

THE PRINCIPIO PROJECT

PROCEDURES FOR TRANSCRIBING WITNESSES

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SECTION 1: THE BASE TEXTS

The selection of base texts and their form is determined by the following points:

- All new transcriptions will note *nomina sacra*, i.e., a base text with *nomina sacra* will be used for new transcriptions. Transcriptions or collations that have not recorded *nomina sacra* may use a base text without *nomina sacra*.
- Sigma: all sigmas use the key “s”, including final sigmas.
- The value of providing templates to simplify the provision of information for Collate.

The following base texts are included in the folder BASE TEXTS within the folder JOHN:

<u>Base texts:</u>		<u>Date</u>	<u>Time</u>
•J-lacunae:	John text with all chapters and verses lacunose	30.1.01	16:39
•J-NA27:	John Nestle/Aland text	7.3.01	14:42
•J-NA27ns:	John Nestle/Aland text with <i>nomina sacra</i>	7.3.01	14:42
•J-supplements	John text with all chapters and verses lacunose with supplements symbol	30.1.01	16:40
•J-TR:	John TR text	7.3.01	14:42
•J-TRns:	John TR text with <i>nomina sacra</i>	7.3.01	14:40

The following base texts are included in the folder BASE TEXTS within the folder JOHN 18:

<u>Base texts:</u>		<u>Date</u>	<u>Time</u>
•J18-lacunae:	John 18 text with all verses lacunose	15.9.00	13:18
•J18-NA27:	John 18 Nestle/Aland text	6.3.01	16:26
•J18-NA27ns:	John 18 Nestle/Aland text with <i>nomina sacra</i>	6.3.01	16:26
•J18-supplements	John text with all chapters and verses lacunose with supplements symbol	6.3.01	14:18
•J18-TR:	John 18 TR text	6.3.01	16:26
•J18-TRns:	John 18 TR text with <i>nomina sacra</i>	6.3.01	16:25

SECTION 2: PROCEDURE FOR PRODUCING A TRANSCRIPTION OF A MANUSCRIPT OF WHICH MORE THAN ONE TRANSCRIPTION IS TO BE MADE

Step 1. Creating a new file

- Open the appropriate base text, e.g., J-TRns, from the BASE TEXTS folder.
- From the **File** menu, select **Save as**, save into your personal folder (e.g., cBill's folder), and name the transcription according to the file naming conventions.

File naming conventions:

The file names have three elements - prefix, manuscript number and personal suffix.

1. For a transcription of the whole of John, the prefix is J followed by a hyphen: J-

2. The manuscript number contains 6 digits.

The first digit indicates the category of manuscript to which a witness belongs

- 1 Papyrus
- 2 Majuscule
- 3 Minuscule
- 4 Lectionary

The four middle digits indicate the Gregory-Aland number. The first three of these digits will all be zeros for manuscript numbers below 10, the first two will both be zeros for manuscript numbers between 10 and 99, and the first will be a zero for manuscript numbers between 100 and 999.

The sixth number indicates whether the witness is a manuscript or a supplement

- 0 The main manuscript
- 1 The supplement

If there were a second supplement, it would be numbered 2, and so on.

3. The personal suffix consists of an underline followed by the transcriber's initials in lower case. If a single individual has transcribed a witness more than once, the second transcription should have an upper case B after the initials, a third C, and so on. Do not add A to the first transcription.

EXAMPLES: P66, transcribed throughout John by WJE, would be named
J-100660_wje

05 and its supplement, transcribed throughout John by UBS, would be named

J-200050_ubs

J-200051_ubs

Step 2. The Commentary File.

- Create a **Commentary File**.
- This should be named in exactly the same way as the Transcription File, but prefaced with an upper case C. For example, the Commentary File to accompany 440 transcribed by MBM would be named

CJ18-304400_mbm

Cross-reference the transcription to the Commentary File by placing {C} in the Transcription after the feature on which you have commented in the Commentary File.

- Fill in the appropriate portions of the Status Note (available in the Base Texts folders for John and John18, both separately and at the beginning of the TRns files)
- Use the Roman letters on the SymbolGreek alt keys.
- Date format: day.month.year, all numeric. Example: 15.2.1998

Step 3. Complete the transcription (see Section 4, Guidelines For Transcribing Witnesses into *Collate*).

- During this step, store the in-progress transcription in your personal folder.
- During this step, you may for security also store the in-progress transcription in your personal folder on the Server.
- Store the Commentary File in the Commentary Folder. You may for security also store it in the Commentary Folder on the Server.

Step 4. Checking the transcription for error messages

- Run a collation of the transcription against a base text. Check for error messages indicating tagging errors, or for other obvious errors. Correct and re-collate as needed until the collation has run without mechanical errors. Do not save the collation output.

Step 5. Moving the transcription to Level1

- When the collation has run without errors, rename the transcription file by appending a “1” to the name
Example: J-002100_dcp → J-002100_dcp1.
- Add the date to the Status Note.
- Move the transcription file from your personal folder to the “Level1 folder”.
- Copy the transcription file to the “Level1 folder” on the Server (see Section 3 below).
This is obligatory.

NOTES

No further changes should be made to a Level1 file after this point. Any changes should be made after the file has been duplicated into Level2.

NEVER copy to your computer or alter any one else's file without their knowledge and agreement.

SECTION 3: TRANSFERRING FILES BETWEEN YOUR COMPUTER AND THE SERVER

There are two stages, compressing the files and transferring them

Compressing

Open Dropstuff

In the File Menu, select Stuff

In the box that will appear, select the file that you want to stuff

In the next box, make sure that Desktop appears in the top left. The filename will appear with a **sit** suffix at the bottom.

Double click on **Save**. The icon of the file will appear on the desktop.

Transferring

Open Fetch

The **New Connection** (you can make it permanent) should be

Host: isdugp.bham.ac.uk

UserID: [deleted]

Password: [deleted]

The settings should not be altered.

Open the same folder on the server as the file was in your own Collate file structure, and then drag the desktop icon of the file to the open folder in Fetch.

You can also use **Put File** to transfer files to the Server, and **Get File** to transfer them to your computer.

Uncompressing

If you drag a file to the Desktop from Fetch, or use Get File, choosing Desktop as the location in the top window and clicking Save, both a compressed and an uncompressed (Collate) document icon will appear on the Desktop.

SECTION 4: PRODUCING A FINAL TRANSCRIPTION

Upon completion of all transcriptions of the one ms, one member of the team will compare the multiple transcriptions.

Step 1. Checking for mechanical errors

- Copy the transcriptions from Level1 on the Server to Level1 on your computer.
- Run a collation of the multiple transcriptions against each other (and optionally with a base text). Check for error messages indicating tagging errors, or for other obvious errors. Correct and re-collate as needed until the collation has run without mechanical errors. Do not save the collation output.
- Note: If Step 2 in Section 2 was followed, the only problems should be in lacunose witnesses, where inconsistencies in marking lacunae lead to Collate being unable to compare text.

