

# Edition-specific TEI encoding guidelines

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## Contents

<b>1</b>	<b>Introduction</b>	<b>3</b>
1.1	The project “Berlin Intellectuals 1800–1830” and its Digital Edition . . . .	3
1.2	About this document . . . . .	3
<b>2</b>	<b>Basic encoding decisions</b>	<b>3</b>
<b>3</b>	<b>Manuscript encoding</b>	<b>4</b>
3.1	The header . . . . .	5
3.2	The body . . . . .	19
3.2.1	Body elements of all manuscripts . . . . .	20
3.2.2	Specific elements for encoding letters . . . . .	40
3.2.3	Specific elements for encoding dramas . . . . .	41
3.3	Back matter . . . . .	44
<b>4</b>	<b>Index encoding</b>	<b>44</b>
4.1	Index of persons . . . . .	46
4.2	Index of organizations . . . . .	50
4.3	Index of places . . . . .	50
4.4	Index of works . . . . .	51
4.5	Index of contributors . . . . .	52
<b>5</b>	<b>Encoding decisions for the whole edition</b>	<b>53</b>
5.1	Dates . . . . .	53
	<b>List of TEI elements</b>	<b>56</b>

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<b>List of TEI attributes</b>	<b>58</b>
-------------------------------	-----------

**Appendix**

<b>A XML template for manuscripts</b>	<b>59</b>
---------------------------------------	-----------

<b>B XML template for letters</b>	<b>65</b>
-----------------------------------	-----------

# 1 Introduction

## 1.1 The project “Berlin Intellectuals 1800–1830” and its Digital Edition

The Digital Edition described here was conceived and is being realized by the Junior Research Group “Berlin Intellectuals 1800–1830” at the Institute for German Literature of the Humboldt-University in Berlin (Germany). The Research Group is interested in various corpora that will be partly edited in print and partly edited online, the overlap between both publications forms being very thin. This documentation describes the encoding guidelines for the digital edition. This edition is based on XML and follows the TEI-P5 encoding guidelines.

The digital edition contains the following corpora: letters (60 %), work manuscripts (novel, drama: 15 %), lecture notes (15 %), manuscripts from the University Archive documenting the history of the philosophy faculty between 1810 and 1830 (10 %). All of them are handwritten documents, in the vast majority original documents (only occasionally handwritten copies), written mostly in German or, in some cases, in French. They were produced in Berlin or in connection with intellectuals from Berlin in the late 18th and early 19th century.

## 1.2 About this document

This document describes the encoding guidelines and decisions that were made specifically for our project and our edition. It is not a replacement for the original TEI documentation. Rather, it focuses on the way we use TEI elements in order to fit every phenomenon we need to encode. For this reason, only elements that we actually use are described together with exact details on how we use them.

## 2 Basic encoding decisions

The TEI encoding must not be adapted to the letters exclusively. It has to be more universal in order to treat other types of text, too. This is one of the reasons why we decided not to use special elements like in SIG Correspondence, though it is appropriate and functional for letters. Yet we considered creating new, non-standard elements as no sensitive approach because there are consequences on the exchange of data and their durability.

For each manuscript, a single XML document is created. Section 3 describes elements appearing in those documents including header and body. Apart from that, there are

several XML documents called indexes. Each of them contains one of the central indexes of the edition: Persons, organizations, places, works, and of course the index of contributors to the edition. The index documents are described in section 4.

### 3 Manuscript encoding

A single TEI document comprises the full text of the manuscript and the metadata attached to it:

- The <teiHeader> element contains all metadata on the digital file.
- The <text> element contains the textual content.
- The transcription itself is contained in the <body> element in a <div> with the attribution @type="transcription".
- Currently there aren't any <front> and <back> elements outside of the <body> except for dramas where <back> is used for a cast list (see section 3.3).

This is the skeleton of the TEI document (some elements are unlisted—see the appendix for the complete example):

```
<?xml version="1.0" encoding="UTF-8"?>
<TEI xmlns="http://www.tei-c.org/ns/1.0">
<teiHeader>
<fileDesc>
  <titleStmt>
    ...
  </titleStmt>
  <publicationStmt>
    <availability>
      <licence target="http://creativecommons.org/licenses/by/3.0/de/deed.en">Attribution 3.0 Germany (CC BY 3.0)</licence>
    </availability>
    <date when-iso="..."/>
  </publicationStmt>
  <seriesStmt>
    <title type="main">Briefe und Texte
      aus dem intellektuellen Berlin um 1800</title>
    ...
  </seriesStmt>
  <sourceDesc>
    <msDesc>
      ...
    </msDesc>
```

```

    </sourceDesc>
  </fileDesc>
  <encodingDesc>
    ...
  </encodingDesc>
  <profileDesc>
    <correspDesc>
      ...
    </correspDesc>
    <langUsage> ... </langUsage>
  </profileDesc>
  <revisionDesc>
    <change when-iso="..." who="#...">...</change>
  </revisionDesc>
</teiHeader>
<text>
  <body>
    <div type="transcription">
      <pb n="1" facs="...jpg" />
      <opener>...</opener>
      <p>...</p>
      <closer>...</closer>
      <!-- opener and closer only used for letters -->
    </div>
  </body>
  <back> ... </back>
  <!-- back only used for dramas -->
</text>
</TEI>

```

### 3.1 The header

#### `<teiHeader>`

As usual, the header comprises the `<teiHeader>` element.

`<teiHeader>`

Following the TEI guidelines, the `<fileDesc>` (the main characteristics of the document), `<encodingDesc>` (editorial rules), `<profileDesc>` (information about the content) and `<revisionDesc>` (the history of the encoding) elements are used in `<teiHeader>`.

Inside the header, descriptions are always given in German, English and French where appropriate.

`<teiHeader> → <fileDesc> → <titleStmt>`

**`<teiHeader> → <fileDesc>`**

Within `<fileDesc>`, there are the following elements:

`<fileDesc>`

- `<titleStmt>`
- `<publicationStmt>`
- `<seriesStmt>`
- `<sourceDesc>`

**`<teiHeader> → <fileDesc> → <titleStmt>`**

In the mandatory element `<titleStmt>`, we always encode the title of the document (`<title>`), authors and editors (*not* for letters), and information on its digital version: the funder (`<funder>`), the head of the project (`<principal>`), and, inside as many `<respStmt>` elements as needed, all other staff members and contributors who have worked on the digital version of the particular document.

`<titleStmt>`

In case of letters, the `<title>` is structured as follows: “Brief von + *name of the sender* + an + *name of the addressee* + (place, date)”.  
`<title>`

`<title>`

For example:

```
<title xml:lang="de">Brief von Ludwig Tieck
an Friedrich von Raumer (Ziebingen, 30. März 1815)</title>
<title xml:lang="en">Letter from Ludwig Tieck
to Friedrich von Raumer (Ziebingen, 30 March 1815)</title>
<title xml:lang="fr">Lettre de Ludwig Tieck
à Friedrich von Raumer (Ziebingen, 30 mars 1815)</title>
```

In case of other manuscripts, the `<title>` element contains the title as written on the manuscript or given in another form.

For letters, we *do not* use the `<author>` element. Instead, the sender and the addressee are encoded in `<correspDesc>` inside `<profileDesc>` (see page 18). For other types of texts, `<author>` and `<editor>` may be used. We have decided to use `<editor>` only for roles belonging to the original text, i. e. roles that have led to the original text as it is. The role is specified in the `@role` attribute of `<editor>`.<sup>1</sup> For roles of digital edition project members, we use `<respStmt>` (see below).

`<author>`  
`<editor>`

If there is more than one author or more than one person with the same role, then their names are grouped inside one `<author>` or `<editor>` element, respectively.

These are examples of our intended use of the `<author>` and `<editor>` elements:

<sup>1</sup>If the role is “Herausgeber”, then `@role` is left out.

```
<teiHeader> → <fileDesc> → <titleStmt>
```

```
<author>
  <persName ref="#p0001">Ludwig Tieck</persName>
</author>
<editor role="annotator">
  <persName ref="#p0002">Wilhelm Heinrich Wackenroder</persName>
  <persName ref="#p0003">Another annotator</persName>
</editor>
<editor role="literary_executor">
  <persName ref="#p0004">Rudolf Köpke</persName>
</editor>
```

The `<funder>` element always contains “Deutsche Forschungsgemeinschaft: Emmy `<funder>` Noether-Programm”.

The `<principal>` element always contains the name of Anne Baillot, the “Nachwuchsgruppenleiterin”, and her affiliation. The indication is very detailed (forename, surname, `<principal>` and the complete address of Humboldt University).

```
<principal>
  <persName ref="#anne.baillot">
    <forename>Anne</forename>
    <surname>Baillot</surname>
  </persName>
  <affiliation>
    <orgName ref="#hu.berlin">Humboldt-Universität
      zu Berlin</orgName>
    <address>
      <street>Unter den Linden 6</street>
      <postCode>10099</postCode>
      <settlement>Berlin</settlement>
      <country key="DE">Deutschland</country>
    </address>
  </affiliation>
</principal>
```

The next item `<respStmt>` comprises the declaration of all persons who took part in the research and edition of the encoded document. We have selected five different responsibilities: “edited by”, “prepared by”, “in collaboration with”, “with help from” and “digitization by”. `<respStmt>`

Inside the `<respStmt>`, the name of the person is given inside a `<persName>` element. Using the attribute `@ref`, we link it with the corresponding entry in the index of contributors. The description of the responsibility is given inside `<resp>` and is only included `<resp>` in English language.

For example:

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc>
```

```
<respStmt>
<resp>Edited by</resp>
<persName ref="#sabine.seifert">
  <forename>Sabine</forename>
  <surname>Seifert</surname>
</persName>
</respStmt>
```

For a more detailed revision history, we use <revisionDesc> (see page 19).

```
<teiHeader> → <fileDesc> → <publicationStmt>
```

The <publicationStmt> element typically contains all information about the publisher, the publication place and date and the restrictions of its use. In this project, we only use <availability> and <date>.

<publicationStmt>

```
<teiHeader> → <fileDesc> → <seriesStmt>
```

The <seriesStmt> element groups information about the series which the document belongs to. This is in all cases the edition “Briefe und Texte aus dem intellektuellen Berlin um 1800”, but we also specify genre and topic of each document. To do so, we use @type attributes with the values “main” for the name of the edition, “genre” for genre and “topic” for topic. Genre and topic may appear more than once. For example:

<seriesStmt>

```
<seriesStmt>
  <title type="main">Briefe und Texte
  aus dem intellektuellen Berlin um 1800</title>
  <title type="genre">Briefe</title>
  <title type="genre">Protokolle/Berichte</title>
  <title type="topic">Berliner Universität</title>
</seriesStmt>
```

```
<teiHeader> → <fileDesc> → <sourceDesc>
```

The following element, <sourceDesc>, is used for all metadata describing the sources of the digital edition. This element is repeatable, so one could describe different sources if one TEI document for the digital edition is based on several manuscripts.

<sourceDesc>

The documents we are encoding are handwritten. For this reason, the <sourceDesc> element always contains the sub-element <msDesc>, which is intended for the description of manuscripts. If the manuscript is a letter, it also contains <correspDesc> to identify the sender and addressee.



```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <msIdentifier>
```

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc>
```

The `<msDesc>` element contains the following elements. The first four are mandatory, `<msDesc>` `<additional>` is optional.

- `<msIdentifier>` (information identifying the manuscript)
- `<msContents>` (describes the intellectual content of a manuscript)
- `<physDesc>` (physical description of the manuscript)
- `<history>` (the history of the manuscript)
- `<additional>` (optional, currently only used to hold a `<listBibl>` describing publications related to the manuscript)

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <msIdentifier>
```

In the `<msIdentifier>` element, all information concerning the institution, the manuscript's collection and its identifier (`<idno>`) is placed. A `@type` attribute for `<idno>` can be used to be more specific about who gave this identifier.

It's necessary to differentiate between the `<repository>` and the `<institution>` element. Institution describes according to the TEI guidelines an "organization such as a university or library, with which a manuscript is identified, generally its holding institution", whereas repository is the place "within which manuscripts are stored", thus the place where the document is preserved. The `@key` attribute for `<country>` is mandatory.

For example:

```
<msIdentifier>
  <country key="DE">
    <seg xml:lang="de">Deutschland</seg>
    <seg xml:lang="en">Germany</seg>
    <seg xml:lang="fr">Allemagne</seg>
  </country>
  <settlement>
    <seg xml:lang="de">Berlin</seg>
    <seg xml:lang="en">Berlin</seg>
    <seg xml:lang="fr">Berlin</seg>
  </settlement>
  <institution ref="#stabi.berlin">
    <seg xml:lang="de">Staatsbibliothek zu Berlin -
      Preußischer Kulturbesitz</seg>
    <seg xml:lang="en">Berlin State Library -
      Prussian Cultural Heritage</seg>
    <seg xml:lang="fr">Bibliothèque d'Etat de Berlin -
```

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <msContents>
```

```

    Patrimoine culturel prussien</seg>
  </institution>
  <repository>
    <seg xml:lang="de">Handschriftenabteilung</seg>
    <seg xml:lang="en">Manuscripts section</seg>
    <seg xml:lang="fr">Section des manuscrits</seg>
  </repository>
  <collection>
    <seg xml:lang="de">Nachlaß Raumer</seg>
    <seg xml:lang="en">Raumer papers</seg>
    <seg xml:lang="fr">Fonds Raumer</seg>
  </collection>
  <idno type="stabi.berlin">
    <seg xml:lang="de">Blatt 210-211</seg>
    <seg xml:lang="en">Folios 210-211</seg>
    <seg xml:lang="fr">Feuillets 210-211</seg>
  </idno>
</msIdentifier>

```

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <msContents>
```

The only sub-element of `<msContents>` is `<msItem>`. We use it for three different purposes.

`<msContents>`  
`<msItem>`

First, the document date may be given inside `<docDate>`. This is the date originally written on the letter or manuscript *by the author*.<sup>2</sup> It may be identified as incorrect and thus differ from the `<origDate>` (origin date) in the `<history>` section, where the actual date (which can be a supposition) is declared. If no date is given on the manuscript, then `<docDate>` is left out and only `<origDate>` appears in the header. If `<docDate>` and `<origDate>` are the same, then both still appear.

`<docDate>`

For example:

