The Association for Computers and the Humanities (ACH)

The Association for Computational Linguistics (ACL)

The Association for Literary and Linguistic Computing (ALLC)

Guidelines for Electronic Text Encoding and Interchange

Edited by

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TEI P2, Chapter 22
Text Encoding Initiative
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Note

This is the current draft (as of August 19, 1992) of one section of the *Guidelines for Electronic Text Encoding and Interchange*, version 2 (also known as TEI P2), produced by the Text Encoding Initiative. This fascicle contains:

- a table of contents for TEI P2, indicating the status of each section as of the release date of this fascicle
- a draft for one section of TEI P2
- entries derived from this section for the reference list of tags of TEI P2 (if any)
- a User Response and Comment Form

Please feel free to send us your comments on the contents of this draft and their applicability to your needs. Comments may be sent to the TEI-L list server for general discussion, or directly to either of the TEI editors (adresses on the User Response and Comment form). Bear in mind in reading, however, that TEI P2 is a reference manual, not a tutorial in the use of electronic text, and unavoidably assumes either a certain amount of prior knowledge or patience with unfamiliar technical material. Note also that some matters which may appear obscure in one section may well be treated in more detail elsewhere in the full text of TEI P2.

TEI P2, like P1, is a working draft. The observant will find several typographic and presentational flaws in the current text: for example, cross-references are not properly resolved in the LaTeX versions and some parts of the reference material are not yet complete. We hope to rectify as many as possible of these flaws in the coming months, but have decided not to allow them to delay any further the release of the draft. We hope that those interested in the Guidelines will find the current state of the text readable and usable enough for the purpose of substantive comment. As far as possible, all comments received on this section will be taken into account in the preparation of the next version of the Guidelines, which is due by the end of 1992.

Updates on the status of the draft as a whole will be distributed automatically to all subscribers of the Listserv list TEI-L. To subscribe to TEI-L, send electronic mail to the address LISTSERV@UICVM (or Listserv@uicvm.uic.edu) containing the single line

```
subscribe tei-l J. Smith
```

(substituting your name for “J. Smith”). TEI-L is also the appropriate place to pose questions or offer public comments on the TEI guidelines and other relevant issues. The TEI-L file server contains all the sections of TEI P2 thus far released, as well as other TEI materials. Its contents are shadowed at various other sites around the world; for more information consult one of the following documents:

- TEI ED J8, “Obtaining the Second Version of the TEI Guidelines (TEI P2)” (describes how to retrieve electronic copies of TEI P2 and the various formats they are available in)

- TEI ED J9, “Obtaining Paper Copies of the Second Version of the TEI Guidelines (TEI P2)” (describes how to request paper copies of TEI P2, for those without electronic mail access)

These documents are available from the TEI-L file server or through the editors at the addresses given on the User Response and Comment Form.

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Overall Table of Contents for TEI P2

The following list shows the expected contents of TEI P2 as a whole and indicates the current status of each chapter.

Contents

Part 2

Core Tags and General Rules

Chapter 22

The TEI Header

This chapter addresses the problems of describing an encoded work so that the text itself, its source, its encoding, and its revisions are all thoroughly documented. Such documentation is equally necessary for scholars using the texts, for software processing them, and for cataloguers in libraries and archives. Together these descriptions and declarations provide an electronic analogue to the title page attached to a printed work. They also constitute an equivalent for the content of the code books or introductory manuals customarily accompanying electronic data sets.

Every TEI-conformant text must carry such a set of descriptions, prefixed to it and encoded as described in this chapter. The set is known as the *TEI header*, tagged **<TeiHeader>**, and it has four major parts:

- a *file description*, tagged **<fileDesc>**, containing a full bibliographical description of the computer file itself, from which a user of the text could derive a proper bibliographic citation, or which a librarian or archivist could use in creating a catalogue entry recording its presence within a library or archive. The file description also includes information about the source or sources from which the electronic text was derived. The TEI elements used to encode a file description are described in section 22.2, "The File Description," on page 7 below.
- an *encoding description*, tagged **<encodingDesc>**, which describes the relationship between an electronic text and its source or sources. It allows for detailed description of whether (or how) the text was normalized during transcription, how the encoder resolved ambiguities in the source, what levels of encoding or analysis were applied, and similar matters. The TEI elements used to encode the encoding description are described in section 22.3, "The Encoding Description," on page 25 below.
- a *text profile*, tagged **<profileDesc>**, containing classificatory and contextual information about the text, such as its subject matter, the situation in which it was produced, the individuals described by or participating in producing it, and so forth. Such a text profile is of particular use in highly structured composite texts such as corpora or language collections, where it is often highly desirable to enforce a controlled descriptive vocabulary or to perform retrievals from a body of text in terms of text type or origin. The text profile may however be of use in any form of automatic text processing. The TEI elements used to encode the profile description are described in section 22.4, "The Profile Description," on page 37 below.
- a *revision history*, tagged **<revisionDesc>**, which allows the encoder to provide a history of changes made during the development of the electronic text. The revision history is important for *version control* and for resolving questions about the history of a file. The TEI elements used to encode the revision description are described in section 22.5, "The Revision Description," on page 42 below.

A TEI header can be a very large and complex document, or it may be a very simple one. Some application areas (for example, the construction of language corpora and the transcription of spoken texts) will require more specialized and detailed information than others. The present proposals therefore define both a *core* set of elements, (all of which may be used without formality in any TEI header) and *additional tagsets,* which may be invoked as extensions as needed. For more details of this extension mechanism, see chapter 13.1, "Main and Auxiliary DTDs," [in separate fascicle]; the header extensions are fully described in chapter 48, "Additional Tags for the TEI Header," [in separate fascicle], which should be read in conjunction with the present chapter.

The next two sections of the present chapter briefly introduce the overall structure of the header, and the kinds of data it may contain. This is followed by a detailed description of all the constituent elements which may be used in the core header. Section 22.6, "Minimal and Recommended Headers," on page 44, at the end of the present chapter, discusses the recommended content of a minimal TEI header, and its relation to standard library cataloguing practices.

22.1 Organization of the TEI Header

22.1.1 The TeiHeader and Its Components

The **<TeiHeader>** element should be clearly distinguished both from the *SGML prolog*, which comprises the SGML declaration and the document type declaration (see chapter 12, "Concise Summary of SGML," [in separate fascicle]), and from the *front matter* of the text itself (for which see section 31, "Base Tag Set for Prose," [in separate fascicle]). A composite text, such as a corpus or collection, may contain several headers, as further discussed below. In the general case however, a TEI-conformant text will contain a single **<TEIHeader>** element, followed by a single **<text>** element.

The header element has the following description:

<TeiHeader> : supplies the descriptive and declarative information making up an "electronic title page" prefixed to every TEI-conformant text. Attributes include:
- *type* : specifies the kind of document to which the header is attached. Sample values include:
  - *text* : the header is attached to a single text.
  - *corpus* : the header is attached to a corpus.

As discussed above, the **<TeiHeader>** element has four principal components:

<fileDesc> : contains a full bibliographic description of an electronic file.
<encodingDesc> : documents the relationship between an electronic text and the source or sources from which it was derived.
<profileDesc> : provides a detailed description of non-bibliographic aspects of a text, specifically the languages and sublanguages used, the situation in which it was produced, the participants and their setting.

<revisionDesc> : summarizes the revision history for a file.

Of these, only the **<fileDesc>** element is required in all TEI headers; the others are optional. The full form of a TEI header is thus:

```
<TeiHeader>
    <fileDesc> ... </fileDesc>
    <encodingDesc> ... </encodingDesc>
    <profileDesc> ... </profileDesc>
    <revisionDesc> ... </revisionDesc>
</TeiHeader>
```

while a minimal header takes the form:

```
<TeiHeader>
    <fileDesc> ... </fileDesc>
</TeiHeader>
```

In the case of language corpora or collections, it may be desirable to record header information either at the level of individual components in the corpus or collection, or once for all at the level of the corpus or collection itself, or at both levels. More details concerning the tagging of composite texts are given in section 39, “Base Tag Set for Language Corpora and Collections,” [in separate fascicle], which should be read in conjunction with the current chapter. An optional *type* attribute may also be supplied on the **<TeiHeader>** element to indicate whether the header applies to a corpus or a single text. A corpus may thus take the form:

```
<TEI.2>
    <TeiHeader type=corpus> ...
    <!-- header for corpus-level information -->
    </TeiHeader>
    <TEI.2>
         <TeiHeader type=text> ...
         <!-- header for text-level information -->
         </TeiHeader>
         <text> ... </text>
    </TEI.2>
    <TEI.2>
         <TeiHeader type=text> ... </TeiHeader>
         <text> ... </text>
    </TEI.2>
    <!-- etc. -->
</TEI.2>
```

The tags required for the TEI header are defined in the DTD file *teihdr2* which first defines the **<TeiHeader>** element:

```
<!-- 22.1.1:  The TEI Header                                   -->
<!-- TEIhdr2.DTD  Tags for TEI Header.                         -->

<!-- Text Encoding Initiative: Guidelines for the Encoding    -->
<!-- and Interchange of Machine-Readable Texts.                -->
```

```
<!-- DRAFT version 2, August 1992.                            -->

<!ELEMENT TeiHeader     - -  (fileDesc, encodingDesc?,
                             profileDesc?, revisionDesc?)       >
<!ATTLIST TeiHeader          %a.global;
          type               CDATA              text
          creator            CDATA              #IMPLIED
          status             (new | update)     new
          date.created       CDATA              #IMPLIED
          date.updated       CDATA              #IMPLIED        >
<!-- (continued in sec. 22.1.1)                               -->
```

Then it defines the rest of the header elements, embedding the DTD fragments found later in this chapter:

```
<!-- 22.1.1:  The TEI Header (cont'd)                         -->
<!-- (continuation of sec. 22.1.1)                            -->
<!-- ... declarations from section 22.2                       -->
<!--     (The file description)                               -->
<!--     go here ...                                          -->
<!-- ... declarations from section 22.2.7                     -->
<!--     (The source description)                             -->
<!--     go here ...                                          -->
<!-- ... declarations from section 22.3                       -->
<!--     (The encoding description)                           -->
<!--     go here ...                                          -->
<!-- ... declarations from section 22.4                       -->
<!--     (The profile description)                            -->
<!--     go here ...                                          -->
<!-- ... declarations from section 22.5                       -->
<!--     (The Revision Description)                           -->
<!--     go here ...                                          -->
```

22.1.2 Types of Content in the TEI Header

The elements occurring within the TEI header may contain several types of content; the following list indicates how these types of content are described in the following sections:

free prose: Most elements contain simple running prose at some level. Many elements may contain either prose (possibly organized into paragraphs) or more specific elements, which themselves contain prose. In this chapter's descriptions of element content, the phrase *prose description* should be understood to imply a series of paragraphs, each marked with the **<p>** tag. The word *phrase*, by contrast, should be understood to imply character data, interspersed as need be with phrase-level elements, but not organized into paragraphs. For more information on paragraphs, highlighted phrases, lists, etc., see section 23.1, “Paragraphs,” [in separate fascicle].

grouping elements: Elements whose names end with the suffix *Stmt* (e.g. **<editionStmt>**, **<situationStmt>**) usually enclose a group of specialized elements recording some structured information. In the case of the bibliographic elements, the suffix *Stmt* is used in names of elements corresponding to the *areas* of the International Standard Bibliographic Description.[1] In most cases grouping elements may contain prose descriptions as an alternative to the set of specialized elements, thus allowing the encoder to choose whether or not the information concerned should be presented in a structured form or in prose.

declarations: Elements whose names end with the suffix *Decl* (e.g. **<subjectDecl>**, **<refsDecl>**) enclose information about specific encoding practices applied in the electronic text; often these practices are described in coded form. Typically, such information takes the form of a series of declarations, identifying a code with some more complex structure or description. A declaration which applies to more than one text or division of a text need not be repeated in the header of each such text. Instead, the *decls* attribute of each text (or subdivision of the text) to which the sampling declaration applies may be used to supply a cross reference to it, as further described in section 34.3.1, "Contextual Information," [in separate fascicle].

descriptions: Elements whose name end with the suffix *Desc* (e.g. **<settingDesc>**, **<projectDesc>**) contain a prose description, possibly organized under some specific headings by suggested sub-elements, but not necessarily so.

22.2 The File Description

This section describes the **<fileDesc>** element, which is the first component of the **<TEIHeader>** element.

The bibliographic description of a machine-readable text resembles in structure that of a book, an article, or any other kind of textual object. The file description element of the TEI header has therefore been closely modelled on existing standards in library cataloguing; it should thus provide enough information to allow users to give standard bibliographic references to the electronic text, and to allow cataloguers to catalogue it. Bibliographic citations occurring elsewhere in the header, and also in the text itself, are derived from the same model (on bibliographic citations in general, see further section 23.5, "Bibliographic Citations," [in separate fascicle]). See further section 22.7, "Note for Library Cataloguers," on page 47.

The bibliographic description of the electronic text (not its source) is given in the mandatory **<fileDesc>** element:

<fileDesc> : contains a full bibliographic description of an electronic file.

The **<fileDesc>** element contains three mandatory elements and four optional elements, each of which is described in more detail in sections 22.2.1, "The Title Statement," on page 9 to 22.2.6, "The Notes Statement," on page 18 below.

[1] On the relation between the TEI proposals and other standards for bibliographic description, see further section 22.7, "Note for Library Cataloguers," on page 47.

These elements are listed below in the order in which they must be given within the **<fileDesc>** element.

- **<titleStmt>** : groups information about the title of a work and those responsible for its intellectual content.
- **<editionStmt>** : groups information relating to one edition of a text.
- **<extent>** : describes the approximate size of the electronic text as stored on some carrier medium, specified in any convenient units.
- **<publicationStmt>** : groups information concerning the publication or distribution of an electronic or other text.
- **<seriesStmt>** : groups information about the *series*, if any, to which a publication belongs.
- **<notesStmt>** : collects together any notes providing information about a text additional to that recorded in other parts of the bibliographic description.
- **<sourceDesc>** : supplies a bibliographic description of the copy text(s) from which an electronic text was derived or generated.

A file description containing all possible subelements has the following structure:

```
<TeiHeader>
    <fileDesc>
         <titleStmt> ... </titleStmt>
         <editionStmt> ... </editionStmt>
         <extent> ... </extent>
         <publicationStmt> ... </publicationStmt>
         <seriesStmt> ... </seriesStmt>
         <notesStmt> ... </notesStmt>
         <sourceDesc> ... </sourceDesc>
    </fileDesc>
    <!-- remainder of TEI Header here -->
</TeiHeader>
```

Several of these elements may be omitted; a minimal file description has the following structure:

```
<TeiHeader>
    <fileDesc>
         <titleStmt> ... </titleStmt>
         <publicationStmt> ... </publicationStmt>
         <sourceDesc> ... </sourceDesc>
    </fileDesc>
    <!-- remainder of TEI Header here -->
</TeiHeader>
```

The **<fileDesc>** itself has the following formal definition:

```
<!-- 22.2:  The file description                              -->
<!ELEMENT fileDesc      - -  (titleStmt, editionStmt?, extent?,
                             publicationStmt, seriesStmt?,
                             notesStmt?, sourceDesc+ )          >
<!ATTLIST fileDesc           %a.global;                          >
```

```
<!-- ... declarations from section 22.2.1                 -->
<!--     (The title statement)                            -->
<!--     go here ...                                      -->
<!-- ... declarations from section 22.2.2                 -->
<!--     (The edition statement)                          -->
<!--     go here ...                                      -->
<!-- ... declarations from section 22.2.3                 -->
<!--     (The extent statement)                           -->
<!--     go here ...                                      -->
<!-- ... declarations from section 22.2.4                 -->
<!--     (The publication statement)                      -->
<!--     go here ...                                      -->
<!-- ... declarations from section 22.2.5                 -->
<!--     (The series statement)                           -->
<!--     go here ...                                      -->
<!-- ... declarations from section 22.2.6                 -->
<!--     (The notes statement)                            -->
<!--     go here ...                                      -->
<!-- This fragment is used in sec. 22.1.1                 -->
```

22.2.1 The Title Statement

The **<titleStmt>** element is the first component of the **<fileDesc>** element, and is mandatory:

<titleStmt> : groups information about the title of a work and those responsible for its intellectual content.

It contains the title given to the electronic work, together with optionally one or more *statements of responsibility* which identify the encoder, author, compiler, or other parties responsible for it:

<title> : the title or chief name of a work, including any alternative titles or subtitles.
<author> : primary *statement of responsibility* for a bibliographic item, for example the name of a single author, institution or organization, or of several such.
<sponsor> : specifies the name of a sponsoring organization or institution.
<funder> : specifies the name of an individual, institution, or organization responsible for the funding of a project or text.
<principal> : supplies the name of the principal researcher responsible for the creation of an electronic text.
<resp> : supplies information about someone other than an author, sponsor, funder or principal researcher responsible for the intellectual content of a text, edition, recording, or series.
<role> : contains a phrase describing the nature of a person's intellectual responsibility.
<name> : contains a proper noun.

The **<title>** element contains the chief name of the file, including any alternative title or subtitles it may have. It may be repeated, if the file has more than one title, (perhaps in different languages) and takes whatever form is considered appropriate by its creator. Where the electronic work is derived from an existing source text, it is strongly recommended that the title for the former should also be derived from the latter, but that it should be clearly distinguishable from it. For example, do not call the computer file “A Sanskrit-English Dictionary, based upon the St. Petersburg Lexicons”. Call it, rather, “Sanskrit-English Dictionary, based upon the St. Petersburg Lexicons: a machine readable transcription”. If you wish to retain some or all of the title of the source text in the title of the computer file, then introduce one of the following phrases:

- [title of source]: a machine readable transcription.
- [title of source]: electronic edition.
- A machine readable version of: [title of source].

This will distinguish the computer file from the source text in citations and in catalogues which contain descriptions of both types of material.

The computer file will almost certainly have an external name (its “filename” or “data set name”) or reference number on the computer system where it resides at any time. This name is likely to change frequently, as new copies of the file are made on the computer system. Its form is entirely dependent on the particular computer system in use and thus cannot always easily be transferred from one system to another. For these reasons, these Guidelines strongly recommend that such names should *not* be used as the title for any computer file.

Helpful guidance on the formulation of useful descriptive titles in difficult cases may be found in the Anglo-American Cataloguing Rules (AACR 2), chapter 25, or in equivalent national-level bibliographical documentation.[2]

The specialized elements **<author>**, **<sponsor>**, **<funder>**, and **<principal>**, and the more general **<resp>** provide the *statements of responsibility* which identify the persons responsible for the intellectual or artistic content of an item and any corporate bodies from which it emanates.

Any number of statements of responsibility may occur within the title statement. At a minimum, identify the author of the text and the creator of the machine-readable file. If the bibliographic description is for a corpus, identify the creator of the corpus. These identifications are mandatory when applicable, though not enforceable by the SGML parser. Optionally include also names of others involved in the transcription or elaboration of the text, sponsors, and funding agencies. The name of the person responsible for physical data input need not normally be recorded, unless that person is also intellectually responsible for some aspect of the creation of the file.

Where the person whose responsibility is to be documented is not an author, sponsor, funding body or principal researcher, the **<resp>** element should be used. This has two subcomponents: a **<name>** element identifying a responsible individual or organization, and a **<role>** element indicating the nature of the

[2] Michael Gorman and Paul W. Winkler, eds., *Anglo-American Cataloguing Rules*, Second Edition (Chicago: American Library Association; London: Library Association; Ottawa: Canadian Library Association, 1978).

responsibility. No specific recommendations are made at this time as to appropriate content for the **<role>**: it should make clear the nature of the responsibility concerned, as in the examples below.

Names given may be personal names or corporate names. Give all names in the form in which the persons or bodies wish to be publicly cited. This would usually be the fullest form of the name, including first names.[3]

Examples:

```
<titleStmt>
  <title>Capgrave's Life of St. John Norbert:  a
     machine-readable transcription</title>
  <resp>
      <role>compiled by</role> <name>P.J. Lucas</name>
  </resp>
</titleStmt>

<titleStmt>
  <title>Two stories by Edgar Allen Poe:
          electronic version</title>
  <author>Poe, Edgar Allen (1809-1849)
  <resp><role>compiled by</role>
  <name>James D. Benson</name></resp>
</titleStmt>

<titleStmt>
  <title>Yogadar&sacute;anam (arth&amacr;t
         yogas&umacr;trap&macr;&tdot;ha&hdot;):
         a machine readable transcription.</title>
  <title>The Yogas&umacr;utras of Pata&ntilde;jali:
         a machine readable transcription.</title>
  <funder>Wellcome Institute for the History of Medicine
  </funder>
  <principal>Dominik Wujastyk</principal>
  <resp><name>Wieslaw Mical</name>
        <role>data entry and proof correction</role>
  </resp>
  <resp><name>Jan Hajic</name>
        <role>conversion to TEI-conformant markup</role>
  </resp>
</titleStmt>
```

The formal definition of the **<titleStmt>** element and its constituents is as follows:

[3] Agencies compiling catalogues of machine-readable files are recommended to use available authority lists, such as the Library of Congress Name Authority List, for all common personal names.

```
<!-- 22.2.1:  The title statement                                   -->
<!ELEMENT titleStmt     - o  ((title+, (author | sponsor |
                             funder | principal | resp)*))       >
<!ATTLIST titleStmt          %a.global;                          >
<!ELEMENT sponsor       - o  ( %broth; )                         >
<!ATTLIST sponsor            %a.global;                          >
<!ELEMENT funder        - o  ( %broth; )                         >
<!ATTLIST funder             %a.global;                          >
<!ELEMENT principal     - o  (%broth;)                           >
<!ATTLIST principal          %a.global;                          >
<!ELEMENT resp          - o  ((role & name)+)                    >
<!ATTLIST resp               %a.global;                          >
<!ELEMENT role          - o  (%broth;)                           >
<!ATTLIST role               %a.global;                          >
<!-- The TITLE, AUTHOR, and NAME elements are declared with        -->
<!-- the core tags, not here.                                       -->

<!-- This fragment is used in sec. 22.2                            -->
```

22.2.2 The Edition Statement

The **<editionStmt>** element is the second component of the **<fileDesc>** element. It is optional but recommended.

