

IGNTP

Guidelines for transcribing Greek manuscripts using the IGNTP implementation of the Online Transcription Editor

Version 1.2.2 (1 April 2020) using version 2.3.0 (26 Sept 2017) of the Online Transcription Editor. Guidelines maintained by Amy Myshrall, based on work by Rachel Kevern and the translation of the INTF Guidelines 2013 by Hugh Houghton.

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Introduction

This document is a series of guidelines on how to produce a transcription in the Online Transcription Editor for the International Greek New Testament Project.

The first chapter provides instructions on accessing manuscript images, opening the Online Transcription Editor and a brief overview of the options available to use in the Editor.

The second chapter outlines the basic features of the base texts supplied in the Editor. The next 9 chapters (chs 3-11) provide instructions on how to transcribe a manuscript, following the order of the row of icons in the Editor that offer editing functions. Not all information in these 9 chapters is applicable to all transcriptions. As a general rule, transcriptions of minuscule manuscripts and commentary manuscripts require much less information than transcriptions of papyri, majuscules, and transcriptions made in special circumstances. Therefore, some of the editorial functions, such as adding punctuation and marginalia will only be relevant for transcribing papyri, majuscules and transcriptions made in special circumstances. If a function is only to be used in such circumstances, it will be made clear in these chapters.

Chapter 12 relates to how to name and transcribe supplements.

Chapter 13 provides a series of general notes pertaining to all transcriptions, such as the Greek keyboard layout, the order of entry of different functions, the most common forms of *nomina sacra* and a list of Greek numbers.

Finally, there is a useful glossary of common terms used in textual criticism.

These guidelines are for continuous text and commentary manuscripts only. They do not cover the transcription of lectionaries as a lectionary transcription requires a different base text to the ones currently available. Guidelines for transcribing lectionaries will be added to this document at a later date.

1. First Steps

To produce a transcription of a New Testament manuscript you will need to have two tabs or windows open in your browser: one tab/window for the actual transcription itself and the other for manuscript images. Firefox is the recommended browser to use on all platforms.

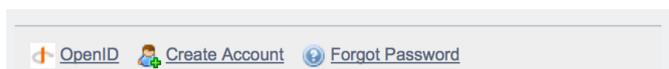
The transcription should be made using a Greek keyboard. See **13.1. Keyboard Layout** for instructions on adding and using a Greek keyboard.

1.1. Opening and Viewing Manuscript Images

Go to the Virtual Manuscript Room (NTVMR 2.0 at <https://ntvmr.uni-muenster.de/>). Sign in with your email address and password if you already have an account with this website.

The screenshot shows the homepage of the New Testament Virtual Manuscript Room. The navigation menu on the left includes: Welcome, Manuscript Workspace, NT Transcripts, Liste, Forum, Transcribing, Indexing, Status, Help, NA28, and About. The main content area has a header 'New Testament Virtual Manuscript Room' and a sub-header 'Welcome to the...'. Below this is a paragraph describing the site's purpose: 'This site is devoted to the study of Greek New Testament manuscripts. The New Testament Virtual Manuscript Room is a place where scholars can come to find the most exhaustive list of New Testament manuscript resources, can contribute to marking attributes about these manuscripts, and can find state of the art tools for researching this rich dataset.' A second paragraph explains that while tools are functional for anonymous users, additional features like saving transcribed pages are available for logged-in users. A 'License Agreement' link is provided. At the bottom, logos for DFG (Deutsche Forschungsgemeinschaft), museum of the Bible, Hermann Kunst-Stiftung, Evangelische Kirche von Westfalen, ECCLESIA, and EvonikStiftung are displayed. On the right, a 'Statistics - Pages' section contains a stacked bar chart and a pie chart. The bar chart shows the percentage of pages for Papyri, Majuscules, Minuscules, and Lectionaries, with sub-categories for Catalogued, Imaged, Indexed, and Transcribed. The pie chart shows the total distribution of these categories.

New users should create an account by clicking ‘Sign In’, followed by ‘Create Account’ on the Welcome page, and filling in the required information.