```

<msContents>
  <msItem>
    <docDate when="1823-10-06"/>
  </msItem>
</msContents>

```

`<docDate>` has the attribute `@when` to hold a standardized form. See section 5.1 on page 53 for details on how we write standardized dates.

Second, `<msItem>` may be used to give a summary of the manuscript or other details *written by a project member* in one or more `<note>` elements with the `@resp`

`<note>`

<sup>2</sup>If a date was written by a different person, for example by an archivist, it is *not* included in `<docDate>`.

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <physDesc>
```

attribute:<sup>3</sup>

```
<msContents>
  <msItem>
    <note resp="#julia.doborosky">Vorschläge zur Verteilung
      von Prämien an Mitglieder des philologischen Seminars</note>
    <note resp="#julia.doborosky">die Zuteilung solle wegen
      außerordentlicher Umstände beschleunigt werden</note>
  </msItem>
</msContents>
```

Third, <msItem> may be used to give keywords (“Schlagwörter”) for the manuscript. They are also included inside <note> elements—one for each keyword—with @resp and @type="keyword":

```
<msContents>
  <msItem>
    <note type="keyword" resp="#sabine.seifert">Nordsternbund</note>
    <note type="keyword" resp="#sabine.seifert">Musenalmanach</note>
  </msItem>
</msContents>
```

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <physDesc>
```

<physDesc> comprises the physical description of the manuscript. In our case, <physDesc><physDesc> may contain four or five elements: <objectDesc>, <handDesc>, <accMat>, <sealDesc> and <decoDesc>.

In the <objectDesc> element, the material, the dimensions, the state of conservation etc. of the manuscript are specified. The statements are grouped inside <supportDesc>.

For example:

```
<objectDesc>
  <supportDesc>
    <support>
      <material>
        <seg xml:lang="de">Art des Papiers, Qualität usw.</seg>
        <seg xml:lang="en">...</seg>
        <seg xml:lang="fr">...</seg>
      </material>
    </support>
  <extent>
    <measure type="folio">
      <seg xml:lang="de">2 Blätter</seg>
    </measure>
  </extent>
```

<sup>3</sup>See page 37 for an explanation of our use of @resp with the <note> element.

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <physDesc>
```

```

    <seg xml:lang="en">2 folios</seg>
    <seg xml:lang="fr">2 feuillets</seg>
  </measure>
  <dimensions unit="cm">
    <height>...</height>
    <width>...</width>
  </dimensions>
</extent>
<foliation corresp="#pencil">
  <seg xml:lang="de">Folierung in Bleistift
    durch das Archiv.</seg>
  <seg xml:lang="en">Foliation in pencil
    by the archive.</seg>
  <seg xml:lang="fr">Numérotation des pages
    par les archives, crayon de papier.</seg>
</foliation>
<foliation corresp="#red">
  <seg xml:lang="de">Beschreibung einer anderen Folierung</seg>
  <seg xml:lang="en">...</seg>
  <seg xml:lang="fr">...</seg>
</foliation>
<foliation corresp="#sabine.seifert">
  <seg xml:lang="de">unsere Folierung</seg>
  <seg xml:lang="en">...</seg>
  <seg xml:lang="fr">...</seg>
</foliation>
<condition>
  <seg xml:lang="de">Der Brief ist gut erhalten.</seg>
  <seg xml:lang="en">The letter is well-preserved.</seg>
  <seg xml:lang="fr">La lettre est bien conservée.</seg>
</condition>
</supportDesc>
</objectDesc>

```

`<foliation>` contains descriptions of foliations. The `@corresp` attribute links each `<foliation>` with the hand who made it (as described by a `<handNote>`) or—only if it is made by us—with the corresponding person in the index of project members.<sup>4</sup>

The `<handDesc>` element is also part of `<physDesc>`. Here, the different hands found in the manuscript can be identified and described with as many `<handNote>` elements as needed. More than one `<handNote>` element can belong to the same person: if an author completed a text after a long time, two different hands could be identified for him.

<sup>4</sup>In the text, we use `<note type="foliation">` to give foliation numbers. (See page 38.)

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <physDesc>
```

<handNote> is also used to describe which scripture the hand uses predominantly (in general, this would be *Kurrentschrift*).

The following attributes are used:

- @xml:id: An identifier of the hand.<sup>5</sup>
- @scope: The hand's preponderance in this manuscript.
- @medium: Which instrument has the hand been using?
- @scribeRef: Points to the person responsible for the hand, i. e. to the respective <person> element in the index of persons. This attribute is always given, even if the person is the author/sender. If the hand is of an archivist that cannot be identified as a person, then this attribute points to the corresponding archive in the index of organizations.
- @scribe: The function that the person has in this particular text.
- @corresp: Only used with scribe="publisher" (see list below).

In the full text, any @hand attribute points to a <handNote> element in the TEI header where the particular hand is described.

In the TEI header:

```
<handDesc>
<handNote xml:id="major_hand" scope="major" medium="black_ink"
scribe="author" scribeRef="#p0133">
  <seg xml:lang="de">Hand des Absenders Ludwig Tieck,
    Briefftext in schwarzer Tinte, vorwiegend in
    Kurrentschrift.</seg>
  <seg xml:lang="en">Hand of sender Ludwig Tieck,
    letter text in black ink, mainly German script.</seg>
  <seg xml:lang="fr">Main de l'expéditeur Ludwig Tieck,
    corps de la lettre, encre noire, écriture
    majoritairement gothique.</seg>
</handNote>
<handNote xml:id="red_hand" scope="minor" medium="red_ink"
scribe="publisher" scribeRef="#p0042" corresp="#w0221">
  <seg xml:lang="de">Vermutlich Hand von Friedrich von Raumer
    zur Zeit der Vorbereitung für den Druck, wenige Anmerkungen
    in roter Tinte, vorwiegend in Kurrentschrift.</seg>
  <seg xml:lang="en">Very likely Hand of Friedrich von Raumer
    at the time when he prepared his edition of this letter;
    few remarks in red ink; mostly German script.</seg>
```

<sup>5</sup>Usual rules from the XML specification apply for the @xml:id, for example, it may not start with a digit. Furthermore, because of the way XML files are stored on our server, @xml:ids must in our case be unique within the whole edition.

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <physDesc>
```

```
<seg xml:lang="fr">Probablement la main de
  Friedrich von Raumer lors de sa préparation du manuscrit
  pour la publication, quelques annotations à l'encire rouge,
  majoritairement en écriture gothique.</seg>
</handNote>
<handNote xml:id="pencil" scope="minor" medium="pencil"
  scribe="archivist">
  <seg xml:lang="de">Hand des Archivars, der die Foliierung des
    Konvoluts in Bleistift vorgenommen hat.</seg>
  <seg xml:lang="en">Hand of the archivist in charge of
    foliation.</seg>
  <seg xml:lang="fr">Main de l'archiviste qui a numéroté les
    pages.</seg>
</handNote>
</handDesc>
```

Corresponding @hand in the body:

```
<note place="margin-right" hand="#red">Tieck an Raumer</note>
```

There may only be one hand with scope="major". This is defined to be the *default hand* of the document, i. e. the hand that is active in parts of the body where no @hand attribute is given. All other hands have scope="minor".

When there is only one hand in the whole manuscript, scope="sole" is used instead of scope="major". Then this hand is the default hand, of course.

The following values can be used for @scribe:

- author: The hand is of the author/sender.
- publisher: The hand is of somebody who played a role in publishing the text. In this case, the attribute @corresp can be used to point to the entry of the corresponding publication in the index of works (see example above).
- commentator: The hand is of a commentator.
- archivist: The hand is of an archivist (no matter if the archivist person is known by name or not—see the description of @scribeRef above).
- copyist: The hand is of a copyist, i.e. a person who copied a manuscript authored by somebody else.
- addressee: In case of letters, the hand is of the addressee (i. e. the person given in <correspAction type="received"> inside <correspDesc>.
- unknown: The person *and* role of the hand are unknown.
- other: The hand is of a person whose role does not fit in the other categories but who is not unknown.

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <history>
```

Furthermore, <physDesc> may contain <sealDesc> where seals used to close the letter (<sealDesc> wax etc.) are specified.

Any material accompanying the letter—for example an envelope, a picture, a drawing etc.—is described inside <physDesc> using the <accMat> element. Envelopes are usually regarded as part of the manuscript pages and are transcribed like normal pages but are being pointed to from <accMat>.<sup>6</sup> <accMat>

```
<accMat>
  <seg xml:lang="de">
    <ref target="#Brief001ChamissoandelaFoye-Blatt4v">Blatt 4v</ref>
    dient als Briefumschlag.
  </seg>
  ...
</accMat>
```

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <history>
```

After the <physDesc> element, we can now take a look at the <history> element inside <msDesc>. The full history of a manuscript is described here: from its creation until today (going through the place and date of creation, the provenance, the acquisition ...). Two child elements can be used: <origin> and <acquisition>. <origin>

<origin> describes at least the place of creation of the manuscript (inside <origPlace>) and its date of creation (inside <origDate>). Further information may be added. <acquisition>

The actual date of creation may differ from any date written on the manuscript—<origDate> contains a date that is either identified as correct or is a supposition, <docDate> appearing inside <msItem> contains a date written on the manuscript even if that is incorrect. If <origDate> and <docDate> are the same, both still appear. <origPlace> <origDate>

For example:

```
<history>
  <origin>
    <seg xml:lang="de">
      Der Brief wurde in
      <origPlace ref="#l0066">Ziebingen</origPlace>
      am <origDate when-iso="1815-03-30">30. März 1815</origDate>
      verfasst.
    </seg>
    <seg xml:lang="en">
      The letter was composed in
      <origPlace ref="#l0066">Ziebingen</origPlace>
      on <origDate when-iso="1815-03-30">March, 30 1815</origDate>.
    </seg>
  </origin>
</history>
```

<sup>6</sup>See page 39 for a further explanation of <ref>.

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <additional>
```

```
</seg>
<seg xml:lang="fr">
  La lettre a été composée à
  <origPlace ref="#l0066">Ziebingen</origPlace>
  le <origDate when-iso="1815-03-30">30 mars 1815</origDate>.
</seg>
</origin>
...
</history>
```

<origDate> has attributes to hold a standardized form of the date. See section 5.1 on page 53 for details on how we write standardized dates.

<acquisition> records how the manuscript entered the institution that is currently holding it:

```
<acquisition>
  <seg xml:lang="de">Der Nachlass 239
    (<persName ref="#p0248">L. de La Foye</persName>) wurde im
    <date when-iso="1990-05">Mai 1990</date> als Teilnachlass mit
    Mitteln des Bundesministeriums des Innern von der Galerie Gerda
    Bassenge (Berlin, Auktion 55, Teil 1,
    <date when-iso="1990-05-02/04">2. bis 4.5.1990</date>, Nr. 3009)
    erworben. Er ist Eigentum der Bundesrepublik Deutschland und als
    Dauerleihgabe der Staatsbibliothek zu Berlin übergeben
    worden.</seg>
  ...
</acquisition>
```

```
<teiHeader> → <fileDesc> → <sourceDesc> → <msDesc> → <additional>
```

The optional element <additional> is the last sub-element of <msDesc> and is currently only used to hold a <listBibl> describing publications that are in some way related to the manuscript. These are usually earlier prints of the manuscript but could also be other works where text portions appearing in the manuscript were published. Each publication is given in a <bibl> element containing a short bibliographic description, usually using <title> and <persName> elements. Full descriptions are given in the index of works and are being pointed to using @ref of <title>.

```
<additional>
<listBibl>
<bibl>
  <seg xml:lang="de"><title ref="#w00222"><persName
    ref="#p0187">Friedrich von Raumer</persName>s Lebenserinnerungen
    und Briefwechsel</title>: Teiledition in Bd. I, S. 279-280.</seg>
```



`<teiHeader> → <encodingDesc>`

```

<seg xml:lang="en">The <title ref="#w00222">Lebenserinnerungen und
  Briefwechsel</title> of <persName ref="#p0187">Friedrich von
  Raumer</persName>: contain part of the letter (vol. 1, p.
  279-280).</seg>
<seg xml:lang="fr"><title ref="#w00222">Lebenserinnerungen und
  Briefwechsel</title> de <persName ref="#p0187">Friedrich von
  Raumer</persName>: édition partielle de la lettre dans le
  vol. 1, p. 279-280.</seg>
</bibl>
<listBibl>
  ...
</listBibl>
</additional>

```

`<teiHeader> → <encodingDesc>`

After `<fileDesc>`, the second top-level portion of the header is `<encodingDesc>`. It comprises `<projectDesc>` (which simply names the respective project) and `<editorialDecl>`. The `<editorialDecl>` element is used for documenting decisions concerning corrections (`<correction>`) and hyphenation (`<hyphenation>`) in the manuscript.

For example:

```

<encodingDesc>
  <projectDesc>
    <p>Nachwuchsgruppe Berliner Intellektuelle 1800-1830</p>
  </projectDesc>
  <editorialDecl>
    <correction method="markup">
      <seg xml:lang="de">Syntaktische Fehler wurden auf Basis des
        endgültigen Textes (das heißt nach Ausführung aller
        Streichungen, Hinzufügungen usw.) korrigiert.</seg>
      <seg xml:lang="en">...</seg>
      <seg xml:lang="fr">...</seg>
    </correction>
    <hyphenation eol="hard" rend="sh"/>
  </editorialDecl>
</encodingDesc>

```

We do not do any normalization.

We do corrections in cases described on page 28. This is explained in `<correction>`. `<hyphenation>` always has the attribute `@eol="hard"` which—as specified in the TEI

`<teiHeader> → <profileDesc>`

guidelines—describes the way we deal with end-of-line hyphenation (see the description of `<lb>` on page 20). Furthermore, it needs the attribute `@rend` where we state which is the *default* hyphenation character in the manuscript, i. e. the one which appears most often. It uses the same values as the `@type` attribute of `<lb>`. Whenever end-of-line hyphenation occurs with the character specified in `@rend`, then it need not be repeated in `@type` of `<lb>`. The `@type` attribute of `<lb>` is only mandatory if the hyphenation character in the specific case differs.

Please note that this only applies to end-of-line hyphenation. Hyphenation characters inside a line apart from the single hyphen are treated differently (see page 29).

`<teiHeader> → <profileDesc> → <correspDesc>`

`<profileDesc>` is used for two purposes. For letters, it contains `<correspDesc>`. Here, the sender and addressee are identified using the sub-element `<correspAction>`. If applicable, previous and following letters are referenced by their file names in our edition using `<correspContext>`.

`<profileDesc>`  
`<correspDesc>`  
`<correspAction>`  
`<correspContext>`

For example:

