Encoding Decisions
Schema- Poetess Archive has its own. `PA.rnc`

Comment out- <!--   -->

Small caps: <hi rendition="#smcaps">Sir,</hi>. Note that true small caps are typed as lower-case. Upper case will look the same as an uncoded or regular cap.
Italics: <hi rendition="#italics">   even when a title because not all titles are italicized and even when they are, not always the complete title is rendered.   No <emph> tags in TEI.
Font size change <hi rendition="#largest"> S</hi>
Paragraphs- <p> A new paragraph will always begin on a new line, and therefore it is not necessary to encode a line break except when extra space is needed such as doublespace between paragraphs.
Indent: Paragraphs automatically indent at the XSLT level. For other instances where indenting is necessary (e.g., in some poetry quotes), code as one word—e.g., Indent1; Indent2. Each number for one 'em.'
Non-indenting paragraph <p rendition="#noindent"> Paragraphs will normally indent one em at the XSLT level
Non-breaking space
Insert a break line not in a title section- <p rendition="#center"></p> This same code can be used to center unusual lines such as a short divider, or a short line of asterisks:
    <p rendition="#center">A TALE.</p>
    <p rendition="#center">_____</p>
Insert a break line in titles (in the "head" part of the essay div)- no <p> in here at all. Use <lb/> and <lb rendition="#center"/>
Superscript (as in footnote numbers) <hi rendition="#sup">
Footnotes: <note place="foot">All note content. </note> XSLT will number automatically.
Page Break: <pb n="12"/>
 Locate at the beginning of the page. Number of new page always specified within code. Note: if a paragraph ends at the end of the page, put the page break after the paragraph closing tag.
For titles where page break occurs within title: <hi rendition="#italics"><title>titlebegins<pb n="59"/>remainderoftitle</title></hi>
For hyperlinked names where page break occurs within name: <ref target="people.html#SmithJoe">Joe <pb n="cxxxii" />Smith</ref>

Signature marks: <lb/><fw type="sig"><hi rendition="#smcaps">q o</hi></fw>
Forme work: <lb/><fw type="vol"><hi rendition="#smcaps">vol. ii.</hi></fw>
If <fw> immediately follows <fw>, only put <lb/> before the first one.
Catch words and running headers silently eliminated now.
Flush right- <hi rendition="#flushRight">M.</hi>
Titles in main doc (not in file description or head):
For titles that include italics <hi rendition="#italics"><title>The British Theatre</title></hi>
For cases like titles that should appear in quotes: " <title>Title Here <title> ".

Entities (note that they always begin with an ampersand and end with a semi-colon):
    Dashes (2 em. E.g., v—v): —

Apostrophes (use also for single quotes): '

Quotes

Quotation marks for double quotes: " Single quotes use apostrophe:

Block quote- <quote>

Block quotes beginning within a paragraph only the quote then extends over multiple paragraphs must have a new paragraph after the quote begins. Close the previous paragraph, open the quote, then begin a new paragraph even though the original does not have a new paragraph. Comment out to indicate that the original paragraph continues:

<p> The following in a letter to <ref target="people.html#StinstraJohannes">Mr. Stinstra</ref>.</p><!-- Original does not close paragraph -->
       <quote>
          <p rendition="#noindent">My father was</p>
          <p>another simple paragraph</p>
       </quote>

ampersand- &

Several other common entity tags appear at the end of this document.

Epigraph: <epigraph> then use rendition="#poem" or "#prose", then close epigraph </epigraph>
       If author or text cited at end, close the epigraph, then:
         <p><bibl type="epigCite">title author etc.</bibl></p>

People List issues

To create a term for in the people list:<item> <term xml:id="AkensideMark">Akenside, Mark, 1721-1770 (Library of Congress Name Authority)—
</term><gloss></gloss></item>

To link a reference from a doc to a term in the people list: <ref target="people.html#BrookeFrances">Brooke</ref>."   The LastnameFirstname part must exactly replicate the xml:id as it appears in the people list, so not all will have both first and last name.

To create a link within the people list from one person's people list gloss to another people entry <ref target="#FieldingHenry">Henry Fielding</ref> (no "people.html.")

Quoting Poetry:

<quote> tag only used for block quotes

Note here that the first line includes both an offset (not beginning at the left margin) and a long dash.

Also note that block quotes (within quote tag) automatically indent one em at XSLT level. Includes prose block quotes.