<editionStmt> : groups information relating to one edition of a text.

It contains either phrases or more specialized elements identifying the edition and those responsible for it:

<edition> : describes the particularities of one edition of a text.
<resp> : supplies information about someone other than an author, sponsor, funder or principal researcher responsible for the intellectual content of a text, edition, recording, or series.
<name> : contains a proper noun.
<role> : contains a phrase describing the nature of a person's intellectual responsibility.

For printed texts, the word *edition* applies to the set of all the identical copies of an item produced from one master copy and issued by a particular publishing agency or a group of such agencies. A change in the identity of the distributing body or bodies does not normally constitute a change of edition, while a change in the master copy does.

For electronic texts, the notion of a “master copy” is not entirely appropriate, since they are far more easily copied and modified than printed ones; nonetheless the term *edition* may be used for a particular state of a machine-readable text at which substantive changes are made and fixed. Synonymous terms used in these Guidelines are “version,” “level,” and “release”. The words “revision” and “update”, by contrast, are used for minor changes to a file which do not amount to a new edition.

No simple rule can specify how "substantive" changes have to be before they are regarded as producing a new edition, rather than a simple update. The general principle proposed here is that the production of a new edition entails a significant change in the intellectual content of the file, rather than its encoding or appearance. The addition of analytic coding to a text would thus constitute a new edition, while automatic conversion from one coded representation to another would not. Changes relating to the character code or physical storage details, corrections of misspellings, simple changes in the arrangement of the contents and changes in the output format do not normally constitute a new edition. The addition of new information (e.g. a linguistic analysis expressed in part-of-speech tagging, sound or graphics, referential links to external datasets) almost always does constitute a new edition.

Clearly, there are always border line cases and the matter is somewhat arbitrary. The simplest rule is: if you think that your file is a new edition, then call it such. An edition statement is optional for the first release of a machine-readable file; it is mandatory for each later release, though this requirement cannot be enforced by the SGML parser.

Note that *all* changes in a file, whether or not they are regarded as constituting a new edition or simply a new revision, should be independently noted in the revision description section of the file header (see section 22.5, "The Revision Description," on page 42).

The **<edition>** element should contain phrases describing the edition or version, including the word "edition," "version," or equivalent, together with a number or date, or terms indicating difference from other editions such as "new edition", "revised edition" etc. Any dates that occur within the edition statement should be marked with the **<date>** element. The *n* attribute of the **<edition>** element may be used as elsewhere to supply any formal identification (such as a version number) for the edition.

One or more **<resp>** elements may also be used to supply statements of responsibility for the edition in question. These may refer to individuals or corporate bodies and can indicate functions such as that of a reviser, or can name the person or body responsible for the provision of supplementary matter, of appendices, etc., in a new edition. For further detail on the **<resp>** element, see section 22.2.1, "The Title Statement," on page 9.

Some examples follow:

```
<editionStmt>
  <edition n='P2'>Second draft, substantially
       extended, revised, and corrected.</edition>
</editionStmt>

<editionStmt>
<edition>Student's edition, <date>June 1987</date></edition>
<resp>
  <role>New annotations by</role> <name>George Brown</name>
</resp>
</editionStmt>
```

The formal definition of the **<editionStmt>** element is as follows:

```
<!-- 22.2.2:  The edition statement                            -->
<!ELEMENT editionStmt   - o  ( (edition, resp*) | (%broth;) )   >
<!ATTLIST editionStmt        %a.global;                         >
<!ELEMENT edition       - o  (%broth;)                          >
<!ATTLIST edition            %a.global;                         >
<!-- This fragment is used in sec. 22.2                        -->
```

22.2.3 Type and Extent of File

The **<extent>** element is the third component of the **<fileDesc>** element. It is optional.

<extent> : describes the approximate size of the electronic text as stored on some carrier medium, specified in any convenient units.

For printed books, information about the carrier, such as the kind of medium used and its size, are of great importance in cataloguing procedures. The print-oriented rules for bibliographic description of an item's medium and extent need some re-interpretation when applied to electronic media. An electronic file exists as a distinct entity quite independently of its carrier and remains the same intellectual object whether it is stored on a magnetic tape, a CD-ROM, a set of floppy disks or as a file on a mainframe computer. Since, moreover, the TEI Guidelines are specifically aimed at facilitating transparent document storage and interchange, any purely machine-dependent information should be irrelevant as far as the file header is concerned.

This is particularly true of information about *file-type* although library-oriented rules for cataloguing often distinguish two types of computer file: “data” and “programs”. This distinction is quite difficult to draw in some cases, for example, hypermedia or texts with built in search and retrieval software. However, since all files covered by the TEI guidelines are of the same kind, SGML representations, it is unnecessary to specify the file type separately.

Although it is equally system-dependent, some measure of the size of the computer file may be of use for cataloguing and other practical purposes. Because the measurement and expression of file size is fraught with difficulties, only very general recommendations are possible; the element **<extent>** is provided for this purpose. It contains a phrase indicating the size or approximate size of the computer file in one of the following ways:

- In bytes of a specified length (e.g. “4000 16-bit bytes”).
- As falling within a range of categories, for example:
  - less than 1 Mb
  - between 1 Mb and 5 Mb
  - between 6 Mb and 10 Mb
  - over 10 Mb
- in terms of any convenient logical units (for example, words or sentences, citations, paragraphs)

- in terms of any convenient physical units (for example, blocks, disks, tapes)

Examples:

```
<extent>between 1 16-bit Mb and 2 16-bitMb</extent>
<extent>4532 bytes</extent>
<extent>3200 sentences</extent>
<extent>5 3.5" High Density Diskettes</extent>
```

The **<extent>** element has the following formal declaration:

```
<!-- 22.2.3:  The extent statement                            -->
<!ELEMENT extent        - o  (%broth; )                         >
<!ATTLIST extent             %a.global;                         >
<!-- This fragment is used in sec. 22.2                       -->
```

22.2.4 Publication, Distribution, etc.

The **<publicationStmt>** element is the fourth component of the **<fileDesc>** element and is mandatory.

<publicationStmt> : groups information concerning the publication or distribution of an electronic or other text.

It may contain either a simple prose description, or groups of the elements described below:

<publisher> : provides the name of the organization responsible for the publication or distribution of a bibliographic item.
<distributor> : supplies the name of a person or other agency responsible for the distribution of a text.
<authority> : supplies the name of a person or other agency responsible for making an electronic file available, other than a publisher or distributor.

The *publisher* is the person or institution by whose authority a given edition of the file is made public. The *distributor* is the person or institution from whom copies of the text may be obtained. Where a text is not considered formally published, but is nevertheless made available for circulation by some individual or organization, this person or institution is termed the *release authority*.

At least one of these three elements must be present, unless the entire publication statement is given as prose. Each may be followed by one or more of the following elements, in the following order:

<place> : contains the name of, or a reference to, a place.
<address> : contains a postal or other address, for example of a publisher, distributor, etc.
<idno> : supplies any standard or non-standard number used to identify a bibliographic item. Attributes include:

type : categorizes the number, for example as an ISBN or other standard series.

<availability> : supplies information about the availability of a text, for example any restrictions on its use or distribution, its copyright status, etc. Attributes include:

status : supplies a code identifying the current availability of the text. Sample values include:

free : the text is freely available.

unknown : the status of the text is unknown.

restricted : the text is not freely available.

<date> : contains a date in any format.

Note that the dates, places, etc., given in the publication statement relate to the publisher, distributor, or release authority most recently mentioned. If the text was created at some date other than its date of publication, its date of creation should be given within the **<profileDesc>** element, not in the publication statement. Give any other useful dates (e.g., dates of collection of data) in a note.

Additional detailed tagsets may be used for the encoding of names, dates and addresses, as further described in section 23.9, “Names,” [in separate fascicle] and section 23.C, “Dates,” [in separate fascicle].

Examples:

```
<publicationStmt>
     <publisher>Oxford University Press</publisher>
     <place>Oxford</place> <date>1989</date>
     <idno type=ISBN>0-19-254705-4</idno>
</publicationStmt>

<publicationStmt>
    <authority>James D. Benson</authority>
    <place>London</place> <date>1984</date>
</publicationStmt>

<publicationStmt>
     <publisher>Sigma Press</publisher>
     <date>1991</date>
     <address>21 High Street, Wilmslow, Cheshire M24 3DF</address>
     <distributor>Oxford Text Archive</distributor>
     <idno type='ota'>1256
     <availability><p>Available with prior consent of depositor for
        purposes of academic research and teaching only.
</publicationStmt>
```

The publication statement and its components are formally defined as follows:

```
<!-- 22.2.4:  The publication statement                       -->
<!ELEMENT publicationStmt
                        - o  (p+ | ((publisher | distributor |
                             authority), place?, address?,
                             idno*, availability?, date?)+)     >
```

```
<!ATTLIST publicationStmt    %a.global;                              >
<!ELEMENT distributor   - o  (%broth;)                               >
<!ATTLIST distributor        %a.global;                              >
<!ELEMENT authority     - o  (%broth;)                               >
<!ATTLIST authority          %a.global;                              >
<!ELEMENT idno          - o  (#PCDATA)                               >
<!ATTLIST idno               %a.global;
          type               CDATA               #IMPLIED            >
<!ELEMENT availability  - o  (p+)                                    >
<!ATTLIST availability       %a.global;
          status             (free | unknown | restricted)
                                                 unknown             >
<!-- The PUBLISHER, PLACE, and ADDRESS elements are defined         -->
<!-- with the core tags.                                            -->

<!-- This fragment is used in sec. 22.2                             -->
```

22.2.5 The Series Statement

The **<seriesStmt>** element is the fifth component of the **<fileDesc>** element and is optional.

<seriesStmt> : groups information about the *series*, if any, to which a publication belongs.

In bibliographic parlance, a *series* may be defined in one of the following ways:

- A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.
- Each of two or more volumes of essays, lectures, articles, or other items, similar in character and issued in sequence.
- A separately numbered sequence of volumes within a series or serial.

The **<seriesStmt>** element may contain a prose description or one or more of the following more specific elements:

<title.series> : a title used to identify a series of publications, each of which has its own monographic title.
<idno> : supplies any standard or non-standard number used to identify a bibliographic item.
<resp> : supplies information about someone other than an author, sponsor, funder or principal researcher responsible for the intellectual content of a text, edition, recording, or series.
<role> : contains a phrase describing the nature of a person's intellectual responsibility.
<name> : contains a proper noun.

The **<idno>** may be used to supply any identifying number associated with the item, including both standard numbers such as an ISSN and particular issue numbers.[4] Its *type* attribute is used to categorize the number further, taking the value "ISSN" for an ISSN for example.

Examples:

```
<seriesStmt>
    <seriesTitle>Machine-Readable Texts for the Study of
    Indian Literature</seriesTitle>
    <resp>
         <role>ed. by</role> <name>Jan Gonda</name>
     </resp>
     <idno type="vol">1.2</idno>
     <idno type ='ISSN'>0 345 6789</idno>
</seriesStmt>
```

The series.statement has the following formal definition:

```
<!-- 22.2.5:  The series statement                            -->
<!ELEMENT seriesStmt    - o  ((%broth;) | (title.series, idno*,
                             resp*))                            >
<!ATTLIST seriesStmt         %a.global;                         >
<!-- This fragment is used in sec. 22.2                       -->
```

Its components are all defined elsewhere.

22.2.6 The Notes Statement

The **<notesStmt>** element is the sixth component of the **<fileDesc>** element and is optional. If used, it contains one or more **<note>** elements, each containing a single piece of descriptive information of the kind treated as "general notes" in traditional bibliographic descriptions.

<notesStmt> : collects together any notes providing information about a text additional to that recorded in other parts of the bibliographic description.
<note> : contains a note or annotation.

Some information found in the notes area in conventional bibliography has been assigned specific elements in these Guidelines; in particular the following items should be tagged as indicated, rather than as general notes:

- the nature, scope, artistic form or purpose of the file; also the genre or other intellectual category to which it may belong: e.g. "Text types: newspaper editorials and reportage, science fiction, westerns, and detective stories". These should be formally described within the **<profileDesc>** element (section 22.4, "The Profile Description," on page 37).

[4] Arabic numerals separated by punctuation are recommended for this purpose (e.g., 6.19.33, not VI/xix:33).

- summary description providing a factual, non-evaluative account of the subject content of the file. E.g. “Transcribes interviews on general topics with native speakers of English in 17 cities during the spring and summer of 1963.” These should also be formally described within the **<profileDesc>** element (section 22.4, “The Profile Description,” on page 37).
- bibliographic details relating to the source or sources of an electronic text: e.g. “Transcribed from the Norton facsimile of the 1623 Folio”. These should be formally described in the **<sourceDesc>** element (section 22.2.7, “The Source Description,” on page 20).
- further information relating to publication, distribution or release of the text, including sources from which the text may be obtained, any restrictions on its use or formal terms on its availability. These should be placed in the appropriate division of the **<publicationStmt>** element (section 22.2.4, “Publication, Distribution, etc.,” on page 15).
- publicly documented numbers associated with the file: e.g. “ICPSR study number 1803” or “Oxford Text Archive text number 1243”. These should be placed in an **<idno>** element within the appropriate division of the **<publicationStmt>** element. International Standard Serial Numbers (ISSN), International Standard Book Numbers (ISBN), and other internationally agreed upon standard numbers that uniquely identify an item, should be treated in the same way, rather than as specialized bibliographic notes.

Nevertheless, the **<notesStmt>** element may be used to record potentially significant details about the file and its features, e.g.:

- dates, when they are relevant to the content or condition of the computer file: e.g. “manual dated 1983,” “Interview wave I: Apr. 1989; wave II: Jan. 1990”
- names of persons or bodies connected with the technical production, administration or consulting functions of the effort which produced the file, if these are not named in statements of responsibility in the title or edition statements of the file description: e.g. “Historical commentary provided by Mark Cohen.”
- availability of the file in an additional medium or information not already recorded about the availability of documentation: e.g. “User manual is loose-leaf in eleven paginated sections.”
- language of work and abstract: e.g. “Text in English with summaries in French and German.”
- The unique name assigned to a serial by the International Serials Data System (ISDS).
- lists of related publications, either describing the source itself, or concerned with the creation or use of the machine-readable file, e.g. “Texts used in *Computation into Criticism* (Oxford, 1987)”.

Each such item of information should be tagged using the general-purpose **<note>** element, which is described in section 23.4, “Notes,” [in separate fascicle]. Groups of notes are contained within the **<notesStmt>** element, as in the following example:

```
<notesStmt>
  <note>Historical commentary provided by Mark Cohen.</note>
  <note>OCR scanning done at University of Toronto.</note>
</notesStmt>
```

The notes statement has the following formal definition:

```
<!-- 22.2.6:  The notes statement                            -->
<!ELEMENT notesStmt     - o  (note+)                           >
<!ATTLIST notesStmt          %a.global;                        >
<!-- The NOTE element is defined with the core tags.         -->

<!-- This fragment is used in sec. 22.2                      -->
```

22.2.7 The Source Description

The **<sourceDesc>** element is the seventh and final component of the **<fileDesc>** element. It is a mandatory element, and is used to record details of the source or sources from which a computer file is derived. This might be a printed text or manuscript, another computer file, an audio or video recording of some kind, or a combination of these. An electronic file may also have no source, if what is being catalogued is an original text created in electronic form.

<sourceDesc> : supplies a bibliographic description of the copy text(s) from which an electronic text was derived or generated.

The **<sourceDesc>** element may contain a simple prose description, or, more usefully, a bibliographic citation of some kind specifying the provenance of the text. For written or printed sources, the source should be described in the same way as any other bibliographic citation, using one of the following elements:

<citn> : contains a loosely-structured bibliographic citation of which the sub-components may or may not be explicitly tagged.
<citn.struct> : contains a structured bibliographic citation, in which only bibliographic subelements appear and in a specified order.
<citn.full> : contains a fully-structured bibliographic citation, in which all components of the TEI file description are present.
<list.citn> : contains a list of bibliographic citations of any kind.

These elements are described in more detail in section 23.5, “Bibliographic Citations,” [in separate fascicle].

When the header describes a transcription of spoken material, **<sourceDesc>** element may also include the following special-purpose elements, intended for cases where an electronic text is derived from a spoken text rather than a written one:

<scriptStmt> : contains a citation giving details of the script used for a spoken text.
<recordingStmt> : describes a set of recordings used in transcription of a spoken text.

Full descriptions of these elements and their contents are given in section 22.2.9, “Computer Files Composed of Transcribed Speech,” on page 22.

The **<sourceDesc>** element may contain a mixture of one or more of the above elements, as in the following examples:

```
<sourceDesc>
  <citn>The first folio of Shakespeare, prepared by
   Charlton Hinman (The Norton Facsimile, 1968)</citn>
</sourceDesc>

<sourceDesc>
  <p>No source: created in machine-readable form.</p>
</sourceDesc>

<sourceDesc>
    <citn.struct lang=FR>
    <author>Eug&egrave;ne Sue
    <title>Martin, l'enfant trouv&eacute;
    <titlePiece>M&eacute;moires d'un valet de chambre
    <imprint>
         <city>Bruxelles et Leipzig
         <publisher>C. Muquardt
         <date>1846
    </imprint>
    </citn.struct>
</sourceDesc>
```

The source description itself has the following formal definition:

```
<!-- 22.2.7:  The source description                          -->
<!ELEMENT sourceDesc    - -  (p | citn | citn.full |
                             citn.struct | list.citn |
                             scriptStmt | recordingStmt)+      >
<!ATTLIST sourceDesc         %a.global;                        >
<!-- This fragment is used in sec. 22.1.1                     -->
```

22.2.8 Computer Files Derived from Other Computer Files

If a machine-readable text (call it B) is based not on a printed source but upon another machine-readable text (call it A) which includes a TEI file header, then the source text of computer file B is another computer file, A. The four sections of A's file header will need to be incorporated into the new header for B in slightly differing ways, as listed below:

fileDesc: A's file description should be copied into the **<sourceDesc>** section of B's file description, enclosed within a **<citnFull>** element (see section 23.5, “Bibliographic Citations,” [in separate fascicle]).

profileDesc: A's **<profileDesc>** should be copied into B's, in principle unchanged.

encodingDesc: A's coding practice may or (more likely) may not be the same as B's. Since the object of the coding description is to define the relationship between the current file and its source, in principle only changes in encoding practice between A and B need be documented in B. The relationship between A and its source(s) is then only recoverable from the original header of A. In practice it may be more convenient to create a new complete **<encodingDesc>** for B based on A's.

revisionDesc: B is a new electronic file, and should therefore have a new revision description. If, however, it is felt useful to include some information from A's **<revisionDesc>**, for example dates of major updates or versions, such information must be clearly marked as relating to A rather than to B.

22.2.9 Computer Files Composed of Transcribed Speech

Where an electronic text is derived from a spoken text rather than a written one, it will usually be desirable to record additional information about the recording or broadcast which constitutes its source. Several additional elements are provided for this purpose within the source description element:

<scriptStmt> : contains a citation giving details of the script used for a spoken text.
<recordingStmt> : describes a set of recordings used in transcription of a spoken text.
<recording> : details of an audio or video recording event used as the source of a spoken text, either directly or from a public broadcast. Attributes include:
- *type* : the kind of recording. Sample values include:
  - *audio* : audio recording
  - *video* : audio and video recording
- *dur* : the original duration of the recording.

<equipment> : provides technical details of the equipment and media used for an audio or video recording used as the source for a spoken text.
<broadcast> : describes a broadcast used as the source of a spoken text.

Note that detailed information about the participants or setting of an interview or other transcript of spoken language should be recorded in the appropriate division of the profile description, discussed in chapter 48, “Additional Tags for the TEI Header,” [in separate fascicle], rather than as part of the source description. The source description is used to hold information only about the source from which the transcribed speech was taken, for example, any script being read and any technical details of how the recording was produced. If the source was a previously-created transcript, it should be treated in the same way as any other source text.

