

## VETUS LATINA IOHANNES DATABASE

### Transcription guidelines

Version 1.0

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### 1. Background

There are two methods of assembling the patristic citations of the Gospel according to St John. The first is to use the Vetus Latina Database (VLD), the images of the 58,000 cards in the index assembled by the Institut Vetus Latina in Beuron based on Denk's collection from the 1920s. The second is to compile a new listing from modern critical editions of the Church Fathers. The two approaches are complementary. The Beuron cards seem to be reasonably accurate, but there is no guarantee of their exhaustiveness and many cards still rely on Migne rather than modern critical editions. A new compilation of citations for key authors will act as a check on the Beuron index and supply the current critical text (with manuscript variations).

The Project will therefore involve the transcription of the Beuron cards in tandem with the compilation of citations from Church Fathers. These will all be entered into databases of identical design, with the same conventions, as set out in this document. These databases will then be combined and refined to produce a single entry for each citation which will be used in the production of the edition.

### 2. Software

There are two ways of creating a database. Data can either be entered into a text file (such as Word or BBEdit), with an identical format for each line, or directly into a database or spreadsheet. The key thing is that, to ensure compatibility of different files, the same fields are used.

These instructions will assume the use of the Microsoft Excel spreadsheet program for data entry: Excel is available for both Macs and PCs and has a simple, table-like structure into which entries can be typed directly. Each member of the team will use a spreadsheet saved onto their own computer, which will be uploaded regularly to a central server for backup. If, for any reason, use of Excel is not possible, alternative arrangements can be made.

The basic files can be manipulated in a number of ways (including XML output and addition into database software). Although at present Microsoft Access is envisaged for the final database, the spreadsheet format means that we are not committed to any one piece of software and can import the same data into different database programmes.

The database can be used to create Collate-compatible files of citations (although there will be problems to be resolved with citations of part-verses and non-verbatim citations). The complete database can be mounted on a web server with a search interface.

We are aiming from the outset to ensure compatibility between the Latin database and potential citation databases in other languages.

### **3. Database fields**

A database template will be sent to all members of the team, which should be saved onto the local machine and used directly.

The principle for our transcription is to include as much information as possible without editorial intervention when the record is initially entered. This should mean that we do not have to go back to the cards to enter additional information later, although some of the original data may be abbreviated. If in doubt, include it (or note it in the Comments field).

The database will consist of the following fields:

- a) **book** (John is 04).
- b) **chapter** (double figures, i.e. 01, 02...20, 21)
- c) **verse** (double figures, i.e. 01, 02....72)
- d) **Author** (using the Frede abbreviations in Frede *Kirchenschriftsteller* 1995)  
Thus Augustine is AU, Hilary of Poitiers is HIL, Jerome is HI, Fulgentius the Donatist is FU-D.  
Note that the Beuron cards sometimes use an older scheme, which needs to be updated.
- e) **Work title** (again, using the Frede abbreviations)
- f) **Work reference** (the book, chapter or paragraph and line of the citation).  
This information will vary from edition to edition. Use full stops as dividers, starting with the biggest unit (e.g. book, chapter) and work down to the smallest (paragraph, line) e.g. 1.2.4 (for book 1, chapter 2, line four). Not all editions have continuous line numbers: do not include line numbers which begin afresh on each page here, but in (h) below.
- g) **Edition** (editor's name and date, or series and volume number, e.g. Zycha 1901 or CSEL 41)  
This information will make our work compatible with the Editio Critica Maior citations.  
Common abbreviations: CC - Corpus Christianorum, CSEL - Corpus Scriptorum Eccl. Lat. (sometimes known as the Vienna Corpus), PL - Migne Patrologia Latina.  
In the case of Beuron cards where the edition is not indicated, simply enter "Beuron".
- h) **Page** (page number of the edition) and the line number (if the edition has line numbers which start again on each page). These should be separated with a full stop (e.g. 41.23 means page 41, line 23). If there are no line numbers, just enter the page number (e.g. 41).
- i) **Clavis number** (CPL). (Can be added centrally when it is imported into the database)  
This reference number is found in square brackets on the right hand column of Frede 1995; most are four digits. Each Latin patristic work has a unique Clavis number (and patristic works in Greek have a similar code).
- j) **Introduction.** (Text preceding the citations.)  
This is optional, but is included on certain Beuron cards. The benefit of this information is to see how specific authors are in their introduction of citations (do they specifically name the gospel, or bible? Do they refer to a codex?) Even though this may not be significant for the edition, it could contribute to an associated study. Do not enter other biblical references into this field, but into the Catena field (see (m) below).
- k) **Citation.**  
The text of the passage designated as citation (this may be a verbatim citation, adaptation or allusion). This will vary in its correspondence to known biblical types, but as close a fit as possible should be sought without any alteration to the authorial text. This will involve omitting extraneous material from the Beuron cards. Brief interruptions to the text should be included in braces (curly brackets), e.g. *in principio {inquit euangelista} erat uerbum*. Longer non-biblical interpolations may be omitted, and indicated by the omission sign in braces, e.g. *et uerbum {...} caro factum est*. Capital letters and punctuation should be included: see further the Transcription procedures below.