   <quote>
    <lg type="stanza">
     <l rendition="#indent4">— ———If the midnight bell</l>
     <l>Did with his iron tongue and brazen mouth </l>

```
            <l>Sound one unto the drowsy ear of night, </l>
            <l>If this same were a churchyard where we stand, </l>
            <l>And thou possessed with a thousand wrongs, </l>
            <l>&#8212;&#8212;&#8212;&#8212;if thou couldst see me without eyes, </l>
            <l>Hear me without thine ears, and make reply </l>
            <l>Without a tongue, &amp;c.</l>
        </lg>
      </quote>
```

Sample that encompasses several complexities (begins with unquoted, then incorporates quoted):
```
    . . . . of Poetry, though most answering <milestone unit="signature" n="a"/> <pb n="vi"/>to
        <ref target="people.html#ShakespeareWilliam">
        <hi rendition="#smcaps">Shakespear</hi></ref>&apos;s definition, as it gives <hi
        rendition="#italics">to airy nothing a local habitation and a name</hi>, <hi
        rendition="#sup"> <note place="foot"> <ref target="people.html#ShakespeareWilliam">
        Shakespear</ref>, <title><hi rendition="#italics">A Midsummer Night&apos;s
        Dream</hi></title> V.i.16-17.</note></hi> ever be popular.
```

Sample quoting several lines:
```
    In a slight, but neatly executed sketch, he traces the state of the Drama through the writers of
    other countries; and with a partiality, in which the <pb n="ix"/>other nations of Europe seem
    almost to acquiesce, gives the palm to the Englishman&apos;s idol, <ref
    target="people.html#ShakespeareWilliam"><hi rendition="#smcaps">Shakespear
    </hi></ref>, after whom,
    <quote>
        <lg type="stanza">
            <l> No second growth the western isle could bear,</l>
            <l> At once exhausted with too rich a year. <hi rendition="#sup"> <note
                place="foot"><title><hi rendition="#italics">Epistle […] to <ref
                target="people.html#HanmerThomas">Hanmer</ref></hi></title> 53-
                4.</note></hi>
            </l>
        </lg>
    </quote>
    It is probable that our Poet, who was then a student . . .
```

Poetry Quotes within a note:
```
    <note place="foot">
        <quote>
            <lg type="stanza">
                <l> No second growth the western isle could bear,</l>
                <l> At once exhausted with too rich a year.  <hi rendition="#italics">Epistle […]
                    to <ref target="people.html#HanmerThomas">Hanmer</ref></hi></title> 53.
                </l>
            </lg>
        </quote>
```

It is probable that our Poet, who was then a student . (continue your note)
</note>

Names: Titles and honorifics like "Mrs.," "Sir," "Dr.," or "Lord" are included in the name coding. Places, when substituting for or supplementing names, are included in the coding (e.g., Pierce, bishop of Rochester- all included).

Header

No ref targets in header at all. No hard coding of appearance (italics, quotation marks) in header. Ref targets and appearance first begin in <text> section.
<?xml version="1.0" encoding="UTF-8"?>
<?xml-model href="PA.rnc" type="application/relax-ng-compact-syntax"?>
<TEI xmlns="http://www.tei-c.org/ns/1.0">
  <teiHeader>
    <fileDesc> **File Description**- includes title statement <titleStmt>, publication statement <publicationStmt>, source description <sourceDesc>.

Title Statement- the content of the web link will be generated from here. It will also create the title bar of the web page. Also includes the responsibility statement.
Titles should have type (main, subordinate) and level (a, m) In the title statement main is labeled analytical (a) and comprises the essay or item title, subordinate is m and names the book or periodical the item appeared in.
No quotation marks for analytical titles nor italics for monograph level titles.
Author Names in the title statement should follow our modern format to render as we want the link to read.
Responsibility Statement- Include in File Description within Title Statement. See TEI P5 guidelines pp. 25-6. Create the xml ID at that point, and use later with all revision descriptions.
<titleStmt>
        <title type="main" level="a">Mr. Bage</title>
        <title type="subordinate" level="m">The British Novelists</title>
        <author type="writer">
          <name>Anna Letitia Barbauld</name>
        </author>
        <respStmt>
          <resp>Editor</resp>
          <name xml:id="MW">Mary A. Waters</name>
        </respStmt>
        <respStmt>
          <resp>Coeditor</resp>
          <name xml:id="RD">Rachel Dejmal</name>
        </respStmt>
        <respStmt>

```
          <resp>Coeditor</resp>
          <name xml:id="MC">Michael Cole</name>
        </respStmt>
      </titleStmt>
```

Source Description- describes the source for metadata purposes (e.g., for NINES). It is not ever visible and should contain no hard coding for appearance purposes.

Titles should have type (main, subordinate) and level (a, m). Here the essay or item is separate from its container, so both can have main and subordinate if appropriate. Analytical (a) still refers to essay, article, chapter; Monograph <monogr> refers to container, level specifies the type of container (m, j, etc.)