The **<scriptStmt>** element should be used where it is known that one or more of the participants in a spoken text is speaking from a previously prepared script. The script itself should be documented in the same way as any other written text, using one of the three citation tags mentioned above. Utterances or groups of utterances may be linked to the script concerned by means of the *decls* attribute, described in section 34.3.1, “Contextual Information,” [in separate fascicle].

```
<sourceStmt>
  <scriptStmt id=CNN12>
  <citn><author>CNN Network News
     <title>News headlines
     <date>12 Jun 1991
  </citn>
  </scriptStmt>
  <!-- this script statement might be used to document
       the parts of a spoken transcript which included
       a news broadcast -->
  <!-- possibly other script statements or recording
       statements follow -->
</sourceStmt>
```

The **<recordingStmt>** is used to group together information relating to the recordings from which the spoken text was transcribed. The element may contain either a prose description or, more helpfully, one or more **<recording>** elements, each corresponding with a particular recording. The linkage between utterances or groups of utterances and the relevant recording statement is made by means of the *decls* attribute, described in section 34.3.1, “Contextual Information,” [in separate fascicle].

The **<recording>** element should be used to provide a description of how and by whom a recording was made. This information may be a prose description, within which such items as statements of responsibility, names, places and dates should be identified using the appropriate phrase level tags. The **<recording>** element takes two additional attributes, as indicated above: *type* is used to specify the kind of recording concerned and *dur* to specify its length.

In addition, descriptive information relating to the kind of recording equipment used should be specified using the **<equipment>** element. Where a recording is taken from a public broadcast, details of the broadcast should be given using the **<broadcast>** element described further below. Specialized collections may wish to add further sub-elements to these major components. Note however that this element should be used only for information relating to the recording process itself; information about the setting or participants (for example) is recorded elsewhere: see sections 48.2, “The Participants Description,” [in separate fascicle] and 48.3, “The Setting Description,” [in separate fascicle] below.

```
<recording type=video>
  U-matic recording made by college audio-visual
  department staff,available as PAL-standard VHS
  transfer or sound-only casssette
</recording>

<recording type=audio dur="30 mins">
<resp>
   <role>Location recording by</role>
   <name>Sound Services Ltd.</name>
</resp>
<equipment>
   Multiple close microphones mixed down to stereo Digital
   Audio Tape, standard play, 44.1 KHz sampling frequency
```

```
</equipment>
<date>12 Jan 1987</date>
</recording>
```

When a recording has been made from a public broadcast, details of the broadcast itself should be supplied within the **<recording>** element, as a nested **<broadcast>** element. A broadcast is closely analogous to a publication and the **<broadcast>** element should therefore contain one or the other of the bibliographic citation elements **<citn>**, **<citn.struct>** or **<citn.full>**. The broadcasting agency responsible for a broadcast is regarded as its author, while other participants (for example interviewers, interviewees, directors, producers, etc.) should be specified using the **<resp>** or **<editor>** element with an appropriate **<role>** (see further section 23.5, “Bibliographic Citations,” [in separate fascicle]).

```
<recording type=audio duration="10 mins">
    <equipment><p>Recorded from FM Radio to chrome tape.</p></>
    <broadcast>
         <citn>
              <title>Interview on foreign policy</>
              <author>BBC Radio 5</>
              <editor role=interviewer>Robin Day</>
              <editor role=interviewee>Margaret Thatcher</>
              <series>The World Tonight</>
              <date>27 Nov 1989</>
         </citn>
    </broadcast>
</recording>
```

When a broadcast contains several distinct recordings (for example a compilation), additional **<recording>** elements may be further nested within the **<broadcast>** element.

```
<recording dur=100>
   <broadcast>
     <!-- details of broadcast -->
     <recording>
        <!-- details of broadcast recording -->
     </recording>
   </broadcast>
</recording>
```

Formal definitions for the elements discussed in this section are as follows:

```
<!-- 22.2.9:                                                  -->
<!ELEMENT scriptStmt    - -  (p+ | citn | citn.full |
                             citn.struct)                      >
<!ATTLIST scriptStmt         %a.global;                        >
<!ELEMENT recordingStmt - -  (p+ | recording+ )                >
<!ATTLIST recordingStmt      %a.global;                        >
<!ELEMENT recording     - -  (p+ | (resp | equipment |
                             broadcast)*)                      >
<!ATTLIST recording          %a.global;
          type               (audio | video)     audio
```

```
          dur               CDATA             #IMPLIED       >
<!ELEMENT equipment     - o  (p+)                              >
<!ATTLIST equipment          %a.global;                        >
<!ELEMENT broadcast     - -  (p+ | citn | citn.struct |
                             citn.full)                        >
<!ATTLIST broadcast          %a.global;                        >
```

This concludes the discussion of the **<fileDesc>** element and its contents.

22.3 The Encoding Description

The **<encodingDesc>** element is the second major subdivision of the TEI header. It specifies the methods and editorial principles which governed the transcription or encoding of the text in hand and may also include sets of coded definitions used by other components of the header. Though not formally required, its use is highly recommended.

<encodingDesc> : documents the relationship between an electronic text and the source or sources from which it was derived.

The content of the encoding description may be a prose description, or it may contain elements from the following list, in the order given:

<projectDesc> : describes in detail the aim or purpose for which an electronic file was encoded, together with any other relevant information concerning the process by which it was assembled or collected.
<samplingDecl> : contains a prose description of the rationale and methods used in sampling texts in the creation of a corpus or collection.
<editorialDecl> : provides details of editorial principles and practices applied during the encoding of a text.
<refsDecl> : specifies how canonical references are constructed for this text.
<classDecl> : contains one or more taxonomies defining any classificatory codes used elsewhere in the text.

Each of these elements is further described and formally defined in the appropriate section below. The encoding description itself is defined as follows:

```
<!-- 22.3:  The encoding description                          -->
<!ELEMENT encodingDesc  - -  ((p+) | (projectDesc?,
                             samplingDecl?, editorialDecl?,
                             refsDecl*, classDecl?))           >
<!ATTLIST encodingDesc       %a.global;                        >
<!-- ... declarations from section 22.3.1                     -->
<!--     (The project description)                            -->
<!--     go here ...                                          -->
<!-- ... declarations from section 22.3.2                     -->
<!--     (The sampling declaration)                           -->
<!--     go here ...                                          -->
<!-- ... declarations from section 22.3.3                     -->
<!--     (The editorial practices declaration)                -->
<!--     go here ...                                          -->
```

```
<!-- ... declarations from section 22.3.4.3                     -->
<!--     (The reference scheme declaration)                     -->
<!--     go here ...                                            -->
<!-- ... declarations from section 22.3.5                       -->
<!--     (The classification declaration)                       -->
<!--     go here ...                                            -->
<!-- This fragment is used in sec. 22.1.1                       -->
```

22.3.1 The Project Description

The **<projectDesc>** element is the first of the five optional subdivisions of the **<encodingDesc>** element. It may be used to describe, in prose, the purpose for which the electronic file was encoded, together with any other relevant information concerning the process by which it was assembled or collected. This is of particular importance for corpora or miscellaneous collections, but may be of use for any text, for example to explain why one kind of encoding practice has been followed rather than another.

<projectDesc> : describes in detail the aim or purpose for which an electronic file was encoded, together with any other relevant information concerning the process by which it was assembled or collected.

For example:

```
<encodingDesc>
<projectDesc><p>Texts collected for use in the
   Claremont Shakespeare Clinic, June 1990.
</encodingDesc>
```

This element has the following formal declaration:

```
<!-- 22.3.1:  The project description                           -->
<!ELEMENT projectDesc   - o  (p+)                                >
<!ATTLIST projectDesc        %a.global;                          >
<!-- This fragment is used in sec. 22.3                          -->
```

22.3.2 The Sampling Declaration

The **<samplingDesc>** element is the second of the five optional subdivisions of the **<encodingDesc>** element. It contains a prose description of the rationale and methods used in sampling texts, for example to create a representative corpus.

<samplingDecl> : contains a prose description of the rationale and methods used in sampling texts in the creation of a corpus or collection.

It should include information about such matters as

- the size of individual samples
- the method or methods by which they were selected

- the underlying population being sampled
- the object of the sampling procedure used

but is not restricted to these. It may also include a simple description of any parts of the source text included or excluded.

```
<samplingDecl>
  <p>Samples of 2000 words taken from the beginning of the text.
</samplingDecl>
```

A sampling declaration which applies to more than one text or division of a text need not be repeated in the header of each such text. Instead, the *decls* attribute of each text (or subdivision of the text) to which the sampling declaration applies may be used to supply a cross reference to it, as further described in section 34.3.1, “Contextual Information,” [in separate fascicle]. This element has the following formal declaration:

```
<!-- 22.3.2:  The sampling declaration                        -->
<!ELEMENT samplingDecl  - o  (p+)                              >
<!ATTLIST samplingDecl       %a.global;                        >
<!-- This fragment is used in sec. 22.3                       -->
```

22.3.3 The Editorial Practices Declaration

The **<editorialDecl>** element is the third of the five optional subdivisions of the **<encodingDesc>** element. It is used to provide details of the editorial practices applied during the encoding of a text.

<editorialDecl> : provides details of editorial principles and practices applied during the encoding of a text.

It may contain a prose description only, or one or more of the following specialized elements:

<correction> : states how and under what circumstances corrections have been made in the text. Attributes include:
- *status* : indicates the degree of correction applied to the text. Sample values include:
  - *high* : the text has been thoroughly checked and proofread.
  - *medium* : the text has been checked at least once.
  - *low* : the text has not been checked.
  - *unknown* : the correction status of the text is unknown.
- *method* : indicates the method adopted to indicate corrections within the text. Sample values include:
  - *silent* : corrections have been made silently
  - *tags* : corrections have been represented using editorial tags

<normalization> : indicates the extent of normalization or regularization of the original source carried out in converting it to electronic form. Attributes include:
- *source* : indicates the authority for any normalization carried out.

method : indicates the method adopted to indicate normalizations within the text. Sample values include:
silent : normalization made silently
tags : normalization represented using editorial tags
<quotation> : specifies editorial practice adopted with respect to quotation marks in the original. Attributes include:
marks : indicates whether or not quotation marks have been retained as content within the text. Sample values include:
none : no quotation marks have been retained
some : some quotation marks have been retained
all : all quotation marks have been retained
form : indicates how quotation marks are indicated within the text. Sample values include:
data : quotation marks are retained as data.
rend : the *rendition* attribute is consistently used to indicate the form of quotation marks.
std : use of quotation marks has been standardized.
nonstd : quotation marks are represented inconsistently.
unknown : use of quotation marks is unknown.
<hyphenation> : summarizes the way in which hyphenation in a source text has been treated in an encoded version of it. Attributes include:
eol : indicates whether or not end-of-line hyphenation has been retained in a text. Sample values include:
all : all end-of-line hyphenation has been retained, even though the lineation of the original may not have been.
some : end-of-line hyphenation has been retained in some cases.
hard : all 'soft' end-of-line hyphenation has been removed: any remaining hyphenation represents 'hard hyphens'.
none : all end-of-line hyphenation has been removed: any remaining hyphenation occurred within the line.
<segmentation> : describes the principles according to which the text has been segmented, for example into sentences, tone-units, graphemic strata, etc.
<stdVals> : specifies the format used when standardized date or number values are supplied.
<interpretation> : describes scope of any analytic or interpretive information added to the text in addition to the transcription.

Some of these elements carry attributes to support automated processing of certain well-defined editorial decisions; all of them contain a prose description of the editorial principles adopted with respect to the particular feature concerned. Examples of the kinds of questions which these descriptions are intended to answer are listed below, in the same order as the list above.

<correction> : Was the text corrected during or after data capture? If so, were corrections made silently or are they marked using the tags described in section 47, "Text Criticism and Apparatus," [in separate fascicle]? What principles have been adopted with respect to omissions, truncations, dubious corrections, alternate readings, false starts, repetitions, etc.?
<normalization> : Was the text normalized, for example by regularizing any non-standard spellings, dialect forms, etc.? If so, were normalizations

performed silently or are they marked using the tags described in section 47, “Text Criticism and Apparatus,” [in separate fascicle]? What authority was used for the regularization? Also, what principles were used when normalizing dates or numbers to provide the standard values for the *value* attribute described in sections 23.A, “Numbers,” [in separate fascicle] and 23.B, “Abbreviations,” [in separate fascicle] and what format used for them?

<quotation> : How were quotation marks processed? Are apostrophes and quotation marks distinguished? How? Are quotation marks retained as content in the text or replaced by markup? Was the *rendition* attribute used to record the specific appearance of any quotation marks removed from the text? Are there any special conventions regarding for example the use of single or double quotation marks when nested? Is the file consistent in its practice or has this not been checked?

<hyphenation> : Does the encoding distinguish “soft” and “hard” hyphens? What principle has been adopted with respect to end-of-line hyphenation where source lineation has not been retained? Have soft hyphens been silently removed, and if so what is the effect on lineation and pagination?

<segmentation> : How is the text segmented? If neutral **<s>** segmentation units have been used to divide up the text for analysis, how are they marked and how was the segmentation arrived at?

<stdVals> : What standardization methods underly any standardized values supplied for numeric values or dates? If the *value* attribute described in section 23.B, “Abbreviations,” [in separate fascicle] has been used, in what format are its values presented?

<interpretation> : Has any analytic or interpretive information, for example part of speech tagging (see section 45.2, “Linguistic Interpretation and Analysis,” [in separate fascicle]) or literary analysis (see section 45.1, “Literary Interpretation and Analysis,” [in separate fascicle]), been included in the text? If so, how was it generated? How was it encoded?

Any information about the editorial principles applied not falling under one of the above headings should be recorded in a distinct list of items. Experience shows that a full record should be kept of decisions relating to editorial principles and encoding practice, both for future users of the text and for the project which produced the text in the first instance. A simple example follows:

```
<editorialDecl id=E2>
<interpretation>
  <p>The part of speech analysis applied throughout section 4 was
  added by hand and has not been checked.
<correction><p>Errors in transcription controlled by using the
    WordPerfect spelling checker.
<normalization source=W9>
  <p>All words converted to Modern American spelling using
    Websters 9th Collegiate dictionary.
<quotation marks=all form=std>
  <p>All opening quotation marks converted to &amp;odq; all closing
    quotation marks converted to &amp;cdq;.
</editorialDecl>
```

These elements are formally defined as follows:

```
<!-- 22.3.3:  The editorial practices declaration             -->
<!ELEMENT editorialDecl - o  ( p+ | (correction | normalization
                             | quotation | hyphenation |
                             analysis | segmentation |
                             std.vals)*)                        >
<!ATTLIST editorialDecl      %a.global;                         >
<!ELEMENT correction    - o  (p+)                               >
<!ATTLIST correction         %a.global;
          status             (high | medium | low | unknown)
                                                 unknown
          method             (silent | tags)     silent         >
<!ELEMENT normalization - o  (p+)                               >
<!ATTLIST normalization      %a.global;
          source             CDATA               #IMPLIED
          method             (silent|tags)       silent         >
<!ELEMENT quotation     - o  (p+)                               >
<!ATTLIST quotation          %a.global;
          marks              (none | some | all)
                                                 all
          form               (data | rend | std | nonstd | unknown)
                                                 unknown        >
<!ELEMENT hyphenation   - o  (p+)                               >
<!ATTLIST hyphenation        %a.global;
          eol                (all|some|none)     some           >
<!ELEMENT segmentation  - o  (p+)                               >
<!ATTLIST segmentation       %a.global;                         >
<!ELEMENT stdVals       - o  (p+)                               >
<!ATTLIST stdVals            %a.global;                         >
<!ELEMENT interpretation
                        - o  (p+)                               >
<!ATTLIST interpretation     %a.global;                         >
<!-- This fragment is used in sec. 22.3                         -->
```

An editorial practices declaration which applies to more than one text or division of a text need not be repeated in the header of each such text. Instead, the *decls* attribute of each text (or subdivision of the text) to which it applies may be used to supply a cross reference to it, as further described in section 34.3.1, “Contextual Information,” [in separate fascicle].

22.3.4 The Reference System Declaration

The **<refsDecl>** element is the fourth of the five optional subdivisions of the **<encodingDesc>** element. It is used to document the way in which any standard referencing scheme built into the encoding works, either as a series of prose paragraphs or by using the following specialized elements:

<refsDecl> : specifies how canonical references are constructed for this text. Attributes include:

doctype : identifies the *document type* within which this reference declaration is used.

<step> : specifies one component of a canonical reference defined by the "stepwise" method.

<state> : specifies one component of a canonical reference defined by the "milestone" method.

Note that not all possible referencing schemes are equally easily supported by current software systems. A choice must be made between the convenience of the encoder and the likely efficiency of the particular software applications envisaged, in this context as in many others. For a more detailed discussion of referencing systems supported by these Guidelines, see section 23.2, "Reference Systems," [in separate fascicle] below.

A referencing scheme may be described in one of three ways using this element:

- as a prose description
- as a series of hierarchically defined *steps*
- as a concatenation of sequentially organized *milestones*

Each method is described in more detail below. Only one method can be used within a single **<refsDecl>** element; reference systems which depend on a combination of hierarchically defined and milestone style tags can therefore only be described by the first method.

More than one **<refsDecl>** element can be included in the header if more than one canonical reference scheme is to be used in the same document, but the current proposals do not check for mutual inconsistency. A reference declaration can only describe the referencing system applicable to a single document type; if therefore concurrent document types are in use (as discussed in section 23.2, "Reference Systems," [in separate fascicle]), a **<refsDecl>** element must be supplied for each; the *doctype* attribute should be used to specify the document type to which the declaration relates.

22.3.4.1 Prose method

The referencing scheme specified within the **<refsDecl>** may be simply a prose description. It should contain information about which elements carry identifying information, and whether this information is represented as attribute values or as content. Any special rules about how the information is to be interpreted when reading or generating a reference string should also be specified here. As noted above, this method must be used if the referencing system used uses both the hierarchic document structure and milestone tagging; this mixed procedure is therefore not recommended for automatic processing.

```
<refsDecl>
<p>The N attribute of each text in this corpus carries
a unique identifying code for the whole text. The title
of the text is held as the content of the first HEAD
element within each text. The N attribute on each DIV1
and DIV2 contains the canonical reference for
```

```
for each such division, in the form 'XX.yyy', where XX
is the book number in Roman numerals, and yyy the section
number in arabic. Line breaks are marked by empty LINEBREAK
tags, each of which includes the through line number
in Casaubon's edition as the value of its N attribute.
<p>The through line number and the text identifier
uniquely identify any line. A canonical reference
may be made up by concatenating the the N values from the
text, div1 or div2 and calculating the line number within
each part.
</refsDecl>
```

22.3.4.2 Stepwise method

This method defines each reference as a series of *steps*, each of which corresponds to a step down the document tree; each step down the tree narrows the scope within which the next step can be taken. The **<refsDecl>** element must specify the steps, delimiters and lengths to be used by an application program, both when constructing references for a given location and when interpreting canonical references within a given document hierarchy. It does so by supplying one or more **<step>** elements, each of which specifies one or more target elements, a target value to be found there (either as content of the element, or as a value for a specified attribute), and optionally either a delimiter or a length for the corresponding reference string.

<step> : specifies one component of a canonical reference defined by the "stepwise" method. Attributes include:
- *gi* : the name of the element for which a reference component is to be constructed.
- *att* : the name of the attribute whose value gives the reference component for this step.
- *delim* : supplies a delimiting string following the reference component.
- *length* : specifies the fixed length of the reference component.

For example, the reference "Matthew 5:29" might be constructed by stepping down the tree to find an element labelled as the "Matthew" node, then within that to the "5" node, and finally, within that, to the "29" node. The following declarations would be required:

```
<refsDecl>
    <step gi=div1 att=n delim=' '>
    <step gi=div2 att=n delim=':'>
    <step gi=div3 att=n>
</refsDecl>
```

As this example also shows, the steps of such a reference are typically separated by fixed character sequences, called *delimiters*. In this example, the delimiters are a space (following "Matthew") and a colon (following the chapter number). An alternative to the use of delimiters is to specify a fixed length for each step of the reference: for example, the same reference might be given as "MAT05029", assuming a fixed length of 3 for the first step, 2 for the second and 3 for the third.

```
<refsDecl>
    <step gi=div1 att=n length=3>
    <step gi=div2 att=n length=2>
    <step gi=div3 att=n length=3>
</refsDecl>
```

The order in which the **<step>** elements are supplied corresponds with the order of elements within the reference, with the largest (that is, the one nearest the top of the document hierarchy) item first and the smallest last.

For a description of the processing required when a canonical reference defined by **<step>** elements is to be recognized, and examples of its use, see chapter 65, "Algorithm for Recognizing Canonical References," [in separate fascicle].

22.3.4.3 Milestone method

This method is appropriate when only "milestone" tags (see section 23.2.5, "Milestone Tags," [in separate fascicle]) are available to provide the required referencing information. It cannot be combined with the stepwise referencing method discussed in the previous section.

