

## IDP Catalogue Template and Notes

### Catalogue template

```
<TEI.2>
  <teiHeader>
    <fileDesc>
      <titleStmt>
        <title>CATALOGUE TITLE</title>
        <author id="INITIALS OF AUTHOR">NAME OF AUTHOR OF
        CATALOGUE</author>
        <editor>NAME OF EDITOR</editor>
        <respStmt>NAME OF ANY OTHER KIND OF CONTRIBUTER</respStmt>
      </titleStmt>
      <editionStmt>
        <edition>FIRST/SECOND/THIRD EDITION</edition>
        <respStmt>
          <name>PERSON RESPONSIBLE FOR LATER EDITION</name>
        </respStmt>
      </editionStmt>
      <publicationStmt>
        <publisher>PUBLISHER OF CATALOGUE</publisher>
        <pubPlace>PLACE OF PUBLICATION</pubPlace>
        <date>DATE OF PUBLICATION</date>
      </publicationStmt>
      <sourceDesc>
        <p>NATURE OF SOURCE (E. G. PRINTED BOOK OR ELECTRONIC)</p>
        <bibl>
          <ref>SHORT REFERENCE TO PRINTED CATALOGUE (IF
          APPLICABLE)</ref>
        </bibl>
      </sourceDesc>
    </fileDesc>
    <encodingDesc>
      <projectDesc>Catalogue</projectDesc>
    </encodingDesc>
  </teiHeader>
  <text>
    <head><p>SHORT INTRODUCTION TO THE CATALOGUE</p></head>
    <body>
      <msDescription n="CATALOGUE NUMBER">
        <msIdentifier>
          <settlement>CITY OR COUNTRY</settlement>
          <repository>INSTITUTION</repository>
          <collection>COLLECTION</collection>
          <idno type="current">SHELFMARK</idno>
        </msIdentifier>
        <msContents>
```

```

<msItem n="SECTION NUMBER">
  <author>
    <name lang="LANGUAGE OF AUTHOR'S NAME"
      type="person">AUTHOR'S NAME AS IT APPEARS IN THE
      TEXT</name>
  </author>
  <title lang="LANGUAGE OF TITLE">TITLE OF TEXT</title>
  <incipit lang="LANGUAGE OF FIRST LINE">
  <locus>LOCUS OF FIRST LINE</locus>FIRST LINE OF
  TEXT</incipit>
  <q type="transcription" lang="LANGUAGE OF TRANSCRIPTION /
  TRANSLATION">
    <locus>LOCUS OF TRANSCRIPTION / TRANSLATION</locus>
    TRANSCRIPTION / TRANSLATION OF TEXT</q>
    <q type="translation" lang="LANGUAGE OF TRANSCRIPTION /
    TRANSLATION">
      <locus>LOCUS OF TRANSCRIPTION / TRANSLATION</locus>
      TRANSCRIPTION / TRANSLATION OF TEXT</q>
  <note>
    <p>ANY COMMENTS ON THE TEXT</p>
  </note>
  <explicit lang="LANGUAGE OF LAST LINE">
  <locus>LOCUS OF LAST LINE</locus>LAST LINE OF
  TEXT</explicit>
  <colophon lang="tib">
  <locus>LOCUS OF COLOPHON</locus>COLOPHON OF
  TEXT</colophon>
  <listBibl>
    <bibl>
      <ref target="SHORT REFERENCE"></ref>
    </bibl>
  </listBibl>
</msItem>
</msContents>
</msDescription>
</body>
</text>
</TEI.2>

```

## Notes for catalogue template

In the template above, replace the text in capital letters with your own text. Please use unicode (UTF-8) encoding, and plain text document format.

The catalogue is structured as a header contained within the **<teiHeader>** element, and one or more catalogue entries contained within in the **<msDescription>** elements.

The **<teiHeader>** contains author and publication information about the catalogue.