Step 2. Making a Level2 file

- Copy the appropriate files from Level1 on the Server to your Playground Folder.
- Select the most appropriate transcription to be made into the Level2 file. If there is any doubt, this is best done by running a collation of as many transcriptions as you have either with each other or against the TRNs. Compare them, and select the best/fullest.
- Make a duplicate of the selected transcription file, renaming it by replacing the suffix 1 with L2.
Example: J-202100_dcp1
 J-202100_wje1 → J-202100L2
- Move this copy (e.g., J-202100L2) to the “Level2 folder”.
- Add a Level2 status note.
- Copy the Status Note from the other transcription file(s) into the new file after its own Level1 Status Note.
- Do not change the “Level1” files (e.g., J-202100_wje1).
- Add your name and the date to the Status Note in the Level2 version of the file.

Step 3. Checking the transcriptions for accuracy

- Run a fresh collation between the transcription of the witness in Level2 and the transcription(s) of the witness in Level 1 that has/have not been copied as a Level2 file.
(e.g. J-202100L2 and J-202100_dcp1).
- If the witness is lacunose, you will need to run the collation against a complete text (usually TRNs or J18-TRNs)
- Resolve the differences in the collation by reference to the manuscript or reproduction (this should be done by a third person where appropriate).
- Make the appropriate corrections to the copy of the transcription file in L2 (e.g., J-0210).
- You may if you wish also correct errors in the Level1 file(s), which will not be copied back to the server, so that you can run a fresh collation to check that there are no discrepancies.

- You may make a copy of the L2 file to the Server at any point in this stage.

NOTE: Steps 4, 5 and 6 should be carried out at the same time.

Step 4. Removing unwanted files

- Delete **ALL** the Level1 files you copied from the Server in Step 2.

Step 5 Giving the file its final name

- When all differences are resolved and the transcription is complete:
- Rename the file by removing the suffix.
Example: J-202100L2 → J-202100
- Add the date to the Status Note.

Step 6. Making a Documentation File

- Create a Documentation File for the manuscript, using the convention
Book (Chapter number) - 6 digit ms number _doc
- Copy the Status Notes from the Level2 file into the Documentation File.
- Store the Documentation File in the Documentation Folder.
- Copy the Documentation File to the Documentation Folder on the Server. **This is obligatory.**

Example of a documentation file

```
{Status:
File name: J-200860_usb1
Gregory 086
British Library, Or. 5707
Cairo, Egyptian Museum, 9239
Transcribed by: UBS after the transcription by TSP
Cairo-fragment by UBS and WE
Transcription begun: 05.12.00
Transcription finished: 25.01.01
Date and time of file:
Placed in Level1: 21.02.01
Placed in Level2:
These files were compared and differences resolved by:
Added in Level3:
Final transcription file: }
```

```
{Status:
File name: J-200860_usb2
British Library, Or. 5707
Cairo, Egyptian Museum, 9239
Transcribed by: UBS after the transcription by Crum-Kenyon 1900,
Cairo-fragment by UBS and WE
Transcription begun: 05.12.00
Transcription finished: 13.01.01
Date and time of file:
Placed in Level1: 21.02.001
Placed in Level2:
```


These files were compared and differences resolved by: UBS 14.4.01
Added in Level3: 15.4.01
Final transcription file:
J-200860 15.4.01 14:31}

Step 7. Saving the Level 3 (final) transcription

- Add your name and the date in the Status Note.
- Move the final transcription file to the “Level3 folder”.
- Copy the file to the Level3 Folder on the Server. **This is obligatory.**

Step 8. Managing the Level1 and Level3 folders on the Server

- Inform the Server Manager that you have completed this task, and s/he will perform the following task:
- Rename the “Level1” files (e.g., J-202100_wje1), changing the suffix from “1” to “TS” Example: J-202100_wjeTS).
- Move them to the “Stored Transcriptions folder”.

SECTION 5. PRODUCING A SINGLE TRANSCRIPTION OF CHAPTER 18

Step 1. Creating a new file

- Open the appropriate base text, e.g., J-TRns, from the BASE TEXTS folder.
- From the **File** menu, select **Save as**, save into your personal folder (e.g., cBill's folder), and name the transcription according to the file naming conventions.

File naming conventions:

For a transcription of a part of the book (usually Chapter 18), the prefix is J followed by the chapter number and a hyphen, e.g. J18-

Otherwise, the conventions are the same as those laid down in Section 2 above.

EXAMPLES: 1219, transcribed in John 18 by RK, would be named
 J18-312190_rk
 440, transcribed twice in John 18 by MBM would be named
 J18-304400_mbm
 J18-304400_mbmB

- Fill in the appropriate portions of the Status Note (available in the Base Texts folders for John and John18, both separately and at the beginning of the TRns files)
- Use the Roman letters on the SymbolGreek alt keys.
- Date format: day.month.year, all numeric. Example: 15.2.1998

Step 2. The Commentary File.

As Section 2 above. This is optional, and for straightforward MSS should not be created.

Step 3. As Section 2 above.

Step 4. Checking the transcription for error messages

- As Section 2 above.

Step 5. Moving the transcription to Level3

When the collation has run without errors

- Add the date to the Status Note.
- Move the transcription file from your personal folder to the “Level3 folder”.
- Copy the transcription file to the “Level3 folder” on the Server (see Section 3 below).
This is obligatory.

NOTES

If a manuscript has been transcribed twice in Chapter 18, follow the procedures in A, but always with the file prefix J18. Do not produce a Documentation File (see below, but keep the Status Notes at the beginning of the Level3 file.

NEVER copy to your computer or alter any one else's file without their knowledge and agreement.

SECTION 6: GUIDELINES FOR TRANSCRIBING WITNESSES INTO *COLLATE*

The basic rule to remember is that you are producing a transcription, not a collation. That is to say, the text you are producing should reproduce that of the manuscript being transcribed. You do this by selecting one of the base texts, and changing it at each place where the manuscript being transcribed differs from it. **Leave** the text **unchanged** where it agrees with the manuscript transcribed, but **replace** the base text with that of the ms. where it differs. Unless there is good reason to the contrary, the usual base text to be used is J-TRns or J18-TRns. This base will need changing the least to produce a transcription. Where two manuscripts are known to be very closely related, and one has already been transcribed, it may be a good idea to use that existing transcription as the base text.

N.B. Remember always to save the base text under its new name into your own folder before making any changes.

1. **Alterations** (where there are no corrections)

Add words that are not in the base text,

Delete passages that are omitted in the MS. Where the MS omits a whole verse, retain the block marker and type OM (this is necessary if the transcription is taken as a Base Text in Collate; and sometimes Collate will not recognise text beyond a blank verse). Remember to do this for each verse if the MS omits 7,53-8,11.

Change words that differ. There is no need to indicate abbreviations in minuscule or complete majuscule manuscripts.

2. **Corrections**

Corrections should be tagged (using the Utility menu or short cut keys). Where part of a word has been corrected, tag the whole word, and tag the whole correction with the app tag (see below).

The following tags may be used:

* the reading of the first hand

C* a correction by the first hand

C1 the oldest corrector

C2 the next oldest corrector, etc.

C this tag should be used under two circumstances

1. when there is only one corrector apart from the first hand

2. when there is more than one corrector, but the correction cannot be attributed to a particular hand, for example because it is an erasure

3. when you are not able to distinguish between hands (see noter below).

