

DIGITAL SCRIPTORIUM

Data Dictionary--version 7 (re: dsdbms7.mdb)

June 2004

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This data dictionary accompanies the Microsoft Access database, termed DS-Access, designed in 1997 at the University of California, Berkeley by John Hassan and Merrilee Proffitt, in consultation for content with C. W. Dutschke; revisions have been incorporated over a period of time. The database is intended to collect in an efficient and organized manner basic information about the manuscripts held by the Digital Scriptorium partners, and to provide searching points for images from these holdings.

The database is divided into two sections, "Document" and "Image," with the first containing ownership (i.e. historical) information about the manuscript, then the descriptive (i.e. physical) and bibliographic (i.e. textual) information about the manuscript, as well as the caption information for individual images. The second section, which is not described in this data dictionary, contains the processing data about the image (i.e. image capture metadata, for example, type of capture, film type, shutter speed, frame, photo-CD frame, scanning specifications).

I. DOCUMENT

- A. Manuscript
- B. Part
- C. Text
- D. Image

II. IMAGE

[Metadata on the image; not described here]

Each successive level is dependent upon the preceding level(s), in a potentially, but not necessarily many-to-one relationship to its predecessor. For example: one manuscript may contain only one part which contains only one text and only one image will be photographed from it. Or, one manuscript may contain two parts (i.e. sections produced independently of one another), and each part may contain three or four texts, and each text may be illustrated in the image database by three or four photographs. In practice, the first level, "Manuscript" identifies the single codex; the second level, "Part" contains most of the physical information about the codex; the third level, "Text" holds bibliographic information; the fourth level, "Image" refers to what the end-user sees on the web.

Examples in the data dictionary are intended to represent extremes; overall, the material entered will be the minimum deemed necessary to convey the manuscript's key features and texts. The number of fields is also intended to represent extremes: see Appendix 1 for a list of the required fields. If a given field is specified as "required," it must contain

information or the database will not allow that record to be closed and saved; when possible, required fields are set to a default value to speed inputting.

Terminology is normalized for very few fields (support; cardinal; script) by means of combination boxes which offer suggestions but are not exclusive. Dates are input and presented to the end-user according to the conventions of paleography, using roman numerals for the centuries and superscript codes for the segments of centuries; an automatic feature behind the scenes expands the conventional dating to corresponding arabic numerals for greater precision in search and retrieval using fields named Searchable Begin Date and Searchable End Date.

Successful searching on five other fields is closely dependent upon systematic entry into the database by the inputter: Place of Origin; Scribe; Artist (at Part level); Author; Title (at Text level). These will be addressed individually below, but it is worth remarking here that all are presented to the user as browseable lists, so that entry should be in standard index-format with the alphabetized keyword first, followed by any further qualification. For example: "Maître François, style of" rather than "style of Maître François."

At virtually every point, uncertainty may be signaled by a question mark (in this format: [space] ?). The semicolon is used to separate repeated categories of information in a single field, e.g. the successive owners in provenance; most fields begin with a capital letter, but should not end with a period since this may limit results in the case of "whole field" searches.

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A. MANUSCRIPT (Table in the database: tblMs)

1. CITY

Definition: the name of the city where the manuscript is held.

Comment: the content of this field may be set to a local default, by entering the chosen terms in the appropriate field of the Design View in dsdata7.

Example:

- Berkeley

Properties: text; size: 50

Required: no.

2. INSTITUTION

Definition: the name of the institution where the manuscript is held.

Comment: the content of this field may be set to a local default, by entering the chosen terms in the appropriate field of the Design View in dsdata7.

Example:

- University of California

Properties: text; size: 50

Required: no.

3. LIBRARY

Definition: the name of the city where the manuscript is held.

Comment: the content of this field may be set to a local default, by entering the chosen terms in the appropriate field of the Design View in dsdata7.

Example:

- Bancroft Library

Properties: text; size: 50

Required: no.

4. SHELFMARK

Definition: collection name, item number, size designation (if any) that the particular institution uses to identify a specific manuscript, adding zeros when necessary to the left of the item number to assure correct stacking in a computer-generated list.

Comment: the entry will be made with in-house capitalization, spacing, and punctuation marks including colon, slash and period.

Example:

- UCB 002 [for UCB 2]
- ff UCB 172
- UCB130:1400:13 [for UCB 130 (paleography collection), leaf from the 15th century, 13th leaf in the box]
- Plimpton MS 003
- Smith Western Additional 15
- Med/Ren Frag. 49
- X87.L12.IA00

Properties: text; size: 50

Required: yes.

5. NICKNAME

Definition: names commonly used to refer to certain more famous manuscripts.

Comment: will occur only occasionally; do not proliferate their use by citing in-house names; if a manuscript has been cited by W. Fitzgerald, *Ocelli nominum* it is reasonable to assume that its nickname warrants repetition, otherwise probably not.

Example:

- Hungarian Legendary [for UCB 130:f1300:37]
- Ellesmere Chaucer [for Huntington Library, EL 26 C 9]

Properties: text; size: 50

Required: no.

6. COMPOSITE MANUSCRIPT

Definition: statement as to whether or not the codex is composed of more than one part.

Comment: the purpose is to remind the inputter of the situation, and to prepare the reader to expect/understand a possible following division of the material into Parts.

Properties: yes/no box, answering the question, "Is this manuscript composite?"; default value set for "no."

Required: yes.

7. TOTAL FOLIOS

Definition: in reference to the extent of leaves of the entire codex: the number of front flyleaves in lowercase romans, plus number of leaves in arabics, plus number of back flyleaves in lowercase romans, phrased as total not as span.

Comment: if a manuscript is paginated rather than foliated, use the same formula as above, substituting "pp." for "ff."; do not indicate, at the Manuscript level, the verso of a leaf, since a given number of leaves is understood to include both the recto and the verso of each leaf; pagination, on the other hand, will always include the "verso" and thus always be an even number; if a the manuscript is a single-leaf document, state "one leaf" (the same information in all 3 levels, Manuscript, Part and Text; since it is required field, it must contain information); "one fragment," "fragment," "one item" or the number of membranes in a roll are also possible entries for this field.

Example:

- ff. iii + 271 + ii
- pp. i + 64
- one leaf
- one item
- 5 membranes

Properties: text; size: 45

Required: yes.

8. PHYSICAL ISSUE(S)

Definition: presence of seals if the item is an archival document; roll or other non-codex format; incunable or printed book.

Comment: don't confuse the Physical Issues field with the Status of Text field (see below); don't use this field for comments about the manuscript's condition, which are placed more appropriately in the Notes field of this same Manuscript Level (see below).

Example:

- Seal in red wax
- 5 pendent seals
- Roll
- Incunable

Properties: text; size: 50

Required: no.

9. BINDING

Definition: book binding.

Comment: restricted to a general statement as to date, type of covering, boards, furniture, binder's name if known; esp. if the binding is contemporary or early, be sure to comment on that fact; if the manuscript is a codex, or a fragment thereof, and it is not bound, enter "Not bound"; if the manuscript is a document and isn't bound, leave the field blank (since one wouldn't expect a document to be bound). If the binding itself is a fragment of a manuscript, say so briefly in this field, and then treat the fragment as another Part+Text+Image with all pertinent information.