```
<correspDesc>
  <correspAction type="sent">
    <persName ref="#p0133">Ludwig Tieck</persName>
    <placeName ref="#l0066">Ziebingen</placeName>
    <date when-iso="1818-02-02"/>
  </correspAction>
  <correspAction type="received">
    <persName ref="#p0187">Friedrich von Raumer</persName>
  </correspAction>
  <correspContext>
    <ref type="prev" target="Brief01TieckanRaumer.xml"/>
    <ref type="next" target="Brief03TieckanRaumer.xml"/>
  </correspContext>
</correspDesc>
```

For the sending side, the originating place is also given, as is the date. For the receiving side, this is usually not the case. Currently, the place and date are doubled in `<msItem>`, `<history>` and `<dateline>`, respectively. It is unclear whether this policy will be kept in the future.

`<teiHeader> → <profileDesc>`

Inside `<profileDesc>`, we also specify the languages of the manuscript in `<langUsage>`: `<langUsage>`

```
<langUsage>
  <language ident="de" usage="80"/>
  <language ident="fr" usage="20"/>
</langUsage>
```

Each language is identified in a `<language>` element. The approximate percentage of language usage is given in the attribute `@usage`. When there is only one language, usage becomes 100, of course. In those cases, `@usage` may be left out. `<language>`

`<teiHeader>` → `<revisionDesc>`

`<revisionDesc>` is the last direct child element of `<teiHeader>`. It summarizes the revision history of the file which is given in English only. Each revision is recorded in a `<change>` element with a `@who` attribute which refers to the `@xml:id` attribute of the corresponding `<person>` entry within the index of contributors. `<revisionDesc>`  
`<change>`

```
<revisionDesc>
  <change when-iso="2012-06-04" who="#anne.baillot">Updated the
    transcription and added all the elements in English and French
    (in the header and in the notes in the body).</change>
  <change when-iso="2012-04-02" who="#anne.baillot">Updated
    a few details.</change>
  <change when-iso="2012-03-26" who="#anne.baillot">Finished encoding,
    revised header, added comparison with print version.</change>
  <change when-iso="2012-03-16" who="#anne.baillot">First encoding
    (up to line 208). Have to check published letters before proceeding
    with the transcription; the text sounds familiar.</change>
</revisionDesc>
```

## 3.2 The body

After `<teiHeader>`, the element `<text>` follows. It always contains the `<body>` of the text and in case of dramas `<back>` where we decided to put cast lists. For other manuscripts types apart from dramas, `<body>` is the only sub-element of `<text>`. `<text>`

Of `<body>`, the only direct sub-element is a `<div>`: `<div type="transcription">`. Inside of it, the actual body, i. e. the text of the manuscript appears. `<body>`  
`<div>`

This section describes elements appearing inside the text. It is split in three parts: Section 3.2.1 contains elements that may appear in any kind of manuscript, section 3.2.2 deals with elements that are specific to letters, section 3.2.3 deals with specific body elements for dramas.

### 3.2.1 Body elements of all manuscripts

#### Paragraphs: <p>

Paragraphs are included inside <p>.

<p>

A paragraph is defined as beginning and ending with line breaks. Sometimes, however, the end of a paragraph is not marked by a line break but by leaving an amount of space after the last sentence and having the new paragraph begin on the same line. In these cases, @rend="no**lb**" is used for the <p> *before* that space. This indicates that there is no line break *after* it:

```
<p rend="nolb">This paragraph ends without a line break
but only with a space.</p>
<p rend="nolb">This one, too.</p>
<p>This paragraph, however, ends with a line break.</p>
```

#### Line breaks: <lb>

All line breaks are tagged with the <lb> element.<sup>7</sup> The way we encode end-of-line hyphenation is described in the <hyphenation> element in the header.

<lb>

When a word is being split at a line break, we *leave out* the hyphenation character. The text

Werd ich denn hier nun end-  
lich etwas finden?

thus becomes:

```
Werd ich denn hier nun end<lb break="no"/>lich
etwas finden?
```

As you can see, we use the attribute @break="no" to denote that there is no new word starting there. In the XML file, there must be *no spaces and no line breaks* between the <lb> tag and the surrounding letters!

However, we retain the information about which hyphenation character is used. For each document, we specify a default end-of-line hyphenation character in the <hyphenation> element (see page 17), that is the character which is used most often. If the hyphenation character in a specific case differs from the default one, we use the attribute @type of <lb> to denote this. The following values are used for @type:

- sh: single hyphen ("").
- dh: double hyphen ("=").

<sup>7</sup><l> is only used for verses, see section 3.2.3.

- us: underscore (“\_”)
- none: no hyphenation character at all in the original text.

Thus, if the default end-of-line hyphenation character is the single hyphen, but one location of the manuscript reads

Werd ich denn hier nun end=  
lich etwas finden?

then it becomes:

Werd ich denn hier nun end<lb break="no" type="dh"/>lich  
etwas finden?

In any case, a hyphenation character is retained at the end of a line if it belongs in the word. Thus, the text

Köln-  
Ehrenfeld

becomes

Köln-<lb break="no"/>Ehrenfeld

(@break="no" is still used, of course, because there is no beginning of a new word.)

In the rare case that the line after the break needs to be indented for whatever reason, values for @rend have been defined. Use `<lb rend="indent"/>` for indentation as such without specifying how deep it is, or `@rend="indent-1"`, `@rend="indent-2"` and so on if you need more than one level of indentation: `indent-1` then means lowest, the highest number means highest level of indentation.

Another rare case is that a character appears after a line break that is not part of the text. See this example:

"weñ denn ihr Gemahl durch Krankheit oder sonst=  
"ige Abhaltungen am Lesen verhindert wurde,  
"selbst öffentlich lehrte u. erklärte den Studenten

Here, a quotation mark appears at the beginning of each line (i. e. after each break), but it is not part of the text and thus must, for example, not appear in the display version 2 (“Lesefassung”). This is indicated by using a special value for @rend with `<lb>`:

verhindert wurde,<lb rend="after:&quot;"/>  
selbst öffentlich lehrte

The value “after:&quot;” means that the character “&quot;” appears after the line break.<sup>8</sup>

It is also possible to use <lb rend="before:X"/> for special characters that appear *before* the line break.

Normally, line breaks are only shown in display version 1 (“diplomatische Umschrift”) in the web interface. In the unusual case where a line break that is marked with <lb> should also be shown in display version 2 (“Lesefassung”), <lb rend="both"/> may be used.

### Page breaks and facsimilies: <pb>

Until the image link is more precise, the only element which refers to the picture is the page break element <pb>. Each <pb> has a @n attribute which indicates the page number. For technical reasons it is required to always start with page number 1. The differing page number of an archivist etc. must be marked up as a <note> (see page 38).

&lt;pb&gt;

The @facs attribute is used to link to the picture on the server. We will have to review this solution if we want to have a closer link to the picture (and maybe envisage using the <graphic> and <facsimile> elements).

*The first child element of <div type="transcription"> must be <pb>!*

For example:

```
<body>
  <div type="transcription">
    <pb n="1" facs="00000356.jpg"/>
    <opener>
```

If a word is split at a page break, then the attributes @break="no" and, if necessary, @type are used in exactly the same way as in the <lb> element for line breaks (see above). Hyphenation characters are also dealt with in the same way as they are in line breaks.

See this example:

```
Werd ich denn hier nun
end<pb n="2" facs="00000357.jpg" break="no" type="dh"/>lich
etwas finden?
```

Catchwords (“Kustoden”) are included inside <fw> with the attribute @type="catch":

&lt;fw&gt;

<sup>8</sup>“&quot;” has to be used here to denote the quotation mark because it is a special XML character normally used for denoting attribute values. If, for example, the special character appearing after the line break was an “A”, one could simply write: <lb rend="after:A"/>

```
Werd ich denn hier nun
<fw type="catch">end-</fw>
<pb n="2" facs="00000357.jpg"/>
endlich etwas finden?
```

Hyphenation characters inside catchwords are *retained*, though.

### Logical text divisions: `<div>`, `<head>`, `<trailer>`

For logical text divisions (sections, subsections and so on), we used nested `<div>` elements. We *do not* use the numbered division elements `<div1>`, `<div2>` and so on.

When appropriate, `<div>` may have the attributes `@type` specifying the type of division and `@n` specifying the number of the division. Here is an example from a drama:

```
<div type="act" n="2">
  ...
  <div type="scene" n="1">
    ...
  </div>
</div>
```

Heading and trailing elements of the section as appearing in the manuscript are given inside `<head>` and `<trailer>`, respectively. These elements always belong *only* to the `<div>` of which they are direct sub-elements:

```
<div type="act" n="2">
  <head>II. Akt</head>
  ...
  <div type="scene" n="1">
    <head>I. Scene</head>
    ...
  </div>
  ...
  <trailer>Ende des 2ten Akts.</trailer>
</div>
```

Sometimes, an obvious logical unit of a manuscript can be identified but it has no heading given in the text. In these cases, we can (but do not need to) make up our own heading text. It can be included in `<head>`, but needs to be inside a `<note>` with `@resp` (see pages 37 and 38 for explanations of our uses of `<note>` with `@resp`):

```
<head><note type="structure" resp="#johanna.preusse">2. Akt</note></head>
```

&lt;div&gt;

<head>  
<trailer>

**Other text divisions: `<milestone>`**

Sometimes, an author has obviously marked a division in the text that, however, does not belong to a logical unit such as section, subsection and so on, and thus cannot be marked using `<div>` elements. In these cases, we use the generic empty element `<milestone>` with `@unit="none"` to mark this division. We do not encode any further assumptions on why the division is there.

`<milestone>`

Often, such divisions are marked in the manuscript using a horizontal rule. In these cases, `@rend="horizontal-rule"` may be used with `<milestone>`.

See this example:

```
<lg>
...
<l>Gram will sich nur dann entfernen,</l>
<l>Wenn dein Herz an deinem ruht.</l>
</lg>
<milestone unit="none" rend="horizontal-rule" />
<p>Da glänzt der halbe Mond, da steht die Kirche, ...</p>
```

Other values of `@rend` may be used as appropriate, for example “`curved-horizontal-rule`” or “`vertical-rule`”.

**Changes in the manuscript: `<subst>`, `<del>/<add>`**

Our documents are handwritten manuscripts, so they all contain deletions and additions. For these—apart from transpositions (see below)—, we use the element couple of `<del>` and `<add>`.<sup>9</sup>

`<del>`  
`<add>`

If the deletion or addition is made by a different hand than the surrounding text, then these elements are used with the attribute `@hand` pointing to the corresponding `<handNote>` element in the header:

```
<del rend="strikethrough" hand="#red">Werd ich denn hier nun
endlich etwas finden?</del>
```

```
Ich war <add place="above" hand="#minor_hand">da</add> zu fremd,
um von alle dem Vieles zu verstehen,
```

For the `@rend` attribute of `<del>`, the following values are recommended (other values may be used if appropriate):

- `strikethrough`
- `overwritten`

<sup>9</sup>Sometimes, it is not clear whether an addition should be encoded with `<add>` or with `<note>`. See page 37 for a discussion of this problem and an explanation of our solutions.



- erasure
- none (e. g. if the deletion is only marked by writing the correct word alongside)

For the `@place` attribute of `<add>`, the following values are recommended (other values may be used if appropriate):

- across (used in combination with `<del rend="overwritten">`)
- above
- below
- bottom
- top
- margin (*may*—but does not need to—be more specific: `margin-left`, `margin-right`, `margin-top`, `margin-bottom` denote which margin it is, and combining these values with `...-horizontal` and `...-vertical` denotes whether the text is written horizontally or vertically (`margin-left-horizontal`, `margin-left-vertical`, `margin-right-horizontal` and so on).
- opposite
- overleaf
- end
- inline (if the text is simply written in the line, usually when some text immediately before has been struck through)
- dots (if the text was first deleted and then marked to be included again by writing dots below it; see below for examples of nesting of additions and deletions)

In case of footnotes or other margin notes that have a numbered or otherwise labeled anchor in the main text, the attribute `@n` may be used with `<add>` to give the label.

In case of strikethrough text, it is sometimes hard to decide how precise to be when encoding a manuscript. Taking a close look at a manuscript page, one can see in many cases that words are actually not completely strikethrough although they are meant to be because the author of course did not use a ruler for striking out. For high precision, the parts (sometimes only one or two letters) that are actually not strikethrough *may* be marked using `@rend="none"`:

```
<del rend="none">str</del><del rend="strikethrough">ikethrough text</del>
```

However, it is left to the encoder to decide whether he really wants to be that precise or simply use `@rend="strikethrough"` all the way through.

If a passage is stroke out so strongly that it cannot be identified anymore, this is indicated by using `<del>` in combination with `<gap>`, `<supplied>` or `<unclear>`. See this example:

```
<del rend="strikethrough"><gap reason="strikethrough" /></del>
```

The `<subst>` element groups a combination of deletion and addition in case they definitely belong together. `@hand` may also be used with `<subst>` and then does not need to be repeated inside `<del>` and `<add>`: `<subst>`

```
<subst hand="#red">
  <del rend="strikethrough">allem</del>
  <add place="above">beiden</add>
</subst>
```

Sometimes, additions and deletions are nested in themselves: Some text had been added that was (partly) deleted afterwards, or some text had been deleted that was marked for inclusion again afterwards (for example by writing dots below it). For these cases, we use two basic rules:<sup>10</sup>

1. What is meant to be final, goes outside:

- `<del>A <add>B</add> C</del>` means that "A C" was written first, then "B" was added in its middle, then everything was deleted.
- `<del><add>A</add></del>` means that "A" was once written as an addition but then, the whole addition was deleted.
- `<add><del>A</del></add>` means that "A" was first deleted but then marked as to be included again.

2. If rule 1 cannot be obeyed, then the attribute `@seq` is used to denote the sequence of the additions and deletions:

`<add seq="1">A <del seq="2">B</del> C</add>` means that "A B C" was once written as one large addition but then, the "B" part was deleted (and not the other way round as it would be if there was no `@seq` attribute).

`@seq` may use higher numbers in case more than two additions and deletions are nested.

Sometimes, additions and deletions may also be nested with (parts of) other elements. If, however, an addition or deletion goes over such (parts of) other elements in a way that `<add>` and `<del>` cannot be used with proper XML nesting, `<addSpan>` and `<delSpan>` are used with the same attributes and with `<anchor>`. `<addSpan>`  
`<delSpan>`  
`<anchor>`

In the unusual case that something was overwritten but it cannot be told which was first and which is the text that was written over it, `@seq="0"` is used. See this example where a comma and a dash stand in the same place:

<sup>10</sup>For simplicity reasons, `@rend` and `@place` are missing in the following examples but should always be used, of course.