Note: For most transcriptions, this level of discrimination may not be appropriate. It is not always possible to make distinctions between hands on a microfilm. Under these circumstances, it may be preferable only to use the tags * and C.

If the correction inserts a word omitted by *, then enter [*]OM[*] and tag the inserted word with the appropriate corrector.

If the correction alters a word, then tag both words. For example, at Jn 1:15 in 01, οσ is deleted by Corrector Ca. This is shown as
[*]ερχομενος οσ[*][Cca]ερχομενος[Cca]

If the correction deletes a word, then tag the word with asterisk, to indicate that it is read by the first hand. However, if the manuscript being collated has several correctors, and you are distinguishing between them, it will be necessary to include either the previous (preferable) or following word as well and give both readings.

N.B. Never place a space between] and [. Collate will not handle it.

If the text has been corrected twice, enter each correction separately.

Enter the readings in chronological order.

Place the whole correction within the app tag. This is how Collate will recognise that the corrections refer to the same piece of text. The example given above will look like this:
[app][*]ερχομενος οσ[*][Cca]ερχομενος[Cca][^app]

Where a correction crosses a verse division (block marker), it is necessary to close and open the first hand/correction tags, and the app tags, in each verse, linking them with the continuation tags (see Paragraph 8. below). If you do not close the correction tags, Collate will send you an error message when you run a Collation.

Where the first hand (or a correction) is illegible, enter the number or probable number of letters. For example

[*] 15 [^*]
[*] 7-8 [^*]

Avoid breaking up complicated corrections into separate parts. Collate will be easier to use if you keep them together.

3. **Lacunae**

The basic rules of transcription of damaged manuscripts (and we are taking particular care with papyri and majuscules) are the Leiden conventions for editing papyri. In the final edition, square brackets will surround lost text, and dots under letters will show uncertain readings. In transcribing manuscripts, lacunae symbols will be used, as indicated below, the show text which will be in brackets. Dots should be used for uncertain letters. Please note that this does not mean incomplete letters. A letter may be incomplete, but with enough that is distinctive, in a sufficiently clear and trustworthy MS, for there to be no doubt of the letter's identity. Use a dot where there is genuine uncertainty.

To make the entering of lacunae easier, files are available in the John Base Text folder and John 18 Base Text folder, containing the whole of the relevant text with a lacuna symbol (ἵαϰ̂ . In SymbolGreek, the key strokes are: & - alt/l - alt/a - alt/c - ;) for each verse. The John Base Text folder has two parts: the first gives lacunae for all twenty-one chapters, and the second lacunae for all the verses chapter by chapter. To use it, open it, make it narrow and place it beside your text for transcription, and copy and paste.

Lacunae are marked in two ways, depending on their type.

A larger lacuna is indicated with the symbol ἵαϰ̂ . This symbol should always be preceded and followed by a space. P36 breaks off in the middle of 3.36, so the end of the text looks like this:

Where a series of blocks are missing, Collate will automatically recognise the lacuna. In the following example, P36 begins only at 3.14. Transcribe as follows:

-B 4•
-K 0•
-V 14• και etc

In the previous example, there would be nothing after

-V 36• [°]ο π[°]ιστε[°] [°] ἵlac

Collate will recognise the lacuna from 3.37 to the end of the book.

When a lacuna comprises a part of a word, it is tagged (either with Apple/e before and after, or by highlighting and then striking Apple/e), and the reconstructed text is marked, within the lacuna symbols, with alt/9 - alt/1 - alt/0 - *reconstruction* - alt/9 - alt/2 - alt/1 - alt/0. The following example is taken from P22 in 16.27:

π[°]επιστευ[°]κατε

In fact, it is also preferable to follow this usage with all lacunae . Two verses of P36 look like this:

-V 15• ινα πασ ο [°] πιστευων εις αυτον[°] εχη ζωην [°]αιωνιον[°].
-V 16• [°] ουτω γαρ[°] ηγαπησ[°]εν ο θ̄ς τον κοσμον ωσ[°]τε τον υιογ [°]αυτου τον μονογενη[°] εδωκεν [°]ινα πασ ο πιστευων επ[°] αυτω μη [°]αποληται αλλ εχη[°] ζωην α[°] [°]

Partly extant and wholly absent words have all been tagged.

Note that where a lacuna begins in one verse and ends in the next, the lacuna tag must be closed and opened again before and after the block marker, so that it looks like

[^°] -V 16• [^°]

See the example from P36:

... ζωνη [^°]ατωντιον[^°]
-V 16• [^°]ουτω γαρ[^°] ...

If you do not close a tag, Collate will send you an error message when you try to run a collation.

Collate provides a different means of marking passages which are illegible, where the material on which the text was written is still extant." These should be recorded by entering "**ᵐlacu**" (& - alt/l - alt/a - alt/c - u - ; Like **ᵐlac** ,. **ᵐlac** should be separated from the preceding and the following word by spaces. This should be used in particular for palimpsests, to indicate illegible text.

Lacunae in lectionary texts which are due to the reading system are replaced with "**ᵐlacs**". They are recorded like lacunae in fragmentary mss.

If single letters of a word are illegible and cannot be inferred with sufficient probability, the estimated number of missing letters is entered and tagged as "Lacuna", e. g. ον ουχ εω[^°]6[^°] πωποτε, where ον ουχ εωρακατε πωποτε is expected. It is also possible to enter a range of letters. For example, [^°]12-15[^°]. You may also place a space either side of the numbers, for easier reading. For example, [^°] 6 [^°].

For **ᵐlacs** see below under **Supplements**.

4. **Comments on the transcription**

The transcriber may add **comments** of any kind, on the manuscript, the hand, or difficulties of transcription, in the Commentary File. Cross-reference to this file with braces and C {X}(alt/o - alt/shift/C - alt/O). This, as text included by braces, will be excluded from the output produced by "Collate".

5. **Superscriptions and subscriptions**

Transcribe the text of any **superscription** in 0,0.

Transcribe the text of any **subscription** in 22,0.

Where there is none, record OM.

6. **Marginalia**

Use the tag [A] text [^A] to indicate marginal notes in which variants are given.

Use the tag [Z] text [^Z] to indicate variant readings which are added in the margin or between lines without the text being deleted, i.e. readings given as an alternative rather than a replacement.

7. Punctuation and sense division

Where the decision has been taken to include **punctuation and/or sense division** (generally for an important majuscule, or a fragmentary witness of which a transcription is to be published), use the following:

- high point (alt/semi-colon) for high or medial point
- colon (alt/shift/ semi-colon) for the double point
- full stop.

Where there is a **space** between words in a manuscript written in *scriptio continua*, mark it with `spà (in SymbolGreek this is & - alt/s - alt/p - alt/a - ;).

Where a **line is hanging** enter

`hang` (in SymbolGreek this is & - /alt/h - alt/a - shift/alt/n - alt/g - ;)

For **breathings**, use space - j and space - shift/j (e.g. πατηρ', ᾰ').

For the **diaeresis**, use shift/full stop.

Initial letters are recorded by using capital letters.

