTD version 3.6</item>
</change>

```

*Class**Declaration*

```

- - (source, change*)<!ATTLIST recordHist
    %a.global;>

```

*See further* 28.1 (Administrative Information)

**<remarks>** contains any comments or remarks not forming part of the description proper, for use by the cataloguer.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Declaration*

```

- - (p+)<!ATTLIST remarks
    %a.global;>

```

*See further* 28.1 (Administrative Information)

**<repository>** contains the name of a repository (usually a distinct physical building) within which manuscripts are stored, forming part of an institution.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Class**Declaration*

```

- - (#PCDATA)<!ATTLIST repository

```

```
%a.global;>
```

See further 23 (The Manuscript Identifier)

**<rubric>** contains the text of any rubric or heading attached to a particular manuscript item, that is, a string of words whereby a manuscript signals a text division (e.g. beginning, book, chapter, end) which is in some way set off from the text itself, usually in red ink, or by use of different size or type of script, lining, or other such visual device. .

*Attributes*

**type** specifies the type of rubric, e.g. whether it is at the start or end of the item.

*Datatype* CDATA

*Values* A typology has yet to be defined

*Default* #IMPLIED

*Example*

```
<rubric>Explicit le romans de la Rose ou l'art d'amours est toute
enclose.</rubric>
<rubric>Nu koma Skyckiu Rym<expan>ur</expan>.</rubric>
<rubric><locus>16. f. 28v in margin: </locus>Dicta Cassiodori</rubric>
```

*Class*

*Declaration*

```
- - (%phrase.seq;)<!ATTLIST rubric
    %a.global;
    type CDATA #IMPLIED>
```

See further 25.1 (The <msItem> element)

**<secfol>** The word or words that a cataloguer, typically medieval but possibly modern as well, might take from a fixed point in all the codices he is describing (the beginning of the second leaf, the beginning of the second column, the beginning of the penultimate leaf, the end of the penultimate leaf, and so on) in order to provide a unique identifier to the particular codex.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<secFol>(con-)versio morum</secFol>
```

*Class*

*Declaration*

```
- - (%phrase.seq;)<!ATTLIST secfol
    %a.global;>
```

See further 22.5 (Catchwords, signatures, secundo folio)

**<signatures>** contains discussion of the leaf or quire signatures found within a codex.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*



<signatures>Quire and leaf signatures in letters, [b]-v, and roman numerals; those in quires 10 (1) and 17 (s) in red ink and different from others; every third quire also signed with red crayon in arabic numerals in the center lower margin of the first leaf recto: "2" for quire 4 (f. 19), "3" for quire 7 (f. 43); "4," barely visible, for quire 10 (f. 65), "5," in a later hand, for quire 13 (f. 89), "6," in a later hand, for quire 16 (f. 113).</p></signatures>

#### Class

##### Declaration

```
- - (%phrase.seq;)<!ATTLIST signatures
    %a.global;>
```

See further 22.5 (Catchwords, signatures, secundo folio)

**<source>** describes the original source for the information contained with a manuscript description.

*Attributes* No attributes other than those globally available (see definition for a.global)

##### Example

```
<source><p>Derived from <ref target="STAN60">Stanley (1960)</ref>
</p></source>
```

#### Class

##### Declaration

```
- - (p+)<!ATTLIST source
    %a.global;>
```

See further 28.1.1 (Record History)

**<summary>** contains a brief summary of the contents of an item provided by the cataloguer

*Attributes* No attributes other than those globally available (see definition for a.global)

##### Example

```
<summary>
This item consists of three books with a prologue and an epilogue.
</summary>
```

#### Class

##### Declaration

```
%mm; (%phrase.seq;)<!ATTLIST summary
    %a.global;>
```

See further 25.1 (The <msItem> element)

**<support>** contains a description of the written materials making up the manuscript item.

##### Attributes

**material** a short project-defined name for the material support

*Datatype* CDATA

*Sample values include:*

paper Paper  
 parch Parchment  
*Default* CDATA

*Example*

```
<support><p>Early modern parchment and paper.</p>
</support>
```

*Declaration*

```
- - (p+ | (overview?,watermarks))<!ATTLIST support
    %a.global;
    material CDATA "CDATA">
```

*See further* 26.1 (Physical form of the whole ms)

**<surrogates>** contains information about any digital or photographic representations of the manuscript being described which may exist in the holding institution or elsewhere.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Example*

```
<surrogates><p>
<bibl>
  <title type="gmd">diapositive</title>
  <idno>AM 74 a, fol.</idno>
  <date>May 1984</date>
</bibl>
<bibl>
  <title type="gmd">b/w prints</title>
  <idno>AM 75 a, fol.</idno>
  <date>1972</date>
</bibl>
</p></surrogates>
```

*Class*

*Declaration*

```
- - (p+)<!ATTLIST surrogates
    %a.global;>
```

*See further* 28 (Additional information)

**<textLang>** describes the languages and writing systems used by a manuscript (as opposed to its description, which is described in the <langUsage> element)

*Attributes*

**langKey** supplies a pre-defined identifier for the chief language used in the manuscript.

*Datatype* IDREF

*Values* a code identifying a <language> element in the header

*Default* #IMPLIED

**otherLangs** one or more codes identifying any other languages used in the manuscript.

*Datatype* IDREFS

*Values* a list of SGML identifiers, each of which identifies a <language> element in the header

*Default* #IMPLIED

*Example*

```
<textLang langKey="ENG" otherLangs="LAT">
Predominantly in English with Latin glosses</textLang>
```

*Declaration*

```
-- (%phrase.seq)<!ATTLIST textLang
    %a.global;
    langKey IDREF #IMPLIED
    otherLangs IDREFS #IMPLIED>
```

*See further* 24.1 (Languages and scripts)

**<watermarks>** contains a detailed description of the watermarks identified in the paper of which a manuscript is composed.