**l) Manuscript variants.**

These should be recorded in the following format: hoc] haec C Am1 L, where *hoc* is the editorial reading, *haec* the variant and C, A and L manuscript sigla. It may be necessary to filter the amount of information recorded here, especially in the case of longer variants, but all widely-attested or particularly interesting readings should be recorded; if information is required about the manuscripts themselves, we will have to refer back to the edition. (Details about manuscript variants will enable us to see if there is any evidence of the alteration of biblical text during the transmission of the work).

**m) Catena.**

A number of authors include citations in the context of other citations, or verses in groups. This is significant both for the text of the citations and their possible source. Scriptural references adjoining the citation should be recorded in this field, using Latin abbreviations for the biblical books. The reference of the citation itself should also be given to indicate its place in a catena. Thus for a citation of John 10:11 preceded by Leviticus 15:4 and followed by Mark 13:19, the catena field will read: "Lv 15:4, lo 10:11, Mc 13:19". For a citation of John 7:37 as part of a longer citation of John 7:35-39, the catena field will read: "lo 7:35-39".

**n) Category.**

The citation may be categorised as CIT (verbatim), ADAPT (adaptation) or ALL (allusion) by the transcriber on the basis of its context and conformity with known biblical texts.

**o) Cross-reference.**

This field is included for cross-referencing to related patristic works, e.g. letters which appear among the writings of both correspondents. The Frede abbreviations should be used; such references are included on the Beuron cards.

**p) Parallels.**

There are several occasions when the Beuron cards or editors assign a citation to more than one verse of John. Unless there is a clear correspondence between the citation and one of these references (in which case the other references should be disregarded), the citation should be entered under all references given, and the biblical parallels noted in this field. (e.g. lo 13:34; lo 15:12; lo 15:17).

**q) Comments.**

This field is provided for comments by the transcriber. No special format is required.

**r) Transcriber.**

The initials of the transcriber.

**s) Date.**

The date of entry, to enable tracking of entries/corrections.

**4. Transcription conventions**

- a) The letters "v" and "j" should not be used; only "u" and "i".
- b) Capitals should be used for proper nouns, but not the beginning of sentences.
- c) Basic punctuation should be included, as in the edition or Beuron card.
- d) The system of Latin abbreviations of biblical books should be used (as in the Stuttgart Vulgate p.xliii). The New Testament is as follows: Mt Mc Lc lo Ac Rm 1Cor 2Cor Gal Eph Phil Col 1Th 2Th 1Tim 2Tim Tit Phlm Hbr Iac 1Pt 2Pt 1lo 2lo 3lo Iud Apc.

**5. Excel hints**

The template spreadsheet should be correctly formatted. However, if problems are experienced with AutoCorrect, or the re-formatting of numbers, the following steps should be taken:

- 1) Click on the diamond in the top left corner of the sheet to select all the cells. Then select the Format menu, select Cells, and then select Text (not General) from the menu of possible formats. This will ensure that data is displayed as entered.
- 2) Click on the Tools menu, select AutoCorrect and ensure that all options are turned off. This is particularly important with Two Initial Capitals, which will otherwise confuse the abbreviations of Author and Work.

