How to describe the textual content of editions in Text-inc [English]

Introduction

A record in Text-inc is structured as follows:

Headings [derived from ISTC], Analysis of content, Imprint [from ISTC], Collation, References, Copies [for Bodleian Library only].

Only the second section (Analysis of content) and the last one (Copies) are empty. All the other sections will be receiving data from ISTC, when the record is being created.

The last section, which is meant for describing the copies, only pertains the Bodleian Library; in fact, all other copies will be described in MEI. The reason for this is that Text-inc originates from Bod-inc, where both textual content and copy specific information of Bodleian incuanbula were described.

Therefore, most of the effort in Text-Inc will be devoted to the description of the textual content. Only some fields of the sections Imprint, Collation and References, will be sistematically filled up, according to the following guide-lines.

Analysis of content

Memento: Any edition will be analysed so as to define every textual entity it contains (an author's text, a letter to a dedicatee, poems in honour, and every paratextual element, any of whom will be considered as an autonomous entity; e.g.: title-page, table of contents, colophon). Every textual entity will be described in a dedicated locus, and every locus will be opened with a locus_locus, that is to say the mention of the folio where the text begins (see below).

Warning: Four fields will appear as available within the system but have been discarded from the current descriptions in Text-Inc. They are the final ones, described in red.

<table>
<thead>
<tr>
<th>locus_locus</th>
<th>This field is meant to host the indication of the leaf signature where the textual unit begins.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a2r when signatures are given in the book</td>
</tr>
<tr>
<td></td>
<td>[a2r] when they are inferred</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>locus_author</th>
<th>Enter the author’s name, if known; this will enable the search by author of any textual element.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The author’s name in locus_author is entered in reverse form [Surname, Name], apart from names where provenance is expressed instead of a surname; they have to be written in direct form (e.g. Bartolus de Saxoferrato etc.). A colon will be automatically added by the system.</td>
<td></td>
</tr>
</tbody>
</table>

Advogarius, Petrus Donatus [reversed form]
Zuccus, Accius [reversed form]
Patritius, Franciscus [reversed form]
Bartolus de Saxoferrato [direct form]
Jacobus de Voragine [direct form]
Aegidius Romanus [direct form]

N.B. The name of editors, translators and dedicatees are always entered in direct form (see below).
<table>
<thead>
<tr>
<th>Locus</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>locus_work</strong></td>
<td>Title of the work, as standardized in the modern tradition. It ends with a full stop, except when it is followed by the name of an editor/translator/dedicatee (see below).</td>
</tr>
</tbody>
</table>
| **locus_txt**  | This locus is meant to host the transcription of the *tituli*, that is to say the title applied to any textual entity within the edition being described. It ends with a full stop.  
  E.g.:  
  ‘Elegiarum siue amorum liber’. (Bod-Inc O-042)  
  NB: the text will be visualised in quotation marks. |
| **locus_anonwork** | In brackets.  
  It is meant for the cataloguer to add his comments or explanation about what follows, so as it can be retrieved.  
  E.g.:  
  [Title-page] followed by a Locus-txt hosting the transcription of the title-page;  
  [Editorial opening] rarely used. This is meant to transcribe a long introduction concerning the editorial/publishing process – from the manuscript to the printed book, collations between manuscripts. Followed by a Locus_txt.  
  [Editorial close] To be rarely used to transcribe texts informing on the editorial process and printed at the end of the book. Followed by a Locus_txt.  
  [Editorial note] Like the previous ones, this locus is meant to host notes concerning the editorial process which appear in other sections than the beginning or the end. To be followed by a Locus_txt (es. tiu00017200)  
  [Verse] always singular, to introduce the transcriptions of verses. |
| **locus_incipit** | To transcribe the *incipit*. When a text begins with a quotation (from the Bible or other works) the first words of the text after the quotation have to be transcribed. It ends with a triple-dot.  
  The transcription of the explicit appears in the same locus (see below).  
  NB: when visualised, the text will be automatically introduced by the word *incipit*.  
  E.g.:  
  *Incipit*: ‘Fecistis et iam manum summam imponere optatis, clarissimi patres, nobilissimam in Augustorum foro porticum ...’ (tia00059000) |
| **locus_locusexPLICIT** | It has to be used in the same locus where the *incipit* is transcribed, to indicate the leaf where the *explicit* is printed. To be followed by a locus_explicit (see below). |
| **locus_explicit** | To provide the *explicit*, introduced by a triple-dot. In case the *explicit* ends with an editorial note, the last words of the text proper have to be transcribed.  
  E.g.:  
  *Explicit* followed by an editorial close: |
Explicit: ‘... eorumque honores et tituli ad stimulationem, virtutisque aeumiam in aevum legi, coli, adorarique possint. Finis de viris illustribus.’
(tia00059000).