A verification code and an initial password will be sent via email. When you have signed in, click on ‘Manuscript Workspace’ on the menu at the left of the screen. The ‘Catalogue’ window will appear on the left of the screen:

Welcome **Manuscript Workspace** ECM NT Conjectures Forum

Image Viewer

Manuscripts Pages My Lists

Quick Lookup

Name  

| Doc ID | Name | Date | Pgs | ★ |
|--|------|------|-----|---|
| To find manuscripts by various selection criteria, use the <input type="button" value="Full Search"/> button, above. | | | | |
| If you know the ID of the manuscript you'd like to retrieve, use the Quick Lookup box, above. Select whether you are entering a Doc ID or a document's primary name using the choice box to the right of the entry field. Partial matches will also be shown. | | | | |
| If you'd like to scroll through all available material, use the <input type="button" value="Browse"/> button, above. | | | | |
| Doc ID | Name | Date | Pgs | ★ |

Catalogue - Browse and ...

This window disappears if you move your mouse around the screen, revealing the 'Image Viewer.' To make it reappear again click on the 'Catalogue' tab on the left of the screen which is still visible.

In the 'Catalogue', in the box under 'Quick Lookup' enter the GA number of the manuscript you want to transcribe, ensuring that the 'Name' option next to the number is also selected. Alternatively, enter the five-digit INTF identification number of the desired manuscript, ensuring that the 'ID' option next to the number is also selected. This ID number consists of two parts: the single-digit manuscript type (1 for Papyrus, 2 for Majuscule, 3 for Minuscule, 4 for Lectionary) and the four-digit form of the Gregory Aland number:

| Type of Manuscript | Manuscript Number |
|---|---|
| | P74 = 10074 02 = 20002 613 = 30613 L32 = 40032 |
| 1 = Papyrus 2 = Majuscule 3 = Minuscule 4 = Lectionary | Always four digits, based on the Gregory-Aland number. |

Start the search by clicking on . Details of the manuscript will appear in the 'Results' box. The number in the first column is the five-digit INTF identification

number and the number in the second number is the Gregory Aland number. In the third and fourth columns are the date and number of pages of the manuscript.

| Doc ID | Name | Date | Pgs | ★ |
|-------------------------------|------|------|-----|---|
| Results: 1; Filters: 1 | | | | |
| 32892 | 2892 | X | 170 | ☆ |
| Doc ID | Name | Date | Pgs | ★ |

Tip: In order to find a manuscript quickly, it can be registered under ‘My List’. To do this, in the Results list, click on the white star ☆ on the right. This will then become a yellow star ★, indicating an entry in the list of favourites. (It can be removed from the favourites list in the same way.) To access the favourites list, simply click on the ‘My Lists’ tab in the Catalogue.

When you click on the ID number in ‘Results’ (or the ‘My List’ tab), all pages of that manuscript will be listed in an overview. The ‘Page ID’ column gives the scan number followed, when present, by the Page or Folio number in brackets. For indexed manuscripts the ‘Contents’ column provides the biblical coverage, and the ‘Image’ column contains a thumbnail of the manuscript page.

Scroll through the list and click on the required page, and the image will open in the Image Viewer next to the Catalogue. Alternatively, and this is generally the better option, open the required image in a separate window by clicking on the blue button on the right of the thumbnail. The image will open in a separate window that can be moved around the screen. Multiple images can be opened.



Whether you open images in the main page or in a separate window, you are able to zoom in or out using the mouse wheel or by scrolling up or down with two fingers on a Mac trackpad. Drag to pan across the image. You can also increase or decrease the brightness and/or contrast of the image by using the buttons above the window. You can also invert the image if needed from black to white and vice versa using the ‘Invert Image’ button .

1.2. Opening the Transcription Editor

The Transcription Editor is the programme in which you will produce your transcriptions. Although the Transcription Editor is also embedded in the NTVMR, these instructions are for the IGNTTP installation hosted on the ITSEE website.