A reference based on milestone tags concatenates the values specified by one or more such tags. Since each tag marks the point at which a value changes, it may be regarded as specifying the *state* of a variable. A reference declaration using this method therefore specifies the individual components of the canonical reference as a sequence of **<state>** elements:

<state> : specifies one component of a canonical reference defined by the "milestone" method. Attributes include:
- *ed* : indicates which edition or version the milestone applies to.
- *unit* : indicates what kind of section is changing at this milestone. Sample values include:
  - *page* : page breaks in the reference edition.
  - *column* : column breaks.
  - *line* : line breaks.
  - *book* : any units termed "book","liber", etc.
  - *poem* : individual poems in a collection.
  - *canto* : cantos or other major sections of a poem.
  - *stanza* : stanzas within a poem, book, or canto.
  - *act* : acts within a play.
  - *scene* : scenes within a play or act.
  - *section* : sections of any kind.
  - *absent* : passages not present in the reference edition.
- *delim* : supplies a delimiting string following the reference component.
- *length* : specifies the fixed length of the reference component.

For example, the reference "Matthew 12:34" might be thought of as representing the state of three variables: the "book" variable is in state "Matthew"; the "chapter" variable is in state "12", and the "verse" variable is in state "34". If milestone tagging has been used, there should be a tag marking the point in the text at which each of the above "variables" changes its state.[5] To find "Matthew 12:34" therefore an application must scan left to right through the text, monitoring changes in the state of each of these three variables as it does so. When all three are simultaneously in the required state, the desired point will have been reached. There may of course be several such points.

The *delim* and *length* attributes are used to specify components of a canonical reference using this method in exactly the same way as for the stepwise method described in the preceding section. The other attributes are used to determine which instances of **<milestone>** tags in the text are to be checked for state-changes. A state-change is signalled whenever a new **<milestone>** tag is found with *unit* and, optionally, *ed* attributes identical to those of the **<state>** element in question. The value for the new state may be given explicitly by the *n* attribute on the **<milestone>** element, or it may be implied, if the *n* attribute is not specified.

For example, for canonical references in the form "xx.yyy" where the "xx" represents the page number in the first edition, and "yyy" the line number within this page, a reference system declaration such as the following would be appropriate:

```
<refsDecl>
  <state ed='first' unit='page' delim='.' length=2>
  <state ed='first' unit='line' length=4>
</refsDecl>
```

This implies that milestone tags of the form

```
<milestone ed='first' unit=page n='II'>
<milestone ed='first' unit=line>
```

will be found throughout the text, marking the positions at which page and line numbers change. Note that no value has been specified for the *n* attribute on the second milestone tag above; this implies that its value at each state change is monotonically increased. For more detail on the use of milestone tags, see section 23.2.5, "Milestone Tags," [in separate fascicle].

The milestone referencing scheme, though conceptually simple, is not and cannot be supported by an SGML parser. Its use places a correspondingly greater burden of verification and accuracy on the encoder.

The elements discussed in this section are formally defined as follows:

```
<!-- 22.3.4.3:  The reference scheme declaration              -->
<!ELEMENT refsDecl      - o  (p+ | step+ | state+)             >
<!ATTLIST refsDecl           %a.global;
          doctype            NAME              TEI.2           >
<!ELEMENT step          - o  EMPTY                             >
<!ATTLIST step               %a.global;
```

[5] On the milestone tag itself, what are here referred to as "variables" are identified by the combination of the *ed* and *unit* attributes.

```
          att               NAME               #IMPLIED
          gi                NAME               #IMPLIED
          length            NUMBER             #IMPLIED
          delim             CDATA              #IMPLIED       >
<!ELEMENT state         - o EMPTY                             >
<!ATTLIST state             %a.global;
          ed                CDATA              #IMPLIED
          unit              CDATA              #REQUIRED
          length            NUMBER             #IMPLIED
          delim             CDATA              #IMPLIED       >
<!-- This fragment is used in sec. 22.3                     -->
```

A reference system declaration which applies to more than one text or division of a text need not be repeated in the header of each such text. Instead, the *decls* attribute of each text (or subdivision of the text) to which the declaration applies may be used to supply a cross reference to it, as further described in section 34.3.1, “Contextual Information,” [in separate fascicle].

22.3.5 The Classification Declaration

The **<classDecl>** element is the last of the five optional subdivisions of the **<encodingDesc>** element. It is used to group together definitions or sources for any descriptive classification schemes used by other parts of the header. Each such scheme is represented by a **<taxonomy>** element, which may contain either a simple bibliographic citation, or a definition of the descriptive typology concerned; the following elements are used in defining a descriptive classification scheme:

- **<classDecl>** : contains one or more taxonomies defining any classificatory codes used elsewhere in the text.
- **<taxonomy>** : defines a typology used to classify texts either implicitly, by means of a bibliographic citation, or explicitly by a structured taxonomy.
- **<category>** : contains an individual descriptive category, possibly nested within a superordinate category, within a user-defined taxonomy.
- **<catDesc>** : describes some category within a taxonomy or text typology, either in the form of a brief prose description or in terms of the situational parameters used by the TEI formal **<textDesc>**.

The **<taxonomy>** element has two slightly different, but related, functions. For well-recognized and documented public classification schemes, such as Dewey or other published descriptive thesauri, it contains simply a bibliographic citation indicating where a full description of a particular taxonomy may be found.

```
<taxonomy id=DDC12>
  <citn><title>Dewey Decimal Classification</title>
    <edition>Abridged Edition 12</edition>
    <!-- etc. -->
  </citn>
</taxonomy>
```

For less easily accessible schemes, the **<taxonomy>** element contains a description of the taxonomy itself as well as an optional bibliographic citation. The description consists of a number of **<category>** elements, each defining a single category within the given typology. The category is defined by the contents of a nested **<catDesc>** element, which may contain either a phrase describing the category, or a **<textDesc>** element defining it in terms of the situational parameters discussed in section 48.1, "The Text Description," [in separate fascicle]. If the category is subdivided, each subdivision is represented by a nested **<category>** element, having the same structure. Categories may be nested to an arbitrary depth in order to reflect the hierarchical structure of the taxonomy. Each **<category>** element bears a unique *id* attribute, which is used as the target for **<catRef>** elements referring to it.

```
<taxonomy id=B>
   <citn>Brown Corpus</citn>
   <category id=B.A><catDesc>Press Reportage
      <category id=B.A1><catDesc>Daily</category>
      <category id=B.A2><catDesc>Sunday</category>
      <category id=B.A3><catDesc>National</category>
      <category id=B.A4><catDesc>Provincial</category>
      <category id=B.A5><catDesc>Political</category>
      <category id=B.A6><catDesc>Sports</category>
     ...
   </category>
   <category id=B.D><catDesc>Religion
      <category id=B.D1><catDesc>Books</category>
      <category id=B.D2><catDesc>Periodicals and tracts</category>
   </category>
  ...
</taxonomy>
```

Linkage between a particular text and a category within such a taxonomy is made by means of the **<catRef>** element within the **<textClass>** element, as described in section 22.4.3, "The Text Classification," on page 40. Where the taxonomy permits of classification along more than one dimension, more than one category will be referenced by a particular **<catRef>**, as in the following example, which identifies a text with the sub-categories "daily", "national"and "political", within the category "press: reportage" as defined above.

```
<catRef target="B.A1 B.A3 B.A5">
```

The elements discussed here have the following formal definitions:

```
<!-- 22.3.5:  The classification declaration                 -->
<!ELEMENT classDecl     - -  (taxonomy+)                      >
<!ATTLIST classDecl          %a.global;                       >
<!ELEMENT taxonomy      - -  (category+ | ((citn | citn.struct |
                              citn.full), category*))         >
<!ATTLIST taxonomy           %a.global;                       >
<!ELEMENT category      - -  (catDesc, category*)             >
<!ATTLIST category           %a.global;                       >
<!ELEMENT catDesc       - o  (%broth; | textDesc)             >
```

```
<!ATTLIST catDesc           %a.global;                        >
<!-- This fragment is used in sec. 22.3                     -->
```

22.4 The Profile Description

The **<profileDesc>** element is the third major subdivision of the TEI Header. It is an optional element, the purpose of which is to enable information characterizing various descriptive aspects of a text or a corpus to be recorded within a single unified framework.

<profileDesc> : provides a detailed description of non-bibliographic aspects of a text, specifically the languages and sublanguages used, the situation in which it was produced, the participants and their setting.

In principle, almost any component of the header might be of importance as a means of characterizing a text. The author of a written text, its title or its date of publication, may all be regarded as characterizing it at least as strongly as any of the parameters discussed in this section. The rule of thumb applied has been to exclude from discussion here most of the information which generally forms part of a standard bibliographic style description, if only because such information has already been included elsewhere in the TEI header.

The core **<profileDesc>** element has three optional components, represented by the following elements:

<creation> : contains information about the creation of a text.
<langUsage> : describes the languages, sublanguages, registers, dialects etc. represented within a text.
<textClass> : groups information which describes the nature or topic of a text in terms of a standard classification scheme, thesaurus, etc.

These elements are further described in the remainder of this section.

Three other elements may also appear within the **<profileDesc>** element, when the additional tag set for the TEI header is in use:

<textDesc> : provides a description of a text in terms of its situational parameters.
<particDesc> : describes the identifiable speakers, voices or other participants in a linguistic interaction.
<settingDesc> : describes the setting or settings within which a language interaction takes place, either as a prose description or as a series of **<setting>** elements.

For descriptions of these elements, see chapter 48, “Additional Tags for the TEI Header,” [in separate fascicle].

The profile description itself has the following formal definition:

```
<!-- 22.4:  The profile description                            -->
<!ELEMENT profileDesc   - -  (lang.usage?, textDesc?,
                             particDesc?, settingDesc?,
                             text.class?)                        >
<!ATTLIST profileDesc        %a.global;                          >
<!-- ... declarations from section 22.4.1                      -->
<!--     (Creation)                                            -->
<!--     go here ...                                           -->
<!-- ... declarations from section 22.4.2                      -->
<!--     (Language usage)                                      -->
<!--     go here ...                                           -->
<!-- ... declarations from section 22.4.3                      -->
<!--     (Text Classification)                                 -->
<!--     go here ...                                           -->
<!-- This fragment is used in sec. 22.1.1                      -->
```

22.4.1 Creation

The **<creation>** element contains phrases describing the origin of the text, e.g. the date and place of its composition.

<creation> : contains information about the creation of a text.

The date and place of composition are often of particular importance for studies of linguistic variation; since such information cannot be inferred with confidence from the bibliographic description of the copy text, the **<creation>** element may be used to provide a consistent location for this information:

```
<creation>
   <date value='1992-08'>August 1992</date>
   <place>Taos, New Mexico</place>
</creation>
```

The formal declaration of **<creation>** is as follows:

```
<!-- 22.4.1:  Creation                                         -->
<!ELEMENT creation      - o  (%broth;)                           >
<!ATTLIST creation           %a.global;                          >
<!-- This fragment is used in sec. 22.4                        -->
```

22.4.2 Language Usage

The **<langUsage>** element is used within the **<profileDesc>** element to describe the languages, sublanguages, registers, dialects, etc. represented within a text. It contains one or more **<language>** elements, each of which takes attributes specifying the *writing system* used (see section 21, “Character Representation and Character Sets,” [in separate fascicle]) and the quantity of that language present in the text. Following the **<language>** elements, prose description may also be added to specify further relevant information.

<langUsage> : describes the languages, sublanguages, registers, dialects etc. represented within a text.

<language> : characterizes a single language or sublanguage used within a text. Attributes include:

id : specifies the identifier for the *writing system declaration* for this language (e.g. *eng*, *fra*, *deu*)

wsd : specifies the entity containing the *writing system declaration* used for representing texts in this language.

usage : specifies the approximate percentage (by volume) of the text which uses this language.

Each **<language>** element links the document to the formal writing system declaration defining that language and its script; for that reason, its use is recommended. The *wsd* attribute must give the name of an entity containing a writing system declaration; typically, this will be an external file declared in the document type declaration. For example,

```
<!DOCTYPE TEI.2 system 'tei2.dtd' [
  <!ENTITY mhd system 'mhd.wsd'>
  <!ENTITY nhd system 'nhd.wsd'>
]>
<TEI.2>
<TeiHeader> ...
    <profileDesc>
         <langUsage>
              <language id=GMH wsd=mhd>Middle High German
              <language id=DEU wsd=nhd>Modern standard German
         </langUsage>
     ...
</TEI.2>
```

When two sublanguages share the same language code and writing system declaration but are distinguished in the **<langUsage>** element, only one of the **<language>** elements should bear the *id* attribute:

```
<langUsage>
   <language id=FR wsd=wsd.fr usage=60>Qu&eacute;becois
   <language id=EN wsd=wsd.en usage=20>Canadian business English
   <language       wsd=wsd.en usage=20>British English
</langUsage>
```

or, less formally,

```
<langUsage>
<language id=FR wsd=wsd.fr>
<language id=EN wsd=wsd.en>
<p>Approximately 60% of the text is in
  Qu&eacute;becois, the remainder being equally
  divided between Canadian business English and
  British English.
</langUsage>
```

The **<langUsage>** and **<language>** elements have the following formal definitions:

```
<!-- 22.4.2:  Language usage                                  -->
<!ELEMENT langUsage     - o  (p | language)+                   >
<!ATTLIST langUsage          %a.global;                        >
<!ELEMENT language      - o  (%broth)                          >
<!ATTLIST language           %a.global;
          id                 ID                 #IMPLIED
          wsd                ENTITY             #IMPLIED
          usage              NUMBER             #IMPLIED       >
<!-- This fragment is used in sec. 22.4                       -->
```

22.4.3 The Text Classification

The second component of the core **<profileDesc>** element is the **<textClass>** element. This element is used to classify a text according to one or more of the following methods:

- by reference to a recognized international classification such as the Dewey Decimal Classification, the Universal Decimal Classification, the Colon Classification, the Library of Congress Classification, or any other system widely used in library and documentation work
- by providing a set of keywords, as provided for example by British Library or Library of Congress Cataloguing in Publication data
- by referencing any other taxonomy of text categories recognized in the field concerned, or peculiar to the material in hand; this may include one based on recurring sets of values for the situational parameters defined in section 48.1, “The Text Description,” [in separate fascicle], or the demographic elements described in section 48.2, “The Participants Description,” [in separate fascicle].

The last of these may be particularly important for dealing with existing corpora or collections, both as a means of avoiding the expense or inconvenience of reclassification and as a means of documenting the organizing principles of such materials.

The following tags are provided for this purpose:

<keywords> : contains a list of keywords or phrases identifying the topic or nature of a text. Attributes include:
scheme : identifies the controlled vocabulary within which the set of keywords concerned is defined.
<classCode> : contains the classification code used for this text in some standard classification system. Attributes include:
scheme : identifies the classification system or taxonomy in use.
<catRef> : specifies one or more defined categories within some taxonomy or text typology. Attributes include:
target : identifies the categories concerned

The **<keywords>** element simply categorizes an individual text by supplying a list of keywords which may describe its topic or subject matter, its form, date, etc. In some schemes, the order of items in the list is significant, for example, from major topic to minor; in others, the list has an organized substructure of its own. No recommendations are made here as to which method is to be preferred. Wherever possible, such keywords should be taken from a recognized source, such as the British Library/Library of Congress Cataloguing in Publication data in the case of printed books, or a published thesaurus appropriate to the field.

The *scheme* attribute should be used to indicate the source of the keywords used. This is done by supplying the value used for the *id* attribute of a **<taxonomy>** element within which further details of the source concerned may be found. The **<taxonomy>** element occurs in the **<classDecl>** part of the encoding declarations within the TEI Header and is described in section 22.3.5, "The Classification Declaration," on page 35. For example:

```
<keywords scheme=LCSH>
  <list><item>Data base management</item>
        <item>SQL (Computer program language)</item>
  </list>
</keywords>

<keywords scheme=LCSH>
  <list>
  <item>English literature -- History and criticism --
        Data processing.</item>
  <item>English literature -- History and criticism --
        Theory, etc.</item>
  <item>English language -- Style -- Data processing.</item>
  <item>Style, Literary -- Data processing.</item>
  </list>
</keywords>
```

The **<classCode>** element also categorizes an individual text, by supplying a numerical or other code used in a recognized classification scheme, such as the Dewey Decimal Classification. The *scheme* attribute is used to indicate the source of the classification scheme, in the same way as for the **<keywords>** element, as in the following example:

```
<classCode scheme=DDC19>005.756</>
<classCode scheme=LC>QA76.9</>

<classCode scheme=DDC19>820.285</>
<classCode scheme=LC>PR21</>
```

The **<catRef>** element categorizes an individual text by pointing to one or more **<category>** elements. The **<category>** element (which is fully described in section 22.3.5, "The Classification Declaration," on page 35) holds information about a particular classification or category within a given taxonomy. Each such category must have a unique identifier, which may be supplied as the value of the *target* attribute for **<catRef>** elements which are regarded as falling within the category indicated.

A text may, of course, fall into more than one category, in which case more than one identifier will be supplied as the value for the *target* attribute on the **<catRef>** element, as in the following example:

```
<catRef target="B1 B2 B5">
```

Where more than one descriptive taxonomy is used to characterize the texts in a corpus or collection, the *scheme* attribute should be supplied to specify the taxonomy to which the categories identified by the target attribute belong. For example,

```
<catRef scheme='Brown' target="B12 B15">
<catRef scheme='SUC' target='A45'>
```

Here the same text has been classified as of categories “B12” and “B15” within the Brown classification scheme, and as of category “A45” within the SUC classification scheme.

The distinction between the **<catRef>** and **<classCode>** elements is that the values used as identifying codes *must* be defined somewhere within the header for the former, but not the latter.

The elements described in this section have the following formal definitions:

```
<!-- 22.4.3:  Text Classification                           -->
<!ELEMENT textClass     - -  ((classCode | catRef | keywords)*
                             )                                >
<!ATTLIST textClass          %a.global;                       >
<!ELEMENT keywords      - o  ((%broth;) | list)               >
<!ATTLIST keywords           %a.global;
          scheme             IDREF              #IMPLIED      >
<!ELEMENT classCode     - -  (%broth)                         >
<!ATTLIST classCode          %a.global;
          scheme             IDREF              #IMPLIED      >
<!ELEMENT catRef        - o  EMPTY                            >
<!ATTLIST catRef             %a.global;
          target             IDREFS             #REQUIRED
          scheme             IDREF              #IMPLIED      >
<!-- This fragment is used in sec. 22.4                      -->
```

22.5 The Revision Description

The final subelement of the TEI header, the **<revisionDesc>** element, provides a detailed change log in which each change made to a text may be recorded. Its use is optional but highly recommended. It provides essential information for the administration of large numbers of files which are being updated, corrected, or otherwise modified as well as extremely useful documentation for files being passed from researcher to researcher or system to system. Without change logs, it is easy to confuse different versions of a file, or to remain unaware of small but important changes made in the file by some earlier link in the chain of distribution. No change should be made in any TEI-conformant file without corresponding entries being made in the change log.

<revisionDesc> : summarizes the revision history for a file.

The log consists of a list of entries, one for each change. This may be encoded using either the regular **<list>** element, as described in section 23.3, “Lists,” [in separate fascicle] or as a series of special purpose **<change>** elements, each of which has the following constituents:

<name> : contains a proper noun.
<what> : provides a description of the change made.
<date> : contains a date in any format.

The **<name>** element indicates who made the change, If a number is to be associated with one or more changes (for example, a revision number), use the global *n* attribute on the **<change>** element to supply it.

It is recommended to give changes in reverse chronological order, most recent first.

For example:

```
<revisionDesc>
<change><date>6/3/91:</date>
        <name>EMB</name>
        <what> < > changes completed.</what>
<change><date>5/25/91:</date>
        <name>EMB</name>
        <what>File format updated.</what>
<change><date>9/3/90:</date>
        <name>EMB</name>
        <what>Changes to make a prettier printed version.</what>
<change><date>5/25/90:</date>
        <name>EMB</name>
        <what>Stuart's corrections entered</what>
<change><date>2/90: </date>
        <name>N.N.</name>
        <what>Sent to Stuart Curran for proofreading.</what>
<change><date>1/22/90:</date>
        <name>N.N.</name>
        <what>Corrections made to file;</what>
<change><date>10/89:</date>
        <name>John G. Fitzgerald, Julia M. Deisler
            and Deborah Hirsch.</name>
        <what>Proofread.</what>
<change><date>8/89:</date>
        <name>Amy E. Frisch</name>
        <what>Input begun</what>
</revisionDesc>
```

The formal definition of the **<revisionDesc>** element is thus as follows:

```
<!-- 22.5:  The Revision Description                          -->
<!ELEMENT revisionDesc  - -  (list | change+)                   >
<!ATTLIST revisionDesc       %a.global;                         >
<!ELEMENT change        - -  ((by & date & what) | p+ )         >
<!ATTLIST change             %a.global;                         >
<!-- NAME is declared in core tags.                            -->

<!ELEMENT what          - o  (%broth;)                          >
<!ATTLIST what               %a.global;                         >
<!-- DATE is declared in core tags.                            -->


<!-- This fragment is used in sec. 22.1.1                      -->
```

22.6 Minimal and Recommended Headers

The TEI header allows for the provision of a very large amount of information concerning the text itself, its source, encodings and revisions of it, as well as a wealth of descriptive information such as the languages it uses and the situation within which it was produced, the setting and identity of participants within it. This diversity and richness reflects the diversity of uses to which it is envisaged that electronic texts conforming to these Guidelines will be put. It is emphatically *not* intended that all of the elements described above should be present in every TEI Header.