The name of the editor/translator/dedicatee comes after the modern title of the work (locus_work, in such cases not ending with a full stop) and introduced with a locus_anonwork to clarify the role; in direct form [Name and surname]; it ends with a full stop.

e.g.:

Petrarca, Francesco: De vita solitaria [dedicated to] Philippus de Cabassole, bishop of Cavaillon.

If the text is a preface or an introduction of the main work:


To transcribe verses, preceded by an anonwork [Verse] and followed by a Locus_txt when there is a title. Always in two sections, also for a few lines:

Locus_vrse to introduce the first 2 lines, divided by a | and followed by three full stops;
Locus_explicit to transcribe the last line, introduced by 3 full stops; the entire number of lines is given a the end of the transcription (not to do when the whole work is a poem), e.g. [4 lines]

Esempi:
A few lines (tia00011000)

[Verse]. Incipit: Outinam sese posset spectare latinum | Nobis qui grecae tradidit ista prior ... Explicit: ‘... Cultius haec quoniam Musa latinat [sic] canit. [4 lines]

Both the prologue and the main text in verses (tip00013800)
Incipit: ‘[M]ire pater quo sub populi pastore iubemur | Sectarique Deum et certam sperare salutem ...’ Explicit: ‘... Accipe sydereo, qui recreat omnia, vultu. [12 hexameters].’

To host the complete transcription of the colophon. It could also include an editorial close.

E.g.

| locus_authorship | In square brackets. To be used to add information found in the text and pertaining to the circumstances of the creation of it (such as: lecture given the day xyz...). The standard form of the date of dedicatory letters can be given here as well as biographical information on the author.  
   e.g.:  
   [Dated Milan, 13 September 1468].  
   [The name of the dedicatee can be deducted from the reference, in the letter, to the author’s employer]. |

| locus_remarks | In square brackets. For any other information that does not fit in other fields but is considered worth mentioning, for example, notes by the cataloguer on corrections or about distinctive features of the printed text.  
   e.g.:  
   (tib00210700)  
   [In red]. dopo un locus_txt, per indicare che è impresso in rosso. |

| locus_standardedition | Reference to a modern critical edition or incipitaria has always been provided in Bod-inc (if available) and therefore it will be found in all the Bod-inc records now in Text-inc. Editors of new Text-inc records, however, are not required to provide such reference (though they can, if known). This kind of textual investigation will take place at a later stage. |

| locus_txtwork | Not to be used in Text-Inc. This field appears to have been rarely used in Bod-Inc; Cristina Dondi should be informed of any occurrence. |

| locus_anontext | Not to be used in Text-Inc. This field has been used in Bod-Inc to report the titles of anonymous works, or to point out texts introduced by the editors such as ‘Registrum chartarum’, ‘Tabula’. In Text-inc, for such cases, we choose to use always the field locus_txt so as to avoid confusion. |

| locus_anontextwork | Not to be used in Text-Inc. This field appears to have been rarely used in Bod-Inc; Cristina Dondi should be informed of any occurrence. |

| locus_translatordedicatee | Not to be used in Text-Inc. The name of any dedicatee has always to be reported in locus_dedicatee. |

| Imprint | The field is meant to transcribe the starting words of the first line printed on the secundo folio (the recto of the second printed leaf), words that a medieval librarian would use to identify the book. If an edition starts with a long opening text (a table of contents, a letter, a preface), the first line of the secundo folio of the main text also has to be transcribed, preceded by the indication of the leaf signature (within or without brackets, depending on the original). If the text is framed by a |

| entry_secundo_folio | The field is meant to transcribe the starting words of the first line printed on the secundo folio (the recto of the second printed leaf), words that a medieval librarian would use to identify the book. If an edition starts with a long opening text (a table of contents, a letter, a preface), the first line of the secundo folio of the main text also has to be transcribed, preceded by the indication of the leaf signature (within or without brackets, depending on the original). If the text is framed by a |
commentary or a glossa, the first line of both the main text and the commentary has to be provided (both might have been considered by a librarian of the time as *seundo folio*).

