

Adding a Manuscript Description

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1 Learning Outcomes

When you successfully complete this exercise you should be able to:

- Modify a basic manuscript description to provide more structure
- Understand the general categories of manuscript description
- Have more experience editing a complex `<teiHeader>`

2 Summary

In this exercises you will add a manuscript description to the file you finished in the previous exercise. You'll modify an existing `<msDesc>` element with a basic structure to categorise manuscript description information into a more detailed structure.

3 Starting Up

Load up the completed file from the previous exercise.

4 Inserting a basic `<msDesc>`

The information for our manuscript description will be taken from a prose manuscript description for the collection with a single `<msItem>` for this diary entry. There is no requirement with TEI `<msDesc>` to divide it into all the possible categories of information, instead all it requires is at least a `<msIdentifier>`, other information could be stored in a few accompanying paragraphs. This is useful for the retrospective conversion of catalogues in other legacy formats to TEI XML. However, in our case we want to make as structured a version as we can.

- Move the cursor to immediately following the opening `<sourceDesc>` tag. Add an `<msDesc>` element and place the cursor between the opening and closing tags. (Perhaps hit 'enter' a few times to give yourself some space between them.) Either cut and paste or insert (with the 'Document' -> 'File' -> 'Insert File') the file 'msDesc.txt'.
- As you'll notice, this contains a prose manuscript description with numbered paragraphs. Although we do not want to preserve these paragraph numbers we'll use them to refer to where to get the information you need for your `<msDesc>`.
- Your `<msDesc>` should look something like:

```
<msDesc> [1] GR 1, Robert Graves Diaries 1935-39, Robert Graves Collecton,  
University of Victoria Libraries, University of Victoria, Victoria,  
British Columbia, Canada.
```

```
<!-- a lot more text -->  
</msDesc>
```

- Don't worry that your file will be invalid for most of this exercise. You should get a happy green square at the end of it.

5 Adding an `<msIdentifier>`

You'll notice your file isn't valid TEI. This is because every `<msDesc>` must have an `<msIdentifier>` and doesn't allow just plain text inside it. You need an `<msIdentifier>` because if you have no way to refer to the object (its name, id number, where it is) then it will be hard to write a description of it.

- Notice that the first paragraph mostly contains information that tells us where the manuscript is, in other words it identifies it and so this text could go in a `<msIdentifier>`.
- Take the information in this paragraph and create an `<msIdentifier>` going from the geographically most general to most specific information. When you are done it should look something like this:

```
<msDesc>
  <msIdentifier>
    <country>Canada</country>
    <region type="province">British Columbia</region>
    <settlement>Victoria</settlement>
    <institution>University of Victoria</institution>
    <repository>University of Victoria Libraries</repository>
    <collection>Robert Graves Collection</collection>
    <idno>GR 1</idno>
    <msName>Robert Graves Diaries 1935-39</msName>
  </msIdentifier>
  <!-- pasted in prose msDesc -->
</msDesc>
```

- Note how elements are prescribed to appear in a particular order (from greatest level of granularity to more specific). Notice that most elements cannot be repeated (some like `<collection>` and `<altIdentifier>` can be).
- When you've finished creating the `<msIdentifier>` delete the remains of the first paragraph from the prose manuscript description.

6 The `<msContents>`

6.1 Providing an `<msContents>` Summary

The second paragraph contains information that will be useful in compiling an `<msContents>`. This acts as a place to store structured information concerning the intellectual contents of a manuscript. It gives a place for a summary of the contents of the manuscript and multiple `<msItem>` elements form something like a table of contents of works in the document. In our case we only are describing one folio of the diary codex, but we do have a lot of information in paragraph 2 which should go into a `<summary>`.