To register to use the Transcription Editor for IGNTP transcriptions, please send your email address to your transcription manager. Your email address will be added to the Online Transcription Editor and you will receive an automated email from the system with an URL for you to create your account. Once you have created your account and logged in you will be able to change your email address if you wish by clicking on the email address in the top right corner to edit your profile. Your public name is the name which you would like to be used for publication. Please make your new account as soon as possible after receiving the email, even if you do not plan to begin transcribing immediately. You are now registered for transcribing for the IGNTP.

To begin a new transcription, open the Transcription Editor at <https://itsee-wce.birmingham.ac.uk/ote/transcribe> and log in. You may need to click on a Project select button at the bottom left to bring up the OTE Project select page. Each biblical book has its own project. This is also where you can access the Greek Transcription Tutorial exercises. Using the dropdown menu on the OTE Project Select page, choose the relevant project and click ‘Select project’.

Once you have chosen your project, you will be taken to the home page for that particular biblical book. You will be able to see the name of the biblical book in the grey header bar at the top of the screen.

If you are in the wrong project, click the ‘Switch project’ button at the bottom left of the page which will return you to the OTE Project Select page.

The project home page has two options: Start New Transcription and Continue existing transcription. Under ‘Start New Transcription’ is a choice of base text and a siglum box. Base texts are already loaded into the Transcription Editor. You will have a choice of the *Textus Receptus* (NT_GRC_TR1873-ns) or Nestle-Aland 27 (NT_GRC_NA27-ns) for most books. Unless you have been instructed otherwise, it is recommended to use Nestle-Aland 27. The base text contains tagged book, chapter and verse numbers and the most common *nomina sacra* in abbreviated form. In the ‘Siglum’ box enter the Gregory Aland (GA) number of the manuscript (e.g. P74, 02, 613, L32) you want to transcribe. You will have been given relevant details and a manuscript number by your transcription manager.

For example, if you have been asked to transcribe Galatians in GA 2892, enter 2892 in the box:

Start new transcription

Basertext
 Siglum

Click ‘Start transcribing’ and the following page will appear:

9 Inscriptio 0 Incipit 1 1 παυλος αποστολος ουκ απ[ανων] ουδε δι[ανου] αλλα δια
 ιυ χυ και θυ πρς του εγειραντος αυτον εκ νεκρων 2 και οι συν εμοι παντες αδελφοι
 ταις εκκλησιαις της γαλατιας 3 χαρις υμιν και ειρηνη απο θυ πρς ημων και κυ ιυ
 χυ 4 του δοντος εαυτον υπερ των αμαρτιων ημων οπως εξεληται ημας εκ του αιωνος
 του ενεστωτος πονηρου κατα το θελημα του θυ και πρς ημων 5 ω η δοξα εις τους
 αιωνας των αιωνων αμην 6 θαυμαζω οτι ουτως ταχεως μετατιθεσθε απο του καλεσαντος
 υμας εν χαριτι χυ εις ετερον ευαγγελιον 7 ο ουκ εστιν αλλο ει μη τινες εισιν οι
 ταρασσοντες υμας και θελοντες μεταστρεψαι το ευαγγελιον του χυ 8 αλλα και εαν ημεις
 η αγγελος εξ ουνου ευαγγελιζεται υμιν παρ ο ευηγγελισαμεθα υμιν αναθεμα εστω 9 ως
 προειρηκαμεν και αρτι παλιν λεγω ει τις υμας ευαγγελιζεται παρ ο παρελαβετε αναθεμα
 εστω 10 αρτι γαρ ανους πειθω η τον θν η ζητω ανοις αρεσκειν ει ετι ανοις ηρεσκον

Adaptive selection Version: 2.3.0 (2017-09-26) Transcription Editor by Kompetenzzentrum Words: 2394

1.3. Menu Options

At the top of the page you will see this row of icons:



Each icon provides a different function. The symbols on the left are used for editing text and the letters B, C, D and so on are used for creating the transcription.