Es. tia00010000:
a3r animos quadam iocunditate penetrant: et quibusdam ...

Collation

<table>
<thead>
<tr>
<th><strong>entry_collation</strong></th>
<th>The field is used to report the collation of quires, in the usual way. Use the html code <code>&lt;sup&gt;&lt;/sup&gt;</code> so as to visualize the numbers of leaves on upper level..</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>e.g.:</td>
</tr>
<tr>
<td></td>
<td>- per la collazione esplicita: a&lt;sup&gt;8&lt;/sup&gt;b–f&lt;sup&gt;4&lt;/sup&gt;.</td>
</tr>
<tr>
<td></td>
<td>- per la collazione dedotta: [a&lt;sup&gt;8&lt;/sup&gt;b–f&lt;sup&gt;4&lt;/sup&gt;].</td>
</tr>
</tbody>
</table>

| **entry_leaves** | The total amount of leaves.                                                                                                               |

| **entry_illustrations** | This field is meant to make note of the presence of woodcuts (initials or illustrations) and to give a brief description and the measurements. Make sure that the information corresponds to what is written in secondary literature (catalogues, repertories, bibliographies) which can be quoted in the section References. Minimum information: “woodcuts”. More detailed information: “15 woodcuts”; or “10 large woodcuts and 5 small woodcuts”.

References

<table>
<thead>
<tr>
<th><strong>entry_othereferences</strong></th>
<th>This field is used to add any other source of information which is not already arranged by the cataloguing model, and to sign the record as well.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>e.g.:</td>
</tr>
<tr>
<td></td>
<td><em>entry_othereferences</em> Created by Matilde Malaspina</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>entry_datasource</strong></th>
<th>This field is to provide the name of the library/ies where the copy/ies used as a basis for the record comes from. Multiple copies (included electronic copies) will always be used (and declared here) when the book in hand is imperfect.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>e.g.</td>
</tr>
<tr>
<td></td>
<td><em>Source:</em> Bodleian.</td>
</tr>
<tr>
<td></td>
<td><em>Source:</em> Venezia N. Electronic facsimile: Bayerische Staatsbibliothek, München</td>
</tr>
</tbody>
</table>

NB: When visualized, the text will appear introduced by the word “Source:”
General notes on transcription

Woodcut initials/Missing/Guide letters = [...]
Are supplied in brackets
A comment will be added in Locus_entryRemarks_collation such as:
Spaces left blank for initials, with/without printed guide letters.
or, in Locus_illustrations a sample note Woodcut initials.

As a general rule, transcriptions are made so as to produce a standardised text, yet avoiding to complete or make corrections (mistakes are pointed out with a [sic]). In Text-inc a diplomatic transcription is not desirable. The syntax will be following the modern style, as follows:

Punctuation: in early printed books, the colon was usually used to insert a pause, such as the current comma; it will be therefore transcribed as a comma. More generally the punctuation will be used in the modern style, since it does not affect the information retrieval while it affects the comprehension of the text.

Variations j/i are always transcribed as ‘i’. The transcription of u/v will follow the modern use.

Capital/Lower case letters: they will be transcribed as in modern use, so as to make the text more comprehensible, while it will not affect the information retrieval. A scholar who needs to verify whether a text belongs to the same issue (provided that multiple issues for incunabula are less frequent compared to later editions) will need to look at the original anyway.
So: personal names, names of places, sacred names (such as Ihesu, the Virgin Mary etc.) are always in capital letters, as well as names of months, and adjectives referring to places (in Latin, not in Italian though).

Abbreviations: Apart from the ones by suspension, that must be left as they are, all the abbreviations will be expanded without brackets. This includes the mark & and other shapes that will be always transcribed as et’. Warning: in case of uncertainty about how to expand an abbreviations, let the words as they are.

Printing mistakes: Words affected by mistakes have to be transcribed as they are, followed by a “[sic]”. E.g.: locus_txt: ‘Petrus Donatus Advogarius clarisimis [sic] viris etc...’