8. Nomina sacra

Nomina sacra are recorded by entering the letters used by the scribe and placing a stroke above the second letter, e. g. ισ̄, π̄να (stroke: shift/alt/hyphen). Where a compound word is abbreviated, place the superline over the main part of the word and not the prefix. For example, ε̄πο̄νια for ε̄ποῡραν̄ια.

9. Abbreviations

Abbreviations should be reproduced in transcribing papyri and fragmentary majuscule manuscripts. They should not be reproduced in transcribing the other majuscules, or minuscule manuscripts. Follow usual conventions in recording them. For example, κ(αι), with the letters that have been abbreviated placed within brackets. For a superline indicating final nu use alt/hyphen

10. Variations over two verses

When in altering the base text you come across a reading which crosses a verse division, it is necessary to treat it as two separate variants linked by the tags "To be continued" () and "Continuation" (:). This is because the block marker must be left. The following example shows the omission of John 9:38 ο δε -39 ισ̄ by homoioteleuton in 01, inserted by a corrector:

-V 38• [][Cca]ο δε εφη πιστευω κε̄ και προσεκυνησεν αυτω[Cca][Γ]

-V 39• [:][Cca]και ειπεν ισ̄·[Γ Cca][Γ :] εις κριμα εγω εις τον κοσμον etc.

11. Supplements

Supplements of a manuscript must be transcribed separately. For this purpose, the text of the supplement is cut out of the manuscript proper and copied into a separate document representing the supplement. The document is distinguished from the transcription of the manuscript proper by the final numeral. See page 2 above.

Use $\text{\textasciixchar{2013}}$ in the transcription of the missing parts of a manuscript which has been supplemented, and in the transcription of the unwritten parts of the supplement. Use the template files J-Supplements and J18-Supplements in the Base Texts folders to copy and paste the necessary characters.

For example, the last leaf is 041 has been supplied by a minuscule hand. The file for this supplement, called J-200411, is as follows:

-B 4•
-K 0•
-V 0• $\text{\textasciixchar{2013}}$ 0,0-21,21
-K 1•
-V 1• $\text{\textasciixchar{2013}}$ 0,0-21,21

etc. to

-K 20•
-V 1• $\text{\textasciixchar{2013}}$ 0,0-21,21
-K 21•
-V 1• $\text{\textasciixchar{2013}}$
-V 2• $\text{\textasciixchar{2013}}$

etc. to

-V 22• $\text{\textasciixchar{2013}}$ ακολουθει μοι.
-V 23• εξηλθεν ουν ο λογος ουτος εις τους αδελφους οτι ο μαθητης εκεινος ουκ αποθνησκει και ουκ ειπεν αυτω ο ις̄ οτι ουκ αποθνησκει αλλ εαν αυτον θελω μενειν εως ερχομαι τι προς σε.
-V 24• ουτος εστιν ο μαθητης ο μαρτυρων περι τουτων και γραψασ ταυτα και οιδαμεν οτι αληθης εστιν η μαρτυρια αυτου.
-V 25• εστιν δε και αλλα πολλα οσα εποιησεν ο ις̄ ατινα εαν γραφηται καθ εν ουδε αυτον οιμαι χωρη τον κοσμον χωρησαι τα γραφομενα βιβλια αμην.

The final verses of Chapter 21 in 200410 look like this:

-V 22• λεγει αυτω ο ις̄ εαν αυτον θελω μενειν εως ερχομαι τι προς σε συ $\text{\textasciixchar{2013}}$
-V 23• $\text{\textasciixchar{2013}}$
-V 24• $\text{\textasciixchar{2013}}$
-V 25• $\text{\textasciixchar{2013}}$

SECTION 7: SPECIAL GUIDELINES FOR TRANSCRIBING PARTICULAR CLASSES OF WITNESS

A. SPECIAL GUIDELINES FOR TRANSCRIBING MAJUSCULE MANUSCRIPTS

Many of the detailed conventions are only appropriate for some majuscules. We should include line breaks, folio numbers and other detailed information only for:

1. the fragmentary MSS, of which a transcription will be published.
2. some of the oldest and most significant.

For the later majuscules, we will reach a case-by-case decision, based on the amount of time available to us and the likely value of the product.

The Commentary File should contain all your queries and comments codicological, palaeographical and textual, and could also contain information on contents, number of supplementary hands, lacunae, etc.

Some attention needs to be paid to the conventions for recording numeration. There are two ways of indicating them. The first is editorial, and distinguishes between each folio and column. It is indicated with vertical lines. The second records what is actually on the page, and is indicated with forwards slashes.

A particular set of rules applies to a few important majuscule MSS

- 01 tagged according to the correctors identified by Skeat
- 04 tagged according to the correctors identified by Tischendorf
- 05 tagged according to the correctors identified by Scrivener, corrected by Parker

1. Numbering for Quires

Quire numbers should at present only be indicated when the scribe has included them. They are shown as follows:

alt/o – hyphen – alt/q – alt/s - *number* – alt/shift/o ({-qs- 24 })

2. Numbering for Folios

For each folio, verso and recto, you should indicate it: These "editorial" folio numbers are given between two vertical lines. Type them on separate lines, the folio number first. Leave a blank line after the last line of the previous folio. The key strokes are

Folio recto number: alt/shift/1 - alt/shift/f - *number* - alt/r - alt/shift/1 (|F 24r|)

Folio verso number: alt/shift/1 - alt/shift/f - space - *number* - alt/v - alt/shift/1 (|F 24v|)

Where a scribe has entered folio numbers himself, you should also enter the number between slashes:

Scribal folio number: forward slash - alt/f - alt/shift/n - forward slash - *number* - forward slash - alt/f - alt/shift/n - forward slash (/fn/κδ/fn/)

3. Numbering for Columns; other apparatus

Column numbers are purely editorial. Indicate them in uppercase roman:

Column number: alt/shift/1 - alt/shift/C - space - *number in italics* - alt/shift/1 (|C 2|)

4. Running titles

These are shown within Collate comments:

Alt/o – dash - alt/r - alt/t - dash - *running title* alt/shift/o ({-rt- κατα ιωαν})

5. Page numbers

Page number: alt/shift/1 - alt/shift/P - space - *number in italics* - alt/shift/1 (|P 202|)

6. Eusebian apparatus

Ammonian Section number: alt/9 – alt/a – alt/s – alt/zero - *Greek number* – alt/9 – alt/2 - alt/a – alt/s - alt/zero ([as]γ[[^]as])

Eusebian Canon Table number: alt/9 – alt/ e - alt/c - alt/zero - *Greek number* – alt/9 – alt/ e - alt/c- alt/zero ([ec]ε[[^]ec]

7. Line marking and numbering

Line markers should be placed at the beginning of a line. They consist of

alt/shift/1 - alt/shift/l - alt/r - alt/shift/1 (|L|)

It is intended to add numbers in time. This should only be done for small fragments at present.

Where a work is broken between lines, enter = at the end of the line.

Where a word is written in the upper margin, indicate this by giving the line a lowercase letter (|L all).

8. Order

Special attention must be paid to the order of components. Line markers should go *before* the book, chapter, verse commencing on the line.