```
<subst>
<add seq="0">,</add>
<del seq="0">&#8211;</del>
</subst>
```

This is a bit of tag abuse because it actually cannot be told which is deleted and which is added, but there are no other elements available. Thus, we use @seq="0" to indicate that actually no sequence can be given.

Regarding additions on the margin and footnotes, we have encountered some more unusual cases and errors in the manuscripts and describe them like this:

- If there are two margin note marks in the text but only one note on the page (i. e. if the note could either belong into this or that place), we use a pointer:

In one of the places, we give the <add> element an @xml:id and @type="multiple-anchors":<sup>11</sup>

```
text <add xml:id="myID" type="multiple-anchors">addition</add> text
```

In the other place, we use <add> with @type="multiple-anchors", too, and inside, there is a <ptr> pointing to the other <add>:

```
text <add type="multiple-anchors"><ptr target="#myID" /></add> text
```

&lt;ptr&gt;

- If there is a margin note mark in the text but no actual note, we use <add> with @type="no-anchor" and a non-pointing <ptr>:

```
text <add type="no-anchor"><ptr type="none" /></add> text
```

### Textual transpositions: <transpose>

In some cases, an author has written two or more parts of text which he later decides to give a different order. Sometimes, he does not denote that by deleting the parts and writing them completely again, but by using some mark to denote change of order. For such transpositions, we do not use <subst>, <del> and <add>, but <transpose>. See

&lt;transpose&gt;

this example:

```
<seg xml:id="ib01">dann</seg>
<seg xml:id="ib02">erst</seg>
<listTranspose>
  <transpose>
    <ptr target="#ib02"/>
    <ptr target="#ib01"/>
```

<sup>11</sup>Usual rules from the XML specification apply for the @xml:id, for example, it may not start with a digit. Furthermore, because of the way XML files are stored on our server, @xml:ids must in our case be unique within the whole edition.

Corrections made by us: `<choice>`, `<sic>/<corr>`

```
</transpose>
</listTranspose>
```

The author has first written “dann erst”, but then decided that it should be “erst dann”. The two parts “dann” and “erst” are included in `<seg>` elements each with an `@xml:id`. Immediately afterwards, `<listTranspose>` follows with a single `<transpose>` element containing a pointer (`<ptr>`) to each part in the order that the author has settled on.<sup>12</sup>

```
<seg>
<listTranspose>
<ptr>
```

### Shift of hand: `<handShift>`

Sometimes, the hand changes in a way that cannot be dealt with using the `@hand` attribute with some element. For example, if the author had stopped writing at some point and completed the text on another day using different ink, then this change of hand may obviously not be marked as an addition or a note using `<add>` or `<note>`. In those cases, we use the empty element `<handShift>` to denote a shift of hand:

```
<handShift>
```

This part is written in black ink (default hand).

```
<handShift new="#red" />
```

This part is written in red ink.

The attribute `@new` points to the corresponding `<handNote>` element in the header, as does `@hand` within `<add>`, `<note>` or other elements.

Please note that `<handShift>` is meant as a switch that is turned at the point where it appears and never goes back to its original position unless another `<handShift>` element appears. This means that `<handShift>` does not obey XML hierarchies. In following example, the hand “#red” runs until the second `<handShift>` element appears and does *not* stop at the closing `</hi>`:

This part is written in black ink (default hand).

```
<hi rend="underline">This part is written in black ink and is
underlined<handShift new="#red" /> and this part is written in
red ink and is still underlined.</hi>
```

This part is written in red ink.

```
<handShift new="#major_hand" />
```

This part is written in black ink again.

### Corrections made by us: `<choice>`, `<sic>/<corr>`

We do not normalize spelling.

We *do* correct syntactical mistakes on the basis of the final text, i. e. with all additions and deletions carried out.<sup>13</sup> For this, `<choice>` is used with `<sic>` and `<corr>`:

```
<choice>
<sic>
<corr>
```

<sup>12</sup>Usual rules from the XML specification apply for the `@xml:ids`, for example, they may not start with a digit. Furthermore, because of the way XML files are stored on our server, they must in our case be unique

```
<choice>
  <sic>geworden</sic>
  <corr>wurden</corr>
</choice>
```

### Abbreviations: <choice>, <abbr>/<expn>

We expand abbreviations using <choice>, <abbr> and <expn>:

```
<choice>
  <abbr>phil.</abbr>
  <expn>philosophische</expn>
</choice>
```

```
<choice>
<abbr>
<expn>
```

### Dashes and hyphens

We differentiate dashes and hyphens the following way:

- - is the single hyphen (“-”).
- &#11840; is the double hyphen (“=”, not the equal sign)
- &#8211; or &ndash; is the en-dash (“–”, German “Gedankenstrich”).
- &#8212; or &mdash; is the em-dash (“—”).
- &#8722; or &minus; is the mathematical minus sign.

End-of-line hyphenation is treated differently, see page 17.

See below for an explanation of the difference between the numerical and the letter-based (entity) references for the dashes and the minus sign.

### Special characters

Every character available in Unicode can be typed in as-is because all our XML documents are UTF8-encoded.

If, however, an encoder cannot type in a character because it is not available on their keyboard, two means of referencing it are possible:

- XML numeric character reference &#nnnn; where *nnnn* are up to four *decimal* digits describing the Unicode code point of the character.

---

within the whole edition.

<sup>13</sup>Syntactical mistakes usually happen when the author makes additions or deletions changing the structure of a sentence and does not notice that some word forms needed to be changed, too.

character	description	numeric reference	entity reference
&	ampersand	&#38;	&amp;
–	en-dash, German Gedankenstrich	&#8211;	&ndash;
—	em-dash	&#8212;	&mdash;
−	math. minus sign	&#8722;	&minus;
=	double hyphen	&#11840;	—
'	apostrophe	&#8217;	&rsquo;
ë	e with diaeresis	&#235;	&euml;
Ë	E with diaeresis	&#203;	&Euml;
ï	i with diaeresis	&#239;	&iuml;
Ï	I with diaeresis	&#207;	&Iuml;
ÿ	y with diaeresis	&#255;	&yuml;
ÿ	Y with diaeresis	&#376;	&Yuml;
ç	c with cedilla	&#231;	&ccedil;
Ç	C with cedilla	&#199;	&Ccedil;
̃	any letter with Geminationsstrich	&#772; after letter	—
̄	any letter with overline	&#773; after letter	—
	non-breaking space	&#160;	&nbsp;

Table 1: Often-used character references

- XML character entity reference `&abcde`; where *abcde* are letters. We use the character entity references defined in HTML, although they are not part of XML nor TEI. Currently, we have not defined these entities in our schema so our documents are not technically valid *during editing*, but the entity references are transformed into numeric references before publication.

It is up to each encoder to decide which means to use. Table 1 lists references that appear often in our manuscripts. The full list is given in [http://en.wikipedia.org/wiki/List\\_of\\_XML\\_and\\_HTML\\_character\\_entity\\_references](http://en.wikipedia.org/wiki/List_of_XML_and_HTML_character_entity_references)

### Geminationsstriche

“Geminationsstriche” are marked using the Unicode character “combining macron”:

`Som&#772;er`

The combining macron follows immediately *after* the letter with the Geminationsstrich, without any whitespace surrounding it. This works for every letter: `n&#772;` `o&#772;` and so on.

Note that `&#772;` is only used for the “Geminationsstrich” which denotes a doubled letter. Thus, “`̃m`” becomes “`mm`” in display version 2 (“Lesefassung”). In case of an overline that is not a “Geminationsstrich”, the combining overline must be used in the same manner: `m&#773;`.

**Space**

A non-breaking space is a space that must never be used for a line break. It is denoted by `&#160;` or `&nbsp;`:

S.`&#160;`159

Space appearing inside a line for a reason can be denoted using the `<space>` element: `<space>`

```
<space extent="two words" />
<space extent="two words" rend="_" />
<space extent="two words" rend="&#8211;" />
```

`@extent` and `@rend` may be used. The first example denotes an empty space. The second example denotes a space which uses underscores on the manuscript page as placeholders. The third example denotes a space which uses en-dashes.

Do not confuse `<space>` with `<gap>`: `<space>` is for space found in a line deliberately placed there by the writer, `<gap>` is for parts that contain text that cannot be transcribed.

**Unidentifiable glyphs: `<g>`**

We have decided not to describe unidentifiable glyphs (i. e. symbols that apparently do not belong to any language) any further because they can be viewed in the facsimile. Instead, we only use `<g>` with `@type="unknown"` to denote that the glyph is there: `<g>`

```
text text <g type="unknown" /> text text
```

**Hard-to-read passages: `<unclear>`, `<supplied>`, `<gap>`**

The `<unclear>` element with the attributes `@cert` and `@reason` is used for passages `<unclear>` that are difficult to read:

```
<unclear cert="medium" reason="stain">nur</unclear>
```

Sometimes, it happens that a hard-to-read passage could be either this or that. In those cases, `<unclear>` can be used with `<choice>`:

```
der <choice>
  <unclear reason="illegible" cert="high">den</unclear>
  <unclear reason="illegible" cert="low">dem</unclear>
</choice> Derwisch
```

Hard-to-read passages: `<unclear>`, `<supplied>`, `<gap>`

Here, it is recommended to use `@cert` to give one possible version a high and the other one a low certainty. `cert="high"` here means, however, that there is a high likelihood for the passage to *be* the version described—and *not* that the certainty of unclarity was high. The same goes for `cert="low"`, respectively. When the editor could not decide to give one version a higher possibility than the other one, `cert="medium"` may be used twice, but this is not recommended.

For illegible passages or when a piece of text is missing, we use the `<gap>` element. It uses the attributes `@extent` to denote the length of the missing part and `@reason` as does `<unclear>`, but is an empty element:<sup>14</sup> `<gap>`

```
<gap extent="two words" reason="illegible" />
```

If the editor decides that he knows or can guess the text that is missing, then he may use `<supplied>` instead of `<gap>` to supply the missing text. `<supplied>` has the same attributes as `<unclear>`: `<supplied>`

```
leur <supplied reason="stain">raison</supplied> fait
```

The difference between `<unclear>` and `<supplied>` is that the first is used when the text is hard to read but still legible and the latter is used as a replacement for `<gap>` when the text is completely illegible or missing.

The following values for `@reason` in `<unclear>`, `<gap>` and `<supplied>` are currently recognized in the web interface and translated automatically into German and French for display:<sup>15</sup>

- border/bound/binding
- crease/folding/folded
- damage
- erasure/strikethrough (for use with `<del>`, see page 25)
- faded
- illegible/not ... legible
- hole (without the word seal)
- incomplete
- lost
- overlapping folio

<sup>14</sup>As opposed to `<unclear>`, it is mandatory for `<gap>` to have `@extent` specified. For `<unclear>`, the extent can usually be seen from the text that it includes. In rare cases, however, `@extent` may also be given for `<unclear>`, for example when it is unsure whether the unclarity part is actually 3 or 4 characters long.

<sup>15</sup>More specifically, this means that any `@reason` will be translated automatically when it *contains* the shown word, i.e. "illegible" gets translated into German "unleserlich", as gets the more elaborate "illegible, unknown name".



- overwritten
- paper missing
- seal
- smudged
- stain
- tape
- wax

Other values may be used if appropriate.

Do not confuse `<gap>` with `<space>!` `<gap>` is for parts containing text that cannot be transcribed, `<space>` is for space found in a line deliberately placed there by the writer.

### Highlighted text: `<hi>`

We only use the `<hi>` element, which, according to the TEI guidelines, “marks a word or phrase as graphically distinct from the surrounding text”. A change of scripture is indicated with `<hi>`, too (for example if one word is written in “Latin” and the rest of the text in “Kurrent” scripture). We add the `@rend` attribute which can adopt several values.

For example:

```
<hi rend="underline" n="2">Erstens</hi>
```

The following values are recommended for `@rend`:

- underline (with `@n` indicating how often the word is underlined; if `n=1`, then it may be left out)
- superscript
- subscript
- small
- large
- quoted
- majuscule
- latin (if the respective text is written in “Latin” scripture as opposed to “Kurrent” scripture surrounding it)
- kurrent (if the respective text is written in “Kurrent” scripture as opposed to “Latin” scripture surrounding it)

- mark (if there is a vertical line to mark a part of the text)
- upsidedown

<hi> may be used with @hand to denote the hand which has done the *highlighting* if it is not the hand that has written the highlighted *text*.<sup>16</sup> @hand corresponds with <handNote> in header as it does in the <add> and <note> elements.

### Horizontal alignment

Almost every element may use the @rend attribute to denote its horizontal alignment. See these examples:

```
<dateline rend="align(right)">Dresden den 6t October. 23</dateline>
<stamp rend="align(center)">Litteraturarchiv Berlin.</stamp>
```

The following values are used:

- align(center) (centered text)
- align(right) (right-aligned text)

Left-aligned text is not denoted because it is the default.

Apart from that, some elements, for example <hi>, use @rend for other purposes. Please note that if because of this, an element has two values for @rend, the following is *not* allowed because an attribute may not appear more than once for an element in XML:

```
<!-- WRONG! -->
<hi rend="kurrent" rend="align(center)">...</hi>
```

This, however, is correct:

```
<hi rend="kurrent align(center)">...</hi>
```

### Lists: <list>

Lists should be encoded with the <list> element:

<list>

```
<list>
<label>1</label>
<item>die Rechtslehre,</item>
<lb/>
<label>2</label>
<item>die philosophischen Briefe,</item>
<lb/>
<label>3</label>
```

<sup>16</sup>The TEI guidelines currently do not allow to use @hand with <hi> but we have decided to use it anyway.