Authors list: Check the list for the presence of each person involved in the printed edition (authors, editors, translators, dedicatees etc.). When present, make a link to the work being catalogued; if not, create a new entry, even with only basic information, and make the link.
Sample of records (Headings + Analysis of content), from the users side and from the editing side.

tia00059000
Advogarius, Petrus Donatus
De viris illustribus Veronensibus

1. a1r Advogarius, Petrus Donatus: [Prologue]. *Incipit*: ‘Apelles pictor clarissimus perfecta opera sua proponebat in pergula transeuntibus, atque post tabula latens vitia ...’ *Explicit*: ‘... multaeque gentes supplicant et mola tantum salsa litant qui non habent Thura, ut Plynii inquit.’


The same record, from the editing side

**Headings**

<table>
<thead>
<tr>
<th>head_head</th>
<th>Advogarius, Petrus Donatus</th>
</tr>
</thead>
<tbody>
<tr>
<td>head_titl</td>
<td>De viris illustribus Veronensibus</td>
</tr>
</tbody>
</table>

**Analysis of content**

<table>
<thead>
<tr>
<th>locus_locus</th>
<th>a1r</th>
</tr>
</thead>
<tbody>
<tr>
<td>locus_author</td>
<td>Advogarius, Petrus Donatus</td>
</tr>
<tr>
<td>locus_anonwork</td>
<td>[Prologue].</td>
</tr>
<tr>
<td>locus_incipit</td>
<td><em>Incipit</em>: ‘Apelles pictor clarissimus perfecta opera sua proponebat in pergula transeuntibus, atque post tabula latens vitia ...’</td>
</tr>
<tr>
<td>locus_explicit</td>
<td><em>Explicit</em>: ‘... multaeque gentes supplicant et mola tantum salsa litant qui non habent Thura, ut Plynii inquit.’</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>locus_locus</th>
<th>a1v</th>
</tr>
</thead>
<tbody>
<tr>
<td>locus_author</td>
<td>Advogarius, Petrus Donatus</td>
</tr>
<tr>
<td>locus_work</td>
<td>De viris illustribus Veronensibus</td>
</tr>
<tr>
<td>locus_anonwork</td>
<td>[Dedicated to]</td>
</tr>
<tr>
<td>locus_txt</td>
<td>‘Petrus Donatus Advogarius clarisimis [sic] viris Benono Del Bene et Francisco Fragastorio Reipublicae Veronensis praefectis, De viris illustribus antiquissimis qui ex Verona claruere.’</td>
</tr>
<tr>
<td>locus_incipit</td>
<td><em>Incipit</em>: ‘Fecistis et iam manum summam imponere optatis, clarissimi patres, nobilissimam in Augustorum foro porticum ...’</td>
</tr>
<tr>
<td>locus_locusexplicit</td>
<td>a8v</td>
</tr>
<tr>
<td>locus_explicit</td>
<td><em>Explicit</em>: ‘... eorumque honores et tituli ad stimulationem, virtutisque aemulationem in aevum legi, coli, adorarique possint. Finis de viris illustribus.’</td>
</tr>
</tbody>
</table>

A complete example, particularly helpful for: verses, editorship, authorship:
Abstemius, Laurentius


1. a1r [Title-page] ‘Eabule [sic] per latinissimum virum Laurentium Abstemium nuper composite. | Fabulae ex graeco in latinum per Laurentium Vallam virum clarissimum versae.’

2. a1r [Verse] Incipit: Outinam sese posset spectare latinum | Nobis qui grecae tradidit ista prior ...
   Explicit: ‘... Cultius haec quoniam Musa latinat [sic] canit. [4 lines]’


5. a2v Abstemius, Laurentius: [Preface]. ‘Eiusdem Abstemii proemium.’ Incipit: ‘[C]ogitanti mihi varia scriptorum genera, qui ut humanae vitae prodessent ...’ a4r Explicit: ‘... ut Latinis licere non putemus, quod graecis est cum summa omnium laude concessum.’