Example:

- Contemporary blind stamped leather over wooden boards with evidence of a fore edge clasp closing to the the back cover.
- Early modern binding.
- s. XV tawed and stamped pigskin with hasp and chain still attached.
- Panelled morocco binding, s. XIX, by Derome et Fils.
- Quarter bound by the Phillipps binder, Bretherton, with his sticker on the front pastedown.
- Not bound.
- Wrapper formed of a leaf from a missal, s. XV.

Properties: text; size: 255

Required: no.

10. PROVENANCE

Definition: successive owners, private and institutional.

Comment: if possible, give dates enclosing them in round parentheses, call numbers (always include the Phillipps number), nature of evidence; separate information about successive owners with semicolon; in the case of documents, omit as redundant the names of persons given below in the Document Summary field (even though some of them presumably were also owners of the document).

Example:

- Sir Thomas Phillipps (1792-1872), his n. 16365.
- Cistercian abbey of St. Mary at Holme Cultram.
- I. G. (s. XIX?).
- Minutoli-Tegrini family.
- Arms of a cardinal Albani.
- Motto, "Souveingne vous."

Properties: text; size: 255

Required: no.

11. BIBLIOGRAPHY

Definition: bibliographic citation pertaining to the manuscript as a whole.

Comment: in practice, this may be restricted to a de Ricci citation or another similar catalogue entry; in particular, avoid specialist articles; the field is not intended as bibliography for the text (i.e. no printed editions; for which, at most, use the Notes to Text field); for diacritical and formatting conventions, see Appendix 4.

Example:

- de Ricci, p. 1780.

Properties: text; size: 255

Required: no.

12. NOTES

Definition: a non-defined slot to be adapted to the needs of a specific manuscript.

Comment: to be used at the discretion of the inputter, but presumably not frequently, to contain, for example, statements about the physical condition of the manuscript.

Example:

- Considerable damage from mould on final leaves.
- Returned to Mrs. Pauline Ames Plimpton in July 1950.

Properties: text; size: 255

Required: no.

13. REPRODUCTION

Definition: Container for notes on existence of microfilm, negatives, etc.

Comment: If there is a published facsimile of the manuscript, it should be cited in the Bibliography field. The purpose of this field is to aid scholars in their economically-based decisions on the relative costs of ordering reproductions; the field may also prove useful in-house as a collection point for such information. There is no need to list redundantly the digital images that the Digital Scriptorium website itself offers.

Example:

- Microfilm Negative 00213-5; full page and detail transparencies of f. 1.

Properties: text; size: 255

Required: no.

14. ACKNOWLEDGMENTS

Definition: public recognition of contribution to knowledge about the manuscript.

Comment: this field is the commitment on the part of Digital Scriptorium to build a dialogue between the scholars who are specialists in a given field and the librarians who are responsible for public dissemination of knowledge about the

manuscript; it is also an encouragement to update the information contained in the database. The field exists at the first three levels (Manuscript, Part, Text) so that the acknowledgment may be more precisely geared to the information provided.

Example:

- The dealer price code on the flyleaf was recognized by Peter J. Kidd.
- Dr. N. Kavrus-Hoffmann kindly supplied the information for this description.

Properties: text; size: 255

Required: no.

15. SOURCE

Definition: source(s) of the information input into the database.

Comment: not intended for end-use display, but for in-house verification, should different/contradictory information turn up at a later date; usually very brief; no need to cite personal observation if the matters observed are easily verifiable (e.g. if the inputter has also actually measured the book block, there's no need to cite that, since presumably anyone else re-measuring would come up with essentially the same numbers).

Example:

- in-house files
- notes of Prof. J. W. Smith
- de Ricci; Bond and Faye corrections
- J. Fohlen description

Properties: text; size: 100

Required: no.

16. INPUTTER / DATE

Definition: name of person responsible for selecting, organizing and inputting the information about the manuscript into the database, in reference to all four levels (Manuscript; Part; Text; Image) even though the field "Inputter" is only present at the "Manuscript" level; date of initial/main inputting.

Comment: not intended for end-use display; it may be sufficient to use first initials, but at least the last name should be given in full; use a comma, and cite the date in American style, using numbers (to save space). The inputter may wish to take advantage of the program's Auto-Correct feature by entering his own initials as the "mistake" (for example, ldm) with the "correction" expanding this to the desired form of the name (for example, L. D. Myrick).

Example:

- L. D. Myrick, 3/17/97 (= March 17 1997)

Properties: text; size: 50

Required: yes.

17. REVISER / DATE

Definition: name of person revising a given record and date of the revision.

Comment: not intended for end-use display; handle as above for form of name and date; put the most recent reviser's name and date, under the assumption that the most recent person has de facto accepted whatever changes preceded his own work. For form of name and date, see "Inputter."

Properties: text; size: 50

Required: no.

18. REVISIT

Definition: flag referring to any one or several fields in this level as a reminder that the level contains something that is incomplete/uncertain/possibly wrong.

Comment: in-house tool that will not display in the online user-view of the database; it may be searched by the inputter, but because there is no provision for identifying the specific field(s) in this level that require further attention, it is suggested that the inputter signal the specific field by an easily noticed and otherwise unique mark (percentage sign?) at the end of the problematic field. Remember that such "attractive garbage" as percentage signs, etc. will display to the public.

Properties: yes/no box, answering the question, "Does something in this level of this manuscript require further attention?"

Required: no.

B.PART (Table in the database: tblMsPt)

1. PART NUMBER

Definition: a roman numeral designating the parts of a given codex that have independent origin from one another (frequently but not necessarily with differing place or date of origin).

Comment: if the codex was produced in essentially a single campaign, it is considered to have one "Part" and the database remains at the default number, "I." The cataloguer/inputter will sometimes have no doubts about the separate sections of production of a manuscript, and sometimes will have to make a judgment call, bearing in mind the reason for separate "Parts" in the database: to offer options for more precise cataloguing and searching the database especially as regards place and date of origin, so that, for example, "England" and "England ?" or may be said of two sections of a single codex. Note that a shift in scribal hand or in decorative style alone may be handled more appropriately in the Number of Scribes or in the Artist fields below. Do use the "Part" option to deal with bindings and flyleaves that are themselves fragments from separate manuscripts. The field offers a drop-down box, with roman numerals, I-X, as the only choices, but higher numbers may be entered if necessary. If more than one Part is entered into the record, be sure to go back to the beginning of the Manuscript level to check the "Composite?" yes/no box as "yes" (since it defaults to "no").

Example:

- UCB 87 with Pt. I, Pt. II, Pt. III (all of the same origin, but currently disbound and shelved separately with foliation beginning anew with each part) [thus the choice to handle this manuscript as "composite" was based on in-house curatorial needs]
- UCB 131 with leaves from a completely different book of hours bound in at the end of the main text
- Plimpton MS 21 with Pt. I and Pt. II (both from England from the second half of the 13th century, but with evidence of independent circulation until their common binding in the 15th century)
- Plimpton MS 287 with Pt. I used for the codex itself, a primer copied in France during the second half of the 15th century, but bound in modern times in a leaf from an antiphonal, England ?, s. XV; this latter will constitute Pt. II.

Properties: text; default value set at "I"; size: 4

Required: yes.

2. SUPPORT

Definition: the physical material that supports the script.

Comment: the choices, as supplied in the combination box, are: Paper; Parchment; Paper and parchment.