B. SPECIAL GUIDELINES FOR TRANSCRIBING MINUSCULE MANUSCRIPTS

The principles to apply here fall somewhere between A and C. DO NOT enter line breaks, folio breaks or numbers, initial letters, hanging lines, spaces, punctuation, abbreviations (except for the *nomina sacra*, since this is the normal base text version), or any other similar details.

But it will be normal to open a Commentary File, in which any special details will be recorded, even if the file may not be very long.

The Commentary File should contain all your queries and comments codicological, palaeographical and textual, and could also contain information on contents, number of supplementary hands, lacunae, etc.

C. SPECIAL GUIDELINES FOR TRANSCRIBING COMMENTARY MANUSCRIPTS

When transcribing both lemmata and running citations, use the tag [K] text [^ K] to distinguish the variation in the running citation.

D. SPECIAL GUIDELINES FOR TRANSCRIBING MANUSCRIPTS IN CHAPTER 18 ONLY

The purpose of transcribing Chapter 18 in Collate is to provide the data for profiling the manuscripts. Only textual data needs to be recorded.

Tag corrections.

DO NOT enter line breaks, folio breaks or numbers, initial letters, hanging lines, spaces, punctuation, abbreviations (except for the *nomina sacra*, since this is the normal base text version), or any other similar details.

While finding Chapter 18 on the microfilm or in the MS, check that the MS is in a single hand. More specifically, you need to know that Chapter 18 is in the same hand as the rest of the Gospel. If it is not, you need to name the file as a supplement or subsequent supplement.

DO NOT record any other data about the manuscript, except the folio on which John 18 begins.

SECTION 8: RUNNING A COLLATION TO CHECK A TRANSCRIPTION

1. Load a Prepare File (John.pre should be in your John File and your John 18 file. It needs to be at that level).

2. Open **Prepare - Witness Files - Add to Witness List**

3. Add the witness you need to check.

Steps 4-5 are optional

4. Open **Prepare - Witness Files - Edit Witness List**

5. Delete unwanted witnesses. Make sure that there are no blank lines. make sure that the base text for the collation is first in the list (this is Collate's default).

6. Open **Collate - Parameters**

7. Open **Collate - Collate**

SECTION 9: PRINCIPIO FILE STRUCTURE

- JOHN
Command files, etc go here.

- 2 BASE TEXTS
Principio Base Texts (e.g., TR, N/A, lacunae) are stored here.

- 2 cBill (Personal folders are for incomplete, in-progress collations.)
 J-202100_wje
- 3 cBruce's folder
- 4 cDavid's folder
 J-202100_dcp
- 5 cRachel's folder
- 6 cUlrich's folder

- 7 Commentary folder
Contains the commentaries produced in the course of making a transcription.

- 8 Documentation folder
Documentation of the comparisons done of the various individual transcriptions in order to produce the final, checked transcription.
 J-202100_doc

- 9 Level1 folder
Interim transcriptions after Step 3 are stored here. The files placed here should be renamed, adding a suffix of "1". Steps 4-5 are performed on files in this folder.
 J-202100_wje1
 J-202100_dcp1

- 10 Level2 folder
A copy of an interim transcription is made in Step 5 and placed here.
 J-202100L2

- 11 Level3 folder
Final, checked transcriptions are placed here.
 J-202100

- Non-Collate files
Collations, transcriptions, etc. that are stored in formats other than Collate format, e.g., in Word format.

4. My Playground folder

Temporary work location, e.g., for comparing two transcriptions before finalisation.

Usable on each team member's computer, but empty on the server. Files should not be moved from this folder to the server.

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Transcriptions Store

Interim transcriptions after Step 6, i.e., for which there is now a final transcription, are stored here. The files placed here should be renamed, changing the suffix from "1" to "2".

J-202100_wjeTS

J-202100_dcpTS

- JOHN 18

Identical to the JOHN structure, but each folder is prefaced with J18.

**APPENDIX ONE: A PHOTOGRAPH AND TRANSCRIPTION OF P39 AS AN
EXAMPLE OF LACUNAE**

-B 4•

-K 8•

|F v|

|L 1|-V 14• ἴαδ̄ αὐτοῖς

|L 2| [°] καὶ ἐγὼ μ[°]αρτυρῶ

|L 3| [°] περὶ ἐμᾶν τ[°]οῦ ἡμαρ=

|L 4| [°] τυρία μου [°] ἀληθῆς

|L 5| [°] ἐστὶν ὅτι ο[°]ἶδα πο=

|L 6| [°] θεὸν ἠλθο[°]ν καὶ ποῦ

|L 7| [°] ὑπαγὼ ν[°]μεις δε

|L 8| [°] οὐκ οἶδα τ[°]ε ποθεὶν

|L 9| [°] ἐρχομαι κα[°]ὶ ποῦ ὑπα=

|L 10| [°] γῶ [°] -V 15• [°] ὑμεις [°] κατὰ τῆ

|L 11| [°] σάρκα κρι[°]νετε ἐγὼ

|L 12| [°] οὐ κριν[°]ῶ οὐδένα.

|L 13| -V 16• [°] καὶ ἐὰν κ[°]ρινῶ δε

|L 14| [°] ἐγὼ ἡ κρ[°]ις ἡ ἐμῆ

|L 15| [°] ἀληθῆς ἐ[°]στὶν ο

|L 16| [°] τί μονοσ[°] οὐκ εἶ

|L 17| [°] μὴ ἀλλ̄ ἐγ[°]ῶ καὶ ο

|L 18| [°] πέμψασ[°] με πῆρ

|L 19| -V 17• [°] καὶ ἐν τῶ [°] νόμῳ

|L 20| [°] δε τῶ νμ[°]ετέρῳ

|L 21| [°] γεγραπτ[°]αὶ ὅτι δυ=

|L 22| [°] ὁ ἀνὼν ἡ [°] μαρτυρι=

|L 23| [°] ἀ ἀληθῆς [°] ἐστὶν -V 18• ε=

|L 24| [°] γὼ εἰμι ο[°] μαρτυρ=

|L 25| [°] ὧν περὶ [°] ἐμαυτοῦ

Recto not illustrated. It ends with the first letter verse 22, as follows:

-V 22• ε[°]{-re- λεγον[°] ἴαδ̄

7
ΥΤΟΙΣ
ΜΑΡΤΥΡΩ
ΟΥΗΜΑΡ
ΛΗΘΗΣ
ΙΔΑΠΟ.
ΚΑΙΠΟΥ
ΕΙΣΔΕ
ΕΠΘΘΕΝ
ΠΟΥΥΠΑ
ΚΑΤΑΓΗ
ΝΕΤΕΕΓΩ
ΘΟΥΔΕΝΑ
ΡΙΝΩΔΕ
ΕΙΣΗΕΜΗ
ΕΤΙΝΟ
ΟΥΚΕΙ
ΚΕΛΥΟ
ΕΤΗΡ
ΜΟΜΩ
ΕΤΕΡΩ
ΑΙΟΤΚΟΥ
ΜΑΡΤΥΡΙ
ΕΣΤΙΝΕ
ΜΥΦΕΥ
ΕΜΑΥΤΟΥ