| Symbol for text editing | Function | Shortcut (Mac OS X) |
|---|-------------------------|---------------------|
|  | Undo last action | Command + Z |
|  | Redo last action | Command + Y |
|  | Insert custom character | |

| Symbol for transcribing | Function | Shortcut (Mac OS X) |
|---|--|--|
|  | Break | Alt + Command + B |
|  | Correction | Alt + Command + C |
|  | Deficiency (damaged or difficult-to-read text) | Alt + Command + U (→ Uncertain Letters) Alt + Apple + G (→ Gap) |
|  | Ornamentation | |
|  | Abbreviated text (<i>nomina sacra</i> and numerals) | Alt + Command + A |
|  | Marginalia | Alt + Command + M |
|  | Notes | Alt + Command + N |
|  | Punctuation | |
|  | Verse Modify (change numbering for Book, Chapter and/or Verse) | Alt + Command + V |

| Additional icon | Function |
|---|--|
|  | Shows the xml format of your transcription |

Most of these functions when used are displayed in the Editor by some form of mark-up, surrounded by a box with red dotted edges. Further information is displayed as a mouse-over box. Instructions for using the transcribing functions follow in the next 9 chapters.

The mark-up can be deleted by placing the cursor in the relevant red box and selecting the Delete option of whichever function you are using. It can also be deleted by using the Backspace button on the Mac keyboard. The word that has been tagged will remain and you may or may not need to delete it separately, depending on what, exactly, you wish to delete.

Once you have an image of the page you want to transcribe in the NTVMR and the base text in the Transcription Editor open, you are ready to transcribe. Arrange your windows so that you can see both.

1.4. Editing an Existing Transcription

When you want to continue transcribing a manuscript you have already started, open the Transcription Editor in the biblical book home page and under ‘Continue existing transcription,’ select the transcription you wish to work on and click ‘Continue transcribing’:

Continue existing transcription

Transcription 

1.5. Saving and Submitting a Transcription

Save your work frequently by using the ‘Save’ button at the bottom of the window. You will be able to see the time when the file was last saved in the line above the editing window. If your work has not successfully saved, you will get an error message.

Last saved at 09:56



When you have finished your transcription, click ‘Save’ and then ‘Submit for reconciling’.

When you click ‘Submit for reconciling’, another box will open:

Optional further information

File identifier (optional):

Comment to revisor (optional):

Add your initials or name as the file identifier, and add any other comments which you feel may help the reconciler if appropriate. Then click ‘OK’. You will be asked again if you want to submit, and if you are happy your transcription is complete then submit.

2. Transcription

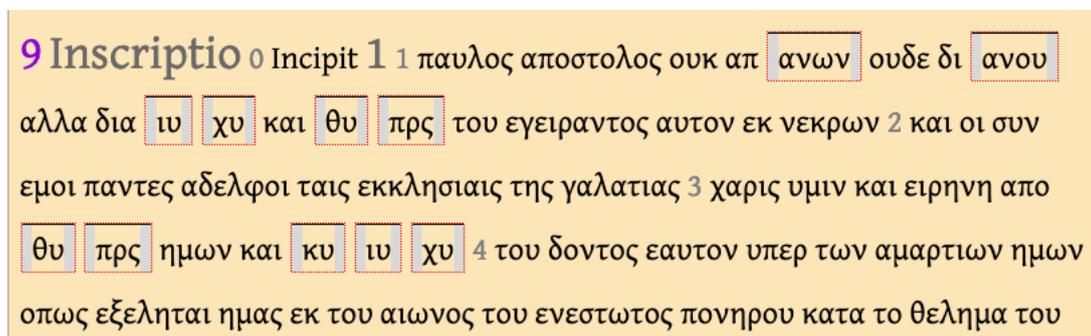
For the textual comparison of each manuscript, the text of each manuscript must be reproduced in full, along with information about the layout.

2.1. Base Text Features

The following information is supplied as part of the base text:

- book number (violet) – following the sequence in Nestle-Aland (Matthew = 1; 1 John = 23)
- inscription at the beginning of the book (*Inscriptio*, dark grey, large)
- subscription at the end of the book (*Subscriptio*, dark grey, large)
- chapter number (dark grey, large)
- verse number (light grey, small)
- the text is structured by verse number, and contains commonly encountered *nomina sacra* which are displayed in mark-up boxes surrounded by red dotted edges.
- The final sigma ζ (= *keystroke w*) is used (contrary to the practice of manuscripts).