Properties: text; size: 20

Required: yes.

3. WATERMARK

Definition: the identifying mark used by the paper maker.

Comment: is pertinent only if all or part of the manuscript is on paper; useful as a dating device; use semicolon to separate more than one watermark.

Example:

- Similar to Briquet, *Ange* 117.
- Piccard, *Fabeltiere* III:206; Briquet, *Oiseau* 12124.

Properties: text; size: 125

Required: no.

4. SPAN OF FOLIOS

Definition: in reference to the individual part, the number of leaves in arabic numerals.

Comment: if a manuscript is paginated rather than foliated, use the same formula as above, substituting "pp." for "ff."; phrased as span, not as total and thus including the designation "v" for "verso" when warranted, which will almost always be cited; if a the manuscript is a single-leaf document, repeat "one leaf" (the same information in all 3 levels, Manuscript, Part and Text; since all are required fields, all must contain information); if in roll format, give number of

membranes (this information will be repeated in the "Span of Folios" field in the Text level).

Example:

- ff. 1-23v
- pp. 35-68
- 4 membranes laced end to end

Properties: text; size: 50

Required: yes.

5. OUTER DIMENSIONS

Definition: dimensions of the book block.

Comment: measure the support, not the binding; measure first height then width in mm; if the manuscript has fold-out plates, measure the normal, non-folded leaves, not those that are oversize; if the manuscript consists of several cropped or mutilated fragments, give the measurements of the largest fragment, i.e. of the one which comes closest to what the original non-damaged shape would have been.

Example:

- 215 x 163

Properties: text; size: 15

Required: yes.

6. COUNTRY

Definition: country of origin of the manuscript; first of four place-defining elements.

Comment: in English; the names of modern political division, except for occasions of irreconcilable lack of correspondence; if place of origin is uncertain, it may be followed by a space, then a question mark. If the script region crosses modern political boundaries, it is preferable to choose one name for the "Country" field, and include a comment with the second country name in the "Note" field. Remember that this is the only required place designation, and that it may be presented to the user in an alphabetized browseable list.

Example:

- Rhaetia [for Plimpton MS 32 (representing an area that crosses today's southern Switzerland, northeastern Italy and into Austria)]
- Flanders [for innumerable books of hours]
- Switzerland ? [for Plimpton MS 29]
- Italy [for Plimpton MS 41]

Properties: text; size: 20

Required: yes.

7. CARDINAL POINT

Definition: point of the compass or the word "central" for country of origin; second of four place-defining elements.

Comment: in adjectival form, combining as many as two points; the choices are supplied in a combination box; if cardinal point is uncertain, it may be followed by a space, then a question mark.

Example:

- southern [for Smith Western MS 16 ("France" having already been specified for the country)]
- northeastern [for Plimpton MS 102 (re "Italy")]
- central [for Plimpton MS 41 (re "Italy")]

Properties: text; size: 20

Required: no.

8. REGION

Definition: modern political subdivision of a country (region, county, département, Land, province, etc.); third of four place-defining elements.

Comment: in English, if pertinent; to be used in function of the city of production: either because the city (the following tighter delimitation) is known and one can therefore readily take the step backwards and state the region, or, conversely, if the city of origin is uncertain but one wishes to imply it to the user; if uncertain, use a space, then a question mark.

Example:

- Umbria [for Plimpton MS 41, because it is known that the book was copied in Perugia]
- Tuscany [(not "Toscana") for Plimpton MS 40 B because it is probably from Florence but too tight a location would exclude, for example, Pisa]

Properties: text; size: 30

Required: no.

9. CITY

Definition: modern political name; fourth of four place-defining elements.

Comment: in English; if city is uncertain, it may be followed by a space, then a question mark.

Example:

- Perugia [for Plimpton MS 41]
- Ravenna ?

Properties: text; size: 30

Required: no.

10. DOCUMENT

Definition: identifies reports of legal activity.

Comment: covers what are traditionally called documents, usually single sheets, although occasionally in book format; it will depend upon the inputter to distinguish, according to formality of presentation, between "codex" (the implied "normal" to this database) and "document" (the non-normal) in the gray area of book-like documents (cartularies; dogali; mariegole; registers; note that collections of laws, such as English statute books, are not documents); the reason for this field is to allow users to restrict their search to documents or to exclude documents from their search, in recognition of the nature of medieval studies whereby scholars tend to work exclusively in one field or the other; the reason for the placement of the "Document" field in the Part level is that documents may often survive as endleaves in a codex, and will thus constitute a separate Part of a given codex; for a list of the fields normally applicable to documents, see Appendix 5.

Properties: yes/no box answering the question, "Is this a document?"; default value set for "no"

Required: yes.

11. DATED

Definition: explicit statement as to whether the manuscript is formally dated by its scribe or not.

Comment: purpose is allow searchability on this crucial criterion, since Digital Scriptorium represents the first American contribution towards the international effort to produce photographic catalogues of dated/datable manuscripts. It is important in this regard that the yes/no box for "Document" (see above) is answered correctly, since users will almost certainly want to restrict their searches in the Dated category to codices alone, excluding archival materials.

Properties: yes/no box answering the question, "Is this manuscript dated?"; default value set for "no"

Required: yes.

12. DATE

Definition: date of origin of the manuscript.

Comment: century/centuries using the standard paleographic system of the letter "s." (for "saeculo") followed by roman numerals combined with superscript arabic numerals or Latin abbreviations; see Appendix 2 for translation table; for dated manuscripts and for documents, include here their date to the half century (so that they, too, will respond to a general date query); if date is uncertain, it may be followed by a space, then a question mark; if date includes a span of time, it may be so indicated by a hyphen between the two dates; if a date isn't or can't be assigned to the manuscript, the inputter may place "Undetermined" in the field.

Example:

- s. VIII ? or s. IX ? [for Plimpton MS 27 (either 8th or 9th century)]
- s. XIII-XIV (13th through 14th centuries)
- s. XIII/XIV [for Plimpton MS 60 (turn of the 13th to the 14th century)]

- s. XVIⁱⁿ [for Plimpton MS 84 (= saeculo sextodecimo ineunte, i.e. early 16th century)]
- s. XV² [for Plimpton MS 23 (second half of the 15th century; the manuscript is dated 1466)]

Properties: text; size: 50

Required: yes.

13, 14. BEGIN DATE, END DATE

Definition: behind-the-scenes fields that respond automatically to the entry of the date in roman numerals+superscript in the Date field.

Comment: the purpose of these fields is to allow searching by an assigned date, since most computer programs do not recognize roman numerals as such, but treat them as letters.

Example:

- s. XV in the Date field, producing "1400" in the Begin Date field and "1499" in the End Date field

Properties: number; size: long integer

Required: yes, in that the fields fill in automatically in response to the Date field which is itself required, but in fact the two present fields are not required by the program (because of the possibility that "Date" may be entered as "Undetermined").

15. YEAR-MONTH-DAY

Definition: date of origin of the manuscript when it is dated by the scribe (in a form more or less translatable to modern dating systems) or otherwise documented or datable to a range of time (for example, if dated in payment records from the original owner's surviving accounts; or if datable to a range of years defined by presence/absence of saints entered by the main scribe in the calendar of a liturgical book). If "datable" rather than dated in the true sense, explain this in the Notes field of the Part level.