```
<item>über die Mythologie,</item>
</list>
```

The labels given inside the `<label>` element must really exist in the document. The `<label>` element must not be used if they don't appear in the source.

### Citations: `<cit>`, `<quote>`

Parts that the author of a manuscript has cited from another source are included in `<cit>` and `<quote>`. If no bibliographic reference is given in the manuscript, we write the reference ourselves and include it in a `<note>` with `@resp`.<sup>17</sup> See this example:

```
<cit>
<quote>
<lg type="poem">
<l>da nun die Liebe haucht in die Gedanken</l>
<l>Ich werde kunstvoll gut gesetzt an Jahren</l>
</lg>
</quote>
<note resp="#sabine.seifert"><persName ref="#p0237">Chamisso</persName>
zitiert aus dem Gedicht <title ref="#w00260">Erfüllung</title> von
<persName ref="#p0249">Karl August Varnhagen von Ense</persName>,
das gedruckt in den <title ref="#w00254">Vermischten Gedichten</title>
Varnhagens vorliegt (S. 102). Hier lautet die letzte Strophe: "Doch nun
die Liebe haucht in die Gedanken, / Naht schnell begehrtter Ufer ferne
Weite, / Ich werde kunstvoll, gut, gesetzt von Jahren."</note>
</cit>
```

### Dates: `<date>`

We place dates in a `<date>` element and add a standardized form following the guidelines in section 5.1 on page 53.

Two examples:

```
<date when-iso="1823-10-06">den 6t October. 23</date>
<date when-iso="1824/1825">1824-1825</date>
```

### Named entitites: Persons, organizations, places, works

Every time, a name of a person, an organization, a place or a work appears in a text, it gets marked using `<persName>`, `<orgName>`, `<placeName>` or `<title>`, respectively. For every such entity, an entry in the corresponding index (see section 4) is created

<sup>17</sup>See page 37 for an explanation of our use of `<note>` with `@resp`.

including an @xml:id that has a specific format. From inside the text, the name is linked with the index entry using the @ref attribute which points to the corresponding @xml:id.

For example:

```
<placeName ref="#l0003">Dresden</placeName>
<orgName ref="#o0001">Humboldt-Universität zu Berlin</orgName>
<persName ref="#p0003">Sofokles</persName>
<title ref="#w0010">Nachgelassene Schriften und Briefwechsel</title>
```

However, it sometimes happens that the author writes about a person, an organization, a place or a work without quoting their name. We can't use the elements <persName>, <orgName>, <placeName> or <title> in those cases, because there is neither a name nor a title. Instead, the <rs> ("referencing string") element can be applied:

&lt;rs&gt;

```
<rs ref="#p0002">Bruder</rs>
```

### Parts a in different language: <foreign>

The majority of the manuscripts is written in German or French. We specify the document's languages in the <profileDesc> as part of the TEI header.

To denote the actual parts of the text written in another language than its main language, we add an @xml:lang attribute to the correspondent element (<div>, <p>, <hi>, ...). If there is no element directly corresponding with the change of language, we use the <foreign> element with @xml:lang as its attribute.

&lt;foreign&gt;

As defined in the XML standard, value of the attribute is the code of the language according to IETF's BCP 47. In our case, it usually has only one part—the code of the language according to ISO 639.

For example:

```
<foreign xml:lang="la">malus</foreign>
```

### Notes: <note>

We distinguish two types of notes—but use the <note> element for both of them.

&lt;note&gt;

On the one hand, there are **notes that appear on the manuscript page**. They can be written by the author/sender himself, by a publisher, by an archivist, and so on. We use the attribute @hand to link them to a hand that is described in a <handNote> element.<sup>18</sup> The @place attribute can adopt the same values as it can in the <add> element (see page 25).

<sup>18</sup>The TEI guidelines currently do not allow @hand to appear with <note>. We have decided to use it anyway because it makes much sense in our case.

For example, an author has written annotations in his own list:

```
<note place="inline" hand="#pencil">
  <list>
    <item>Erste Periode der
      <persName ref="#p0001">
        <choice><abbr>Shaksp.</abbr><expn>Shakespeare</expn></choice>
      </persName>
      Werke von 1584-92.</item>
    ...
  </list>
</note>
```

Signatures of archives are marked using the @type attribute:

```
<note type="signature" hand="#red">2b1830</note>
```

On the other hand, there are **notes that we write ourselves**. They do not appear on the manuscript page, of course. For these notes, we do not use @hand, but @resp to link the note with the person that has written it, i. e. with their entry in the index of contributors.

For example:

```
<note resp="#sabine.seifert">Die Nibelungensage ist ein im deutschen
und skandinavischen Mittelalter weitverbreiteter heldenepischer
Stoff, der über Jahrhunderte in zahlreichen voneinander abweichenden
 Fassungen überliefert ist.</note>
```

If a note written by us should appear only in one of the two display versions in the web interface, this may be indicated using @subtype:

```
<note resp="#sabine.seifert" subtype="1">only in version 1
(diplomatische Umschrift)</note>
<note resp="#sabine.seifert" subtype="2">only in version 2
(Lesefassung)</note>
```

Both the <note> and the <add> element may describe additions. We have discussed extensively inside the group on how to distinguish between cases where <note> should be used and cases where <add> should be used.<sup>19</sup> We have decided that this cannot be told for the whole edition and thus settled on making this decision dependent on the habits of each author—except for two project-wide rules:

<sup>19</sup>On the one hand, it had been proposed to differentiate between the two elements according to the position of a note on the manuscript page, and on the other hand, to differentiate between them according to the content of a note. Both possibilities, however, would not lead to consistent decisions between all texts in the edition and were thus judged inappropriate as a rule for the whole edition.

- If an addition directly and definitely belongs together with a deletion, then <add>, <del> and <subst> are always used.
- For margin notes (those with @place="margin" and so on), <add> is used if the addition has a determinable anchor in the text, i. e. if it grammatically and/or semantically belongs into a certain position in the text that can be clearly identified.<sup>20</sup> Otherwise, then <note> is used.

Accordingly, margin notes are presented the following way in the web interface:

- In display version 1 (“diplomatische Umschrift”), they are, of course, always presented on the margin, no matter if they are marked using <add> or <note>.
- In display version 2 (“Lesefassung”), margin notes with <add> are displayed inside the text while those with <note> are not displayed at all.

### Foliation numbers: <note>

We also use the <note> element to denote foliation numbers found on the manuscript page or made by us (e. g. if the foliation on the manuscript is wrong). They are marked using type="foliation". As with other notes, they are linked with @hand or @resp, depending on who made them.<sup>21</sup> <note>

For example:

```
<note type="foliation" hand="#red">Foliation number on the
manuscript page</note>
<note type="foliation" hand="#pencil">Other foliation number on the
manuscript page</note>
<note type="foliation" resp="#johanna.preusse">A foliation made
by us</note>
```

### Logical text structure: <note>

Furthermore, the <note> element may be used with type="structure" to denote numbers or other means of text structuring in a logical way, for example the number of an act in a drama (see also page 23). <note>

```
<head><note type="structure" resp="#johanna.preusse">2. Akt</note></head>
```

<sup>20</sup>This does not necessarily mean that there is a *visible* anchor (for example a footnote mark) in the text, but usually, this is the case.

<sup>21</sup>Foliation numbers in the text are *not* linked directly to the corresponding <foliation> element in the header. The link between <foliation> and the responsible hand or person is done using the @corresp attribute with <foliation>. (See page 12.)

**Stamps: <stamp>**

The wording of stamps on the document can be marked up with the <stamp> element <stamp> in the body.

For example:

```
<stamp>Litteraturarchiv Berlin.</stamp>
```

**Pointers inside one manuscript : <ref>**

A different location inside the same manuscript can be referenced by giving the element that is being pointed to an @xml:id<sup>22</sup> and using <ref> with @target from another <ref> location to point to it.<sup>23</sup> See the example:

This is the element that is being pointed to:

```
<pb n="4" facs="00000170.jpg"
xml:id="Brief001ChamissoandeLaFoye-Blatt4v" />
```

This is the pointer:

```
<accMat>
  <ref target="#Brief001ChamissoandeLaFoye-Blatt4v">Blatt 4v</ref>
  dient als Briefumschlag.
</accMat>
```

As @target points to a location within the same XML tree, # appears as its first character.

**Pointers to other manuscripts of the edition: <ref>**

Other manuscripts *of our edition* are referenced using <ref> with @target containing <ref> the file name of the manuscript:

```
<origin>
  <seg xml:lang="de"><persName ref="#p0237">Chamissos</persName>
    eigenhändige Abschrift dieses Briefes hat möglicherweise dem Brief
    an <persName ref="#p0248">de La Foye</persName> (ohne Ort und
    Datum, <ref target="Brief027ChamissoandeLaFoye.xml">Bl. 47-48</ref>)
    beigelegen. Wann Chamisso die Abschrift anfertigte, ist nicht
    eindeutig zu bestimmen.
  </seg>
</origin>
```

<sup>22</sup>Usual rules from the XML specification apply for the @xml:id, for example, it may not start with a digit. Furthermore, because of the way XML files are stored on our server, @xml:ids must in our case be unique within the whole edition.

<sup>23</sup>This is not used in the unusual case where there is not the same number of margin notes on one page as margin note marks. See 27 for an example of that.

```

</seg>
...
</origin>

```

This may be combined with a pointer to a position inside the other manuscript:

```

<ref target="Boeckh_Buchkatalog.xml#book-4">Nr. 4 im Katalog
meiner Bücher</ref>

```

### Pointers to HTTP URLs: <ref>

<ref> with @target is also used for pointing to HTTP URLs. This occurs most often in notes that are written by us and in the header. <ref>

```

<note resp="#lena.ebert">Im <ref
target="http://woerterbuchnetz.de/DWB/">Deutschen Wörterbuch von
Jacob und Wilhelm Grimm</ref> [Zugriff 17.07.2012] findet man für
"Maultasche" auch die Bedeutung <quote>"klatschender schlag aufs
maul"</quote>, in welcher <persName ref="#p0237">Chamisso</persName>
das Wort sicherlich verwendet.</note>

```

### 3.2.2 Specific elements for encoding letters

In every letter, we use specific elements to encode its opening and its closing parts.

#### Opener: <opener>

According to the TEI guidelines, "<opener> groups together dateline, byline, salutation, and similar phrases appearing as a preliminary group at the start of a division, especially of a letter". We use the <dateline> element to encode the place and the date of the letter, <salute> for the salutation. <opener>  
<dateline>  
<salute>

For example:

```

<opener>
  <dateline>
    <placeName ref="#l1234">Dresden</placeName>, den
    <date when-iso="1823-10-06">6t Octobr. 23</date>
  </dateline>
  <salute>Mein geliebter Freund,</salute>
</opener>

```



Speech: &lt;sp&gt;, &lt;speaker&gt;

**Closer: <closer>**

Similarly, the TEI guidelines say: “<closer> groups together salutations, datelines, and similar phrases appearing as a final group at the end of a division, especially of a letter”. <closer>  
 <salute> may also be used for the final salutations, <signed> for the signature. It is <salute>  
 also possible to have a <dateline> at the end of a letter. Postscripts are encoded within <signed>  
 the <postscript> element. We only integrate the specified elements in the <closer>, <dateline>  
 primarily the last salutations. Different (preceding) content in the last paragraph is not <postscript>  
 part of the <closer>, but of the running text.

For example:

```
<p>Die Hohenstaufen habe ich jetzt erhalten, zu <lb/>meiner grossen
Freude.</p>
<closer><salute>Meine Grüsse Ihrer Frau und Kindern,<lb/>
mein herzlichen Dank.<lb/></salute>
<signed>Ihr L. Tieck</signed>
</closer>
```

**Addresses: <address>**

Addresses are not necessarily specific to letters but appear most often in letters. We use the <address> element for denoting addresses appearing on manuscript pages. Its <address>  
 lines are included in <addrLine> elements, *without* <lb> between them. <addrLine>

See this example:

```
<p><address>
<addrLine><foreign xml:lang="fr"><hi rend="latin">
àMonsieur <persName ref="#p0248">Louis
deLafoye</persName></hi></foreign></addrLine>
<addrLine><hi rend="latin">
<placeName ref="#l0107">Caen</placeName></hi></addrLine>
<addrLine><hi rend="latin">
<placeName ref="#l0108">Calvados.</placeName></hi></addrLine>
</address></p>
```

**3.2.3 Specific elements for encoding dramas****Speech: <sp>, <speaker>**

<sp> is used for speech with an attribute @who linking its speaker with the correspond- <sp>  
 ing entry of the cast list in the back (see page 44). The name of the speaker or the <speaker>  
 speakers as given in the manuscript text are included in a <speaker> element.

See this example:

```
<sp who="#Achmet"><speaker>Achmet.</speaker>...</sp>
```

### Stage directions: <stage>

Stage directors are given in <stage> with the attribute @type. We use the values of @type as suggested in the TEI guidelines. However, sometimes it is hard to decide which value to use when more than one is possible. Here are some further explanations on how we interpret the meanings of the values and some examples of our uses of them:

- setting: We use this typically at the beginning of a scene when the figures on the stage are listed. It can also be used for other descriptions of stage setting as long as they don't relate to the location (use location instead) or any movement (use business instead).