- After the closing `</msIdentifier>` tag, add a new `<msContents>` element with a `<summary>` child element.
- Inside this `<summary>` element cut and paste all of paragraph 2 (deleting the [2]).
- This summary is a big mass of prose, but contains lots of information. Quickly mark up all the names, dates, and titles you can find in this summary.
- Your Summary should now look something like this:

```

<msContents>
  <summary> The Robert Graves Diaries 1935-39 cover a span from <date when="1935-02-22">22 February 1935</date> to <date when="1939-05-06">6 May 1939</date>. It is a highly detailed record of four years in the lives of both <persName>Robert Graves</persName> and <persName>Laura Riding</persName>, from whom he was seldom separated for more than a few hours throughout the period that it covers. As well as giving full accounts of domestic events - building projects, gardening, jam-making, shopping expeditions, visits from friends and the like - <persName>Graves</persName> notes precisely the work that he and <persName>Laura Riding</persName> have accomplished each day, both separately and in collaboration. All their working projects are minutely documented. The collection consists of Graves' autograph diary (1935-1939), with enclosures including letters from his children, photographs, clippings, and transcripts of poems, articles and letters; correspondence written by Graves to various people, including <persName>Isla Cameron</persName>, <persName>Selwyn Jepson</persName>, <persName>Aemilia Laracuen</persName>, <persName>Andrew Mylett</persName>, and <persName>Raphael Patai</persName>; poetry worksheets (1965-1970) and prose and poetry worksheets (1970); manuscripts including essays, reviews, forewords, prefaces, articles, lectures, and for the works <title>"King Jesus"</title>, <title>"The Anger of Achilles"</title>, <title>"Hebrew Myths: The Book of Genesis"</title>, <title>"Greek Gods and Heroes"</title>, <title>"An Ancient Castle"</title>, <title>"La Luna de los Perros"</title>, and <title>"Juvenalia and Other Poems"</title>; photographs; and drawings of <placeName>Majorca</placeName> by <persName>Paul Hogarth</persName>.
</summary>
</msContents>
<!-- pasted in prose msDesc -->

```

6.2 Adding an <msItem> to <msContents>

The third paragraph has some basic information for creating an <msItem> element.

- After the closing </summary> tag but before the closing </msContents> add in a new <msItem> element.
- Inside the <msItem> elements add child elements for <locus> (the archival page number 'GR1-1378'), the <docDate> (1938-11-26), the <title> ('To Paris at 2am'), and the <textLang>.
- The remaining text could be used to make two notes (one on its content, and one the text directionality).
- Your <msItem> should now look something like:

```

<msItem>
  <locus>GR1-1378</locus>
  <docDate when="1938-11-26">Saturday 26 November 1938</docDate>
  <title>To Paris at 2am</title>
  <textLang mainLang="en">English</textLang>
  <note>This diary entry discusses an early morning trip to Paris going via Laval, Le Mans, and Chartres. Meetings with a literary agent concerning his biography of T.E. Lawrence as well as meetings with friends are recorded.</note>
  <note>This diary entry has 5 lines of text (clockwise vertically rotated) written in the left margin.</note>
</msItem>

```

- Don't forget to delete the [3] marking the third paragraph when you are done.

7 Giving a <physDesc>

Paragraph 4 has a lot of information about the physical aspects of the manuscript. Let's turn it into a <physDesc>! After the closing </msContents> tag add a new <physDesc> element.

7.1 The <objectDesc>

- Inside your <physDesc> element add a child <objectDesc>.
- To the opening tag add a @form attribute with the value of 'codex'.
- As a child element inside <objectDesc> add a <supportDesc> element with a @material attribute with the value of 'paper'.
- Inside the <supportDesc> add a <support> element cut and paste the sentence "The diary is written on quarto paper sheets, folded horizontally to form octavo booklets, one recto page devoted to each day."
- After the closing </support> tag add an <extent> element containing the information about the number of pages '1,541pp. 8vo.'
- After the closing </supportDesc> tag, lets move on to describing the layout by adding a <layoutDesc> element with a <layout> element inside. Add a @columns attribute with a value of '1' to indicate that most pages are written as a single column.
- Inside the <layout> element cut and paste the sentence "Most pages of the diary are written full width with usually anywhere from 10 to 40 lines. Often a large left margin is used for additional notes."

7.2 The <handDesc>

This prose description has a sentence that reads "Written in Robert Graves's hand in ink." We can add this to a <handDesc> element as a <handNote> or we could use the three <handNote> elements from the previous exercise.