The image below is the beginning of Galatians (NA27):



2.2. The Goal of a Transcription

The goal of the transcription is to reproduce the text of the manuscript as completely as possible. Therefore all orthographic, itacistic, grammatical and lexical variations are recorded, as well as erroneous readings, additions and omissions. The layout of the page is also recorded, including information such as page numbers, column breaks and line breaks. In addition, in some manuscripts, usually papyri and majuscules, paratextual information is also recorded, such as marginalia and punctuation. In minuscule manuscripts we do not record abbreviations, breathings or accents (other than any choices supplied in the base text where accents are of textual significance).

The base text remains unchanged in those places where the manuscript being transcribed agrees with it. When the manuscript differs, the base text is changed to match it. So if, for example, the text you are transcribing reads *πετρος* instead of *κηφας* in the base text of Galatians 2.9, delete *κηφας* and replace it with *πετρος*.

This applies to the inscription and subscription as well as the biblical text. The inscription of the base text of Galatians reads ‘Incipit’. The inscription in GA 2892 reads *προς γαλατας*. So if you are transcribing Galatians in GA 2892, replace the word *Incipit* with the inscription accordingly:

9 **Inscriptio** 0 προς γαλατας | 1 1 παυλος αποστολος ουκ απ ανων ουδε δι ανου αλλα δια ιυ χυ και θυ πρς του εγειραντος αυτον εκ νεκρων 2 και οι

Make sure you do not delete the grey verse marker 0.

The subscription of Galatians in GA 330 reads *τελος επιστολης παυλου του αποστολου ητις προς γαλατας εγραφη απο ρωμης δια χειρος παυλου*. So if you are transcribing Galatians in GA 330, replace the word *Explicit* with the subscription accordingly:

← **Subscriptio** 0 τελος επιστολης παυλου του αποστολου ητις προς |
← γαλατας εγραφη απο ρωμης δια χειρος παυλου

If no inscription or subscription has been written but the parchment or paper is not lacunose, please delete the words *Incipit* or *Explicit*, but leave the verse markers in place. For example, if there is no inscription written your transcription should look like this:

← 9 **Inscriptio** 0 1 1 παυλος αποστολος

Or, if no subscription is written your transcription should look like this:

← **Subscriptio** 0 |

If there is a lacuna i.e. the parchment is missing, please see chapter **5.2. Gaps** for more information.

2.3. Omission of Text

Omission can be defined as a place where the text is present in the base text but not in the text of the manuscript you are transcribing. If the omission consists of less than one verse (or part of the inscription or subscription), the omitted section is simply deleted from the transcription. The only time that an omission of less than one verse is indicated in a transcription is when the omission is part of a correction and it becomes necessary to record it in order to clearly present the reading of the correction. This will be discussed in **Chapter 4: Corrections**.

If an entire verse (or the inscription or subscription) has been omitted by the scribe, the text of the entire verse is deleted but the verse number is retained. If a block of verses is omitted, again, delete the omitted text but retain each verse number. Omission of text is different from textual lacunae, where text is missing because parchment is missing. This will be discussed in **Chapter 5: Deficiency: Lacunae and Unclear Text**.

2.4. Repetition of Text

If a phrase of a verse is repeated (one can assume accidentally), simply repeat the phrase in the transcription. For example, the scribe repeats ω η δοξα in Galatians 1.5, which is transcribed as:

5 ω η δοξα ω η δοξα εις τους αιωνας των αιωνων αμην

If a complete verse is repeated, see **11.2 Insertion of Chapter and Verse Numbers**.

3. **B** Page Layout (Break)

Page layout information is added by clicking on the ‘B’ icon (Break) above the displayed base text.

This icon covers pagination/folio numbering (Page break), column numbering (Column break), lines (Line break) and quire numbering (Quire). **Quire numbers are not to be transcribed in minuscules**, unless you are specifically asked to by your transcription manager.