Comment: use arabic numerals for year(s); use names of months in English (to avoid confusion between American and European usage of position of numbers for months and days); use arabic numerals for days; fill in as much as documented information allows; use comma to separate year from month; use space to separate month from day; use dash to indicate range of dates; if uncertain, use space, followed by a question mark.

Example:

- 1351 [(year only) for Plimpton MS 34]
- 1351-1476 (as might occur with a register of accounts)
- 1393, September [(year, month) for Plimpton MS 17]
- 1395 ?, March 1 or 1396, February 20 [signed: 6th day of Lent 1395, but unclear if following Pisan or Florentine dating system, for Plimpton MS

171; the problem with dating style could be explained in the Notes field with the alternate possibility, 1396, February 20; see below]

- 1395, March 1 o.s. [if certainly "old style" date, not translated to modern terms because of uncertainty as to its actual meaning; n.s. is for "new style" when the date is certainly modernized for this database]

Properties: text; size: 20

Required: no.

16. LAYOUT

Definition: indication of ruling technique and layout.

Comment: the technique is usually limited to seven choices (dry point; lead; crayon; ink; pale red ink; by rake; by board) or combinations thereof; the layout is almost infinite in possibility, so give at least the most visible feature (long lines or columns), with the number of lines, and if desired/feasible a description of the ruling pattern; since layout is an issue mainly pertinent to codices for determining local or in-house usages, leave this field blank when describing a document. The database offers no designated field for information about the structure of the manuscript (collation, catchwords, quire and leaf signatures); if desired such information could be included in the Layout field, separating the categories of information with a semicolon. Note that an image of a page with catchword or with quire/leaf signature is also helpful.

Example:

- 32 long lines ruled in lead
- 2 columns of 37 lines ruled horizontally in ink with full length vertical bounding lines in lead
- 2 columns of 42 lines ruled in ink, with center rule between the columns
- quires of 8 leaves; 28 long lines

Properties: text; size: 255

Required: no.

17. ALPHABET

Definition: indication of primary writing system of the manuscript.

Comment: in the case of Digital Scriptorium, almost all manuscripts are written using a subset of the Latin alphabet; a certain number of the Digital Scriptorium holdings are manuscripts written in Greek language and, crucially for this field, in the Greek alphabet; don't use this field if a manuscript has one or two short notes in, for example, the Hebrew alphabet, but rather be sure to put an image of that on the web and use the word "Hebrew" in the caption.

Example:

- Greek

- [but in the Caption field] Scrap of a Hebrew book used as reinforcement for stitching.

Properties: text; size: 50

Required: no.

18. SCRIPT

Definition: type of script used, in practice usually a subset of the Latin alphabet.

Comment: for a list of possible terms, see Appendix 3, available in a combination box on the form, with "Add List" allowing the inputter to add other script names; avoid adjectives of aesthetic nature (redundant since the user can see for himself if a particular hand is elegant, crabbed, idiosyncratic, trembling, etc.), but retain those that are indicative of script location or date (as shown in the combination box, e.g. "transitional script" or "Byzantinizing capitals"); remember that the purpose in naming a script is to allow searchability for that script, and only secondarily to tell a user the name of the script that he is looking at; therefore, the more generic the script term used, the more likely that it will be caught in a search net; if a user requires more precise results, he will eventually be able to limit his search by requesting a place, a date or a text in combination with the simple script name.

Properties: text; size: 255

Required: no.

19. NUMBER OF SCRIBES

Definition: number of readily distinguishable hands with span of leaves copied by each person.

Comment: assume that the scribe is the same person throughout the book, unless at one certain point (not gradually over the course of the book) there is a distinct difference; devise a general statement when the situation is too complex to lay out in full.

Example:

- Scribe i, ff. 1-8v; scribe ii, ff. 9-56v
- Scribe i, ff. 1-32v, 112-116v; scribe ii, ff. 33-111v, 117-251
- Several scribes.
- Numerous scribes, with breaks frequently corresponding to textual divisions

Properties: text; size: 80

Required: no.

20. SCRIBE

Definition: name of the scribe.

Comment: source of an actual name could be a colophon in the present manuscript, or a payment record, or a scholar's recognition; the "name" may be an assigned or associative term; if the scribe only copied segments of a manuscript,

use limiting phrases here or use the Notes field to cite the span of those folios. Since this field has a browseable list or "quick-search" feature in the interface (i.e. a link to an alphabetical list of the names), it is preferable to phrase this entry with the alphabetizing name first, as in the examples.

Example:

- P.E.A.F. interpreted as "Paulus Erizzo Antonii Filius"
- Richardus Franciscus, partially copied by
- Nichil amantibus durum (motto used by Ser Niccolò Berti Martini de' Gentiluzi)
- Andreuccio della Monaca (from payment records)
- GiovanMarco Cinico [with thanks in the Acknowledgment field to the scholar who made attribution to the named scribe]
- Scribe D of the Trinity College Gower

Properties: text; size: 255

Required: no.

21. MUSIC

Definition: type of musical notation, when present.

Comment: in practice, this will occur almost only with liturgical books when their generic title will already imply the presence of musical notation (antiphonal; gradual; processional; noted breviary); also, given the kinds of manuscripts in these collections, one is almost always faced with square notation; although not required by the database program to state the presence and type of musical notation, inputters are strongly encouraged to do so, since this is one of the few fields that serves musicologists; in any case, do remember that this is not a yes/no field.

Example:

- Square notation on 4-line red staves
- Neumes in campo aperto
- Neumes on staves including one red and one yellow line
- White mensural notation
- Nagelschrift notation

Properties: text; size: 60

Required: no.

22. REPRESENTATIONAL DECORATION

Definition: painting or drawing in a manuscript that represents humans or animals, usually in miniatures (of any size or shape), historiated initials, or marginal scenes.

Comment: give the number (when feasible), size/shape, and technique if any other than standard tempera; include notice of major decoration now missing; mention such decoration even if added to the manuscript at considerably later dates. Remember that, contrary to usual practice in describing representational decoration in a manuscript catalogue, the user will have a number of images upon which to base his own further interpretations.

Example:

- 5 full-page miniatures on inserted leaves, blank on the recto, with evidence of 3 others, now cut away; 9 5-line historiated initials
- 1 4-compartment miniature
- 3 miniatures painted across the width of 2 columns of text
- 12 monthly occupations and zodiac signs in roundels
- Extensive bas-de-page scenes
- Some 200 color wash illustrations
- Numerous pen and ink drawings, many incomplete
- 8 4- to 7-line historiated initials

Properties: text; size: 125

Required: no.

23. OTHER DECORATION

Definition: any other significant decoration.

Comment: give the number (only if rather limited--i.e. don't count all 182 painted initials in a bible), nature, size, and technique if any other than standard tempera; mention presence of gold especially if burnished (rather than powdered) since it gives a notion of the expense level of the manuscript; include notice of decoration now missing.

Example:

- 4 gold initials, 5-line, with white vine stem grounds and full borders
- Flourished initials
- Space reserved for 7-line opening initial; 2-line plain red initials

Properties: text; size: 255

Required: no.

24. ARTIST

Definition: name of artist/decorator.