- Your physDesc should now looks something like:

```
<physDesc>
  <objectDesc form="codex">
    <supportDesc material="paper">
      <support>The diary is written on quarto paper sheets, folded horizontally to
        form octavo booklets, one recto page devoted to each day. </support>
      <extent>1,541pp. 8vo.</extent>
    </supportDesc>
    <layoutDesc>
      <layout columns="1">Most pages of the diary are written full width with
        usually anywhere from 10 to 40 lines. Often a large left margin is used
        for additional notes.</layout>
    </layoutDesc>
  </objectDesc>
  <handDesc>
    <handNote xml:id="RG" medium="black_ink">handwritten by Robert Graves
  </handNote>
    <handNote xml:id="BG" medium="black_ink">annotation in the hand of Beryl
    Graves </handNote>
    <handNote xml:id="KG" medium="red_ink">correction added in red ink
  </handNote>
  </handDesc>
</physDesc>
<!-- pasted in prose msDesc -->
```

- Note: If you keep the `<handNote>` elements you have elsewhere, you should get a conflict with `@xml:id` attributes having the same value. Either delete the others or remove the `@xml:id` attributes from one set!

8 Writing a `<history>`

The `<history>` element gives a place to detail the `<origin>`, `<provenance>`, and `<acquisition>` of the manuscript if available. In this case we have some minimal information about the origin of the manuscript

- Deleting any of the original prose description before paragraph 5. After the closing `</physDesc>` tag add a `<history>` element.
- Inside the `<history>` element add a `<origin>` child element. Cut and paste the sentence "This set of diaries was started 22 February 1935, when Robert Graves and Laura Riding are in Mallorca." into this, since it describes how the manuscript was created.
- Inside the `<origin>` element mark up "22 February 1935" as an `<origDate>` with the `@when` attribute giving a standard YYYY-MM-DD value for this.
- Markup up "Mallorca" as the `<origPlace>`. Using these two specialised attributes means that those processing the texts can easily find these two pieces of information.
- As a sibling to `<origin>` (e.g. after the closing `</origin>` tag), add an `<acquisition>` element.
- Into the `<acquisition>` element cut and paste the two sentences from "The collection was purchased..." to "...that arrived with the collections."
- Your `<history>` element should now look something like:

```
<history>
  <origin> This set of diaries was started <origDate when="1935-02-22">22
  February 1935</origDate> when Robert Graves and Laura Riding are in
  <origPlace>Mallorca</origPlace>. </origin>
  <acquisition>
    <p>The collection was purchased by University of Victoria in lots from various
    book dealers and has been arranged in accession order (i.e. the order in which
    they purchased). The dates and provenance of purchases are listed in the short
    inventory. Much of the description was prepared from the dealers descriptions
    (mainly Bertram Rota's) that arrived with the collections.</p>
  </acquisition>
</history>
<!-- pasted in prose msDesc -->
```

9 Noting `<additional>` Information

At the very end of your `<msDesc>` you can include an `<additional>` element which stores other information such as `<adminInfo>` (for recording administrative events of the object), `<listBibl>` (for listing bibliographic citations about the object), and `<surrogates>` (for listing additional representations of the object). In our case we have one sentence left "Photocopies and a transcription of the diary is available at St John's College, University of Oxford. See <http://archiveshub.ac.uk/data/gb473-rg/i.html>." which describes a surrogate.

- Add an `<additional>` element with a child `<surrogates>` element inside that containing all of the quoted text above.
- Modify the URL given to be a `<ptr>` with a `@target` attribute.

10 SAVING YOUR WORK

- Now we happen to know that there is a digital surrogate in the form of the Robert Graves Diary project. Add a sentence that says "There is also the Robert Graves Diary Project at the University of Victoria." but turn 'Robert Graves Diary Project' into a `<ref>` element with a `@target` attribute of "http://spcoll.library.uvic.ca/Digit/GravesDiaryProject/home.htm".
- Your `<additional>` element should look something like:

```
<additional>
  <surrogates> Photocopies and a transcription of the diary is available at St
  John's College, University of Oxford. See <ptr
    target="http://archiveshub.ac.uk/data/gb473-rg/i.html"/>. There is also
  the <ref
    target="http://spcoll.library.uvic.ca/Digit/GravesDiaryProject/home.htm">Robert
  Graves Diary Project</ref> at the University of Victoria. </surrogates>
</additional>
```

- Delete any remaining prose and correct any errors! You should now have a happy green square in oXygen showing your file is valid. (If you don't, find out why and fix it!)

10 Saving Your Work

Let's save our work:

- Is your work well-formed? Do you have a happy green square or an angry red one?
- Have you formatted and indented your work automatically?
- From the 'File' menu select 'Save' or click on the Save icon (looks like a old-style 3.5" disk).
- Or if you prefer use the 'File' then 'Save As' menu item to save the file using the name 'exercise08.xml' or another name of your choice.