7. e1v Phantinus, Petrus Paulus: [Verse]. ‘Petri Pauli Phantini de Tradotio in hecathomithion consumatis, viri Laurentii Abstemii Maceraten[sis] terrasticon [sic]’ Incipit: ‘Quod nemus Hesperidum panchaia bachtra sabaei, | Helysium quod Hent, quod Tagus, Astur Arabs ...
   Explicit: ‘... Cuius habent siliquae seria, non apinas. [4 lines]’

8. e1v Antracinus, Johannes: [Verse]. ‘Ioannis Antracini Maceraten. in hecathomithion clarissimi viri Laurentii Abstemii Maceraten[sis] tetrasticon’ Incipit: ‘... Doctilloquos aliis scriptis superare Latinos | Quaere sumus lepidis Graecia docta pares ... Explicit: ‘... Non minus Abstemi nos decoravit opus. [4 lines]’


11. f4v Colophon: ‘Impressum Venetiis per Ioannem de Cereto de Tridino, anno Domini MCCC.XCIX. [sic] die i. Iunii.’

The same record, from the editing side

<table>
<thead>
<tr>
<th>Id</th>
<th>tia00011000</th>
</tr>
</thead>
<tbody>
<tr>
<td>head_head</td>
<td>Abstemius, Laurentius</td>
</tr>
</tbody>
</table>

Analysis of content

Eabule [sic] per latinissimum virum Laurentium Abstemium nuper composite. | Fabulae ex graeco in latinum per Laurentium Vallam virum clarissimum versae.

Incipit: Outinam sese posset spectare latinum | Nobis qui grecae tradidit ista prior ...

Explicit: ‘... Cultius haec quoniam Musa latinat [sic] canit. [4 lines]’

Domicius Palladius Soranus Pollioni Vadio sacerdoti venerando s.p.d.’

Incipit: ‘Iam pridem tuo sermonide Abstemio frequenti litteratorum consessu Pollio venerande non invitus interfui...’

Explicit: ‘... Cui et te et me ob tanti eius nominis celebritatem nulla unquam in re defuturos esse liquido constabit. Vale.’

[Preface].

‘Eiusdem Abstemii proemium.’

Incipit: ‘[C]ogitanti mihi varia scriptorum genera, qui ut humanae vitae prodessent ...’

Explicit: ‘... principem scribens, quam [sic] principes curarum mole praessi soleant interdum recreandi animi gratia iocos appetere. Vale’
Explicit: ‘... ut latinis licere non putemus, quod graecis est cum summa omnium laude concessum.’


Incipit: '[M]us in cistasta [sic] natus omnem fere ibi duxerat aetatem nuncibus pastus quae in ea servari solem ...’

Explicit: ‘... Haec indicat fabula stultum esse in iis laborare, quae aliis gaudium, nobis autem sint allatura tormentum.’

Phantinus, Petrus Paulus: [Verse].

Incipit: Quod nemus Hesperidum panchaia bachtra sabaei, | Helysium quod Hent, quod Tagus, Astur Arabs ...

Explicit: ‘... Cuius habent siliquae seria, non apinas. [4 lines]’

Antracinus, Johannes: [Verse].

Incipit: Doctiloquos aliis scriptis superare Latinos | Quaere sumus lepidis Graecia docta pares ...

Explicit: ‘... Non minus Abstemi nos decoravit opus. [4 lines]’

Laurentius Valla [Preface dedicated to] Arnaldus Fonolieda. ‘Laurentii Vallensis XXX. Fabularum Esopiae graeco in latinum sermonem ad clarissumum virum Renaldum Fonaedae praefatio’

Incipit: '[P]romiseram nuperrime tibi coturnices, quas ipse venatus essem missurum ...’

Explicit: ‘... has fabellas malis rescribe, mittam namque in modo coturnices, sed et pedices. Ex urbe Caieta kal. Maii MCCCC.XXXVIII.’

[DATED Gaeta, May 1488]
Incipit: ‘[V]ulpes et caper sitibondi in puteum discenderunt in quo quum perbibissent. Circumspiciendi reditum capro ...’

Explicit: ‘... Quod enim nascentes natura non accepimus, id non potest nobis cum perpetuo permanere.’

‘Esopi fabularum xxx. tradutinis [sic] finis.’

Colophon: ‘Impressum Venetiis per Ioannem de Cereto de Tridino, anno Domini M.CCC.XCIX. [sic] die i. Iunii.’

The colophon reads: 'Anno domini M.CCC.XCIX.'

a3r audiendo fastidiosissimus res etiam utiles
honestasque haud; a5r stia animi potius vermibus terrenis qui suavibus aliarum