The amount of encoding in a header will depend both on the nature and the intended use of the text. At one extreme, an encoder may expect that the header will be needed only to provide a bibliographic identification of the text adequate to local needs. At the other, wishing to ensure that their texts can be used for the widest range of applications, encoders will want to document as explicitly as possible both bibliographic and descriptive information, in such a way that no prior or ancillary knowledge about the text is needed in order to process it. The header in such a case will be very full, approximating to the kind of documentation often supplied in the form of a manual. Most texts will lie somewhere between these extremes; textual corpora in particular will tend more to the latter extreme.

For each element discussed above, an indication is given in the general alphabetical index (section 7, “Alphabetical Reference List of Tags,” [in separate fascicle]) as to whether its encoding is regarded in general as required, recommended or optional. Clearly, all elements relating to descriptive matters such as text classification or description must be optional in the general case, though for certain kinds of analysis their presence will be mandatory. This section therefore confines itself to demonstrating the minimal and recommended levels of encoding of the bibliographic information held by the TEI header.

Supplying only the minimal level of encoding required, the TEI header of a single printed text might look like the following example:

```
<TeiHeader>
  <fileDesc>
    <titleStmt>
        <title>Thomas Paine: Common sense, a
            machine-readable transcript</title>
        <resp><role>compiled by</role>
             <name>Jon K Adams</role>
        </resp>
     </titleStmt>
     <publicationStmt>
        <distributor>Oxford Text Archive</distributor>
     </publicationStmt>
     <sourceDesc>
        <citn>The complete writings of Thomas Paine,
           collected and edited by Phillip S. Foner
           (New York, Citadel Press, 1945)
        </citn>
      </sourceDesc>
   </fileDesc>
<TeiHeader>
```

The only mandatory component of the TEI Header is the **<fileDesc>** element. Within this, **<titleStmt>**, **<publicationStmt>** and **<sourceDesc>** are all required constituents. Within the title statement, a title is required, and an author should be specified, even if it is "unknown", as should some additional statement of responsibility, here given by the **<resp>** element. Within the **<publicationStmt>**, a publisher, distributor or other agency responsible for the file must be specified. Finally, the source description should contain at the least a loosely structured bibliographic citation identifying the source of the electronic text if (as is usually the case) there is one.

We now present the same example header, expanded to include additionally recommended information, adequate to most bibliographic purposes, in particular to allow for the creation of an AACR2-conformant bibliographic record. We have also added information about the encoding principles used in this (imaginary) encoding, about the text itself (in the form of Library of Congress subject headings), and about the revision of the file.

```
<TeiHeader>
<fileDesc>
    <titleStmt>
         <title>Common sense, a machine-readable transcript</title>
         <author>Paine, Thomas (1737-1809)</author>
         <resp><role>compiled by</role>
               <name>Jon K Adams</role>
         </resp>
    </titleStmt>
    <editionStmt>
         <edition><date>1986</date></edition>
    </editionStmt>
    <publicationStmt>
         <distributor>Oxford Text Archive.</distributor>
         <address>Oxford University Computing Services,
```

```
                  13 Banbury Road, Oxford OX2 6RB, UK
     </publicationStmt>
     <notesStmt>
          <note>Brief notes on the text are in a
                supplementary file.</note>
     </notesStmt>
     <sourceDesc>
          <citnStruct>
               <editor>Foner, Philip S.</editor>
               <title>The collected writings of Thomas Paine</title>
               <imprint>
                    <city>New York</city>
                    <publisher>Citadel Press</publisher>
                    <date>1945</date>
               </imprint>
          </citnStruct>
     </sourceDesc>
 </fileDesc>
 <encodingDesc>
     <samplingDecl><p>Editorial notes in the Foner edition have not
          been reproduced.
          <p>Blank lines and multiple blank spaces, including paragraph
          indents, have not been preserved.
     <editorialDecl>
          <correction status=high method=silent><p>The following errors
               in the Foner edition have been corrected:
               <list>
               <item>p.  13 l.  7 cotemporaries   contemporaries
               <item>p.  28 l. 26 [comma]         [period]
               <item>p.  84 l.  4 kin             kind
               <item>p.  95 l.  1 stuggle         struggle
               <item>p. 101 l.  4 certainy        certainty
               <item>p. 167 l.  6 than            that
               <item>p. 209 l. 24 publshed        published
               </list>
          <normalization><p>No normalization beyond that performed
               by Foner, if any.
          <quotation marks=all form=std><p>All double quotation marks
               rendered with ", all single quotation marks with
               apostrophe.
          <hyphenation eol=none><p>Hyphenated words that appear at the
               end of the line in the Foner edition have been reformed.
          <stdVals><p>Standard date values are given in ISO form:
               yyyy-mm-dd.
          <interpretation><p>Compound proper names are marked.
               <p>Dates are marked.
               <p>Italics are recorded without interpretation.
     </editorialDecl>
     <classDecl>
          <taxonomy id='LCSH'>
               <citn>Library of Congress Subject Headings</></>
          <taxonomy id='LC'>
               <citn>Library of Congress Classification</></>
```

```
    </classDecl>
</encodingDesc>
<profileDesc>
    <creation><date>1774</date></creation>
    <langUsage>
         <language id=EN wsd='english' usage=100>English.</language>
    </langUsage>
    <textClass>
         <keywords scheme='LCSH'>
              <list>
                   <item>Political science</item>
                   <item>United States -- Politics and government --
                         Revolution, 1775-1783</item>
              </list>
         </keywords>
         <classCode scheme='LC'>JC 177</>
    </textClass>
</profileDesc>
<revisionDesc>
<change><date>1996-01-22 <name>CMSMcQ<what>finished proofreading</change>
<change><date>1995-10-30 <name>L.B. <what>finished proofreading</change>
<change><date>1995-07-20 <name>R.G. <what>finished proofreading</change>
<change><date>1995-07-04 <name>R.G. <what>finished data entry</change>
<change><date>1995-01-15 <name>R.G. <what>began data entry</change>
</revisionDesc>
</TeiHeader>
```

Many other examples of recommended usage for the elements discussed in this chapter are provided here, in the reference index and in the associated tutorials.

22.7 Note for Library Cataloguers

A strong motivation in preparing the material in this chapter was to provide in the TEI file header, a viable chief source of information for cataloguing the machine-readable data file. The file header is not a library catalogue record, and so will not make all of the distinctions essential in standard library work. It also includes much information generally excluded from standard bibliographic descriptions. It is the intention of the developers, however, to ensure that the information required for a catalogue record be retrievable from the TEI file header, and moreover that the mapping from the one to the other be as simple and straightforward as possible. Where the correspondence is not obvious, it may prove useful to consult one of the works which were influential in developing the content of the TEI file header.

These include:

ISBD(G): The International Standard Book Description (General) is an international standard setting out what information should be recorded in a description of a bibliographical item. There are also separate ISBDs covering different types of material, e.g. ISBD(M) for monographs, ISBD(CF) for computer files. These separate ISBDs follow the same general scheme as the main ISBD(G), but provide appropriate interpretations for the specific materials under consideration.

AACR2: The Anglo-American Cataloguing Rules (second edition) were published in 1978, with a revision appearing in 1988. The AACR2 provides guidelines for the construction of catalogues in general libraries. AACR2 is explicitly based on the general framework of the ISBD(G), and the subsidiary ISBDs. It gives a description of how to catalogue items according to the ISBDs, and how to construct indexes and catalogue cross references.

ANSI Z.39.29: ANSI Z.39.29 is an American national standard governing bibliographic references for use in bibliographies, end-of-work lists, references in abstracting and indexing publications, and outputs from computerized bibliographic data bases. This standard has however now been withdrawn, pending substantial revision. The international standard which covers the same area is ISO 690: 1987. Other relevant standards include BS 1629: 1989, BS 5605: 1978, and BS 6371:1983.

Part 7

Alphabetic Reference List of Tags

<address>

Description: contains a postal or other address, for example of a publisher, distributor, etc.
Attributes: [None: global and inherited attributes only.]
Example:

```
<address>13 Banbury Road, Oxford OX2 6NN, UK
<address>via Marsala 24, I-40126 Bologna
<address>PO Box 280, Zomba, Malawi

<address><street>via Marsala 24
        <postcode>40126
        <city>Bologna
        <country n=I>Italy
</address>

<address>
        <postbox>P.O. Box 6998
        <city>Chicago
        <region n=IL>Illinois
        <postcode>60680
        <country>USA
</address>
```

Remarks: This is a general purpose crystal: it may be given either as running prose, or using more specific substructural tags.
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description: If given as running prose, use a consistent format wherever possible, for example separating lines of the address by commas, and including any postal code in the standard form.
May occur within: publicationStmt
May contain: %broth; street city region country postcode postbox
Element Declaration:

```
<!ELEMENT address       - o  (%broth;| (street? & city? &
                             region? & country? & postcode? &
                             postbox?))                         >
```

Attribute List Declaration:

```
<!ATTLIST address           %a.global;                         >
```

22.2.4, “Publication, Distribution, etc.,” on page 1523.5.2, “Internal Structure of Citations,” [in separate fascicle]
This tag is optional.

<author> (i.e. Author)

Description: primary *statement of responsibility* for a bibliographic item, for example the name of a single author, institution or organization, or of several such.
Attributes: [None: global and inherited attributes only.]
Example:

```
<author>British Broadcasting Coporation
<author>La Fayette, Marie Madeleine Pioche de la Vergne,
        comtesse de (1634-1693)
```

Remarks: Particularly where cataloguing is likely to be based on the content of the header, it is advisable to use generally recognized authority lists for the exact form of personal names.

In the case of a broadcast, use this element for the name of the company or network which broadcasts the program.
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description: Any string of characters and phrase-level tags.
May occur within: citn citn.struct titleStmt
May contain: %broth
Element Declaration:

```
<!ELEMENT author        - o  (%broth)                          >
```

Attribute List Declaration:

```
<!ATTLIST author            %a.global;                         >
```

22.2.1, “The Title Statement,” on page 923.5.2, “Internal Structure of Citations,” [in separate fascicle]
This tag is optional.

<authority> (i.e. release authority)

Description: supplies the name of a person or other agency responsible for making an electronic file available, other than a publisher or distributor.
Attributes: [None: global and inherited attributes only.]
Example:

```
<authority>John Smith
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: publicationStmt
May contain: %broth;
Element Declaration:

```
<!ELEMENT authority     - o  (%broth;)                          >
```

Attribute List Declaration:

```
<!ATTLIST authority          %a.global;                         >
```

22.2.4, “Publication, Distribution, etc.,” on page 15
This tag is optional.

<availability>

Description: supplies information about the availability of a text, for example any restrictions on its use or distribution, its copyright status, etc.
Attributes:

status: supplies a code identifying the current availability of the text.
Data type: (free | unknown | restricted)

free : the text is freely available.
unknown : the status of the text is unknown.
restricted : the text is not freely available.

Default value: unknown
Example:

```
<availability status=restricted>
    <p>Available for academic research purposes only.
<availability status=free>
<availability status=restricted>
    <p>Available under licence from the publishers.
```

Remarks:
Part: auxiliary tag set for TEI headers.

Member of classes:
DTD file:
Data description: A consistent format should be adopted
May occur within: publicationStmt
May contain: p
Element Declaration:

```
<!ELEMENT availability  - o  (p+)                              >
```

Attribute List Declaration:

```
<!ATTLIST availability       %a.global;
          status             (free | unknown | restricted)
                                        unknown        >
```

22.2.4, “Publication, Distribution, etc.,” on page 15
This tag is optional.

<broadcast> (i.e. broadcast)

Description: describes a broadcast used as the source of a spoken text.
Attributes: [None: global and inherited attributes only.]
Example:

```
<broadcast>
     <citn>
     <author>Radio Trent
     <title>Gone Tomorrow
     <resp><role>Presenter<name>Tim Maby
     <resp><role>Producer<name>Mary Kerr
     <date>12 June 89, 1230 pm
     </citn>
</broadcast>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: recording
May contain: p citn citn.struct citn.full
Element Declaration:

```
<!ELEMENT broadcast     - -  (p+ | citn | citn.struct |
                             citn.full)                        >
```

Attribute List Declaration:

```
<!ATTLIST broadcast          %a.global;                         >
```

22.2.9, “Computer Files Composed of Transcribed Speech,” on page 22
This tag is optional.

<catDesc> (i.e. category description)

Description: describes some category within a taxonomy or text typology, either in the form of a brief prose description or in terms of the situational parameters used by the TEI formal **<textDesc>**.
Attributes: [None: global and inherited attributes only.]
Example:

```
        <catDesc>Prose reportage

    <catDesc>
        <textDesc n=novel>
         <channel mode=w>print; part issues
         <constitution type=single>
         <derivation type=original>
         <domain type=art><factuality type=fiction>
         <interaction type=none>
         <preparedness type=prepared>
         <purposes><purpose type=entertain degree=high>
                  <purpose type=inform degree=medium>
         </purposes>
        </textDesc>
    </catedesc>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
May occur within: category
May contain: %broth; textDesc
Element Declaration:

```
<!ELEMENT catDesc       - o  (%broth; | textDesc)              >
```

Attribute List Declaration:

```
<!ATTLIST catDesc            %a.global;                         >
```

22.4.3, “The Text Classification,” on page 40
This tag is optional.

<category> (i.e. category)

Description: contains an individual descriptive category, possibly nested within a superordinate category, within a user-defined taxonomy.
Attributes: [None: global and inherited attributes only.]
Example:

```
<category id=B1><catDesc>Prose reportage</category>

<category id=B1><catDesc>Prose
<category id=B11><catDesc>reportage</category>
<category id=B12><catDesc>fiction</category>
</category>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
May occur within: category taxonomy
May contain: catDesc category
Element Declaration:

```
<!ELEMENT category      - -  (catDesc, category*)              >
```

Attribute List Declaration:

```
<!ATTLIST category           %a.global;                         >
```

22.4.3, “The Text Classification,” on page 40
This tag is optional.

<catRef> (i.e. category reference)

Description: specifies one or more defined categories within some taxonomy or text typology.
Attributes:

target: identifies the categories concerned
Data type: IDREFS
Value: One or more identifiers for **<category>** elements defined in the current document.
Default value: #REQUIRED
This attribute is required.

scheme: identifies the classification scheme within which the set of categories concerned is defined
Data type: IDREF
Value: identifier of the associated **<taxonomy>** element.
Default value: #IMPLIED
This attribute is required.

Example:

```
<catRef scheme= S1 target="BA C1">
```

Remarks: The scheme attribute need be supplied only if more than one taxonomy has been declared
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: textClass
May contain: EMPTY
Element Declaration:

```
<!ELEMENT catRef        - o  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST catRef             %a.global;
          target             IDREFS             #REQUIRED
          scheme             IDREF              #IMPLIED        >
```

22.4.3, “The Text Classification,” on page 40
This tag is optional.

<change>

Description: summarizes a particular change or correction made to a particular version of an electronic text which is shared between several researchers.
Attributes: [None: global and inherited attributes only.]
Example:

```
<change n="P2.2">
   <date>21 Dec 91 <who>LB <what>Added examples to section 3
<change>
   <date>11 Nov 91 <who>EB <what>Deleted chapter 10
```

Remarks: Changes should be recorded in a consistent order, for example with the most recent first.
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: revisionDesc
May contain: by date what p
Element Declaration:

```
<!ELEMENT change        - -  ((by & date & what) | p+ )         >
```

Attribute List Declaration:

```
<!ATTLIST change             %a.global;                          >
```

22.5, “The Revision Description,” on page 42
This tag is optional.

<citn> (i.e. citation)

Description: contains a loosely-structured bibliographic citation of which the sub-components may or may not be explicitly tagged.
Attributes: [None: global and inherited attributes only.]
Example:

```
<citn>Blain, Clements and Grundy: Feminist Companion to Literature in
English (Yale, 1990)
</citn>

<citn><title.piece>The Interesting story of the Children in the
 Wood<title.piece>.
      In <author>Victor E Neuberg
      <title>The Penny Histories</title>.
      <publisher>OUP</publisher>
      <date>1968
</citn>
```

Remarks:
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description: Contains either just prose, or any combination of elements from the citation class
May occur within: broadcast list.citn scriptStmt sourceDesc taxonomy
May contain: %broth; author editor title title.piece publisher date citn.scope series note
Element Declaration:

```
<!ELEMENT citn          - o  ((%broth; | author | editor |
                             title | title.piece | publisher |
                             date | citn.scope | series | note
                             )*)                                >
```

Attribute List Declaration:

```
<!ATTLIST citn              %a.global;                        >
```

23.5, “Bibliographic Citations,” [in separate fascicle]
This tag is optional.

<citn.full>

Description: contains a fully-structured bibliographic citation, in which all components of the TEI file description are present.
Attributes: [None: global and inherited attributes only.]
Example:

```
<citn.full>
        <title.stmt>
           <author>Blain, Virginia
           <author>Clements, Patricia
           <author>Grundy, Isobel
           <title>The Feminist Companion to Literature in English:
               women writers from the middle ages to the present
        </title.stmt>
        <edition.stmt>
           <edition>UK edition</edition>
        <extent>1231 pp</extent>
        <publication.stmt>
          <creation.date>1990
          <publisher>Yale University Press
          <place>New Haven and London
          <date>1990
        </publication.stmt>
        <source.desc>No source: this is an original work</source.desc>
</citn.full>
```

Remarks:
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description:
May occur within: broadcast list.citn scriptStmt sourceDesc taxonomy
May contain: title.stmt edition.stmt extent publication.stmt series.stmt notes.stmt source.desc
Element Declaration:

```
<!ELEMENT citn.full     - o  (title.stmt, edition.stmt?,
                             extent?, publication.stmt,
                             series.stmt?, notes.stmt?,
                             source.desc+)                    >
```

Attribute List Declaration:

```
<!ATTLIST citn.full         %a.global;                         >
```

23.5, “Bibliographic Citations,” [in separate fascicle]22.2.7, “The Source Description,” on page 20
This tag is optional.

<citn.struct> (i.e. structured citation)

Description: contains a structured bibliographic citation, in which only bibliographic subelements appear and in a specified order.
Attributes: [None: global and inherited attributes only.]
Example:

```
<citn.struct><author>Blain, Virginia
             <author>Clements, Patricia
             <author>Grundy, Isobel
             <title>The Feminist Companion to Literature in
                    English:  women writers from the middle ages
                    to the present
             <imprint><publisher>Yale University Press
                      <city>New Haven and London
                      <date>1990
</citn.struct>
```

Remarks:
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description:
May occur within: broadcast list.citn scriptStmt sourceDesc taxonomy
May contain: author title.piece editor title imprint citn.scope series note
Element Declaration:

```
<!ELEMENT citn.struct   - o  ((author | title.piece | editor)*,
                             title, (author | editor)*,
                             imprint?, citn.scope?, (series |
                             note)* )                          >
```

Attribute List Declaration:

```
<!ATTLIST citn.struct       %a.global;                         >
```

23.5, “Bibliographic Citations,” [in separate fascicle]
This tag is optional.