```
<stage type="setting">Vorige. Mustapha.</stage>
<stage type="setting">(Sklaven stehn im Hintergrunde zur
Bedienung.)</stage>
```

- entrance:

```
<stage type="entrance">(Schahriar kommt über die Mauer
zurück.)</stage>
```

- exit:

```
<stage type="exit">(<hi rend="underline">sie gehn ab.</hi>)</stage>
```

- business: describes actions on stage. It is sometimes hard to decide when to use business and when to use delivery because both may describe actions (see below).

```
<stage type="business">(<hi rend="underline">Die Sklaven bereiten
eine kostbare Tafel.</hi>)</stage>
```

```
<l>Das Gift &ndash; &ndash; </l><stage type="business">(sie
sinkt)</stage>
```

- delivery: describes how a figure speaks which may thus include what the figure does while speaking. Clear use cases are directions like "loud", "crying" or "embracing him". However, use may be extended to include everything the figure does during speaking. In these cases, it is left to the encoder to decide between delivery and business.

```
<sp who="#Solimann"><speaker>Solimann</speaker>
<stage type="delivery">(umarmt ihn<lb/> heftig)</stage><l>Nein!
&ndash; Das kann das Schicksal nicht verlangen!</l>
```

- modifier: is used to describe a figure in detail.

```
<sp who="#Ali">Ali,</speaker><stage type="modifier"> ein Greis
von<lb/> neunzig Jahren, sitzt in seiner<lb/> Höle, sein Bart
reicht<lb/> fast bis auf die Knie.</stage>
```

- location: is typically used to describe the location at the beginning of a scene.

```
<stage type="location">(<hi rend="underline">Garten des
Raschid.</hi></stage>
```

- mixed:

```
<stage type="mixed">(er öffnet die Thür der Höle,<lb/>
Achmet tritt herein, der ehr<lb break="no"/>würdige Anblick
des Greises<lb/> macht daß er einige Augen<lb break="no"/>blikke
zurückstarrt, dann<lb/> tritt er näher.)</stage>
```

### Verses: <l>, <lg>

Single lines of verses are encoded in <l>:

<l>

```
<l>Die Sonne glänzt am Himmel</l>
<l>Geschmückt mit tausend Strahlen</l>
```

```
<l>Werd ich denn hier nun end<lb break="no"/>lich
etwas finden? &ndash;</l>
```

<lg> may be used to group several <l> elements to form a logical unit, for example a song, a stanza or a verse paragraph. @type may be used to specify the type of line group:

<lg>

```
<sp who="#Musikerinnen">
  <lg type="song">
    <l>Die Sonne glänzt am Himmel</l>
    <l>Geschmückt mit tausend Strahlen</l>
    <l>der Mond beglänzt den Himmel</l>
    <l>Mit sanftem Silberscheine,</l>
    <l>So glänzt der edle Sultan,</l>
    <l>So seine schöne Gattinn.</l>
  </lg>
```

When a verse or a line group goes over more than one speech or if it is, for instance, broken by a page break, we use the @part attribute to denote this. Values of @part are "I" (initial), "M" (medial) and "F" (final). For example:

`<castList>`

```

<sp who="#Solimann"><speaker>Solimann</speaker>
<l part="I">Was ist das?</l></sp>
<sp who="#Mustapha"><speaker>Mustapha.</speaker>
<l part="M">Aufruhr!</l></sp>
<sp who="#Solimann"><speaker>Solimann.</speaker>
<l part="F">Ha, wer wagt so frevelhaft &ndash; &ndash;</l></sp>

```

If necessary, a level of indentation may be specified with `<l>` in the same way as with `<lb>` (see page 21).

### 3.3 Back matter

Currently, the only type of text where a `<back>` appears in our edition is drama. Here, we use it to group a cast list which gives an `@xml:id` to each role. *Please note that the cast list is compiled by us, i. e. by a contributor to the digital edition, and thus does not appear on the manuscript.*

`<back>`

#### `<castList>`

The whole cast list is included in the `<castList>` element, a single role is a `<castItem>` described by `<role>` and `<roleDesc>`. See this example:

```

<castList>
<castItem>
<role>
<roleDesc>

```

```

</body>
<back>
  <castList>
    <castItem>
      <role xml:id="Roxane">Roxane</role>
      <roleDesc>Sultanin</roleDesc>
    </castItem>
    <castItem>
      <role xml:id="Achmet">Achmet</role>
      <roleDesc>...</roleDesc>
    </castItem>
  </castList>
</back>

```

## 4 Index encoding

The digital edition includes five indexes:

- index of persons

- index of organizations
- index of places
- index of works
- index of contributors (to the digital edition)

One XML document is created for each of the indexes. This is the skeleton of each of the index documents:

```
<teiHeader>
  <fileDesc>
    <titleStmt>
      <title>Index ...</title>
    <funder>Deutsche Forschungsgemeinschaft:
    Emmy Noether-Programm</funder>
    <principal>
      <persName ref="#anne.baillot">
        <forename>Anne</forename>
        <surname>Baillot</surname>
      </persName>
      <affiliation>
        <orgName ref="#hu.berlin">Humboldt-Universität
        zu Berlin</orgName>
        <address>
          <street>Unter den Linden 6</street>
          <postCode>10099</postCode>
          <settlement>Berlin</settlement>
          <country key="DE">Deutschland</country>
        </address>
      </affiliation>
    </principal>
    <respStmt>...</respStmt>
  </titleStmt>
  <publicationStmt>
    <availability>
      <licence target="http://creativecommons.org/
      licenses/by/3.0/de/deed.en">Attribution 3.0 Germany
      (CC BY 3.0)</licence>
    </availability>
    <date when-iso="...">...</date>
  </publicationStmt>
  <seriesStmt>
    <title type="main">Briefe und Texte
    aus dem intellektuellen Berlin um 1800</title>
```

`<listPerson>`

```

</seriesStmt>
<sourceDesc>
  <p>Born digital</p>
</sourceDesc>
</fileDesc>
<revisionDesc>
  <change when-iso="..." who="#vorname.nachname">...</change>
</revisionDesc>
</teiHeader>
<text>
  <body>...</body>
</text>

```

The TEI header is almost identical for all indexes. Please note that the `<sourceDesc>` `<sourceDesc>` element contains only one line: “born digital”, because it originates in a digital form.

The indexes are included inside the `<body>` element, i.e. the elements `<listPerson>`, `<body>` `<listOrg>` and so on are direct sub-elements of `<body>`.

## 4.1 Index of persons

The index of persons comprises any person appearing in our texts, whether as an author, as an addressee of a letter, otherwise involved or simply mentioned in a manuscript. This index is to be distinguished from the index of contributors listing persons who have worked on this edition (see page 52 for the latter).

### `<listPerson>`

The index consists of a `<listPerson>` element which contains one `<person>` element for `<listPerson>` each person described and one `<relationGrp>` element for describing all relationships between persons. This is the basic structure whose elements are described in more detail below:

```

<listPerson>
<person xml:id="...">
  <persName>
    <forename>...</forename>
    <surname>...</surname>
    ...
  </persName>
  <birth>
    <date when-iso="..."/>
    <placeName>...</placeName>
  </birth>

```

`<person>`

```

<death>
  <date when-iso="..." />
  <placeName>...</placeName>
</death>
<sex value="1" />
<occupation>...</occupation>
<education>...</education>
<affiliation>...</affiliation>
<event>...</event>
<idno type="PND">...</idno>
</person>
<person xml:id="...">
  ...
</person>
<relationGrp>
  <relation name="..." active="... .." passive="... .." />
  <relation name="..." mutual="... .." />
  ...
</relationGrp>
</listPerson>

```

**<person>**

Every `<person>` element has an `@xml:id` attribute used for referencing the person from the manuscript texts and other places whose value is composed of “p” plus four different digits: `<person>`

```

<person xml:id="p0023">
  <persName>
    <forename>Friedrich Heinrich</forename>
    <nameLink>von der</nameLink>
    <surname>Hagen</surname>
  </persName>
</person>

```

The following information can be given inside of `<persName>`:

- `<forename>` is used for the first name. It can be completed by a `@type` attribute in order to precise whether this is the name usually used, the second name etc. `<forename>`
- `<surname>` is used for the family name. It can be completed by a `@type` attribute in order to precise whether this is a maiden or married name (`@type="maiden"` or `@type="married"`). `<surname>`
- `<nameLink>` is used for the link in aristocratic names. `<nameLink>`

`<person>`

- `<addName>` is used for a nickname or alias. `<addName>`
- `<roleName>` with `@type="honorific"` is used to indicate academic titles that are “Dr.” or on a higher level than that.<sup>24</sup> `<roleName>`
- `<roleName>` with other values of `@type` is used indicate functions such as king, pope, princess ... `<roleName>`
- `<genName>` is used in order to distinguish between identical names belonging to different persons (in case of a difference of generation etc.), for example if there is a number after the first name of kings or the words “junior” and “senior”. `<genName>`

For example:

```
<persName>
  <forename>Stanislaus</forename>
  <genName>II.</genName>
  <addName>Augustus</addName>
  <surname>Poniatowsky</surname>
  <roleName type="nobility">König von Polen
    <date when-iso="1764/1798">1764-1798</date></roleName>
  <roleName type="nobility">Großfürst von Litauen</roleName>
</persName>
```

Apart from the name, we encode the following information on persons inside a `<person>` element:

- information on birth** using `<birth>` with `<date>` and `<placeName>` inside. `<birth>`
- information on death** using `<death>` with `<date>` and `<placeName>` inside. `<death>`
- sex** using `<sex>` with `<sex value="1" />` for a male person and `<sex value="2" />` for a female person. `<sex>`
- occupations** using the `<occupation>` element. Any kind of occupation or profession can be encoded here. Thus, `<occupation>` may appear more than once. `<occupation>`
- affiliations** using the `<affiliation>` element. `<orgName>` can be used inside this element in order to denote the name of an organization and to provide a pointer to the corresponding entry in the index of organizations. `<placeName>` may also be used if appropriate. `<affiliation>` can appear more than once. `<affiliation>`
- educational experiences** using the `<education>` element. Inside, `<placeName>` and `<orgName>` can be used, too, when appropriate. `<education>` can appear more than once. `<education>`
- other events** related to that person using the `<event>` element. `<event>`



`<relationGrp>, <relation>`

**PND number** using `<idno>`. The German-language *Personennamendatei* (PND) is a `<idno>` powerful authority file of people that is maintained by the German National Library. It is used by libraries, the Allgemeine Deutsche Biographie (ADB, a large German biographical resource) and several other parties. Thus, we decided to include the PND number of every person inside an `<idno>` element. For example: `<idno type="PND">118829130</idno>`.<sup>25</sup> Our web interface then provides links to the various other resources.

For every element, we can use the attribute `@cert` to indicate the degree of certainty associated with its content. We use the values `high`, `medium` and `low`. When no `@cert` attribute is given, this means that the content is definitely certain.

Dates are encoded inside `<date>` with the appropriate attributes according to the guidelines given in section 5.1 on page 53. Dates inside `<birth>` and `<death>` need not be repeated as textual content of the `<date>` element because for the indices, the textual content is not shown in the web interface anyway. Thus, this is correct:

```
<birth><date when-iso="1730-08-19"/></birth>
```

... but this is superfluous:

```
<birth><date when-iso="1730-08-19">19. August 1730</date></birth>
```

### `<relationGrp>, <relation>`

Relationships between persons are encoded using `<relation>` elements that appear inside one `<relationGrp>` which is included in `<listPerson>` after all `<person>` elements. `<relation>`  
`<relationGrp>`

Here are some examples:

```
<relation name="parent" active="#p0001 #p0002" passive="#p0003 #p0004" />
<relation name="spouse" mutual="#p0001 #p0002" />
<relation name="lover" mutual="#p0001 #p0006" />
<relation name="teacher" active="#p0006" passive="#p0004" />
```

These examples indicate the following: Persons 1 and 2 are parents of persons 3 and 4. Persons 1 and 2 are also married. Person 1, however, has a lover which is person 6. Person 6 is also a teacher of person 4.

Names of relations (in the `@name` attribute) can be chosen as appropriate. For now, we have decided on the following names describing basic relationships that appear often:

<sup>24</sup>We include any such academic titles here, regardless of whether they are a part of the name according to German law. We do not, however, include academic titles that are on a level below "Dr.", for example "Magister" and "Diplom".

<sup>25</sup>Currently, the TEI guidelines do not allow `<idno>` inside `<person>` but we have decided to use it anyway because it fits our case very well.

`<listPlace>`

- **parent**: describes a parent-child relationship with the parents encoded in `@active` and the children encoded in `@passive`.
- **spouse**: describes a marriage relationship with both partners encoded in `@mutual`.
- **engaged**: describes a romantic relationship where the partners are engaged but not married. Both partners are encoded in `@mutual`.
- **lover**: describes a non-marriage, non-engagement romantic relationship with both partners encoded in `@mutual`.
- **sibling**: describes a sibling relationship with the siblings encoded in `@mutual`. Only used if the parents are not included in the index of persons. (Otherwise the parent relationship is used.)
- **teacher**: describes an educational teacher-student relationship with the teacher encoded in `@active` and the student encoded in `@passive`.

Other names may be used as appropriate. For reasons of uniformity, however, we do not use the inverse relationships “child” (use parent instead) and “student” (use teacher instead).

## 4.2 Index of organizations

The format of this index still needs to be specified.

## 4.3 Index of places

Places have `@xml:ids` that are composed of “l” (location) plus four digits.

### `<listPlace>`

The whole index of places is contained in one `<listPlace>` element. Inside, there is one `<place>` element for each place. It has a `@type` attribute specifying the type of location (city, country, region ...).

`<listPlace>`  
`<place>`

Inside `<place>`, at least one name is given inside `<placeName>`. Other names, for example in different languages, may be added. After that, GPS coordinates for the place are included inside `<location>` and `<geo>`.

`<placeName>`  
`<location>`  
`<geo>`

See this example of a full entry in the index of places:

`<listBibl>`