Author Names in the source description should follow Library of Congress Name Authorities format for NINES metadata purposes.

Essay in book:
```
<sourceDesc>
      <biblStruct>
        <analytic>
          <title type="main" level="a">Mr. Bage</title>
          <author type="writer">
            <name> Barbauld, Mrs. (Anna Letitia), 1743-1825 </name>
          </author>
        </analytic>
        <monogr>
          <title type="main" level="m">The British Novelists</title>
          <title type="subordinate">with an Essay and Prefaces,
            Biographical and Critical</title>
          <editor>
            <name>Barbauld, Mrs. (Anna Letitia), 1743-1825</name>
          </editor>
          <imprint>
            <pubPlace>London</pubPlace>
            <publisher>F.C. and J. Rivington</publisher>
            <date when="1810">1810</date>
            <biblScope unit="vol">XLVIII</biblScope>
            <biblScope unit="page">i-iii</biblScope>
          </imprint>
        </monogr>
      </biblStruct>
    </sourceDesc>
```

Essay in periodical
```
<sourceDesc>
   <biblStruct>
     <analytic>
        <title type="main" level="a">On Novel Writing</title>
        <author type="writer">Barbauld, Mrs. (Anna Letitia), 1743-1825</author>
```

```
        </analytic>
        <monogr>
            <title type="main" level="j">The Literary Magazine and American Register</title>
            <imprint>
                <date when="1804-12">December 1804</date> (follow year, month, day [if
provided] format)
                <biblScope unit="volume">2</biblScope>
                <biblScope unit="number">15</biblScope>
                <biblScope unit="page">693-98</biblScope>
            </imprint>
        </monogr>
    </biblStruct>
</sourceDesc>
Additional possible biblScope unit=  tags:
                <biblScope unit="series">second</biblScope>
                <biblScope unit="issue">Foreign Appendix</biblScope>
```

Spell out names of unit (e.g., volume and number)

Encoding Description- standard. Just copy and paste
```
<editorialDecl>
        <quotation>
            <p>All quotation marks and apostrophes have been changed: " for ","" for ", ' for
                ', and ' for '.</p>
            <p>Quotation marks that indicate block quotes have been silently eliminated.</p>
        </quotation>
        <hyphenation eol="none">
            <p>Any dashes occurring in line breaks have been removed.</p>
            <p>Because of web browser variability, all hyphens have been typed on the U.S.
                keyboard</p>
            <p>Em-dashes have been rendered as &#8212;</p>
        </hyphenation>
        <normalization method="markup">
            <p>Spelling has not been regularized.</p>
            <p>Writing in other hands appearing on these manuscripts has been indicated as
                such, the content recorded in brackets.</p>
            <p>Compositors' catchwords and running titles have been silently eliminated.</p>
            <p>Long "s" (&#383;) has been silently modernized.</p>
        </normalization>
        <normalization>
            <p>&amp; has been used for the ampersand sign.</p>
            <p>£ has been used for £, the pound sign</p>
            <p>All other characters, those with accents, non-breaking spaces, etc., have
                been encoded in HTML entity decimals.</p>
        </normalization>
```

`</editorialDecl>`

Follow editorial description with standard class declaration `<classDecl>` supplying taxonomy.

Profile Description- describes the item being coded. So if, for example, coding a book review, it should be encoded as a book review, not a book. For keywords, can use whatever seems logical. Cat ref must conform to the taxonomies.

```
<profileDesc>
            <textClass>
                    <keywords scheme="#lcsh">
                            <list type="simple">
                                    <item>Criticism</item>
                                    <item>Essay</item>
                                    <item>French Literature</item>
                            </list>
                    </keywords>
                    <catRef target="#g9 #g12" scheme="#g"/>
                    <catRef target="#f13" scheme="#f"/>
            </textClass>
        </profileDesc>
```

Revision Description: add an item each time a change is made, organizing in reverse chronological. Use xml ID from responsibility statement to identify who.

```
<revisionDesc>
     <change who="#MW" when="2016-08-08" n="4">
        <label>Changed by</label>
        <name>Mary A. Waters</name>
        <list>
           <item>Encoding Revision</item>
        </list>
     </change>
```

Common Entities(note that they always begin with an ampersand and end with a semi-colon)**:**
Dashes (2 em. E.g., v—v): —
Apostrophes (use also for single quotes): '
Quotes (for double quotes. Single quotes use apostrophe): "
ampersand- &
é é
è è
É É

È È

ê ê

ë ë

ô ô

ö ö

ç ç

—(em dash) —

Æ Æ

æ æ

œ œ

ï ï

à à

â â

ä ä

Ü Ü

ü ü

ù ù