<classCode> (i.e. classCode)

Description: contains the classification code used for this text in some standard classification system.
Attributes:

scheme: identifies the classification system or taxonomy in use.
Data type: IDREF
Value: must identify a **<taxonomy>** element.
Default value: #IMPLIED

Example:

```
<classCode scheme=DDC12>410
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
May occur within: textClass
May contain: %broth
Element Declaration:

```
<!ELEMENT classCode     - -  (%broth)                          >
```

Attribute List Declaration:

```
<!ATTLIST classCode          %a.global;
          scheme             IDREF              #IMPLIED       >
```

22.4.3, “The Text Classification,” on page 40
This tag is optional.

<classDecl> (i.e. classification declarations)

Description: contains one or more taxonomies defining any classificatory codes used elsewhere in the text.
Attributes: [None: global and inherited attributes only.]
Example:

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
May occur within: encodingDesc
May contain: taxonomy
Element Declaration:

```
<!ELEMENT classDecl     - -  (taxonomy+)                        >
```

Attribute List Declaration:

```
<!ATTLIST classDecl          %a.global;                         >
```

22.3.5, “The Classification Declaration,” on page 35
This tag is optional.

<correction> (i.e. correction principles)

Description: states how and under what circumstances corrections have been made in the text.
Attributes:

status: indicates the degree of correction applied to the text.
Data type: (high | medium | low | unknown)

high : the text has been thoroughly checked and proofread.
medium : the text has been checked at least once.
low : the text has not been checked.
unknown : the correction status of the text is unknown.

Default value: unknown

method: indicates the method adopted to indicate corrections within the text.
Data type: (silent | tags)

silent : corrections have been made silently
tags : corrections have been represented using editorial tags

Default value: silent
Example:

```
<correction><p>Errors in transcription controlled by using the
WordPerfect spelling checker, with a user defined dictionary of 500
extra words taken from Chambers Twentieth Century Dictionary.
```

Remarks: May be used to note the results of proof reading the text against its original, indicating (for example) whether discrepancies have been silently rectified, or recorded using the editorial tags described in section 47, “Text Criticism and Apparatus,” [in separate fascicle].
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: editorialDecl
May contain: p

Element Declaration:

```
<!ELEMENT correction    - o  (p+)                               >
```

Attribute List Declaration:

```
<!ATTLIST correction         %a.global;
          status             (high | medium | low | unknown)
                                                unknown
          method             (silent | tags)     silent         >
```

22.3.3, “The Editorial Practices Declaration,” on page 27
This tag is optional.

<creation>

Description: contains information about the creation of a text.
Attributes: [None: global and inherited attributes only.]
Example:

```
<creation><date>Before 1987</date>
<creation><date value='1988-07-10'>10 July 1988</date>
```

Remarks: The **<creation>** element may be used to record details of a text's creation, e.g. the date and place it was composed, if these are of interest; it should not be confused with the **<publicationStmt>** element, which records date and place of publication.
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description: Character data and phrase-level elements.
May occur within:
May contain: %broth;
Element Declaration:

```
<!ELEMENT creation      - o  (%broth;)                          >
```

Attribute List Declaration:

```
<!ATTLIST creation           %a.global;                         >
```

22.4, “The Profile Description,” on page 37
This tag is optional.

<date>

Description: contains a date in any format.
Attributes:

type: indicates the system or calendar to which the date belongs.
Data type: CDATA
Value: Recommended values include: *Gregorian*, *Julian*, *Roman*, *Mosaic*, *Revolutionary*, *Islamic*.
Default value: #IMPLIED
Example:

```
He was born on <date type=Gregorian>Feb. 22, 1732</date>
(<date type=Julian value='1732-2-22'>Feb. 11, 1731/32,
O.S.</date>).
```

This attribute is optional.

value: gives the value of the date in a standard form.
Data type: CDATA
Value: Any string representing a date in standard format; recommended form is “yyyy-mm-dd”.
Default value: #IMPLIED
Example:

```
This list begins in the year 1632, more precisely
on Trinity Sunday, i.e. the Sunday after Pentecost,
in that year the <date type=Julian value=1632-6-6>
27th of May (old style)</date>.
```

Remarks: For simple dates, the value should give the Gregorian date in the form (yyyy-mm-dd) specified by ISO 2014. More complicated dates or special applications may require another calendar or another form; these should be documented in the **<std.vals>** element in the TEI Header.
This attribute is optional.

certainty: indicates the degree of certainty attributed to the date.
Data type: CDATA
Value: Any appropriate value, e.g. *ca.*, *approx*, *after*, *before*.
Default value: #IMPLIED
This attribute is optional.

Example:

```
<date value='1980-02-21'>21 Feb 1980</date>
```

```
Given on the <date value='1977-06-12'>Twelfth Day of June
in the Year of Our Lord One Thousand Nine Hundred and
Seventy-seven of the Republic the Two Hundredth and first
and of the University the Eighty-Sixth.</date>
```

```
<date value='1990-09'>September 1990</date>
```

Remarks: (optional)
Part: additional tag set for common core features.
Member of classes:
DTD file:
Data description: May contain character data and phrase-level elements.
May occur within: change citn publicationStmt
May contain: %soup;
Element Declaration:

```
<!ELEMENT date          - O  (%soup;)                          >
```

Attribute List Declaration:

```
<!ATTLIST date               %a.global;
          type               CDATA               #IMPLIED
          value              CDATA               #IMPLIED
          certainty          CDATA               #IMPLIED       >
```

23.C, “Dates,” [in separate fascicle]
This tag is optional.

<distributor>

Description: supplies the name of a person or other agency responsible for the distribution of a text.
Attributes: [None: global and inherited attributes only.]
Example:

```
<distributor>Oxford Text Archive
<distributor>Redwood and Burn Ltd
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: publicationStmt
May contain: %broth;
Element Declaration:

```
<!ELEMENT distributor   - o  (%broth;)                         >
```

Attribute List Declaration:

```
<!ATTLIST distributor        %a.global;                          >
```

22.2.4, “Publication, Distribution, etc.,” on page 15
This tag is optional.

<edition> (i.e. Edition)

Description: describes the particularities of one edition of a text.
Attributes: [None: global and inherited attributes only.]
Example:

```
<edition>First edition <date>Oct 1990</date>
<edition n='S2'>Students' edition
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: editionStmt
May contain: %broth;
Element Declaration:

```
<!ELEMENT edition       - o  (%broth;)                          >
```

Attribute List Declaration:

```
<!ATTLIST edition            %a.global;                          >
```

22.2.2, “The Edition Statement,” on page 12
This tag is optional.

<editionStmt> (i.e. edition statement)

Description: groups information relating to one edition of a text.
Attributes: [None: global and inherited attributes only.]
Example:

```
<editionStmt>
  <edition n=S2>Students' edition</edition>
  <resp><role>Adapted by <name>Elizabeth Kirk</resp>
</editionStmt>
```

```
<editionStmt>First edition, <date>Michaelmas Term, 1991.</date>
</editionStmt>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: fileDesc
May contain: edition resp %broth;
Element Declaration:

```
<!ELEMENT editionStmt   - o  ( (edition, resp*) | (%broth;) )   >
```

Attribute List Declaration:

```
<!ATTLIST editionStmt        %a.global;                         >
```

22.2.2, “The Edition Statement,” on page 12
This tag is optional.

<editorialDecl> (i.e. editorial practice declaration)

Description: provides details of editorial principles and practices applied during the encoding of a text.
Attributes: [None: global and inherited attributes only.]
Example:

```
<editorialDecl id=E2>
  <normalization source=W9>
  <p>All words converted to Modern American spelling using
    Websters 9th Collegiate dictionary
  <quotation marks=all form=std>
  <p>All opening quotation marks converted to &odq; all closing
    quotation marks converted to &cdq;.
</editorialDecl>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: encodingDesc
May contain: p correction normalization quotation hyphenation analysis segmentation std.vals
Element Declaration:

```
<!ELEMENT editorialDecl - o  ( p+ | (correction | normalization
                              | quotation | hyphenation |
                              analysis | segmentation |
                              std.vals)*)                        >
```

Attribute List Declaration:

```
<!ATTLIST editorialDecl      %a.global;                          >
```

22.3.3, “The Editorial Practices Declaration,” on page 27
This tag is optional.

<encodingDesc> (i.e. Encoding description)

Description: documents the relationship between an electronic text and the source or sources from which it was derived.
Attributes: [None: global and inherited attributes only.]
Example:

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: TeiHeader
May contain: p projectDesc samplingDecl editorialDecl refsDecl classDecl
Element Declaration:

```
<!ELEMENT encodingDesc  - -  ((p+) | (projectDesc?,
                              samplingDecl?, editorialDecl?,
                              refsDecl*, classDecl?))            >
```

Attribute List Declaration:

```
<!ATTLIST encodingDesc       %a.global;                          >
```

22.3, “The Encoding Description,” on page 25
This tag is recommended.

<equipment> (i.e. equipment)

Description: provides technical details of the equipment and media used for an audio or video recording used as the source for a spoken text.
Attributes: [None: global and inherited attributes only.]
Example:

```
<equipment>
   <p>"Hi-8" 8 mm NTSC camcorder with integral directional
   microphone and windshield and stereo digital sound
   recording channel.
</equipment>

<equipment>
  <p>8-track analogue transfer mixed down to 19 cm/sec audio
  tape for cassette mastering
</equipment>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: recording
May contain: p
Element Declaration:

```
<!ELEMENT equipment     - o  (p+)                              >
```

Attribute List Declaration:

```
<!ATTLIST equipment          %a.global;                        >
```

22.2.9, “Computer Files Composed of Transcribed Speech,” on page 22
This tag is optional.

<extent>

Description: describes the approximate size of the electronic text as stored on some carrier medium, specified in any convenient units.
Attributes: [None: global and inherited attributes only.]
Example:

```
<extent>3200 sentences
<extent>between 10 and 20 Mb
<extent>ten 3.5 inch high density diskettes
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:

Data description:
May occur within: citn.full fileDesc
May contain: %broth;
Element Declaration:

```
<!ELEMENT extent        - o  (%broth; )                         >
```

Attribute List Declaration:

```
<!ATTLIST extent             %a.global;                         >
```

22.2.3, “Type and Extent of File,” on page 14
This tag is optional.

<fileDesc> (i.e. File Description)

Description: contains a full bibliographic description of an electronic file.
Attributes: [None: global and inherited attributes only.]
Example:

Remarks: The major source of information for those seeking to create a catalogue entry or bibliographic citation for an electronic file. As such, it provides a title and statements of responsibility together with details of the publication or distribution of the file, of any series to which it belongs, and detailed bibliographic notes for matters not addressed elswhere in the header. It also contains a full bibliographic description for the source or sources from which the electronic text was derived.
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: TeiHeader
May contain: titleStmt editionStmt extent publicationStmt seriesStmt notesStmt sourceDesc
Element Declaration:

```
<!ELEMENT fileDesc      - -  (titleStmt, editionStmt?, extent?,
                             publicationStmt, seriesStmt?,
                             notesStmt?, sourceDesc+ )          >
```

Attribute List Declaration:

```
<!ATTLIST fileDesc           %a.global;                         >
```

22.2, “The File Description,” on page 7
This tag is required.

<funder> (i.e. Funding body)

Description: specifies the name of an individual, institution, or organization responsible for the funding of a project or text.
Attributes: [None: global and inherited attributes only.]
Example:

```
<funder>The National Endowment for the Humanities, an independent
        federal agency</>
<funder>Directorate General XIII of the Commission of the
        European Communities</>
<funder>The Andrew W. Mellon Foundation</>
<funder>The Social Sciences and Humanities Research Council of Canada</>
```

Remarks: Funders provide financial support for a project; they are distinct from *sponsors*, who provide intellectual support and authority.
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description: Any string of characters.
May occur within: titleStmt
May contain: %broth;
Element Declaration:

```
<!ELEMENT funder        - o  ( %broth; )                        >
```

Attribute List Declaration:

```
<!ATTLIST funder             %a.global;                         >
```

22.2.1, “The Title Statement,” on page 9
This tag is optional.

<hyphenation> (i.e. Hyphenation)

Description: summarizes the way in which hyphenation in a source text has been treated in an encoded version of it.
Attributes:

eol: indicates whether or not end-of-line hyphenation has been retained in a text.
Data type: (all|some|none)

all : all end-of-line hyphenation has been retained, even though the lineation of the original may not have been.
some : end-of-line hyphenation has been retained in some cases.

hard : all ‘soft' end-of-line hyphenation has been removed: any remaining hyphenation represents ‘hard hyphens'.
none : all end-of-line hyphenation has been removed: any remaining hyphenation occurred within the line.

Default value: some
Example:

```
<hyphenation eol=some>
<p>End-of-line hyphenation silently removed where appropriate
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description: prose
May occur within: editorialDecl
May contain: p
Element Declaration:

```
<!ELEMENT hyphenation   - o  (p+)                              >
```

Attribute List Declaration:

```
<!ATTLIST hyphenation        %a.global;
          eol                (all|some|none)     some           >
```

22.3.3, “The Editorial Practices Declaration,” on page 27
This tag is optional.

<idno> (i.e. identifying number)

Description: supplies any standard or non-standard number used to identify a bibliographic item.
Attributes:

type: categorizes the number, for example as an ISBN or other standard series.
Data type: CDATA
Value: A name or abbreviation indicating what type of identifying number is given (e.g. ISBN, LCCN).
Default value: #IMPLIED
Example:

```
<idno type=ISSN>0143-3385
<idno type=OTA>116
```

Remarks:
Part: auxiliary tag set for TEI headers.

Member of classes:
DTD file:
Data description:
May occur within: publicationStmt seriesStmt
May contain: #PCDATA
Element Declaration:

```
<!ELEMENT idno          - o  (#PCDATA)                          >
```

Attribute List Declaration:

```
<!ATTLIST idno               %a.global;
          type               CDATA               #IMPLIED       >
```

22.2.4, “Publication, Distribution, etc.,” on page 15
This tag is optional.

<interpretation> (i.e. analysis and interpretation)

Description: describes scope of any analytic or interpretive information added to the text in addition to the transcription.
Attributes: [None: global and inherited attributes only.]
Example:

```
<interp>
  <p>The part-of-speech analysis applied throughout section 4 was
  added by hand and has not been checked.
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within:
May contain: p
Element Declaration:

```
<!ELEMENT interpretation
                        - o  (p+)                               >
```

Attribute List Declaration:

```
<!ATTLIST interpretation     %a.global;                         >
```

22.3.3, “The Editorial Practices Declaration,” on page 27
This tag is optional.

<keywords> (i.e. Keywords)

Description: contains a list of keywords or phrases identifying the topic or nature of a text.
Attributes:

scheme: identifies the controlled vocabulary within which the set of keywords concerned is defined.
Data type: IDREF
Value: identifier of the associated **<taxonomy>** element

Default value: #IMPLIED
This attribute is required.

Example:

```
<keywords scheme=BL>
    <list><item>Babbage, Charles
  <item>Mathematicians - Great Britain - Biography
     </list>
</keywords>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: textClass
May contain: %broth; list
Element Declaration:

```
<!ELEMENT keywords      - o  ((%broth;) | list)                >
```

Attribute List Declaration:

```
<!ATTLIST keywords           %a.global;
          scheme             IDREF               #IMPLIED       >
```

22.4.3, “The Text Classification,” on page 40
This tag is optional.

<language>

Description: characterizes a single language or sublanguage used within a text.
Attributes:

id: specifies the identifier for the *writing system declaration* for this language (e.g. *eng*, *fra*, *deu*)
Data type: ID
Value: should usually be a language identifier from ISO 639.

Default value: #IMPLIED

wsd: specifies the entity containing the *writing system declaration* used for representing texts in this language.
Data type: ENTITY
Value: must be the name of an entity containing a full writing system declaration
Default value: #IMPLIED

Remarks: The entity containing the writing system declaration will typically be an external file; it must be declared in the DTD.

usage: specifies the approximate percentage (by volume) of the text which uses this language.
Data type: NUMBER
Value: a whole number between 1 and 100
Default value: #IMPLIED

Example:

```
<language wsd=LA usage=100>Pig Latin
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description: Particularly for sublanguages, an informal prose characterization should be supplied as content for the element in addition to the specification implied by the WSD
May occur within: langUsage
May contain: %broth
Element Declaration:

```
<!ELEMENT language      - o  (%broth)                          >
```

Attribute List Declaration:

```
<!ATTLIST language           %a.global;
          id                 ID                  #IMPLIED
          wsd                ENTITY              #IMPLIED
          usage              NUMBER              #IMPLIED      >
```

22.4.2, “Language Usage,” on page 38
This tag is recommended.

<langUsage> (i.e. language usage)

Description: describes the languages, sublanguages, registers, dialects etc. represented within a text.
Attributes: [None: global and inherited attributes only.]

Example:

```
<langUsage>
<language wsd=FR usage=60>Qu&eacute;becois
<language wsd=EN usage=20>Canadian business English
<language wsd=EN usage=20>British English
</langUsage>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description: may contain either a simple prose description, or more formally one or more **<language>** elements
May occur within:
May contain: p language
Element Declaration:

```
<!ELEMENT langUsage     - o  (p | language)+                    >
```

Attribute List Declaration:

```
<!ATTLIST langUsage          %a.global;                         >
```

22.4.2, “Language Usage,” on page 38
This tag is recommended.

<list>

Description: contains any sequence of items organized as a list.
Attributes:

type: describes the form of the list.
Data type: CDATA
Suggested values include:
ordered : list items are numbered or lettered.
bulleted : list items are marked with a “bullet” or other typographic device.
simple : list items are not numbered or bulleted.
gloss : each list item glosses some term or concept, which is given by a **<label>** element preceding the list item.
Default value: simple
Example:

Remarks: The formal syntax of the element declarations allows **<label>** tags to be omitted from lists tagged **<list type=gloss>**; this is however a semantic error.
This attribute is optional.

Example:

```
<list type=bullets>
<item>a butcher
<item>a baker
<item>a candlestick maker, with
<list type=bullets>
<item>rings on his fingers
<item>bells on his toes
</list>
</list>
```

The following example treats the short numbered clauses of Anglo-Saxon legal codes as lists of items. The text is from an ordinance of King Athelstan (924-939).

```
<div1><head>Athelstan's Ordinance</head>
<list type=ordered>
<item n=''>Concerning thieves.  First, that no thief is to be
spared who is caught with the stolen goods, [if he is] over
twelve years and [if the value of the goods is] over eightpence.
<list type=ordered>
<item n='1.1'>And if anyone does spare one, he is to pay for the
thief with his wergild -- and the thief is to be no nearer a
settlement on that account -- or to clear himself by an oath of
that amount.
<item n=1.2>If, however, he [the thief] wishes to defend himself
or to escape, he is not to be spared [whether younger or older
than twelve].
<item n=1.3>If a thief is put into prison, he is to be in prison
40 days, and he may then be redeemed with 120 shillings; and the
kindred are to stand surety for him that he will desist for ever.
<item n=1.4>And if he steals after that, they are to pay for him
with his wergild, or to bring him back there.  <item n=1.5>And if
he steals after that, they are to pay for him with his wergild,
whether to the king or to him to whom it rightly belongs; and
everyone of those who supported him is to pay 120 shillings to
the king as a fine.
</list>
<item n=2>Concerning lordless men.  And we pronounced about these
lordless men, from whom no justice can be obtained, that one
should order their kindred to fetch back such a person to justice
and to find him a lord in public meeting.
```

```
<list type=ordered>
<item n=2.1>And if they then will not, or cannot, produce him on
that appointed day, he is then to be a fugitive afterwards, and
he who encounters him is to strike him down as a thief.
<item n=2.2>And he who harbours him after that, is to pay for him
with his wergild or to clear himself by an oath of that amount.
</list>
<item n=3>Concerning the refusal of justice.  The lord who
refuses justice and upholds his guilty man, so that the king is
appealed to, is to repay the value of the goods and 120 shillings
to the king; and he who appeals to the king before he demands
justice as often as he ought, is to pay the same fine as the
other would have done, if he had refused him justice.
<list type=ordered>
<item n=3.1>And the lord who is an accessory to a theft by his
slave, and it becomes known about him, is to forfeit the slave
and be liable to his wergild on the first occasionp if he does it
more often, he is to be liable to pay all that he owns.
<item n=3.2>And likewise any of the king's treasurers or of our
reeves, who has been an accessory of thieves who have committed
theft, is to liable to the same.
</list>
<item n=4>Concerning treachery to a lord.  And we have pronounced
concerning treachery to a lord, that he [who is accused] is to
forfeit his life if he cannot deny it or is afterwards convicted
at the three-fold ordeal.
<!-- etc. -->
</list>
```

Note that nested lists have been used so the tagging mirrors the structure indicated by the two-level numbering of the clauses. The clauses could have been treated as a one-level list with irregular numbering, if desired.

```
<!-- From the report of legates to Pope Hadrian, 786. -->
<p>These decrees, most blessed Pope Hadrian, we propounded in the
public council ... and they confirmed them in our hand in your
stead with the sign of the Holy Cross, and afterwards inscribed
with a careful pen on the paper of this page, affixing thus the
sign of the Holy Cross.
<list type=simple>
<item>I, Eanbald, by the grace of God archbishop of the holy
church of York, have subscribed to the pious and catholic
validity of this document with the sign of the Holy Cross.
<item>I, &AElig;lfwold, king of the people across the Humber,
consenting have subscribed with the sign of the Holy Cross.
<item>I, Tilberht, prelate of the church of Hexham, rejoicing
have subscribed with the sign of the Holy Cross.
<item>I, Higbald, bishop of the church of Lindisfarne, obeying
have subscribed with the sign of the Holy Cross.
<item>I, Ethelbert, bishop of Candida Casa, suppliant, have
```

```
subscribed with thef sign of the Holy Cross.
<item>I, Ealdwulf, bishop of the church of Mayo, have subscribed
with devout will.
<item>I, &AElig;thelwine, bishop, have subscribed through
delegates.
<item>I, Sicga,  patrician', have subscribed with serene mind
with the sign of the Holy Cross.
</list>
```

Part: additional tag set for common core features.
Member of classes: chunks
DTD file:
Data description: May contain an optional head followed by a series of **<item>** elements, or three heads followed by a series of **<label>** - **<item>** pairs.
May occur within: keywords revisionDesc
May contain: head item head.label head.item label
Element Declaration:

```
<!ELEMENT list          - -  (head?, ( (item*) | (head.label?,
                             head.item?, (label, item)+)))      >
```

Attribute List Declaration:

```
<!ATTLIST list               %a.global;
                             %a.chunks;
          type               CDATA              simple         >
```

23.3, “Lists,” [in separate fascicle]
This tag is recommended when applicable.