Comment: the "name" may be an assigned or associative term; source of an actual name could be an inscription in the present manuscript, or a payment record, or a scholar's recognition; if the attribution has been made by a scholar, be sure to note the person's name in the Acknowledgments field of the Part level; use cautionary wording unless absolutely certain of attribution. Since this field has a "quick-search" feature in the interface (i.e. a link to an alphabetical list of the names), it is preferable to phrase this entry with the alphabetizing name first, as in the examples.

Example:

- M. P.
- Simon Marmion
- Master of Morgan 85
- Master of the Squinty Eyes
- Cristoforo Maiorana, in the style of
- Boucicaut Master, following compositions of
- Jan van Eyck, miniatures relating to the work of

Properties: text; size: 50

Required: no.

25. NOTES

Definition: a non-defined slot to be adapted to the needs of a specific manuscript.

Comment: to be used at the discretion of the inputter to contain notes about the physical situation of the manuscript.

Example:

- Upper section of a bifolium.
- Unfoliated.
- The same artist illuminated Padua, Biblioteca del Seminario, MS 355.
- The date is given only as 14 October "anno quo supra."

Properties: text; size: 255

Required: no.

26. ACKNOWLEDGMENTS

Definition: public recognition of contribution to knowledge about the manuscript.

Comment: this field is the commitment on the part of Digital Scriptorium to build a dialogue between the scholars who are specialists in a given field and the librarians who are responsible for public dissemination of knowledge about the manuscript; it is also an encouragement to update the information contained in the

database. The field exists at the first three levels (Manuscript, Part, Text) so that the acknowledgment may be more precisely geared to the information provided.

Example:

- We are grateful to Dr. A. C. de la Mare for the identification of this scribe.
- We thank Prof. James Marrow for the attribution of the miniatures to Willem Vrelant.

Properties: text; size: 255

Required: no.

27. SEQUENCE

Definition: arabic numeral to ensure proper sequencing on the web.

Comment: this field exists at the three levels of Part, Text and Image, with the numbers beginning afresh at "1" for the children of each new parent record. Thus a hypothetical MS 1, with two children parts, names them 1 and 2; a hypothetical MS 2 with three children parts, names them 1, 2, 3, and so forth. In the meantime, the text children of part 1 are named, 1, 2, 3; those of part 2 are named, 1, 2; the text child of part 3 is named 1. The same occurs at the following layer of descent: each text, no matter what its own number is, rebegins the count of its own images at 1. The purpose of the numbering to reflect the successive layers of Part, Text and Image is to allow for greater ease in adding or deleting sequence numbers at any point along the chain, should the occasion arise. These numbers will not be visible to the end-user.

Properties: number; long integer

Required: no.

28. REVISIT

Definition: flag referring to any one or several fields in this level as reminder that the level contains something that is incomplete/uncertain/possibly wrong.

Comment: in-house tool that will not display in the final user-version of the database; its presence may be searched by the inputter, but because there is no provision for identifying the specific field(s) in each level that require further attention, it is suggested that the inputter signal the specific field by easily noticed and unique marks (percentage sign?) at the end of the problematic field.

Remember that such "attractive garbage" as percentage signs, etc. will display to the public.

Properties: yes/no box, answering the question, "Does something in this level of this manuscript require further attention?"

Required: no.

C. TEXT (Table in the database: tblEDoc)

1. SPAN OF FOLIOS

Definition: in reference to the individual text, the number of leaves in arabics.

Comment: if a manuscript is paginated rather than foliated, use the same formula as above, substituting "pp." for "ff."; phrased as span, not as total; include the "v"

for "verso" when appropriate; if the verso is blank, include mention of this, using a semicolon as a separator; if the manuscript is a single-leaf document, repeat "one leaf" (the same information in all 3 levels, Manuscript, Part and Text; since it is required field, it must contain information); if in roll format, give number of membranes (this is repeated from the "Span of Folios" field in the Part level).

Example:

- ff. 1-23v
- ff. 24-57; f. 57v blank
- pp. 35-68
- 4 membranes laced end to end

Properties: text; size: 50

Required: yes.

2. AUTHOR

Definition: name(s) of author(s).

Comment: if there is more than one author per text, separate the names by a semicolon, e. g. Guillaume de Lorris; Jean de Meun; however, if the second name is not that of a joint author, but represents a different form of collaboration, see following field, "Other Associated Name(s)"; in the case of a collection of excerpts (florilegium; anthology; rariarium) list the author names in the order in which they occur in the text (as much as is feasible, given that some names will repeat), then state the nature of the text in the Generic Title field.

PREMISES:

The problems of medieval nomenclature make consistency in the form of names very difficult to achieve. The schematic approach to normalization of medieval nomenclature in this database depends on two premises: that the the inputter has competency in medieval materials and his/her judgment is trustworthy; that the goal is to input material with the greatest possible dispatch and with the least possible research/authority-check time. Implicitly, we thus expect that end-users of the database will perform multiple searches for a given author, under multiple forms of a name.

LANGUAGE OF NAME--Major Authors:

In this database, names of monarchs and other well known individuals appear in the form most familiar to English speakers (Frederick II; Catherine of Siena; Peter the Venerable); the English preposition "of" will also be used (but not exclusively) in preference to various Latin/other vernacular forms: David of Augsburg, not David von Augsburg or David Augustensis. It is recognized that the language of the names may be hybrid, incorporating both English and Latin words: Peter Comestor, not Peter the Eater, and not Petrus Comestor. It is also recognized that the most familiar form to English speakers may not be in English: Johannes de Sacro Bosco, not John of Holywood; Niccolò Machiavelli, not Nicholas Machiavelli. Names of Arabic philosophers will be cited in the form

used in the Latin West, and commonly known to most scholars of the Middle Ages: Averroes (not Ibn-Rushd); Avicenna (not Ibn-Sina); the same holds for Jewish authors writing in Latin: Petrus Alfonsi (not Moise Sefardi). Results of accepted scholarship on the identities of medieval authors will be incorporated: Christine de Pizan, not Christine de Pisan.

LANGUAGE OF NAME--Lesser known Authors:

Other authors will be referred to in the language consonant with their region of origin or chief activity: Marco Polo, because of his birth in Italy (not because of the language of his writings, which would have produced a French form, "Marc Paul"); Franciscus Pipinus, because of his writings in Latin (not because of his birth in Italy, which would have produced Francesco Pipino). In points of uncertainty, consult the *Regeln für die alphabetische Katalogisierung*, vol. 6 in 2 pts., *Personennamen des Mittelalters* (Wiesbaden 1989), remembering that RAK-PMA privileges Latin.

LANGUAGE/FORM OF NAME--Unknown/Uncertain Authors:

If an "author" identified himself or has been accepted under a pseudonym, that pseudonym will be used: Sir John Mandeville; Trotula. Pseudo (*sic*, without hyphen) and the name will be used for authors of those texts attributed during the Middle Ages to a real, and usually well known author, but now recognized as having been written by someone else, unknown to us: Pseudo Augustine.

WORD ORDER IN NAME:

Names will retain normal order without inversion and without punctuation between first names and surnames, patronymics, adjectives, place names (Dante Alighieri; Giovanni Boccaccio; Peter Lombard; Thomas Aquinas); for some authors, the name will consist of a single word (Alcuin; Bede), esp. in the case of classical authors (Ovid, not Publius Ovidius Naso).