```

<place xml:id="l0004" type="city">
  <placeName xml:lang="de">Leipzig</placeName>
  <placeName xml:lang="fr">Leipsic</placeName>
  <placeName xml:lang="la">Lipsia</placeName>
  <location>
    <geo>51.340333 12.37475</geo>
  </location>
</place>

```

#### 4.4 Index of works

This index gathers works, monographs, articles, journals ..., shortly all objects that can be described bibliographically. Every title has an `@xml:id` attribute whose value is composed of "w" (work) plus five digits.

##### `<listBibl>`

The whole index is contained in one `<listBibl>` element. Inside, there is one element `<listBibl>` `<biblStruct>` for each title. The structure of `<biblStruct>` depends on the type of `<biblStruct>` work.

For non-independent publications, i. e. articles within a monograph or journal, the basic structure is as follows:

```

<biblStruct xml:id="w...">
  <analytic>
    <author ref="#p...">...</author>
    <title>...</title>
  </analytic>
  <monogr>
    <editor ref="#p...">...</editor>
    <title ref="#w..." level="...">...</title>
    <imprint>
      <biblScope unit="volume">...</biblScope>
      <biblScope unit="page">...-...</biblScope>
      <pubPlace ref="#l...">...</pubPlace>
      <publisher>...</publisher>
      <date when-iso="...">/>
    </imprint>
  </monogr>
</biblStruct>

```

`<analytic>` contains the `<author>` and `<title>` of the article. `<monogr>` in this case `<analytic>` contains information on the independent item inside which the article was published. `<author>` `<title>` `<monogr>`

`<listBibl>`

`<editor>` is usually used here, it may have a `@role` attribute to specify the role of the person (see page 3.1 where the same syntax is used).<sup>26</sup> The `<title>` inside `<monogr>` always has the attribute `@level` where the type of publication is specified. `@level="j"` is used for journals, `@level="m"` is used for books (monographic title), `@level="p"` is used for "Seminararbeiten" (non-journal papers made in university courses). `@ref` is used if the monographic item itself appears in the index of works and then points to its entry. See the below example of a monographic item for an explanation of further elements that may appear inside `<monogr>`. Afterwards, `<imprint>` follows using `<biblScope>`, `<pubPlace>`, `<publisher>` and `<date>`, as specified in the TEI guidelines.

`<editor>``<imprint>``<biblScope>``<pubPlace>``<publisher>`

For monographic items, `<biblStruct>` looks as follows:

```
<biblStruct xml:id="w...">
  <monogr>
    <author ref="#p...">...</author>
    <editor ref="#p..." role="...">...</editor>
    <title level="m">...</title>
    <title level="m" type="sub">...</title>
    <edition n="...">...</edition>
    <editor ref="#p..." role="...">...</editor>
    <imprint>
      <pubPlace ref="#l...">...</pubPlace>
      <publisher>...</publisher>
      <date when-iso="..." />
    </imprint>
    <extent unit="volume">2</extent>
  </monogr>
</biblStruct>
```

Only `<monogr>` appears here. Its structure is the same as above. `<author>` and `<editor>` are used if appropriate, the position of the latter depending on whether the work as is or only the specific edition was published by the editor. `<editor>` may use `@role` as specified above. `<title>` must have the attribute `@level="m"` denoting that it is monographic item. Sub-titles are added using a further `<title>` element with the attribute `@type="sub"`. `<edition>` is used if appropriate. Towards the end, `<imprint>` follows with `<pubPlace>`, `<publisher>` and `<date>`. `<extent>` may be given to denote the size of the item, for example if it has more than one volume.

`<edition>``<extent>`

For dates, the guidelines given in section 5.1 on page 53 apply.

## 4.5 Index of contributors

The format of this index still needs to be specified.

<sup>26</sup>If the role is "Herausgeber", then `@role` is left out.

## 5 Encoding decisions for the whole edition

This section describes encoding decisions for certain elements that appear throughout the whole edition, i. e. in manuscripts as well as in indices and <teiHeader>s.

### 5.1 Dates

Dates can appear inside the elements <date>, <docDate> and <origDate>. We always give an ISO-8601-like standardized form like this:

```
<date when-iso="1823-10-06">den 6t October. 23</date>
<date when-iso="1824/1825">1824-1825</date>
```

```
<date>
<docDate>
<origDate>
```

Inside the indices—as already stated in section 4.1—, there need not be any textual content in most <date> elements because such content is not shown in the web interface anyway. Thus, this is correct:

```
<birth><date when-iso="1730-08-19"/></birth>
```

... but this is superfluous:

```
<birth><date when-iso="1730-08-19">19. August 1730</date></birth>
```

Because the TEI guidelines allow a number of attributes and ways of encoding a standardized form of the given date, we have decided not to use all of them, but always encode dates in this format:

- We always use the attribute @when-iso for singular values and give the dates according to ISO 8601, that is to say in the following format: yyyy-mm-dd.<sup>27</sup>
- For intervals, we use a slash "/": @when-iso="1824/1825" means "from 1824 until 1825". We *never* use the attributes @from-iso nor @to-iso.
- Intervals within the same year or month are given like this: @when-iso="1824-07/08" means "from July 1824 until August 1824", @when-iso="1824-07-01/04" means "from 1 August 1824 until 4 August 1824", @when-iso="1824-07-01/08-04" means "from 1 July 1824 until 4 August 1824". As a rule of thumb, writing intervals like this is only allowed when there are more fields to the left of the slash than to the right of the slash.

<sup>27</sup>Only for <docDate>, we use @when with the the same ISO 8601 value because it is the only attribute allowed there.

- Sometimes, there are intervals like “from (some day in) 1824 until 6 June 1825”. It is, however, not allowed to have more fields to the right of the slash than to the left. In those cases, we adhere to the extensions of ISO 8601 given in the EDTF (Extended Date/Time Format) draft<sup>28</sup>. This especially means looking at the following sections:

### 5.2.1 Uncertain/Approximate

The characters “?” and “~” are used to mean “uncertain” and “approximate” respectively, and in combination, i.e. “?~”, to mean “uncertain” as well as “approximate”. These characters may occur only at the end of the date string and apply to the entire date. [ . . . ]

Examples

- 1984?  
*uncertain: possibly the year 1984, but not definitely*
- 2004-06?
- 2004-06-11?
- 1984~  
*“approximately” the year 1984*
- 1984?~  
*the year is approximately 1984 and even that is uncertain*

### 5.2.2 Unspecified

The character “u” may be used in place of a digit to indicate that the value of that digit is unspecified. It may be substituted for each of multiple digits, however for level 1, only the right-most one or two digits may be replaced, for the following cases:

1. A year with one or two (rightmost) unspecified digits.
2. Year specified but month unspecified.
3. Year and month specified, day unspecified.
4. Year specified, day and month unspecified.

Examples

- 199u  
*some unspecified year in the 1990s.*
  - 19uu  
*some unspecified year in the 1900s.*
  - 1999-uu  
*some month in 1999*
  - 1999-01-uu  
*some day in January 1999*
  - 1999-uu-uu  
*some day in 1999*
- [ . . . ]

<sup>28</sup><http://www.loc.gov/standards/datetime/pre-submission.html> (draft of 13 January 2012)

Thus, here are some examples of tricky intervals:

**@when-iso="1824-uu-uu/1825-06-06"** beginning some day in 1824 and ending on 6 June 1825.

**@when-iso="1824-05-05?/1825-06-06"** beginning possibly on 5 May 1824, ending definitely on 6 June 1825.

**@when-iso="1824-05-uu?/1825-06-06"** beginning possible in May 1824, ending definitely on 6 June 1825.

*Note: Section 5.2.3 of the EDTF draft allows having more fields to the right of the slash than to the left! We, however, do not allow this, as stated above! All gaps are filled with "uu".*

- Sometimes it might be impossible to give an exact date, but one can guess, e.g. from the content of a manuscript, that for example, it cannot be written before a certain date because it refers to something that happened on that date. For such open-end or open-start cases, we use the **@notBefore-iso** and **@notAfter-iso** attributes. For cases where a date is one of a set of possible dates, we use **@when-iso** and adhere to the "One of a Set" proposal in EDTF:

### 5.3.3 One of a Set

Square brackets wrap a single-choice list. A list is represented using commas and double-dots where a double-dot indicates all the values between the two values it separates, inclusive. [...]

Examples

- [1667,1668,1670..1672]  
*One of the years 1667, 1668, 1670, 1671, 1672*  
[...]
- [1667,1760-12]  
*Either the year 1667 or the month December of 1760.*

Here are two examples that use a combination of the the "u" and square-bracket notation:

**@when-iso="[-07uu,-06uu]"** 6th or 5th century BC

**@when-iso="[03uu,04uu]"** 3rd or 4th century AD

- Dates may also refer to a different calendar, mainly to the French Revolutionary calendar. The value of **@when-iso** always has to be in the form of the Gregorian calendar. The **@calendar** attribute is used to denote that the date refers to another calendar. We use the value "french-rev-cal" for the French Revolutionary calendar:

```
<date calendar="french-rev-cal" when-iso="1804-12-12">21 frimaire</date>
```

## List of TEI elements

<abbr>, 29  
 <accMat>, 15  
 <acquisition>, 15  
 <add>, 24  
 <additional>, 16  
 <addName>, 48  
 <address>, 41  
 <addrLine>, 41  
 <addSpan>, 26  
 <affiliation>, 48  
 <analytic>, 51  
 <anchor>, 26  
 <author>, 6, 51  
  
 <back>, 44  
 <bibl>, 16  
 <biblScope>, 52  
 <biblStruct>, 51  
 <birth>, 48  
 <body>, 19, 46  
  
 <castItem>, 44  
 <castList>, 44  
 <change>, 19  
 <choice>, 28, 29  
 <cit>, 35  
 <closer>, 41  
 <corr>, 28  
 <correction>, 17  
 <correspAction>, 18  
 <correspContext>, 18  
 <correspDesc>, 18  
  
 <date>, 35, 52, 53  
 <dateline>, 40, 41  
 <death>, 48  
 <del>, 24  
 <delSpan>, 26  
 <div>, 19, 23  
 <docDate>, 10, 53  
 <edition>, 52  
  
 <editor>, 6, 52  
 <editorialDecl>, 17  
 <education>, 48  
 <encodingDesc>, 17  
 <event>, 48  
 <expan>, 29  
 <extent>, 52  
  
 <fileDesc>, 6  
 <foliation>, 12  
 <foreign>, 36  
 <forename>, 47  
 <funder>, 7  
 <fw>, 22  
  
 <g>, 31  
 <gap>, 32  
 <genName>, 48  
 <geo>, 50  
  
 <handDesc>, 12  
 <handNote>, 12  
 <handShift>, 28  
 <head>, 23  
 <hi>, 33  
 <history>, 15  
 <hyphenation>, 17  
  
 <idno>, 9, 49  
 <imprint>, 52  
 <institution>, 9  
  
 <l>, 43  
 <label>, 35  
 <language>, 19  
 <langUsage>, 18  
 <lb>, 20  
 <lg>, 43  
 <list>, 34  
 <listBibl>, 16, 51  
 <listPerson>, 46  
 <listPlace>, 50



<listTranspose>, 28  
 <location>, 50  
  
 <milestone>, 24  
 <monogr>, 51  
 <msContents>, 10  
 <msDesc>, 9  
 <msIdentifier>, 9  
 <msItem>, 10  
  
 <nameLink>, 47  
 <note>, 10, 36, 38  
  
 <objectDesc>, 11  
 <occupation>, 48  
 <opener>, 40  
 <orgName>, 35  
 <origDate>, 15, 53  
 <origin>, 15  
 <origPlace>, 15  
  
 <p>, 20  
 <pb>, 22  
 <persName>, 35, 47  
 <person>, 47  
 <physDesc>, 11  
 <place>, 50  
 <placeName>, 35, 50  
 <postscript>, 41  
 <principal>, 7  
 <profileDesc>, 18  
 <projectDesc>, 17  
 <ptr>, 27, 28  
 <publicationStmt>, 8  
 <publisher>, 52  
 <pubPlace>, 52  
  
 <quote>, 35  
  
 <ref>, 39, 40  
 <relation>, 49  
 <relationGrp>, 49  
 <repository>, 9  
 <resp>, 7  
 <respStmt>, 7  
  
 <revisionDesc>, 19  
 <role>, 44  
 <roleDesc>, 44  
 <roleName>, 48  
 <rs>, 36  
  
 <salute>, 40, 41  
 <sealDesc>, 15  
 <seg>, 28  
 <seriesStmt>, 8  
 <sex>, 48  
 <sic>, 28  
 <signed>, 41  
 <sourceDesc>, 8, 46  
 <sp>, 41  
 <space>, 31  
 <speaker>, 41  
 <stage>, 42  
 <stamp>, 39  
 <subst>, 26  
 <supplied>, 32  
 <supportDesc>, 11  
 <surname>, 47  
  
 <teiHeader>, 5  
 <text>, 19  
 <title>, 6, 35, 51  
 <titleStmt>, 6  
 <trailer>, 23  
 <transpose>, 27  
  
 <unclear>, 31

**List of TEI attributes**

@active, 50  
 @break, 20, 22  
 @calendar, 55  
 @cert, 31, 49  
 @corresp, 12, 13  
 @extent, 31, 32  
 @facsimile, 22  
 @hand, 13, 24, 34, 36, 38  
 @key, 9  
 @level, 52  
 @medium, 13  
 @mutual, 50  
 @n, 22, 23, 25, 33  
 @name, 49  
 @new, 28  
 @notAfter-iso, 55  
 @notBefore-iso, 55  
 @part, 43  
 @passive, 50  
 @place, 25, 36  
 @reason, 31  
 @ref, 7, 16, 36, 52  
 @rend, 18, 20, 21, 24, 31, 33, 34  
 @resp, 10, 23, 37, 38  
 @role, 6, 52  
 @scope, 13  
 @scribe, 13  
 @scribeRef, 13  
 @seq, 26  
 @subtype, 37  
 @target, 39, 40  
 @type, 8, 9, 18, 20, 22, 23, 27, 31, 37, 42, 43, 47, 50  
 @unit, 24  
 @usage, 19  
 @when, 53  
 @when-iso, 53  
 @who, 19, 41  
 @xml:id, 13, 27, 28, 39, 44, 47, 50, 51  
 @xml:lang, 36

# Appendix

## A XML template for manuscripts