You can navigate around the cells of the sheet with the cursor keys. The tab key will move to the next cell on the right. The return key will (normally) move to the cell below. You cannot use the cursor keys to move within the text you are typing into a cell. To do this, you need to click on the one-line window above the sheet where the text of the current cell is displayed and use the cursors. If you enter all the fields in succession with the tab key and press return at the end of the line, Excel should catch on and return you to the first cell of the next record.

To duplicate the entry in a particular cell over a range of adjoining cells, click the bottom right corner of the cell and drag over the cells to be filled (i.e. down the column). You may find that a number or date is automatically incremented. To stop this, type the same number in several cells in the column, then select all the cells, and drag to extend the selection.

The keystroke CTRL' (i.e. CTRL key and an apostrophe) duplicates the selection from the cell immediately above.

Excel sometimes has an auto-fill function which can be helpful. If a menu of possible options appears, scroll up and down with cursors, then press TAB when you are on the correct selection to move onto the next cell.

## **6. Beuron cards**

There are a number of special observations which need to be made concerning the cards in the VLD. The images are not consistent; there are some duplicates and different schemes of abbreviation. The first 13 or so images for each verse are manuscripts, which should not be entered into the database.

- 6.1 Earlier cards use a different scheme of abbreviation for author and work. This has usually been corrected by hand; the handwritten details should be correct, so go with them.
- 6.2 Following the work title are the numbers of the work reference: enter these, but remember to use full stops rather than commas to divide them. On older cards, the work reference appears on the far left of the citation, but has normally been added at the top by hand: ignore the duplication.
- 6.3 Sometimes the edition is included in brackets after the work title. This should be entered in the Edition field (g). If not, just type "Beuron".
- 6.4 The top right corner of the card has the biblical reference. If there are multiple references, it means that more than one card is present in the collection. For the current verse (which should be underlined), simply transcribe the underlined text from the card. If the multiple references refer to the same text, enter them in the Parallels field (p). Sometimes they may refer to neighbouring verses on the same card, in which case they references should be entered in the Catena field (m).
- 6.5 The numbers on the left of the citation (when not the work ref; see 6.2 above) are the page and line references. These should be entered in the page field, separated by a full stop. If each line has a new reference, simply enter the first and ignore the rest. Sometimes the page references are actually column references, e.g. 802C. Treat these as pages.

- 6.6 Isolated numbers **within** the text of the citation (often within angled lines, e.g. /7/) refer to other verses of the same chapter of John. Sometimes references are given to chapter and verse of John, e.g. 13:33. These should be included in the Catena field, but not the citation itself.
- 6.7 It may well be necessary to abbreviate the text of the citation on the card, either simply to the underlined material or by cutting out other extraneous material. Check the instructions in the citation field (k) for the treatment of non-biblical material within the citation.
- 6.8 Some cards record a number of instances of identical citations. In these cases, the first citation should be entered, but the later ones may be omitted if they cover exactly the same extent. A note should be made of this in the comments field (e.g. "x3").
- 6.9 Some cards appear to be duplicates. In these cases, enter both cards, but note the suspicion of duplication in the Comments field.
- 6.10 Cross-references are often included below the text of the citation.

## **7. Other comments**

### **Backups**

Please save your work regularly and back-up your computer onto CD.

There will also be a central backup, in the file "Citations" on the project server. Hugh will have responsibility for ensuring that this is backed-up onto CD. Files can also be e mailed to him directly for inclusion on the server or backup.

For ease of reference, we should have consistency in file names. For authors and works, use the VL abbreviations (e.g. J-CIT-AUci for the citations of John in Augustine's *De ciuitate dei*); for Beuron cards, use the format J-CIT-VLD01 for Chapter 1 of John from the Beuron Vetus Latina database.

### **Greek compatibility**

Microsoft Access will handle Unicode (e.g. accented Greek) in any entry in the final database, but this will probably not be importable through the text file. If there is Greek text to be entered, it seems best at present to use a transliteration scheme in Roman characters; notate this with <gk> initially and </gk> at the end of the Greek. This can be converted later.

### **Mailing list**

The email list address circulates automatically to all members of the team. Please use this for questions or observations which involve everybody. For individual questions, please email Hugh in the first instance.

Version 1.0

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9<sup>th</sup> November 2005