ATTRIBUTES:

The title of "Saint" will not be used when referring to someone in their status as author: Jerome, and not St. Jerome (although the qualification of St. will occur in iconography, where the medieval intent was indeed to emphasize him *qua* saint). Other appellations will also be omitted whenever possible: Hugh of Cluny is equally as understandable as and preferable to Hugh, abbot of Cluny. On the other hand, when an author is normally known with a title as part of his name, the title will be used: Sir Philip Sidney. Other attributes may be included if normal/desired, in English when feasible: Philip the Good of Burgundy; Lorenzo il Magnifico de' Medici.

Properties: text; size: 100

Required: no, as far as the database is concerned, but in fact one of the four necessary fields for text identification (author/title/generic title/incipit).

3. OTHER ASSOCIATED NAME(S)

Definition: name(s) of other person(s) associated with a given text.

Comment: usually those who have translated, revised, rewritten, glossed, etc. a text, with the nature of their contribution specified; for the form of the names, see above under "Author." Although this field is not (yet?) indexed for "quick search," it remains preferable to phrase the names in such a manner as to readily produce an alphabetical list.

Example:

- Bernardus Parmensis, glossator
- Octavien de St. Gelais, translator
- Robert Stonham, resp. for the epitome
- Benvenuto da Imola, commentary by
- Petrus Antonini de Padua, notary

Properties: text; size: 150

Required: no.

4. TITLE

Definition: title of the work.

Comment: usually (?) in the language in which it was originally written; occasionally use the commonly recognized English title, when the situation of an actual title is too nebulous; use classical Latin spelling for diphthongs, "ti," "mn" etc. to aid in uniform searching; be careful to not confuse actual titles with generic titles masquerading in Latin. See Appendix 4 for Diacritical and Formatting Conventions.

Example:

- *De proprietatibus rerum* [not as *On the properites of things*, even when in the English translation of John Trevisa; note that information on the translator goes in the Other Associated Name(s) field, as described above]
- *Travels* [for Marco Polo, not the French *Devisement du monde* or the Latin *De consuetudinibus orientalium regionum*]
- *Somnium Scipionis* [not *Sompnium Scipionis*]
- *Vitaspatrum* [(UCB 9), an actual title; but "Vitae sanctorum" (Plimpton MS 64) is not a specific title and should go into the field for Generic Title as "Saints' Lives"]

Properties: text; size: 100

Required: no, as far as the database is concerned, but in fact one of the four necessary fields for text identification (author/title/generic title/incipit).

5. GENERIC TITLE

Definition: term that indicates a category of books, rather than a specific text.

Comment: use English (mainly) and include adjectives or other qualifiers; may be used to characterize generally a codex that contains several identifiable texts

(in addition to the titles of the texts) as a sort of general subject indexing and gathering term proposed by the cataloguer/inputter (e.g. Humanistic miscellany; Devotional treatises); this field will be of particular use for stating the type of archival document; if the type of document isn't known, use the word "document" alone. Note that Latin is the normal form for naming (by incipit) certain types of documents or laws: "Vidimus"; "Inspeximus"; "Circumspecte agatis"; "Quo warranto." In practice, the entry in this field is seldom, if ever, italicized.

Example:

- Bible; Bible, glossed Luke; Book of Hours, use of Rome; Antiphonal; Ferial choir psalter; Missal; Portolan chart; Florilegium; Rapiarium; Medical recipes; Herbal; Alchemical compilation; Theology; Pastoral materials; Computistic treatises; Calligraphy; Wycliffite tracts; Cartulary; Indenture; Feet of Fines; Lease; Marriage contract; Receipt; Bill of sale; Payment order; Instructions to the Ambassador to the Court of Spain; Report on the Conclave electing Alexander VII

Properties: text; size: 255

Required: no, as far as the database is concerned, but in fact one of the four necessary fields for text identification (author/title/generic title/incipit).

6. LANGUAGE(S)

Definition: names, in English, of the language(s) used in the text.

Comment: name more than one language, if appropriate, separated by a semicolon.

Example:

- Middle English
- Italian dialect, possibly southern
- French with forms typical of Picardy
- Latin; French

Properties: text; default value set for "Latin"; size: 75

Required: no.

7. DOCKET or DOCUMENT SUMMARY

Definition: abridged outline of proceedings in a legal document, giving names, dates, action, etc.

Comment: Bear in mind that this very broadly defined field with miscellaneous content carries almost all the informational weight for the medieval archival documents in Digital Scriptorium; users will only be able to apply free-word searches to this category. Therefore, enter the information using the most predictable, least esoteric words possible. Remember:

1. to phrase the "Folios" field for this kind of material as "one item" or "[x] membranes"

2. to refer to the two sides of a document, when necessary, as "face" and "dorse"
3. to note the presence, material, color and method of attachment of seals in the "Physical Issues" field
4. to leave the "Binding" field blank (assuming, of course that the item is not bound)
5. to check the "Document" box as "yes"
6. to enter the name of a notary in the "Other Associated Name(s)" field and not in the "Scribe" field (since notaries are closer in function to lawyers than to scribes)
7. to offer an indication of the type of document in the "Generic Title" field
8. to use "Docket/Document Summary" for virtually all the content information
9. to make comments about endorsements, presence of notarial marks and so on in the "Notes" field of the Text level

Example:

- Papal bull of Innocent III addressed to the abbot of Saint-Remi of Rheims concerning a quarrel about some marshes between the abbey of Saint-Bertin and the burghers of Saint-Omer, excommunicating the latter, dated 5 February 1202

Properties: text; size: 255

Required: no.

8. RUBRIC

Definition: author- and/or title-like information in the manuscript, often set off from the main body of the text by red ink, underlining, display script or spacing.

Comment: the rubric often contains the words "incipit" or "here begins" or the like, and thus risks being mistaken for the incipit; the physical display mechanisms listed above are not in and of themselves sufficient to meet the definition of "rubric" which must have some sort of title-page'ish information. See the Comment for "Incipit" regarding transcription issues; italics in this situation (i.e. where it is not a title), are encoded as: #i[word(s) to be italicized]#.

Example:

- [rubric] *Here begins the Dominical Prayer*, [incipit] Our father who art in heaven . . .
- [rubric] *Incipit oratio dominica*, [incipit] Pater noster qui es in celis . . .
- [to be entered into the database under "Rubric" as:] #iIncipit oratio dominica# [and then under "Incipit" as:] Pater noster qui es in celis . . .

Properties: text; size: 255

Required: no.

9. INCIPIT

Definition: beginning words of a text, often used to identify it.

Comment: transcribe preferably far enough into the text to include a finite verb; always transcribe past biblical quotes; always transcribe at least the first two verses of poetry; never break internally to a syntactical unit; contrary to the suggested inputting of titles (= an abstraction), never normalize to classical Latin (or modern English or whatever) spelling for the transcription of an incipit (= a specific instance); use "[*sic*]" only when you yourself, at a later proofreading, run the risk of considering something in the transcription a typographical error; use the barest minimum of punctuation (in particular, avoid the slash used by printed-book scholars to show a line break); if at all possible, transcribe the incipit of an unidentified text or one of uncertain authorship (esp. in the cases when one only has a generic title that is not liturgical, etc.); never give incipits of bibles, liturgical or statute books; distinguish between and transcribe multiple sets of incipits, giving their function in square brackets and separate the various incipits with a semicolon (prologue; dedicatory letter; "argumentum"; "accessus"; etc.); use italics for biblical citations, proverbs cited internally to the text, etc.; omit final ellipses. For diacritical and formatting conventions, see Appendix 4 below.