<list.citn> (i.e. citation list)

Description: contains a list of bibliographic citations of any kind.
Attributes: [None: global and inherited attributes only.]
Example:

```
<list.citn>
    <head>Works consulted</head>
    <citn>Blain, Clements and Grundy: Feminist Companion to Literature in
          English (Yale, 1990).
    </citn>
    <citn.struct><title.piece>The Interesting story of the Children
                in the Wood</title.piece>
          <title>The Penny Histories</title>
          <author>Victor E Neuberg</author>
          <imprint><publisher>OUP<date>1968
    </citn.struct>
</list.citn>
```

Remarks:
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description:
May occur within: sourceDesc
May contain: head citn citn.struct citn.full trailer
Element Declaration:

```
<!ELEMENT list.citn     - -  (head?, (citn | citn.struct |
                             citn.full)+, trailer?)            >
```

Attribute List Declaration:

```
<!ATTLIST list.citn          %a.global;                        >
```

23.5, “Bibliographic Citations,” [in separate fascicle]
This tag is optional.

<name> (i.e. name, proper noun)

Description: contains a proper noun.
Attributes:

type: indicates what type of proper noun the element contains.
Data type: CDATA
Value: Values such as person, place, institution, product, acronym.
Default value: #IMPLIED
This attribute is recommended.

referent: identifies the person or thing using some canonical identifier (e.g. a database record key).
Data type: CDATA
Value: any string
Default value: #IMPLIED
Example:

```
<propname type='place'>Montaillou</propname>
is not a large parish.
At the time of the events which led to <propname
type='person' referent='Benedict XII, Pope of Avignon
(Jacques Fournier)'>Fournier's</propname> investigations,
the local population consisted of between 200 and
250 inhabitants.
```

Remarks: The value may be a unique identifier from a database; in some unusual cases it may be adequate simply to provide a fuller name for the referent, as in the second sentence of the example above.

This attribute is intended only to record an identification; if the analysis leading to the identification is to be recorded as well, the analytic tags described in chapter 44, “Analytic Tools,” [in separate fascicle] should be used in addition or instead.

This attribute is optional.

reg (i.e. regularized): gives a normalized or regularized form of the proper noun.

Data type: CDATA

Value: Any string of characters.

Default value: #IMPLIED

Example:

```
He had an visiting appointment in
<propname type=place reg=Beijing>Peking</>
this past year.
```

Remarks: In providing a “regularized” form, no claim is made that the form in the source text is incorrect; the regularized form is simply that chosen as the main form for purposes of unifying variant forms under a single heading.

This attribute is optional.

Example:

Remarks: Proper nouns referring to people, places, and organizations may be tagged instead with **<person>**, **<place>**, or **<org>**.

Part: additional tag set for common core features.

Member of classes:

DTD file:

Data description: May contain character data and phrase-level elements.

May occur within: resp

May contain: %broth;

Element Declaration:

```
<!ELEMENT name          - O  (%broth;)                         >
```

Attribute List Declaration:

```
<!ATTLIST name               %a.global;
          type               CDATA               #IMPLIED
          referent           CDATA               #IMPLIED
          reg                CDATA               #IMPLIED       >
```

23.9, “Names,” [in separate fascicle]

This tag is optional.

<normalization>

Description: indicates the extent of normalization or regularization of the original source carried out in converting it to electronic form.
Attributes:

source: indicates the authority for any normalization carried out.
Data type: CDATA
Value: Should really be a bibliographic reference of some kind
Default value: #IMPLIED

method: indicates the method adopted to indicate normalizations within the text.
Data type: (silent|tags)

silent : normalization made silently
tags : normalization represented using editorial tags

Default value: silent
Example:

```
<editorialDecl>
  <normalization id=WP5 source="WP5.1 spelling dict">
    <p>Converted to modern American spelling </normalization>
  <normalization id=NOED source=OED method=tags>
</editorialDecl>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: editorialDecl
May contain: p
Element Declaration:

```
<!ELEMENT normalization - o  (p+)                         >
```

Attribute List Declaration:

```
<!ATTLIST normalization      %a.global;
          source             CDATA              #IMPLIED
          method             (silent|tags)      silent         >
```

22.3.3, “The Editorial Practices Declaration,” on page 27
This tag is optional.

<note>

Description: contains a note or annotation.

Attributes:

n (i.e. number or symbol): indicates the symbol or number used to mark the note's point of attachment to the main text.
Data type: CDATA
Value: any string of characters
Default value: #IMPLIED
Example:

```
Mevorakh b. Saadya's mother, the matriarch of the family
during the second half of the eleventh century,
   <note n=126>
        The alleged mention of Judah Nagid's mother
        in a letter from 1071 is, in fact, a
        reference to Judah's children; cf. above,
        nn. 111 and 54.
   </note>
is well known from Geniza documents published by Jacob
Mann.
```

Remarks: If notes are numbered in sequence and their numbering can be reconstructed automatically by processing software, it may not be considered necessary to record the note numbers.
This attribute is optional.

type: describes the type of note.
Data type: CDATA
Value: Values can be taken from any convenient typology of annotation suitable to the work in hand; e.g. annotation, gloss, citation, digression, preliminary, temporary, ...
Default value: #IMPLIED
This attribute is optional.

resp (i.e. responsible): indicates who is responsible for the annotation: author, editor, translator, etc.
Data type: CDATA
Sample values include:
auth[or]: note originated with the author of the text.
ed[itor]: note added by the editor of the text.
comp[iler]: note added by the compiler of a collection.
tr[anslator]: note added by the translator of a text.
transcr[iber]: note added by the transcriber of a text into electronic form.
(initials): note added by the individual indicated by the initials.
Default value: #IMPLIED
Remarks: For specialized types of editorial annotation (e.g. for marking corrections, normalizations, cruxes, etc.), see chapter 47, "Text Criticism and Apparatus," [in separate fascicle].
This attribute is recommended when applicable.

place: indicates where the note appears in the source text.
Data type: CDATA
Sample values include:

foot: note appears at foot of page.
end: note appears at end of chapter or volume.
inline: note appears as a marked paragraph in the body of the text.
left: note appears in left margin.
right: note appears in right margin.
interlinear: note appears between lines of the text.
app[aratus]: note appears in the apparatus at the foot of the page.

Default value: 'unspecified'
Example:

Remarks: For pages with multiple apparatus, values such as *app1* and *app2* can be used.

The *place* attribute can be used to indicate to text formatting software where a note should be printed. If the locations indicated do not agree with those in the copy text, that fact should be indicated in the TEI header.

This attribute is optional.

anchored: indicates whether the copy text shows the exact place of reference for the note.
Data type: (yes | no)
Legal values are:
yes: copy text indicates the place of attachment for the note.
no: copy text indicates no place of attachment for the note.
Default value: yes
Remarks: In modern texts, notes are usually anchored by means of explicit footnote or endnote symbols. An explicit indication of the phrase or line annotated may however be used instead (e.g. “page 218, lines 3-4”). The *anchored* attribute indicates whether any explicit location is given, whether by symbol or by prose cross-reference. If the specific symbols used are to be recorded, use the *n* attribute.
This attribute is optional.

target: indicates the point of attachment of a note, or the beginning of the span to which the note is attached.
Data type: IDREF
Value: reference to the *id* of an element which begins at the location in question (e.g. the *id* of an **<anchor>** element).
Default value: #IMPLIED
Example:

Remarks: If *target* and *target.end* are to be used to indicate where notes attach to the text, then elements at the appropriate locations (**<anchor>** elements if necessary) must be given *id values to be pointed at.*

This attribute is recommended when applicable.

target.end: points to the end of the span to which the note is attached.
Data type: IDREF
Value: reference to the *id* of an element which *ends* at the location in question, or to an empty element at the point in question.
Default value: #IMPLIED
Example:

Remarks:
This attribute is recommended when applicable.

Example:

```
And yet it is not only in the great line of Italian
renaissance art, but even in the painterly
    <note resp=Tr><term lang=DE>Malerisch</term>.  This
    word has, in the German, two distinct meanings, one
    objective, a quality residing in the object, the
    other subjective, a mode of apprehension and creation.
    To avoid confusion, they have been distinguished in
    English as <cited>picturesque</cited> and
    <cited>painterly</cited> respectively.  (Tr.)</note>
style of the Dutch genre painters of the seventeenth
century that drapery has this psychological significance.
```

Remarks:
Part: additional tag set for common core features.
Member of classes: chunks
DTD file:
Data description: May contain character data and phrase-level elements.
May occur within: citn citn.struct notesStmt
May contain: p %p.seq; %soup;
Element Declaration:

```
<!ELEMENT note          - O  ((p, %p.seq;) | %soup;)           >
```

Attribute List Declaration:

```
<!ATTLIST note               %a.global;
                             %a.chunks;
          n                  CDATA             #IMPLIED
          type               CDATA             #IMPLIED
          resp               CDATA             #IMPLIED
          place              CDATA             'unspecified'
          anchored           (yes | no)        yes
          target             IDREF             #IMPLIED
          target.end         IDREF             #IMPLIED       >
```

23.4, “Notes,” [in separate fascicle]

This tag is recommended.

<notesStmt> (i.e. Notes statement)

Description: collects together any notes providing information about a text additional to that recorded in other parts of the bibliographic description.
Attributes: [None: global and inherited attributes only.]
Example:

```
<notesStmt>
  <note>Historical commentary provided by Mark Cohen</note>
  <note>OCR scanning done at University of Toronto</note>
</notesStmt>
```

Remarks: Information of different kinds should not be grouped together into the same note.
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: fileDesc
May contain: note
Element Declaration:

```
<!ELEMENT notesStmt     - o  (note+)                            >
```

Attribute List Declaration:

```
<!ATTLIST notesStmt          %a.global;                         >
```

22.2.6, “The Notes Statement,” on page 18
This tag is optional.

<particDesc> (i.e. participation description)

Description: describes the identifiable speakers, voices or other participants in a linguistic interaction.
Attributes: [None: global and inherited attributes only.]
Example:

```
<particDesc>
<participant id=P1 gender=F age=42>
  <p>Female informant, well-educated, born in Shropshire
   UK, 12 Jan 1950, of unknown occupation.
   Speaks French fluently. Socio-Economic status B2.
```

```
</participant>
<participant id=P2 gender=M age=43>
<particLinks>
   <relation active="P1 P2" desc="spouse">
</particLinks>
</particDesc>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description: [to be supplied]
May occur within: profileDesc
May contain: p participant particGrp particLinks
Element Declaration:

```
<!ELEMENT particDesc    - o  (p+ | ( (participant | particGrp)+,
                                particLinks?) )                   >
```

Attribute List Declaration:

```
<!ATTLIST particDesc         %a.global;                           >
```

48.2, “The Participants Description,” [in separate fascicle]
This tag is optional.

<place>

Description: contains the name of, or a reference to, a place.
Attributes:

referent: identifies the place using some canonical identifier (e.g. a database record key).
Data type: CDATA
Value: any string
Default value: #IMPLIED
Example:

```
From here to <place referent='Novaya Zemblya'>Nova Sembla</place>!
```

Remarks: The value may be a unique identifier from a database; in some unusual cases it may be adequate simply to provide a fuller name for the referent.

This attribute is intended only to record an identification; if the analysis leading to the identification is to be recorded as well, the analytic tags described in chapter 44, “Analytic Tools,” [in separate fascicle] should be used in addition or instead.
This attribute is optional.

reg (i.e. regularized): gives a normalized or regularized form of the proper noun.
Data type: CDATA
Value: Any string of characters.
Default value: #IMPLIED
Example:

Remarks: In providing a “regularized” form, no claim is made that the form in the source text is incorrect; the regularized form is simply that chosen as the main form for purposes of unifying variant forms under a single heading.
This attribute is optional.

Example:

Remarks: This element may be used either for proper nouns only (in which case it is synonymous with **<name type='place'>**) or for any reference to places it is felt desirable to tag.[1]
Part: auxiliary tag set for common core features.
Member of classes:
DTD file:
Data description: May contain character data and phrase-level elements.
May occur within: publicationStmt
May contain: %broth;
Element Declaration:

```
<!ELEMENT place         - O  (%broth;)                          >
```

Attribute List Declaration:

```
<!ATTLIST place              %a.global;
          referent           CDATA              #IMPLIED
          reg                CDATA              #IMPLIED       >
```

23.9, “Names,” [in separate fascicle]
This tag is optional.

<principal> (i.e. principal researcher)

Description: supplies the name of the principal researcher responsible for the creation of an electronic text.
Attributes: [None: global and inherited attributes only.]

[1] This ambiguity may need to be removed. Use broader definition only and expect **<name>** to nest within **<place>** if the tagger wants it that way? -MSM

Example:

```
<principal>Gary Taylor
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: titleStmt
May contain: %broth;
Element Declaration:

```
<!ELEMENT principal     - o  (%broth;)                          >
```

Attribute List Declaration:

```
<!ATTLIST principal          %a.global;                         >
```

22.2.1, “The Title Statement,” on page 9
This tag is mandatory when applicable.

<profileDesc> (i.e. text-profile description)

Description: provides a detailed description of non-bibliographic aspects of a text, specifically the languages and sublanguages used, the situation in which it was produced, the participants and their setting.
Attributes: [None: global and inherited attributes only.]
Example:

```
<profileDesc>
  <lang.usage><language wsd=FR>French
  <textDesc n=novel>
    <channel mode=w>print; part issues
    <constitution type=single>
    <derivation type=original>
    <domain type=art><factuality type=fiction>
    <interaction type=none>
    <preparedness type=prepared>
    <purposes><purpose type=entertain degree=high>
              <purpose type=inform degree=medium>
    </purposes>
  </textDesc>
  <settingDesc>
    <setting><place>Paris, France
             <time>Late 19th century
    </setting>
  </settingDesc>
```

```
</profileDesc>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: TeiHeader
May contain: lang.usage textDesc particDesc settingDesc text.class
Element Declaration:

```
<!ELEMENT profileDesc   - -  (lang.usage?, textDesc?,
                              particDesc?, settingDesc?,
                              text.class?)                      >
```

Attribute List Declaration:

```
<!ATTLIST profileDesc        %a.global;                         >
```

22.4, “The Profile Description,” on page 37
This tag is recommended.

<projectDesc> (i.e. project description)

Description: describes in detail the aim or purpose for which an electronic file was encoded, together with any other relevant information concerning the process by which it was assembled or collected.
Attributes: [None: global and inherited attributes only.]
Example:

```
<projectDesc><p>Texts collected for use in the Claremont Shakespeare
   Clinic, June 1990</projectDesc>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: encodingDesc
May contain: p
Element Declaration:

```
<!ELEMENT projectDesc   - o  (p+)                               >
```

Attribute List Declaration:

```
<!ATTLIST projectDesc        %a.global;                        >
```

22.3.1, “The Project Description,” on page 26
This tag is optional.

<publicationStmt>

(i.e. publication statement)

Description: groups information concerning the publication or distribution of an electronic or other text.

Attributes: [None: global and inherited attributes only.]

Example:

```
<publicationStmt>
<publisher>C. Muquardt <place>Bruxelles & Leipzig
<date>1846

<publicationStmt>
<publisher>Chadwyck Healey
<place>Cambridge
<availability>Available under licence only
<date>1992
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: fileDesc
May contain: p publisher distributor authority place address idno availability date
Element Declaration:

```
<!ELEMENT publicationStmt
                        - o  (p+ | ((publisher | distributor |
                             authority), place?, address?,
                             idno*, availability?, date?)+)     >
```

Attribute List Declaration:

```
<!ATTLIST publicationStmt    %a.global;                        >
```

22.2.4, “Publication, Distribution, etc.,” on page 15
This tag is required.

<publisher>

Description: provides the name of the organization responsible for the publication or distribution of a bibliographic item.
Attributes: [None: global and inherited attributes only.]
Example:

```
<publishr>Faber and Faber Ltd
<imprint><city>Oxford<publisher>Clarendon Press<date>1987
```

Remarks:
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description: Use the full form of the name by which a company is usually referred to, rather than any abbreviation of it which may appear on a title page
May occur within: citn publicationStmt
May contain: %broth
Element Declaration:

```
<!ELEMENT publisher     - o  (%broth)                          >
```

Attribute List Declaration:

```
<!ATTLIST publisher          %a.global;                        >
```

22.2.4, “Publication, Distribution, etc.,” on page 1523.5.2, “Internal Structure of Citations,” [in separate fascicle]
This tag is optional.

<quotation>

Description: specifies editorial practice adopted with respect to quotation marks in the original.
Attributes:

marks: indicates whether or not quotation marks have been retained as content within the text.
Data type: (none | some | all)

none : no quotation marks have been retained
some : some quotation marks have been retained
all : all quotation marks have been retained

Default value: all

form: indicates how quotation marks are indicated within the text.
Data type: (data | rend | std | nonstd | unknown)

data : quotation marks are retained as data.
rend : the *rendition* attribute is consistently used to indicate the form of quotation marks.
std : use of quotation marks has been standardized.
nonstd : quotation marks are represented inconsistently.
unknown : use of quotation marks is unknown.

Default value: unknown

Example:

```
<quotation marks=none form=rend>
  <p>No quote marks have been retained. Instead, the rendition
  attribute on the Q element is used to specify what kinds of
  quote mark was used, according to the following list:
  <list type=gloss>
    <label>dq  <item>double quotes open and close
    <label>sq  <item>single quotes open and close
    <label>dash<item>long dash open
    <label>dg  <item>double guillemets open and close
  </list>
</quotation>

<quotation marks=all form=std>
<p>All quotation marks are retained in the text and are
 represented by standard entity references
</quotation>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: editorialDecl
May contain: p
Element Declaration:

```
<!ELEMENT quotation     - o  (p+)                              >
```

Attribute List Declaration:

```
<!ATTLIST quotation          %a.global;
          marks              (none | some | all)
                                                 all
          form               (data | rend | std | nonstd | unknown)
                                                 unknown       >
```

22.3.3, “The Editorial Practices Declaration,” on page 27
This tag is optional.

<recording> (i.e. recording event)

Description: details of an audio or video recording event used as the source of a spoken text, either directly or from a public broadcast.

Attributes:

type: the kind of recording.
Data type: (audio | video)
Legal values are:
audio : audio recording
video : audio and video recording

Default value: audio

dur: the original duration of the recording.
Data type: CDATA
Value: Include the units, e.g. 30 mins.
Default value: #IMPLIED
This attribute is optional.

Example:

```
<recording type=audio dur="30 mins">
<equipment>Recorded on a Sony TR444 walkman by
         unknown participants; remastered to digital tape
   at <place>Borehamwood Studios</place> by
   <name>Transcription Services</name>

<recording type=audio dur="10 mins">
  <equipment>Recorded from FM Radio to chrome tape
  <broadcast>
   <citn><title>Interview on foreign policy
            <author>BBC Radio 5
      <resp><role>interviewer<name>Robin Day
      <resp><role>interviewee<name>Margaret Thatcher
      <series>The World Tonight
      <date>27 Nov 1989
 </citn></broadcast> </recording>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: recordingStmt
May contain: p resp equipment broadcast
Element Declaration:

```
<!ELEMENT recording     - -  (p+ | (resp | equipment |
                             broadcast)*)                      >
```

Attribute List Declaration:

```
<!ATTLIST recording          %a.global;
          type               (audio | video)     audio
          dur                CDATA               #IMPLIED       >
```

22.2.9, “Computer Files Composed of Transcribed Speech,” on page 22
This tag is optional.

<recordingStmt> (i.e. recording statement)

Description: describes a set of recordings used in transcription of a spoken text.
Attributes: [None: global and inherited attributes only.]
Example:

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: sourceDesc
May contain: p recording
Element Declaration:

```
<!ELEMENT recordingStmt - -  (p+ | recording+ )                >
```

Attribute List Declaration:

```
<!ATTLIST recordingStmt      %a.global;                         >
```

22.2.9, “Computer Files Composed of Transcribed Speech,” on page 22
This tag is recommended when applicable.

<refsDecl> (i.e. References Declaration)

Description: specifies how canonical references are constructed for this text.
Attributes:

doctype: identifies the *document type* within which this reference declaration is used.
Data type: NAME
Value: must be the name of a document type
Default value: TEI.2
This attribute is optional.