APPENDIX TWO: A PHOTOGRAPH AND TRANSCRIPTION OF A COLUMN OF
01 AS AN EXAMPLE OF CORRECTIONS

The following excerpt contains most of the central column of the three shown on the illustration. Note that the number of named correctors is unusual. The example is taken in order to show the way in which different kinds of corrections are made.

|C 2||L|αυτοις εξουσιαν
 |L|τεκνα θῦ γενεσθε·
 |L|τοις πιστευουσῑ
 |L|εις το ονομα αυτου·
 |L|-V 13• οι ουκ εξ αιματω·
 |L|ουδε εκ θελημα=
 |L|τοσ σαρκος· ουδε [app][*]OM[*][Cca]εκ[Cca][`app]
 |L|θεληματος ανδρος·
 |L|αλλ εκ θῦ εγεννη=
 |L|θησαν: -V 14• και ο λογος
 |L|σαρξ εγενετο και
 |L|εσκηνωσεν εν η=
 |L|μιν· και εθεασα=
 |L|μεθα την δοξα
 |L|αυτου· δοξαν· ως
 |L|μονογενουσ πα=
 |L|ρα πατροσ πληρησ
 |L|χαριτοσ και αληθιασ·
 |L|-V 15• ἰωαννησ μαρτυρι
 |L|περι αυτου και κε=
 |L|κραγεν [app][*]OM[*][S1]λεγων[S1][`app] ουτοσ ην
 |L|[app][*]OM[*][S1]ο ειπων[S1][S2]ον ειπων[S2] [Ccb2]ον ειπον[Ccb2][`app] ο οπισω μου
 [app][*]ερ=
 |L|χομενοσ οσ[*] [Cca]ερχομενοσ[Cca][`app] εμ=
 |L|προσθεν μου γε=
 |L|γονεν οτι πρωτοσ
 |L|μου ην: -V 16• οτι εκ του
 |L|πληρωματοσ αυ=
 |L|του ημεις παντεσ
 |L|ελαβομεν· και χα=
 |L|ριν αντι χαριτοσ
 |L|-V 17• ὅτι ο νομοσ δια
 |L|μωϋσεωσ εδοθη·
 |L|η χαρισ και η αληθι=
 |L|α δια ιῦ [app][*]OM[*][Cca]χυ[Cca][`app] εγενετο·
 |L|-V 18• θν· ουδεις εωρα=
 |L|κεν ποποτε [app][*]OM[*][Cca]ο[Cca][`app] μο=
 |L|νογενησ θσ [app][*]OM[*][S1]ο ων[S1][`app] εισ τῷ
 |L|κολπον του πα=
 |L|τροσ εκεινοσ εξη=
 |L|γησατο· -V 19• και αυτη
 |L|εστιν η μαρτυρι=
 |L|α του ἰωαννου οτε
 |L|απεστιλαν οι ἰου=
 |L|δαιοι εξ ἱεροσολυ=
 |L|μων· ἱερισ και λευ=
 |L|ειτασ· ἵνα επερω=
 |L|τησωσιν αυτον συ
 |L|τισ ει· -V 20• και ωμολογη=

Α ΕΝΑΡΧΗ ΤΗΝ ΟΛΟΓΟΝ
 Γ ΚΑΙ ΟΛΟΓΟΝ ΤΗΝ
 ΠΡΟΣ ΤΟΝ ΟΝΟΜΑ
 Β ΘΕΟΝ ΟΝΟΜΑ
 Γ ΤΟΝ ΕΝΑΡΧΗ
 ΠΡΟΣ ΤΟΝ ΟΝΟΜΑ
 ΤΑΛΙ ΚΑΙ ΤΟΥ ΕΓΕΝΕ
 ΤΟ ΚΑΙ ΧΩΡΙΣ ΑΥΤΗ
 ΕΓΕΝΕ ΤΟΥ ΟΥΛΕΝ
 Ο ΓΕΙΤΟΝ ΕΝΕΝΑ
 Γ ΤΩ ΖΩΗ ΕΣΤΙΝ
 ΚΑΙ ΤΩ ΖΩΗ ΗΝΤ
 ΦΩΣ ΤΩΝ ΑΝΘΡ
 ΓΩΝ ΚΑΙ ΤΟ Φ
 ΕΝ ΤΗΣ ΚΟΤΗ ΑΦ
 ΝΕΙ ΚΑΙ Η ΚΟΤΗ
 ΑΔΥΤΟΥ ΟΥΚ ΑΓΕ
 ΔΑΒΕΝ
 Β ΕΓΕΝΕ ΤΟ ΑΝΘΡΩ
 Γ ΠΡΟΣ ΠΙΕΣΤΑ Μ
 ΝΟΣΤΑΡΑ ΟΥ Μ
 ΝΟΜΑ ΔΥΤΩ ΙΩ
 ΑΝ ΗΝ ΟΟΥΤΟΣ
 Η ΛΟΕΝΕΙΣ ΜΑΡΤ
 ΓΙΑΝ ΗΝ ΑΜΑΡΤΥ
 ΡΗΝ ΗΝ ΠΙΣΤΟΥ Φ
 ΤΟΣ ΙΝΑ ΙΤΑΝΤΕ
 ΠΙΣΤΕΥΣΩΣ ΙΝΑ
 ΑΥΤΟΥ ΟΥΚ ΗΝ ΚΙ
 ΝΟΣ ΤΟΥ ΦΩΣ Α
 ΜΙΝ ΑΜΑΡΤΥΡΗ
 ΠΕΡΙ ΤΟΥ ΦΩΤΟ
 Γ ΗΝ ΤΟ ΦΩΣ ΤΟ
 Γ ΑΝΘΕΙΝΟΝ Ο Φ
 ΤΙΖΕΙ ΙΤΑΝΤΑ ΑΝ
 ΘΡΩΠΟΝ ΕΡΧΟ
 ΜΕΝΟΝ ΕΙΣ ΤΟΝ
 ΚΟΣΜΟΝ ΕΝ ΤΩ
 ΚΟΣΜΩ ΗΝ ΚΑΙ
 Ο ΚΟΣΜΟΣ ΔΙΑ
 ΤΟΝ ΕΓΕΝΕ ΤΟ ΚΑ
 Ο ΚΟΣΜΟΣ ΔΥΤ
 ΟΥΚ ΕΓΩ ΕΙΣ ΤΑ
 ΓΙΑΝ ΗΝ ΘΕΝ ΚΑΙ
 ΟΙ ΙΛΙΟΙ ΑΥΤΟΝ
 ΟΥ ΠΑΡΕΔΑΒΟΝ
 ΟΣΟΙ ΔΕ ΔΑΒΟΝ
 ΑΥΤΟΝ ΕΙΔΕΚΕΝ