```
<?xml version="1.0" encoding="UTF-8"?>
<TEI xmlns="http://www.tei-c.org/ns/1.0">

  <teiHeader>
    <fileDesc>
      <titleStmt>
        <title xml:lang="de"> </title>
        <title xml:lang="en"> </title>
        <title xml:lang="fr"> </title>
        <author>
          <persName ref="#p "> </persName>
        </author>
        <editor role=" ">
          <persName ref="#p "> </persName>
        </editor>
        <editor role=" ">
          <persName ref="#p "> </persName>
        </editor>
        <funder>Deutsche Forschungsgemeinschaft: Emmy Noether-
          Programm</funder>
        <principal>
          <persName ref="#anne.baillot">
            <forename>Anne</forename>
            <surname>Baillot</surname>
          </persName>
          <affiliation>
            <orgName ref="#hu.berlin">Humboldt-Universität zu
              Berlin</orgName>
            <address>
              <street>Unter den Linden 6</street>
              <postCode>10099</postCode>
              <settlement>Berlin</settlement>
              <country key="DE">Deutschland</country>
            </address>
          </affiliation>
        </principal>
      <respStmt>
```

```

    <resp>Edited by</resp>
    <persName ref="#vorname.nachname">
      <forename> </forename>
      <surname> </surname>
    </persName>
  </respStmt>
  <respStmt>
    <resp>Prepared by</resp>
    <persName ref="#vorname.nachname1">
      <forename> </forename>
      <surname> </surname>
    </persName>
  </respStmt>
  <respStmt>
    <resp>In collaboration with</resp>
    <persName ref="#vorname.nachname2">
      <forename> </forename>
      <surname> </surname>
    </persName>
  </respStmt>
  <respStmt>
    <resp>With help from</resp>
    <persName ref="#vorname.nachname2">
      <forename> </forename>
      <surname> </surname>
    </persName>
  </respStmt>
  <respStmt>
    <resp>Digitization by</resp>
    <orgName ref="# " > </orgName>
  </respStmt>
</titleStmt>
<publicationStmt>
  <availability>
    <licence target="http://creativecommons.org/licenses/by/3.0/de/deed.en"
      >Attribution 3.0 Germany (CC BY 3.0)</licence>
  </availability>
  <date when-iso=" " />
</publicationStmt>
<seriesStmt>
  <title type="main">Briefe und Texte aus dem intellektuellen
    Berlin um 1800</title>
  <title type="genre"> </title>

```

```

    <title type="topic"> </title>
</seriesStmt>
<sourceDesc>
  <msDesc>
    <msIdentifier>
      <country key="DE">
        <seg xml:lang="de">Deutschland</seg>
        <seg xml:lang="en">Germany</seg>
        <seg xml:lang="fr">Allemagne</seg>
      </country>
      <settlement>
        <seg xml:lang="de">Berlin</seg>
        <seg xml:lang="en">Berlin</seg>
        <seg xml:lang="fr">Berlin</seg>
      </settlement>
      <institution ref="# ">
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
      </institution>
      <repository>
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
      </repository>
      <collection>
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
      </collection>
      <idno type=" ">
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
      </idno>
    </msIdentifier>
    <msContents>
      <msItem>
        <docDate when=" "></docDate>
        <note resp="# "/>
        <note type="keyword" resp="# "> </note>
      </msItem>
    </msContents>
  </msDesc>
  <physDesc>

```

```

<objectDesc>
  <supportDesc>
    <support>
      <material>
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
      </material>
    </support>
    <extent>
      <measure type="folio">
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
      </measure>
      <dimensions unit="cm">
        <height/>
        <width/>
      </dimensions>
    </extent>
    <foliation corresp="# ">
      <seg xml:lang="de"> </seg>
      <seg xml:lang="en"> </seg>
      <seg xml:lang="fr"> </seg>
    </foliation>
    <foliation corresp="#vorname.nachname">
      <seg xml:lang="de"> </seg>
      <seg xml:lang="en"> </seg>
      <seg xml:lang="fr"> </seg>
    </foliation>
    <condition>
      <seg xml:lang="de"> </seg>
      <seg xml:lang="en"> </seg>
      <seg xml:lang="fr"> </seg>
    </condition>
  </supportDesc>
</objectDesc>
<handDesc>
  <handNote xml:id="major_hand" scope=" " medium=" "
    scribe=" "
    scribeRef="# ">
    <seg xml:lang="de"> </seg>
    <seg xml:lang="en"> </seg>
    <seg xml:lang="fr"> </seg>
  </handNote>

```

```

        </handNote>
        <handNote xml:id=" " scope=" " medium=" " scribe=" "
            scribeRef="# "
            corresp="# ">
            <seg xml:lang="de"> </seg>
            <seg xml:lang="en"> </seg>
            <seg xml:lang="fr"> </seg>
        </handNote>
    </handDesc>
    <sealDesc>
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </sealDesc>
    <accMat>
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </accMat>
</physDesc>
<history>
    <origin>
        <seg xml:lang="de">Das Manuskript wurde in <
            origPlace ref="# "
        > </origPlace> am <origDate when-iso=" "> </
            origDate>
            geschrieben.</seg>
        <seg xml:lang="en">Das Manuskript wurde in <
            origPlace ref="# "
        > </origPlace> am <origDate when-iso=" "> </
            origDate>
            geschrieben.</seg>
        <seg xml:lang="fr">Das Manuskript wurde in <
            origPlace ref="# "
        > </origPlace> am <origDate when-iso=" "> </
            origDate>
            geschrieben.</seg>
    </origin>
    <acquisition>
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </acquisition>
</history>

```

```

        </msDesc>
    </sourceDesc>
</fileDesc>
<encodingDesc>
    <projectDesc>
        <p>Nachwuchsgruppe Berliner Intellektuelle 1800-1830</p>
    </projectDesc>
    <editorialDecl>
        <correction method="markup">
            <seg xml:lang="de">Keine Korrekturen.</seg>
            <seg xml:lang="en">No corrections.</seg>
            <seg xml:lang="fr">Aucune correction.</seg>
        </correction>
        <hyphenation eol="hard" rend=" " />
    </editorialDecl>
</encodingDesc>
<profileDesc>
    <langUsage>
        <language ident="de" usage="100"/>
    </langUsage>
</profileDesc>
<revisionDesc>
    <change when-iso=" " who="# " /> </change>
</revisionDesc>
</teiHeader>
<text>
    <body>
        <div type="transcription">
            <pb n="1" facs=" .jpg"/>
            <opener> </opener>
            <p> </p>
            <closer> </closer>
        </div>
    </body>
</text>
</TEI>

```



## B XML template for letters

```

<?xml version="1.0" encoding="UTF-8"?>
<TEI xmlns="http://www.tei-c.org/ns/1.0">

  <teiHeader>
    <fileDesc>
      <titleStmt>
        <title xml:lang="de"> </title>
        <title xml:lang="en"> </title>
        <title xml:lang="fr"> </title>
        <funder>Deutsche Forschungsgemeinschaft: Emmy Noether-
          Programm</funder>
      <principal>
        <persName ref="#anne.baillot">
          <forename>Anne</forename>
          <surname>Baillot</surname>
        </persName>
        <affiliation>
          <orgName ref="#hu.berlin">Humboldt-Universität zu
            Berlin</orgName>
          <address>
            <street>Unter den Linden 6</street>
            <postCode>10099</postCode>
            <settlement>Berlin</settlement>
            <country key="DE">Deutschland</country>
          </address>
        </affiliation>
      </principal>
      <respStmt>
        <resp>Edited by</resp>
        <persName ref="#vorname.nachname">
          <forename> </forename>
          <surname> </surname>
        </persName>
      </respStmt>
      <respStmt>
        <resp>Prepared by</resp>
        <persName ref="#vorname.nachname1">
          <forename> </forename>
          <surname> </surname>
        </persName>
      </respStmt>
    </fileDesc>
  </teiHeader>

```

```

<respStmt>
  <resp>In collaboration with</resp>
  <persName ref="#vorname.nachname2">
    <forename> </forename>
    <surname> </surname>
  </persName>
</respStmt>
<respStmt>
  <resp>With help from</resp>
  <persName ref="#vorname.nachname2">
    <forename> </forename>
    <surname> </surname>
  </persName>
</respStmt>
<respStmt>
  <resp>Digitization by</resp>
  <orgName ref="# " > </orgName>
</respStmt>
</titleStmt>
<publicationStmt>
  <availability>
    <licence target="http://creativecommons.org/licenses/by/3.0/de/deed.en"
      >Attribution 3.0 Germany (CC BY 3.0)</licence>
  </availability>
  <date when-iso=" " />
</publicationStmt>
<seriesStmt>
  <title type="main">Briefe und Texte aus dem intellektuellen
    Berlin um 1800</title>
  <title type="genre"> </title>
  <title type="topic"> </title>
</seriesStmt>
<sourceDesc>
  <msDesc>
    <msIdentifier>
      <country key="DE">
        <seg xml:lang="de">Deutschland</seg>
        <seg xml:lang="en">Germany</seg>
        <seg xml:lang="fr">Allemagne</seg>
      </country>
      <settlement>
        <seg xml:lang="de">Berlin</seg>
        <seg xml:lang="en">Berlin</seg>
      </settlement>
    </msIdentifier>
  </msDesc>
</sourceDesc>

```

```
        <seg xml:lang="fr">Berlin</seg>
    </settlement>
    <institution ref="# ">
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </institution>
    <repository>
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </repository>
    <collection>
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </collection>
    <idno type=" ">
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </idno>
</msIdentifier>
<msContents>
    <msItem>
        <docDate when=" "></docDate>
        <note resp="# "/>
        <note type="keyword" resp="# "> </note>
    </msItem>
</msContents>
<physDesc>
    <objectDesc>
        <supportDesc>
            <support>
                <material>
                    <seg xml:lang="de"> </seg>
                    <seg xml:lang="en"> </seg>
                    <seg xml:lang="fr"> </seg>
                </material>
            </support>
            <extent>
                <measure type="folio">
                    <seg xml:lang="de"> </seg>
                    <seg xml:lang="en"> </seg>
                </measure>
            </extent>
        </supportDesc>
    </objectDesc>
</physDesc>
```

```

        <seg xml:lang="fr"> </seg>
    </measure>
    <dimensions unit="cm">
        <height/>
        <width/>
    </dimensions>
</extent>
<foliation corresp="# ">
    <seg xml:lang="de"> </seg>
    <seg xml:lang="en"> </seg>
    <seg xml:lang="fr"> </seg>
</foliation>
<foliation corresp="#vorname.nachname">
    <seg xml:lang="de"> </seg>
    <seg xml:lang="en"> </seg>
    <seg xml:lang="fr"> </seg>
</foliation>
<condition>
    <seg xml:lang="de"> </seg>
    <seg xml:lang="en"> </seg>
    <seg xml:lang="fr"> </seg>
</condition>
</supportDesc>
</objectDesc>
<handDesc>
    <handNote xml:id="major_hand" scope=" " medium=" "
        scribe=" "
        scribeRef="# ">
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </handNote>
    <handNote xml:id=" " scope=" " medium=" " scribe=" "
        scribeRef="# "
        corresp="# ">
        <seg xml:lang="de"> </seg>
        <seg xml:lang="en"> </seg>
        <seg xml:lang="fr"> </seg>
    </handNote>
</handDesc>
<sealDesc>
    <seg xml:lang="de"> </seg>
    <seg xml:lang="en"> </seg>
    <seg xml:lang="fr"> </seg>

```

```

</sealDesc>
<accMat>
  <seg xml:lang="de"> </seg>
  <seg xml:lang="en"> </seg>
  <seg xml:lang="fr"> </seg>
</accMat>
</physDesc>
<history>
  <origin>
    <seg xml:lang="de">Der Brief wurde in <origPlace ref
      ="# "> </origPlace>
      am <origDate when-iso=" "> </origDate>
      geschrieben.</seg>
    <seg xml:lang="en">The letter was written in <
      origPlace ref="#" "
      > </origPlace> on <origDate when-iso=" "> </
      origDate>.</seg>
    <seg xml:lang="fr">La lettre a été écrite à<
      origPlace ref="#" "
      > </origPlace> le <origDate when-iso=" "> </
      origDate>.</seg>
  </origin>
  <acquisition>
    <seg xml:lang="de"> </seg>
    <seg xml:lang="en"> </seg>
    <seg xml:lang="fr"> </seg>
  </acquisition>
</history>
<additional>
  <listBibl>
    <bibl>
      <seg xml:lang="de"> </seg>
      <seg xml:lang="en"> </seg>
      <seg xml:lang="fr"> </seg>
    </bibl>
  </listBibl>
</additional>
</msDesc>
</sourceDesc>
</fileDesc>
<encodingDesc>
  <projectDesc>
    <p>Nachwuchsgruppe Berliner Intellektuelle 1800-1830</p>
  </projectDesc>

```

```
<editorialDecl>
  <correction method="markup">
    <seg xml:lang="de">Keine Korrekturen.</seg>
    <seg xml:lang="en">No corrections.</seg>
    <seg xml:lang="fr">Aucune correction.</seg>
  </correction>
  <hyphenation eol="hard" rend=" " />
</editorialDecl>
</encodingDesc>
<profileDesc>
  <correspDesc>
    <correspAction type="sent">
      <persName ref="#" "> </persName>
      <placeName ref="#" "> </placeName>
      <date when-iso=" " />
    </correspAction>
    <correspAction type="received">
      <persName ref="#" "> </persName>
    </correspAction>
    <correspContext>
      <ref type="prev" target=" .xml"/>
      <ref type="next" target=" .xml"/>
    </correspContext>
  </correspDesc>
  <langUsage>
    <language ident=" " usage="100"/>
  </langUsage>
</profileDesc>
<revisionDesc>
  <change when-iso=" " who="#" "> </change>
</revisionDesc>
</teiHeader>
<text>
  <body>
    <div type="transcription">
      <pb n="1" facs=" .jpg"/>
      <opener> </opener>
      <p> </p>
      <closer> </closer>
    </div>
  </body>
</text>
</TEI>
```