*Attributes* No attributes other than those globally available (see definition for a.global)

*Declaration*

```
- - (p+)<!ATTLIST watermarks
    %a.global;>
```

*See further* 26.1 (Physical form of the whole ms)

**<width>** contains a measurement measured along the axis perpendicular to the spine.

*Example*

```
<width units="in">4</width>
```

*Class**Declaration*

```
- - (#PCDATA)<!ATTLIST width
    %a.global;>
```

*See further* 22.2 (Dimensions)

## Appendix B. Cataloguing Rules

The following cataloguing rules have been proposed for use within the Master Project. This document is maintained at the Bodleian Master site, which should be checked for up to date information.

### Appendix B1. Datable Elements

*Appendix B1.1. <acquisition>, <binding>, <custEvent>, <origDate>, <origin>, and <provenance>*

If the elements <acquisition>, <binding>, <custEvent>, <origDate>, <origin>, or <provenance> refer to a datable event or feature, the attributes and should be used to mark the beginning and end of the date range referred to: their values should contain a date in the ANSI (yyyy-mm-dd) format.

For example:-

```
<origDate notBefore="1695-01-01"
notAfter="1695-12-31">1695</origDate>
```

## Appendix B2. Phrase level elements

### Appendix B2.1. <bibl>

Whenever the <bibl> element is used, each sub-component should be marked up explicitly using a legal sub-element.

For example, instead of

```
<bibl>Grech
G. M. , 'The Manuscript Tradition of Peter of Auvergne's Unedited
Commentary on Aristotle's Politics', Angelicum 41 (1964),
pp. 444-445</bibl>
```

use

```
<bibl><author>Grech,
G.M</author><title level="a">The Manuscript Tradition of
Peter of Auvergne's Unedited Commentary on Aristotle's
Politics</title> <title level="m">Angelicum</title>
<biblScope type="volume">41</biblScope>
<date>1964</date><biblScope
type="pages">444-445</biblScope></bibl>
```

#### Appendix B2.1.1. <biblScope>

The following values should be used for the attribute within <biblScope>:-

- volume
- issue
- pages
- chapter
- part

For example:-

```
<biblScope
type="pages">444-445</biblScope>
```

#### Appendix B2.1.2. <title>

The attribute should be assigned a value when the <title> element is used within a <bibl>. One of the following values should be used:-

- analytic title (article, poem, or other items published as part of a larger item)
- monograph
- journal title
- series title
- unpublished material

For example:-

```
<title
level="m">Angelicum</title>
```

### Appendix B2.2. <name>

The names of the following classes of individuals should be marked with the <name> element:

- scribes
- binders
- owners
- artists
- scholars

The attribute of the <name> element should be used to designate into which category the name falls, (ie, "scribe", "binder", "owner", "artist", or "scholar"). The attribute of <name> should be used to record the authoritative form of the name.

For example:-

```
<name reg="Sanvito, Bartolomeo"
type="scribe">Bartolomeo Sanvito</name>
```

### Appendix B2.3. <dimensions>

Within the <dimensions> element, the sub-elements <height>, <width> and <depth> should be used to specify each dimension.

For example:

```
<dimensions
type="leaf"><height>90</height><width>60</width></dimensions>
```

## Appendix B3. The Manuscript Identifier

### Appendix B3.1. <country>, <region> and <settlement>

Use the attribute for <country>, <region> and <settlement> within <msIdentifier> to express the regularised form of the names of these elements. Within the element itself, use your preferred form of the name.

For example:-

```
<settlement reg="Antwerp
(Belgium)">Anvers</settlement>
```

### Appendix B3.2. <idNo>

Within <msIdentifier> provide an <idNo> element for the current shelfmark only, not for previous shelfmarks. Do not use the attribute

### Appendix B3.3. <collection>

Do not use the collection element within the <mdIdentifier> if the name of the collection is incorporated into the <idNo> for the item.

For example, an entry for

```
<idNo>MS Rawlinson
poet. 223</idNo>
```

should not include a separate entry for collection.

## ***Appendix B4. Intellectual Content***

### *Appendix B4.1. The <msItem> element*

#### Appendix B4.1.1. <author>

In general, use the regularised form of an author's name within the <author> element throughout a manuscript description. Where the author is known more widely by an alternative form of his/her name, use a <name> element within <author>, and use the <name> element's attribute to hold the regularised form of the name.

For example:-

```
<author><name reg="Christine, de Pisan,
ca. 1364-ca. 1431">Christine de Pisan,
ca. 1364-ca. 1431</name></author>
```

#### Appendix B4.1.2. <title>

Within the <msItem>, give the uniform title for an item within the <title> element. Do not use the attribute for the <title> element.

## ***Appendix B5. Additional information***

### *Appendix B5.1. Surrogates*

When referring to a surrogate using a <bibl> element, the <title> sub-element, with the attribute set to "gmd", should be used to indicate the form of surrogate being described.

For example:-

```
<bibl><title>De sanctitate vitae<title
type="gmd">facsimile</title></title></bibl>
```

## **Appendix C. Authority Control within MASTER**

MASTER, by default, will use the authority form for names, places and uniform titles given in the Library of Congress authority list. This will be supplemented, where there is no such name or place, by our own authority list.

These are the procedures to follow for personal names and geographic names, uniform titles and language names.