ΑΥΤΟΙΣ ΕΣΟΥΣΙΑΝ
 ΤΕΚΝΑ ΘΥΓΕΝΕ
 ΤΟΙΣ ΠΙΣΤΕΥΟΥΣ
 ΕΙΣ ΤΟ ΟΝΟΜΑ ΑΥ
 ΟΙ ΟΥΚ ΕΣΑΙΜΑ
 ΟΥΔΕ ΕΚΘΕΛΗΜΑ
 ΤΟΣ ΣΑΡΚΟΣ ΟΥΔΕ
 ΘΕΛΗΜΑ ΤΟ ΣΑΝ
 ΑΛΛΕ ΚΟΥ ΕΓΕΝΝ
 ΘΗΣΑΝ ΚΑΙ ΟΛΟΓ
 Γ ΣΑΡΣ ΕΓΕΝΕ ΤΟ ΚΑ
 ΕΣΚΗΝΩΣΕΝ ΕΝ
 ΜΙΝ ΚΑΙ ΕΘΕΛΣΑ
 ΜΕΘΑ ΤΗΝ ΔΟΞΑ
 ΑΥΤΟΥ ΛΟΞΑΝΩ
 ΜΟΝΟ ΓΕΝΟΥΣΙΑ
 Γ ΑΠΑΤΡΟΣ ΠΑΤΡ
 ΧΑΡΙΤΟΣ ΚΑΙ ΑΜ
 ΙΩΑΝΝΗΝ Η ΣΜΑΡ
 ΠΕΡΙΑ ΤΟΥ ΚΑΙ
 ΚΡΑΤΕΝ ΟΥΤΟΣ ΗΝ
 ΠΟΝΟΘΗΣΩ ΜΟΥ
 ΧΟΜΕΝΟΣ ΟΣΕΜ
 ΠΡΟΣ ΟΣΝ ΜΟΥ
 ΤΟΝ ΕΝ ΟΤΗ ΠΡΩ
 ΜΟΥ ΗΝ ΟΤΗ ΕΚ
 ΠΛΗΡΩΜΑΤΟΣ Α
 ΤΟΥ ΗΜΕΙΣ ΙΑΝ
 ΕΛΑΒΟΜΕΝ ΚΑΙ ΧΑ
 ΡΙΝ ΑΝΤΙΧΑΡΙΤΟΣ
 ΟΤΙ ΟΝΟΜΟΣ ΙΑ
 ΜΩΥΣΕΩΣ ΕΛΟ
 Η ΧΑΡΙΣ ΚΑΙ Η ΑΛΗ
 ΔΙΑ ΤΟΥ ΕΓΕΝΕ ΤΟ
 ΘΝΟΥΔΕΙΣ ΕΩ
 ΚΕΝ ΤΩ ΠΟΤΕ
 ΝΟ ΓΕΝΗ ΣΟΣ Ε
 ΚΟΛΗ ΤΟΝ ΤΟΥ ΠΑ
 ΤΡΟΣ ΕΚΕΙΝΟΣ Ε
 ΓΗΣΑΤΟ ΚΑΙ ΑΥΤΗ
 ΕΣΤΙΝ Η ΜΑΡΤΥΡ
 Α ΤΟΥ ΙΩΑΝΝΟΥ
 ΑΓΙΕΣΤΙΑ ΑΝΘ
 ΔΑΙΟΙ ΕΣΙ ΕΡΟΣ
 ΜΩΝ ΕΡΙΣ ΚΑΙ
 ΕΙΤΑ ΙΝΑ ΕΠΕΡΩ
 ΤΗΣΩΣ ΙΝΑ ΤΟΝ
 ΤΙΣ ΕΙ ΚΑΙ Ω ΜΟ
 ΚΑΙ

ΣΕΝ ΚΑΙ Ο
 ΣΚΤΟΥ Τ
 ΜΙΟΧΣ
 ΤΗΣΑΝ
 ΗΛΙΑΣ ΕΙ
 ΚΕΙΜΗ Π
 ΣΥΚΑΙΑ
 ΕΙΠΟΝ Ο
 ΠΙΣΕΙΝ
 ΣΙΝ ΛΩΝ
 ΠΕΜΨΑ
 ΤΙΛΕΙ ΕΙ
 ΤΟΥ ΕΦ
 ΝΗΒΟΛ
 ΤΗ ΕΡΗΜ
 ΝΑΤΕ Π
 ΚΑΘΩΣ Ε
 ΙΑΣΟΙ ΠΡ
 ΚΑΙ ΑΠΕ
 ΝΟΗ ΣΑ
 ΦΑΡΙΣΑΙ
 ΠΟΝΑΥΤ
 ΒΑΙ ΠΙΖΕΙ
 ΚΕΙΟΧΕ
 ΑΣΟΥΛΕ
 ΤΗΣ
 ΑΠΕΚΡΙ
 ΤΩΑΝΝ
 ΣΩΣΑΤ
 ΤΟΥ ΔΑΤ
 ΥΜΩΝ Ε
 ΥΜΕΙΣ ΟΥ
 ΟΗΣΩΜ
 ΝΟΣ ΟΥ
 ΣΙΟΣ ΙΝΑ
 ΤΟΥ ΙΟΝ
 ΥΠΟΔΗΜ
 ΤΑΥΤΑ Ε
 ΙΚΗΘΑΝ
 ΙΟΡΑΝΟ
 ΟΥ ΟΥ ΗΝ
 ΝΗΣ ΒΑΙ
 ΤΗ ΠΑΥ
 ΤΟΝ ΙΝ
 ΠΡΟΣ ΑΥ
 ΓΕΡ ΔΕ
 ΟΥ ΟΡΩ
 ΜΑΡΤΙΑΝ

5275A

APPENDIX 3: HOW TO DESCRIBE A NEW TESTAMENT MANUSCRIPT

[Note: not all these recommendations are necessary for the Principio Project. The text should be used as a guide and a reminder of things which should be included (DCP)]

“Any intensive study of a manuscript begins with a detailed description, which in the course of its study is completed through illustration.” - Victor Gardthausen, *Griechische Palaeographie* (1913), p. 484

Library Location (including local address), library number of MS, name of librarian.
 Various catalogue numbers (former and current, here and elsewhere).
 Previous library or owners

Type of MS Continuous text, lectionary, or type of servicebook, etc.
 Composite contents or unity? One hand, or more?
 Title or description of contents - extent of text - complete or mutilated?
 Lost portions identified elsewhere?

Elementary statistical description
 Size of folio (in centimeters), trimmed (?)
 Number of columns of writing
 Size of column (in centimeters)
 Overall size of total writing space, if more than one column (in centimeters)
 Text in cruciform, etc.?
 Number of lines in a column
 In case of old uncial MSS, average number of letters to a line and height of letter

(All of the above measurements should be taken at several places in the MS at random, since variation is sometimes found in different portions of a MS.)

Number of folios
 Does the MS contain one (or more) numeration of folios or pages: by scribe or others? In what characters? Correct or erroneous? If possible, pencil-in the correct numeration, but do not erase any earlier numbers [Only after full discussion with an authorised librarian (DCP)].

Arrangement in quires (regularly 8 folios - irregularity should be especially noted)
 Numeration of quires (where is the number placed?)
 By scribe or others?
 In what characters?