Example:

- Beatus vir qui non abiit in consilio impiorum [not a rubric even though all these words may be inscribed in a highly elaborate, decorative script, because there is no statement however minimal regarding author or title]
- Cum studia secularium magno desiderio fervere cognoscerem
- *Parce michi domine nichil enim sunt dies mei*, Exprimitur autem in his verbis humane condicionis instabilitas
- Blessid god souereyn goodnesse/ mercy to me thy synfull creature
- [prologue:] In hoc tractatu de regimine sanitatis aliquid dicendum est; [text:] Oportet illum qui wlt [*sic*] esse longevus

Properties: text; size: 255

Required: no, as far as the database is concerned, but in fact one of the four necessary fields for text identification (author/title/generic title/incipit).

10. EXPLICIT

Definition: ending words of a text, often used to identify it.

Comment: as above, regarding incipits; be sure to start transcribing the explicit well before any formulaic doxology or colophon (which should be omitted if it is clear that that is the nature of the final words); only transcribe the final explicit of the formal text, not the explicits of the prologues, dedicatory letters, etc; omit the ellipses that would be normal to a printed version of this material. See the Comment for "Incipit" regarding transcription issues.

Example:

- when they shall not mowe do servyce.
- si intima mente scrusteris [sic] et ad medullam intimi intellectus per dei gratiam perveneris. Amen.
- ut Leti phaleris omnes et torquibus omnes.
- Her blessing mote thou haue and wele mote thou thryue. Wele is the childe that thryue may my der childe.

Properties: text; size: 255

Required: no.

11. STATUS OF TEXT

Definition: statement as to type of problem when a text is not complete or disordered.

Comment: in practice the choices are: incomplete (when a scribe has simply stopped copying, leaving empty space on the leaf or on multiple leaves); defective (when a book is physically mutilated); fragment (when so little of the text survives that one can only speak of a few leaves); copied out of order (when a scribe's exemplar was misbound); misbound.

Example:

- Ending defectively
- Missing several quires internally with consequent loss of text
- Beginning defectively in the chapter list
- All full page miniatures cut away with loss of text
- Fragment

Properties: text; size: 75

Required: no.

12. NOTES

Definition: a non-defined slot to be adapted to the needs of a specific manuscript.

Comment: to be used at the discretion of the inputter to contain notes about the textual situation of the manuscript. In the case of documents, use this field to mention the presence of endorsements and authenticating devices, such as a rota, monogram, rubric (in the Spanish sense), signature or notary/tabellion mark.

Example:

- Endorsed.
- Notarial mark in the shape of a cross of Ser Giovanni Buzzacarini (?).

Properties: text; size: 255

Required: no.

13. ACKNOWLEDGMENTS

Definition: public recognition of contribution to knowledge about the manuscript.

Comment: this field is the commitment on the part of Digital Scriptorium to build a dialogue between the scholars who are specialists in a given field and the librarians who are responsible for public dissemination of knowledge about the manuscript; it is also an encouragement to update the information contained in the database. The field exists at the first three levels (Manuscript, Part, Text) so that the acknowledgment may be more precisely geared to the information provided.

Example:

- Prof. David Ganz has kindly informed us of the author of this text.
- Dr. A. Ian Doyle has identified the only other known copy of this treatise.

Properties: text; size: 255

Required: no.

14. SEQUENCE

Definition: arabic numeral to ensure proper sequencing on the web.

Comment: this field exists at the three levels of Part, Text and Image, with the numbers beginning afresh at "1" for the children of each new parent record. Thus a hypothetical MS 1, with two children parts, names them 1 and 2; the hypothetical MS 2 with three children parts, names them 1, 2, 3, and so forth. In the meantime, the text children of part 1 are named, 1, 2, 3; those of part 2 are named, 1, 2; the text child of part 3 is named 1. The same occurs at the following layer of descent: each text, no matter what its own number is, rebegins the count of its own images at 1. The purpose of the numbering to reflect the successive layers of Part, Text and Image is to allow for greater ease in adding or deleting sequence numbers at any point along the chain, should the occasion arise. These numbers will not be visible to the end-user.

Properties: number; long integer

Required: no.

15. REVISIT

Definition: flag referring to any one or several fields in this level as reminder that the level contains something that is incomplete/uncertain/possibly wrong.

Comment: in-house tool that will not display in the final user-version of the database; its presence may be searched by the inputter, but because there is no provision for identifying the specific field(s) in each level that require further attention, it is suggested that the inputter signal the specific field by easily noticed marks (the percentage mark?) at the end of the problematic field. Remember that such "attractive garbage" as percentage signs, etc. will display to the public.

Properties: yes/no box, answering the question, "Does something in this level of this manuscript require further attention?"

Required: no.

D. IMAGE (Table in the database: tblLink3)

1. FOLIO NUMBER(S)

Definition: the location within the manuscript of the photograph.

Comment: if the manuscript is a single-leaf fragment, the designation is "recto" or "verso" spelled out in full; otherwise, follow in-house use with full designation of "r" (or "recto") or omit designation of recto altogether, and signal verso as "v" (or "verso"); can also contain words other than folio or page number(s); in the case of a single-leaf document, employ the words "face" (=written side) or "dorse" (= back, or verso); in the case of bindings, use "Binding" here with the separation of, e.g., front cover or back cover in the caption. This is the only required field of this level.

Example:

- verso
- f. iii
- f. 34
- f. 34v
- f. 34v, detail
- ff. 34v-35
- p. 22
- Dorse
- Back pastedown
- Binding

Properties: text; size: 25

Required: yes.

2. CAPTION

Definition: text accompanying image on the Web, serving both to point out an interesting feature (justification for the choice of shot), and to allow for free-word searching on its phrasing.

Comment: the caption field need not always contain a statement if the cataloguer/inputter has no reason to point out a feature (since there may be more than one image per codex, other images may contain sufficient terms to bring a user to the manuscript); also, images of archival documents seem to frequently omit the caption. Note that this is the slot where iconography is given, using standard art-historical terminology: "Annunciation," not "Angel and Mary."

Example:

- Annunciation.

- Tobit and the swallow.
- Later reader's notes in red ink in the outer margin.
- Pentrials, including one dated 1572.
- Force of dry point ruling splitting the parchment in the last text line.
- Large blue stain from chemical reagent to intensify ink color.
- Display capitals in first text line.

Properties: text; size: 255

Required: no.

3. ICONCLASS

Definition: a hierarchical code comprised of numbers and letters to identify iconography; see Iconclass manual/CD-Rom for the codes themselves; for overview, see website: <http://iconclass.let.ruu.nl/home.html>

Comment: the system has the advantage of international use and is language-independent; full implementation of Iconclass is complex: we expect a limited/simplified coding based on work in progress at the Index of Christian Art linking verbal and number codes [Digital Scriptorium has not implemented this possibility to date.]

Properties: text; size: 100

Required: no.

4. NOTES TO PHOTOGRAPHER

Definition: notes to photographer.

Comment: use only if the choice of photograph seems unclear, or if a particular size of film is required; the photographer will have the list of captions to aid him, so it isn't necessary to repeat that information. This information will not display to the end-user.