Example:

```
<refsDecl>
  <step gi=div1 att=n delim=":">
  <step gi=head length=6 delim=" ">
  <step gi=div2 att=n length=4>
</refsDecl>
```

This example is a formal representation for the referencing scheme described informally in the following example:

```
<refsDecl>
  <p>References are made up by concatenating the value for
  the <att>n</att> attribute on each <gi>div1</gi> element,
  followed by a colon, followed by the first six characters
  of the first <gi>head</gi> element found within it and a
  space, followed by exactly four characters derived from the
  value of the <att>n</att> attribute on the next included
  <gi>div2</gi> element.
</refsDecl>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: encodingDesc
May contain: p step state
Element Declaration:

```
<!ELEMENT refsDecl      - o  (p+ | step+ | state+)             >
```

Attribute List Declaration:

```
<!ATTLIST refsDecl           %a.global;
          doctype            NAME                TEI.2         >
```

22.3.4, “The Reference System Declaration,” on page 30
This tag is optional.

<resp> (i.e. statement of responsibility)

Description: supplies information about someone other than an author, sponsor, funder or principal researcher responsible for the intellectual content of a text, edition, recording, or series.
Attributes: [None: global and inherited attributes only.]
Example:

```
<resp><role>transcribed from original ms</role>
      <name>Claus Huitfeldt</name>
</resp>

<resp><role>converted to SGML encoding</role>
      <name>Alan Morrison</name>
</resp>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: editionStmt recording seriesStmt titleStmt
May contain: role name
Element Declaration:

```
<!ELEMENT resp          - o  ((role & name)+)                   >
```

Attribute List Declaration:

```
<!ATTLIST resp              %a.global;                          >
```

22.2.1, “The Title Statement,” on page 9
This tag is recommended when applicable.

<revisionDesc> (i.e. revision description)

Description: summarizes the revision history for a file.
Attributes: [None: global and inherited attributes only.]
Example:

```
<revisionDesc>
<change><date>11 Nov 91  <name>EB  <what>Deleted chapter 10
<change><date>23 Sept 91 <name>MSM <what>First draft
</revisionDesc>
```

Remarks: Record changes with most recent changes at the top of the list.
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: TeiHeader
May contain: list change
Element Declaration:

```
<!ELEMENT revisionDesc  - -  (list | change+)                  >
```

Attribute List Declaration:

```
<!ATTLIST revisionDesc       %a.global;                        >
```

22.3, “The Encoding Description,” on page 25
This tag is recommended.

<role>

Description: contains a phrase describing the nature of a person's intellectual responsibility.
Attributes: [None: global and inherited attributes only.]
Example:

```
<resp><role>compiler</role> <name>Edward Child</name></resp>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: resp
May contain: %broth;
Element Declaration:

```
<!ELEMENT role          - o  (%broth;)                         >
```

Attribute List Declaration:

```
<!ATTLIST role               %a.global;                        >
```

22.2.1, “The Title Statement,” on page 9
This tag is optional.

<samplingDecl> (i.e. sampling declaration)

Description: contains a prose description of the rationale and methods used in sampling texts in the creation of a corpus or collection.
Attributes: [None: global and inherited attributes only.]
Example:

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: encodingDesc
May contain: p
Element Declaration:

```
<!ELEMENT samplingDecl  - o  (p+)                          >
```

Attribute List Declaration:

```
<!ATTLIST samplingDecl       %a.global;                    >
```

22.3.2, “The Sampling Declaration,” on page 26
This tag is optional.

<scriptStmt> (i.e. script statement)

Description: contains a citation giving details of the script used for a spoken text.
Attributes: [None: global and inherited attributes only.]
Example:

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: sourceDesc
May contain: p citn citn.full citn.struct
Element Declaration:

```
<!ELEMENT scriptStmt    - -  (p+ | citn | citn.full |
                             citn.struct)                  >
```

Attribute List Declaration:

```
<!ATTLIST scriptStmt         %a.global;                    >
```

22.2.9, “Computer Files Composed of Transcribed Speech,” on page 22
This tag is recommended when applicable.

<segmentation>

Description: describes the principles according to which the text has been segmented, for example into sentences, tone-units, graphemic strata, etc.
Attributes: [None: global and inherited attributes only.]
Example:

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: editorialDecl
May contain: p
Element Declaration:

```
<!ELEMENT segmentation  - o  (p+)                          >
```

Attribute List Declaration:

```
<!ATTLIST segmentation       %a.global;                    >
```

22.3.3, “The Editorial Practices Declaration,” on page 27
This tag is optional.

<seriesStmt> (i.e. series statement)

Description: groups information about the *series*, if any, to which a publication belongs.
Attributes: [None: global and inherited attributes only.]
Example:

```
<seriesStmt>
    <title.series>Machine-Readable Texts for the Study of Indian
                  Literature</title.series>
    <resp>
         <role>ed. by</role> <name>Jan Gonda</name>
    </resp>
    <idno type="vol">1.2</idno>
    <idno type ='ISSN'>0 345 6789</idno>
</seriesStmt>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: fileDesc
May contain: %broth; title.series idno resp

Element Declaration:

```
<!ELEMENT seriesStmt    - o  ((%broth;) | (title.series, idno*,
                             resp*))                           >
```

Attribute List Declaration:

```
<!ATTLIST seriesStmt         %a.global;                        >
```

22.2.5, “The Series Statement,” on page 17
This tag is optional.

<settingDesc> (i.e. setting description)

Description: describes the setting or settings within which a language interaction takes place, either as a prose description or as a series of **<setting>** elements.
Attributes: [None: global and inherited attributes only.]
Example:

```
<settingDesc>
<p>Texts recorded in the Canadian Parliament building
in Ottawa, between April and November 1988
</settingDesc>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description: [to be supplied]
May occur within: profileDesc
May contain: p setting
Element Declaration:

```
<!ELEMENT settingDesc   - o  (p+ | setting+)                   >
```

Attribute List Declaration:

```
<!ATTLIST settingDesc        %a.global;                        >
```

48.3, “The Setting Description,” [in separate fascicle]
This tag is optional.

<sourceDesc>

Description: supplies a bibliographic description of the copy text(s) from which an electronic text was derived or generated.
Attributes: [None: global and inherited attributes only.]
Example:

```
<sourceDesc>
<p>No source: created in machine-readable form.</p>
</sourceDesc>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: fileDesc
May contain: p citn citn.full citn.struct list.citn scriptStmt recordingStmt
Element Declaration:

```
<!ELEMENT sourceDesc    - -  (p | citn | citn.full |
                             citn.struct | list.citn |
                             scriptStmt | recordingStmt)+       >
```

Attribute List Declaration:

```
<!ATTLIST sourceDesc         %a.global;                        >
```

22.2.7, “The Source Description,” on page 20
This tag is required.

<sponsor>

Description: specifies the name of a sponsoring organization or institution.
Attributes: [None: global and inherited attributes only.]
Example:

```
<sponsor>Association for Computers and the Humanities
</sponsor>
<sponsor>Association for Computational Linguistics
</sponsor>
<sponsor>Association for Literary and Linguistic Computing
</sponsor>
```

Remarks: Sponsors give their intellectual authority to a project; they are to be distinguished from *funders*, who provide the funding but do not necessarily take intellectual responsibility.
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:

Data description:
May occur within: titleStmt
May contain: %broth;
Element Declaration:

```
<!ELEMENT sponsor       - o  ( %broth; )                        >
```

Attribute List Declaration:

```
<!ATTLIST sponsor            %a.global;                         >
```

22.2.1, “The Title Statement,” on page 9
This tag is optional.

<state>

Description: specifies one component of a canonical reference defined by the “milestone” method.
Attributes:

ed (i.e. edition): indicates which edition or version the milestone applies to.
Data type: CDATA
Value: Any string of characters; usually a siglum conventionally used for the edition.
Default value: #IMPLIED
Remarks: If *ed* is not specified, then any milestone tag with an appropriate *unit* attribute will be selected.
This attribute is optional.

unit: indicates what kind of section is changing at this milestone.
Data type: CDATA
Suggested values include:
page : page breaks in the reference edition.
column : column breaks.
line : line breaks.
book : any units termed “book”,“liber”, etc.
poem : individual poems in a collection.
canto : cantos or other major sections of a poem.
stanza : stanzas within a poem, book, or canto.
act : acts within a play.
scene : scenes within a play or act.
section : sections of any kind.
absent : passages not present in the reference edition.
Default value: #REQUIRED
Remarks:
This attribute is required.

length: specifies the fixed length of the reference component.

Data type: NUMBER
Value: Should be a positive integer; if no value is provided, the length is unlimited and goes to the next delimiter or to the end of the value.
Default value: #IMPLIED

Remarks: When constructing a reference, if the reference component found is of numeric type, the length is made up by inserting leading zeros; if it is not, by inserting trailing blanks. In either case, reference components are truncated if necessary at the right hand side.

When seeking a reference, the length indicates the number of characters which should be compared. Values longer than this will be regarded as matching, if they start correctly.

This attribute is optional.

delim: supplies a delimiting string following the reference component.
Data type: CDATA
Value: If a single space is used it is interpreted as whitespace.
Default value: #IMPLIED

Remarks:

This attribute is optional.

Example:

```
<state unit=book delim=":">
<state unit=line length=4>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: refsDecl
May contain: EMPTY
Element Declaration:

```
<!ELEMENT state         - o  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST state              %a.global;
          ed                 CDATA               #IMPLIED
          unit               CDATA               #REQUIRED
          length             NUMBER              #IMPLIED
          delim              CDATA               #IMPLIED       >
```

22.3.4, “The Reference System Declaration,” on page 30
This tag is optional.

<stdVals> (i.e. Standard values)

Description: specifies the format used when standardized date or number values are supplied.
Attributes: [None: global and inherited attributes only.]
Example:

```
<stdVals>
  <p>Dates are represented in ISO order: YYYYMMDD.
  <p>All integer numbers are left-filled to 8 digits.
</stdVals>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within:
May contain: p
Element Declaration:

```
<!ELEMENT stdVals       - o  (p+)                               >
```

Attribute List Declaration:

```
<!ATTLIST stdVals            %a.global;                         >
```

22.3.3, “The Editorial Practices Declaration,” on page 27
This tag is recommended.

<step> (i.e. step)

Description: specifies one component of a canonical reference defined by the “stepwise” method.
Attributes:

att: the name of the attribute whose value gives the reference component for this step.
Data type: NAME
Value: Must be an attribute of the element specified by the gi attribute
Default value: #IMPLIED

Remarks:

This attribute is optional.

gi: the name of the element for which a reference component is to be constructed.
Data type: NAME
Value: must be a valid element for the document concerned
Default value: #IMPLIED

Remarks: If the att attribute is not specified in addition to this attribute, then the reference component is derived from the element content

This attribute is optional.

length: specifies the fixed length of the reference component.
Data type: NUMBER
Value: Should be a positive integer; if no value is provided, the length is unlimited and goes to the next delimiter or to the end of the value.
Default value: #IMPLIED

Remarks: When constructing a reference, if the reference component found is of numeric type, the length is made up by inserting leading zeros; if it is not, by inserting trailing blanks. In either case, reference components are truncated if necessary at the right hand side.

When seeking a reference, the length indicates the number of characters which should be compared. Values longer than this will be regarded as matching, if they start correctly.

This attribute is optional.

delim: supplies a delimiting string following the reference component.
Data type: CDATA
Value: If a single space is used it is interpreted as whitespace
Default value: #IMPLIED

Remarks:

This attribute is optional.

Example:

```
<step att=n id=div1 delim=":">
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:

May occur within: refsDecl
May contain: EMPTY
Element Declaration:

```
<!ELEMENT step          - o  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST step               %a.global;
          att                NAME                #IMPLIED
          gi                 NAME                #IMPLIED
          length             NUMBER              #IMPLIED
          delim              CDATA               #IMPLIED       >
```

22.3.4, “The Reference System Declaration,” on page 30
This tag is optional.

<taxonomy> (i.e. taxonomy)

Description: defines a typology used to classify texts either implicitly, by means of a bibliographic citation, or explicitly by a structured taxonomy.
Attributes: [None: global and inherited attributes only.]
Example:

```
<taxonomy id=B>
  <citn>Brown Corpus</citn>
  <category id=B.A><catdesc>Press Reportage
    <category id=B.A1><catdesc>Daily</category>
    <category id=B.A2><catdesc>Sunday</category>
    <category id=B.A3><catdesc>National</category>
    <category id=B.A4><catdesc>Provincial</category>
    <category id=B.A5><catdesc>Political</category>
    <category id=B.A6><catdesc>Sports</category>
  </category>
  <category id=B.D><catDesc>Religion
    <category id=B.D1><catdesc>Books</category>
    <category id=B.D2><catdesc>Periodicals and tracts</category>
  </category>
</taxonomy>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
May occur within: classDecl
May contain: category citn citn.struct citn.full
Element Declaration:

```
<!ELEMENT taxonomy      - -  (category+ | ((citn | citn.struct |
                              citn.full), category*))          >
```

Attribute List Declaration:

```
<!ATTLIST taxonomy           %a.global;                        >
```

22.4.3, "The Text Classification," on page 40
This tag is optional.

<TeiHeader> (i.e. TEI Header)

Description: supplies the descriptive and declarative information making up an "electronic title page" prefixed to every TEI-conformant text.
Attributes:

type: specifies the kind of document to which the header is attached.
Data type: CDATA
Legal values are:
text : the header is attached to a single text.
corpus : the header is attached to a corpus.

Default value: text
This attribute is optional.

creator: identifies the creator of the TEI Header.
Data type: CDATA
Value: The name or initials of the person or institution responsible for creating this TEI header.
Default value: #IMPLIED
This attribute is optional.

status: indicates whether the header is new or has been substantially revised.
Data type: (new | update)

new : the header is a new header.
update : the header is an update (has been revised).

Default value: new
This attribute is optional.

date.created: indicates when the first version of the header was created.
Data type: CDATA
Value: A date in any recognizable form.
Default value: #IMPLIED
This attribute is optional.

date.updated: indicates when the current version of the header was created.
Data type: CDATA
Value: A date in any recognizable form.
Default value: #IMPLIED
This attribute is optional.

Example:

```
<TeiHeader>
<fileDesc>
   <titleStmt>
      <title>Shakespeare: the first folio (1623) in electronic form
      <author>Shakespeare, William (1564-1616)
      <resp><role>Originally prepared by</>
      <date>1968
            <name>Trevor Howard-Hill</>
      <resp><role>Revised and edited by</>
            <name>Christine Avern-Carr</>
   <publicationStmt>
      <distributor>Oxford Text Archive
      <address>13 Banbury Road, Oxford OX2 6NN, UK
      <idno>OTA number 119
      <availability>Freely available on a non-commercial basis.
      <date>1968
   <sourceDesc>
      <citn>The first folio of Shakespeare, prepared by Charlton Hinman
      (The Norton Facsimile, 1968)</citn>
</fileDesc>
<encodingDesc>
   <projectDesc>
   <p>Originally prepared for use in the production of a series of
      old-spelling concordances in 1968, this text was extensively
      checked and revised for use during the editing of the new Oxford
      Shakespeare (Wells and Taylor, 1989).
   <correction>
   <p>Turned letters are silently corrected.
   <normalization>
   <p>Original spelling and typography is retained, except that long s
      and ligatured forms are not encoded.
   </editorialDecl>
   <refsDecl id=ASLref>
      <step gi=div1 attr=n><delim string=" ">
      <step gi=div2 attr=n><delim string=".">
      <step gi=l attr=n>
   </refsDecl>
</encodingDesc>
<revisionDesc>
    <change><by>CAC<date>12 Apr 89<what>Last checked</change>
    <change><by>LB<date>1 Mar 89<what>Made new file</change>
</revisionDesc>
```

Remarks: One of the few elements unconditionally required in any TEI document; the header may also be exchanged as an independent document.
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within:
May contain: fileDesc encodingDesc profileDesc revisionDesc
Element Declaration:

```
<!ELEMENT TeiHeader     - -  (fileDesc, encodingDesc?,
                             profileDesc?, revisionDesc?)       >
```

Attribute List Declaration:

```
<!ATTLIST TeiHeader          %a.global;
          type               CDATA              text
          creator            CDATA              #IMPLIED
          status             (new | update)     new
          date.created       CDATA              #IMPLIED
          date.updated       CDATA              #IMPLIED       >
```

22.1, “Organization of the TEI Header,” on page 4
This tag is required.

<textClass> (i.e. text classification)

Description: groups information which describes the nature or topic of a text in terms of a standard classification scheme, thesaurus, etc.
Attributes: [None: global and inherited attributes only.]
Example:

```
<textClass>
  <catRef target=TC1>
  <classCode source=DD12>001.9
  <keywords>
    <list><item>End of the world
    <item>History - philosophy
    </list>
</textClass>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
May occur within:
May contain: classCode catRef keywords
Element Declaration:

```
<!ELEMENT textClass     - -  ((classCode | catRef | keywords)*
                             )                                  >
```

Attribute List Declaration:

```
<!ATTLIST textClass          %a.global;                         >
```

22.4.3, “The Text Classification,” on page 40
This tag is optional.

<textDesc> (i.e. text description)

Description: provides a description of a text in terms of its situational parameters.
Attributes: [None: global and inherited attributes only.]
Example:

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: catDesc profileDesc
May contain: channel constitution derivation domain factuality interaction preparedness purpose
Element Declaration:

```
<!ELEMENT textDesc      - o  (channel, constitution, derivation,
                              domain, factuality, interaction,
                             preparedness, purpose)             >
```

Attribute List Declaration:

```
<!ATTLIST textDesc           %a.global;                         >
```

22.4.3, “The Text Classification,” on page 40
This tag is optional.

<title>

Description: the title or chief name of a work, including any alternative titles or subtitles.
Attributes: [None: global and inherited attributes only.]
Example:

```
<title>La vie mode d'emploi. Romans.</title>

<title>Synthese: an international journal for epistemology, methodology
and history of science</title>

<title>Information Technology and the Research Process: Proceedings
of a conference held at Cranfield Institute of Technology, UK, 18-21
July 1989</title>

<title>Hardy's Tess of the D'Urbervilles: a machine readable edition
```

Remarks:
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description:
May occur within: citn citn.struct titleStmt
May contain: %soup;
Element Declaration:

```
<!ELEMENT title         - o  (%soup;)                          >
```

Attribute List Declaration:

```
<!ATTLIST title              %a.global;                        >
```

22.2.1, “The Title Statement,” on page 923.5, “Bibliographic Citations,” [in separate fascicle]
This tag is optional.

<titleStmt> (i.e. title statement)

Description: groups information about the title of a work and those responsible for its intellectual content.
Attributes: [None: global and inherited attributes only.]
Example:

```
<titleStmt>
    <title>Capgrave's Life of St. John Norbert:  a machine-readable
         transcription</title>
    <resp>
         <role>compiled by</role> <name>P.J. Lucas</name>
    </resp>
</titleStmt>
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:

Data description:
May occur within: fileDesc
May contain: title author sponsor funder principal resp
Element Declaration:

```
<!ELEMENT titleStmt     - o  ((title+, (author | sponsor |
                             funder | principal | resp)*))      >
```

Attribute List Declaration:

```
<!ATTLIST titleStmt          %a.global;                         >
```

22.2.1, “The Title Statement,” on page 9
This tag is required.

<title.series>

Description: a title used to identify a series of publications, each of which has its own monographic title.
Attributes: [None: global and inherited attributes only.]
Example:

```
<title.series>Oxford Electronic Text Library

<title.series>The Mermaid Series
```

Remarks:
Part: base tag set for common core features.
Member of classes:
DTD file:
Data description:
May occur within: seriesStmt
May contain: %broth;
Element Declaration:

```
<!ELEMENT title.series  - o  (%broth;)                          >
```

Attribute List Declaration:

```
<!ATTLIST title.series       %a.global;                         >
```

22.2.5, “The Series Statement,” on page 1723.5.2, “Internal Structure of Citations,” [in separate fascicle]
This tag is optional.

<what> (i.e. what was changed)

Description: provides a description of the change made.
Attributes: [None: global and inherited attributes only.]
Example:

```
<what>revised part 4 extensively
```

Remarks:
Part: auxiliary tag set for TEI headers.
Member of classes:
DTD file:
Data description:
May occur within: change
May contain: %broth;
Element Declaration:

```
<!ELEMENT what          - o  (%broth;)                          >
```

Attribute List Declaration:

```
<!ATTLIST what               %a.global;                          >
```

22.3, “The Encoding Description,” on page 25
This tag is optional.

Usability Report and Comment

If you have comments of any kind on the current draft of the TEI Guidelines, please complete this form and return it to one of the following addresses:

C. M. Sperberg-McQueen, Computer Center (M/C 135), University of Illinois at Chicago, P.O. Box 6998, Chicago IL 60680, USA. Bitnet: U35395@UICVM, Internet: U35395 @ uicvm.cc.uic.edu

Lou Burnard, Oxford University Computing Service, 13 Banbury Road, Oxford OX2 6NN, UK. Fax: +44 (865) 273275, Janet: LOU@UK.AC.OXFORD.VAX

Further copies of this form may be downloaded from LISTSERV @ UICVM (or listserv @ uicvm.uic.edu). Send a mail message containing the line 'GET TEIURC MEMO TEI-L'

Your name:
Your postal address:

Your e-mail address (if any):
Your occupation:
Your academic background:
Your immediate reactions to the Guidelines (please tick or cross one only):

Relevance to your present concerns or interests: high medium low
Importance to your future research plans: high medium low
Comprehensibility/usability of current draft: high medium low

Detailed technical comment: [Please feel free to comment on any part of the Guidelines or in general. Comments relating to specific parts of the text are most helpful if they include a section or chapter number]

Thank you!