Defective quire arrangement noted and described
 Quires completely lacking
 Quires with specified folios missing
 Quires or leaves bound out of order

Supplied or mutilated leaves (date of later matter)

Materials

Parchment (vellum), paper, or papyrus (note any special quality or characteristics)
Ruling form (see Lake corpus)
Color, paper (oriental, oiled or western)
Ink - black, brown, red, gilt, silver, faded, well preserved
Covers - wood or cardboard
Leather (what kind), plain, stamped (blind or gilt)
Cloth (silk, velvet, tapestry), or paper
Metal adornments (plates, bosses, clasps) described
Printed title on cover or spine, or on edges of leaves
Cover guards
Book plate
Condition of the codex

Date

Hand (description of palaeographic criteria) or hands - uncial or. cursive
Above or below the line
Upright or sloping
Large or small
Square, angular, round
Regular, irregular
Enlarged letters, taller letters
Breathings square or round, iota adscript or subscript

Covers (provenance, by whom)
Watermarks (cf. Briquet)
Miniatures or illuminations
Colophons (scribal or not), dates of later notes
Textual provenance
 cryptic
Easter Table

Contents

Language (s)
Canonical. text (Four gospels, Praxapastolos, New Testament, with or without apoc., Evangelion, Apostolos)
Order of Books
Special points of text, e.g. pericope adulterae, end of Mark, doxology, I John 5:7
Hiatus noted (explicit, incipit in each case)

Supplied text
Miniatures, headpieces, illuminated initials (with folio numbers)

colors used
Description of iconographic criteria (e.g. portrait? seated or standing?
architectural background? text illustration, or what story, etc.)

Index of contents with folios numbered,

Equipment:

Commentary (whose?)
Letter of Eusebius to Carp,
Eusebian canon tables
Kephalaia
Hypotheses (single or double)
Inscription (form, if unusual)
Subscription
Stichoi
Verses
Tract of Dorotheus on the 70 and 12, etc.
Ammonian section numbers in margin
Eusebian canon numbers in margin
Lectionary Equipment in margin
Titloi
Quire numbers, location
Folio enumeration by previous owners
Lectionary tables, synaxarion, menologion (complete?)
Apodemia paulou

Note:

Quire arrangements, textual lacunae, and missing folios must correspond,
thus also reconstructing the original form of the codex.

Colophons, with location noted (transcribed and translated if possible),
date, scribe, ownership, cursing, prayer, repair, etc.

Textual Importance:

Previously collated (when, by whom); what conclusions?
Type of text, if known; family, if known; otherwise sample collation, or
selected critical readings for textual probability

History

Provenance (binding, colophon, hand, saints days in the menologion,
miniatures)
Loss of leaves, or covers
Repair
Owners known (colophons, book plates, catalogues)
Dealers handling it (sales catalogues)

Recent direct source, date of acquisition, present location

Bibliography

Identified in Catalogue listings (Scrivener, Gregory, Von Dobschutz, etc.)

Identified in Library catalogues

Identified in Sales Catalogues

Critical notices (textual, iconographic, palaeographic)

Periodicals

Collation published

Facsimiles published

Sign your description of MS, and record the date of your examination.

SUMMARY OF KEY STAGES IN PRODUCING A TRANSCRIPTION

1. Open the appropriate base text from the BASE TEXTS folder. From the File menu, select Save as, save into your personal folder, and name the transcription according to the file naming conventions.
2. Make the transcription, using Section Four, Guidelines For Transcribing Witnesses into *Collate*.
3. Run a collation of the transcription against a base text. Check for error messages indicating tagging errors, or for other obvious errors. Correct and re-collate as needed until the collation has run without mechanical errors.
4. Move the transcription to the appropriate level in your computer, following the guidelines in Section Two.
5. Notify the administrator that you have completed the transcription.
6. Make sure that you update transcriptions on to the Server regularly (at least once a week)

SUMMARY OF KEY STROKE COMBINATIONS

Folio recto number: alt/shift/1 - alt/shift/f - *number* - alt/r - alt/shift/1 (|F 24r|)

Folio verso number: alt/shift/1 - alt/shift/f - space - *number* - alt/v - alt/shift/1 (|F 24v|)

Column number: alt/shift/1 - alt/shift/c - space - *number in lowercase roman* - alt/shift/1 (|C ii|)

Running titles: forward slash - alt/r - alt/t - forward slash - *running title* - forward slash - alt/r - alt/t - forward slash ({ -rt- *κατα ιωαν* })

Quire signatures: alt/o - hyphen - alt/q - alt/s - *number* - alt/shift/o ({ -qs- 24 })

Page numbers: forward slash - alt/p - alt/shift/n - forward slash - *number* - forward slash - alt/p - alt/shift/n - forward slash (/pn/ 24 /pn/)

Beginning of line marker: space - alt/shift/1 - shift/l - space - *number* - alt/shift/1 (|L 22|). This should be placed BEFORE the book, chapter, verse commencing on the line.

End of line marker where word is broken between lines: =

With superscriptions etc. where the line is written above the usual writing space, indicate its number by the letter a (in symbolGreek alt-a). Thus: |Fr 123| |C ii| |L a|

Ammonian Section number: alt/9 - alt/a - alt/s - alt/zero - *Greek number* - alt/9 - alt/2 - alt/a - alt/s - alt/zero ([as] γ [as])

Eusebian Canon Table number: alt/9 - alt/e - alt/c - alt/zero - *Greek number* - alt/9 - alt/e - alt/c - alt/zero ([ec] ε [ec])

A lacuna (writing material absent): shift/7 - alt/l - alt/a - alt/c - semi-colon (^laĉ)

A lacuna (material present but writing illegible, as in a palimpsest): shift/7 - alt/l - alt/a - alt/c - alt/u - semi-colon (^laĉ)

A lacuna replaced with a supplement or the text not supplemented: shift/7 - alt/l - alt/a - alt/c - alt/s - semi-colon (^laĉŝ)

Reconstructed text within a lacuna: alt/o - *reconstruction* - alt/shift/o ([°]{ -re- *και ειπεν* } [°])

Superline for *nomina sacra* (always after the second letter): alt/shift/hyphen (π̄να)

Final v (as an overline above the text; recorded in exact transcriptions only): alt/hyphen (αυτ̄ο)

A space in the text: shift/7 - alt/s - alt/p - alt/a - semi-colon (`spà)

A hanging line: shift/7 - alt/h - alt/a - alt/n - alt/g - semi-colon (`hang`)

Comments inserted into text: to begin: alt/o to end: alt/shift/o ({comment})

Continuation markers: accessing these requires using the German keyboard layout.

The first marker can be found in two places:

 on the British keyboard, at alt/shift/k

 on the German keyboard, at alt/shift/]

The second marker can only be found on the German keyboard, at shift/ '

(To access the different keyboards, open the Apple Menu, Control Panel, Keyboards, tick the one you want, untick the one you don't, close the dialogue box. (**Remember to reverse the procedure when you have finished!**)).

Block markers:

The opening marker (-) is

 on the British keyboard at shift/comma

 on the German keyboard at shift/ inverted comma

The closing marker (•) is only on the German keyboard at shift/;

Gloss marker (not currently used): GBP sign (£)

Punctuation:

High point (Greek semi-colon) is

 on the British keyboard at shift/;

 on the German keyboard at shift/full-stop

Diaeresis/trema is

 on the British keyboard at shift/full-stop

 on the German keyboard at opening square bracket

Point under uncertain letter

 on the British keyboard at alt/full-stop

 on the German keyboard at

Apostrophus

 on both keyboards at j. Type a space first or it will be a breathing