Example:

- ms is paginated (if there is risk that he will shoot the required number of a folio, not a page)
- the prick mark is the tiny hole some 60 mm from the bottom of the page, in the outer margin (because the hole is so small as to be easily overlooked)
- be sure to use 4 x 5 transparency here!

Properties: text; size: 50

Required: no.

5. SEQUENCE

Definition: arabic numeral to ensure proper sequencing on the web.

Comment: this field exists at the three levels of Part, Text and Image, with the numbers beginning afresh at "1" for the children of each new parent record. Thus a hypothetical MS 1, with two children parts, names them 1 and 2; the hypothetical MS 2 with three children parts, names them 1, 2, 3, and so forth. In the meantime, the text children of part 1 are named, 1, 2, 3; those of part 2 are named, 1, 2; the text child of part 3 is named 1. The same occurs at the following layer of descent: each text, no matter what its own number is, rebegins the count of its own images at 1. The purpose of the numbering to reflect the successive layers of Part, Text and Image is to allow for greater ease in adding or deleting sequence numbers at any point along the chain, should the occasion arise. These numbers will not be visible to the end-user.

Properties: number; long integer

Required: no.

6. REVISIT

Definition: flag referring to any one or several fields in this level as reminder that the level contains something that is incomplete/uncertain/possibly wrong.

Comment: in-house tool that will not display in the final user-version of the database; its presence may be searched by the inputter, but because there is no provision for identifying the specific field(s) in each level that require further attention, it is suggested that the inputter signal the specific field by easily noticed and unique marks (percentage sign?) at the end of the problematic field.

Properties: yes/no box, answering the question, "Does something in this level of this manuscript require further attention?"

Required: no.

APPENDIX 1: RESUME OF FIELDS

Hierarchy levels	Total fields	Required fields
Manuscript	18	4
Part	28	8
Text	15	1
Image	6	1
Total	67	14

REQUIRED FIELDS

The following 14 fields must contain entries for the database to accept a given record, with the exception of the 4-part choice allowed for author/title/generic title/incipit where the inputter may choose which of the four to use (the database would in fact accept a record left blank in all four fields); of the 14, 4 have default values.

Manuscript:

- Shelfmark
- Composite Manuscript (defaults to "no")
- Total Folios
- Inputter

Part:

- Part Number (defaults to "I")
- Support
- Span of folios
- Outer Dimensions
- Country
- Document (defaults to "no")
- Dated (defaults to "no")
- Date (and implicitly, Begin Date and End Date)

Text:

- Span of folios
- and at least one of the following four fields, required by sense, although not by the program:

- Author
- Title
- Generic title
- Incipit

Image:

- Folio number

APPENDIX 2: DATE TRANSLATION

The standard dating system used for manuscript studies employs roman numerals and superscript arabic numbers or letters in Latin: for example, "s. XIIIⁱⁿ" stands for "saeculo tertio decimo ineunte"; "med" is for "medio"; "ex" is for "exeunte." This system is used to designate dating accomplished by means of paleographic judgment. The use of arabic numerals, on the other hand, implies some form of "datability," e. g.: "ca. 1300" rather than "s. XIII/XIV" might suggest a text composed in 1298 and a particular copy with an ownership note of someone who died in 1303.

The program provides an automatic feature that expands from the dating conventions in roman numerals to those in arabics for behind the scenes ease of searching, from s. IX through s. XVI/XVII and the option of "undetermined"; the program will also allow a user to specify any other dates. An example of the dating is the following chart for the fifteenth century.

Date	BeginDate	EndDate
s. XIV/XV	1390	1410
s. XV	1400	1499
s. XV ^{#in} #	1400	1415
s. XV ^{#1/4} #	1400	1425
s. XV ^{#1} #	1400	1450
s. XV ^{#2/4} #	1425	1450
s. XV ^{#med} #	1440	1460
s. XV ^{#3/4} #	1450	1475
s. XV ^{#2} #	1450	1499
s. XV ^{#4/4} #	1475	1499
s. XV ^{#ex} #	1485	1499
s. XV/XVI	1490	1510
s. XVI	1500	1599

APPENDIX 3: SCRIPT TERMINOLOGY

The following script terminology is listed in the combination box at the level of "Part," for the field "Script." It is not intended as definitive or prescriptive, given the small consensus among paleographers and the complexity of the question; it is simply a mechanism for allowing searches on script terminology; the images themselves will prove of greater use than the words that describe them.

- Anglicana
- Bâtarde
- Beneventan
- Byzantinizing capitals
- Calligraphic script
- Cancelleresca
- Caroline minuscule
- Chancery
- Cipher
- Court hand
- Cursive
- Display script
- Fere humanistic
- Glossing hand
- Gothic
- Humanistic
- Hybrida
- Insular
- Italic
- Littera bononiensis
- Littera parisiensis
- Liturgical book hand
- Luxeuil minuscule

- Mercantesca
- Merovingian
- Notarial script
- Noting hand
- Ordinary minuscule
- Pre-caroline
- Roman font
- Rustic capitals
- Secretary
- Semi-uncials
- Square capitals
- Transitional script
- Uncials
- Visigothic

APPENDIX 4: DIACRITICAL AND FORMATTING CONVENTIONS

Although international standards exist for use of ASCII strings to transcribe diacritical marks, we have decided to use a more limited set in order to conserve space in the fields: e.g., <eacute;> requires ten spaces; our ad hoc system uses two spaces. When the database is translated for use on the web, these marks are replaced with the correct diacriticals. This temporary set does not allow for transcription of Greek, which we are handling via transliteration and identification of language, i.e. "Telos, in Greek."

Diacritical marks:

à, è, ì, ò, ù	letter plus	a`, e`, i` ...
á, é, í, ó, ú	letter plus	a', e', i' ...
â, ê, î, ô, û	letter plus	a^, e^, i^ ...
ä, ë, ï, ö, ü	letter plus	a", e", i" ...
ç, Ç cedilla'd e	letter plus \$	c\$, C\$, e\$
ñ	letter plus ~	n~

Formatting:

1. Titles as #t. . .# e.g.: #tDe proprietatibus rerum#
2. Foreign as #i. . .# e.g.: #iCercles#
3. Superscript as #^ . . .# e.g.: s. XV#^ex#

APPENDIX 5:

FIELDS NORMALLY USED FOR DOCUMENTS incl. required fields

See discussion above in the Part section, about the field "Docket/Document Summary"

A. MANUSCRIPT

1. Shelfmark (required)
2. Composite Manuscript (required)
3. Total Folios (required)
4. Physical Issue(s)
5. Provenance
6. Bibliography
7. Notes
8. Revisit
9. Source
10. Inputter (required)
11. Reviser

B. PART

1. Part Number (required)
2. Support (required)
3. Watermark
4. Span of Folios (required)
5. Outer Dimensions (required)
6. Country (required)
7. Cardinal Point
8. Region
9. City
10. Document (required)
11. Dated (required)

12. Date (required)
13. Year-Month-Day
14. Notes
15. Revisit

C. TEXT

1. Span of Folios (required)
2. Generic Title (required for sense, not by program)
3. Docket/Document Summary
4. Status of Text
5. Language(s)
6. Notes
7. Revisit

D. IMAGE

1. Folio Number(s) (required)
2. Notes to Photographer
3. Revisit