- The **<author>** element may be used once or several times, as may the **<editor>** and **<respStmt>** elements. The **<respStmt>** element is used for any contributor who is neither author nor editor. If more than one person is responsible for the catalogue entries, then their initials will be used to indicate responsibility in the **<msDescription>** element (see below). The initials should be given here in the *id* attribute.
- The contents of **<publicationStmt>** should be self-explanatory.
- The **<revisionDesc>** should be used to record later changes to this catalogue file.
- The **<ref>** element contains a short bibliographic reference to the catalogue in the form of surname\_date (eg. Giles\_1957).

The **<msDescription>** element contains a single catalogue entry which will usually concern a single manuscript. The element and all its contents can be cut and pasted as necessary to include more catalogue entries.

- If this catalogue entry is one of a series, e. g. from a published catalogue volume, then the published catalogue number for this entry should be placed in the *n* attribute of **<msDescription>**. If this is just a single entry on its own, or not part of a sequence, then this need not be used.
- If more than one contributor is responsible for catalogue entries, indicate the responsibility using the cataloguer's initials in the *type* attribute.
- Each **<msItem>** element is an entry on one section of the manuscript. If the manuscript has only one section, then there will only be one **<msItem>** element. The number of the section is placed in the *n* attribute. This will be a simple numeral for book or pothi form, and *R1*, *R2*, etc for scroll form (see note on page references below).
- The elements **<incipit>**, **<explicit>**, and **<colophon>** contain the text of the first line, last line and colophon respectively. Each one should have a page reference within the **<locus>** element, and the language of the text transcribed here should be noted in the *lang* attribute.
- The **<note>** element contains any descriptive commentary on the text. See note below on markup elements that can be included within the note.
- The **<q>** element can contain transcription or translation (one of these should be indicated in the *type* attribute. In both cases, the language must be specified in the *lang* attribute.
- The **<listBibl>** element contains one or more bibliographic references. These can be other versions of the same text, or any other relevant publications. Each publication should be indicated by a short reference (surname\_date) in a **<ref>** element within a **<bibl>** element. The full reference should be given in a separate bibliography element (see below).

### Page and line numbers:

- For scrolls, please use the convention **R1. 1**, where R or V indicates recto or verso, followed by the number of the section of the manuscript (1 for the first text, 2 for the second, and so on) and the line number follows, separated by a full stop (period). The same convention applies to fragments.
- For pothi or codex manuscripts please use the convention **1r. 1**, where the first number is the folio number followed by r for recto or v for verso, again followed by the line number after a full stop.

### Elements used within the <note>:

- All paragraphs within the <note> element must be surrounded by <p> elements (even if there is just one paragraph, it must be surrounded by a <p> element).
- All names in the note should be marked up with the <name> attribute. The attribute *type* should be added, specifying either "person", "deity", "place" or "school".
- All citations from the original text should be surrounded by a <q> element with the language specified in the *lang* attribute.
- Technical terms in other languages should be marked up with a <term> element with the language specified in the *lang* attribute.
- Dates should be marked up with the <date> element, with the calendar specified in the *calendar* attribute, e. g. <date calendar="Gregorian">1930</date>.
- References to other works should be placed in the <ref> element in the following format: <ref target="Stein 1907">112–123</ref>. The short reference (surname+date) appears in the target attribute and the page reference (if any) appears as the content of the element. If the reference is a URL, then add the attribute *type*="URL".
- Footnotes within the note should be marked up as <note type="footnote" n="x">...</note>, where x is the number of the footnote. If the footnote is not numbered, the *n* attribute should be left out. The footnote should be placed where the footnote symbol occurs in the original text.

### Languages

The language is specified with a three-letter code. Common codes are:

**eng = English; fre = French; ger = German; jpn = Japanese; chi = Chinese**

For others, see <http://www.w3.org/WAI/ER/IG/ert/iso639.htm>

The script can also be specified, attached to the language with a hyphen (eg. "chi-Latn" for Chinese in Latin transcription). Common codes:

**Latn = Latin; Hant = traditional Chinese; Hans = simplified Chinese; Tibt = Tibetan;**

**Brah = Brahmi; Khar = Kharosthi**

See <http://www.unicode.org/iso15>

Please email any queries to [idp@bl.uk](mailto:idp@bl.uk). Completed templates should also be emailed to this address, preferably as an attachment in plain text format, with unicode (UTF-8) encoding.