3.1. Page/Folio

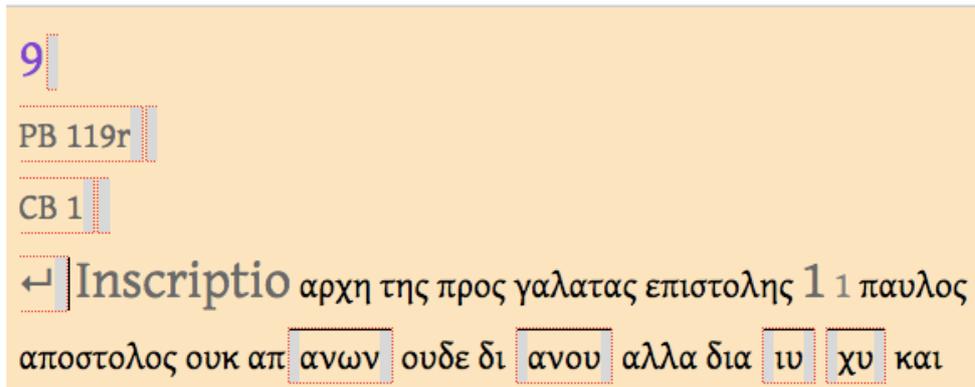
To add the first page break at the beginning of the book, you will need to place the cursor after the book number and then press ‘enter’ on the keyboard before the ‘B’ Break menu becomes available. Place the cursor in the red box containing this line break, click on the ‘B’ icon, select ‘Edit’ and the following will appear:

In the ‘Type of break’ box, select ‘Page break’.

If the manuscript you are transcribing is numbered by folio (leaf), enter the number of the folio in the ‘Number’ box. Folios are differentiated by recto (the right-hand side of an open book) and verso (the left hand side). Enter ‘recto’ or ‘verso’ as applicable in the ‘Position’ box. If there is no folio numbering or each side is numbered separately, the modern system of pagination, with no distinction between recto or verso is applied. In which case, enter the page number in the ‘Number’ box and a blank in the ‘Position’ box. Papyri are differentiated by the direction of the fibres on each side (Papyrus fibre): horizontally → and vertically ↓. Enter the folio number in the ‘Number’ box and the direction of the fibres in the ‘Papyrus fibre’ box.

For example, if you are entering the page information for the first page of Galatians in GA 2892, which is on folio 119r the information you enter will be as follows:

Click 'Insert' and the first page break, column break (see below) and line break (see below) will be inserted and your transcription will look like this:



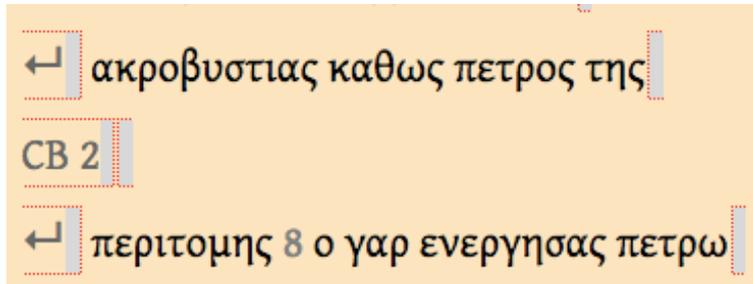
To add any other page break throughout your transcription, first place the cursor in the position in the base text that you want to insert the page break, click on the 'B' icon and select 'Add'. Add the details of the break, and click 'Insert'. Folio/page numbers can be edited if a mistake has been made. To edit a page break, place the cursor on the page break you want to edit, click on the 'B' icon and select 'Edit'. You can change the number of the folio/page as necessary. To delete a folio/page number, select 'Delete'. Always add a page break to the beginning of your transcription, even if the text of the book you are transcribing begins part way down the page.

3.2. Column

Columns refer to the vertical sections in which the text of a manuscript is divided. You will notice that when you add a page break, a column break is added automatically (required for all manuscripts, including single-column manuscripts). For multiple-column manuscripts, each subsequent column must be marked by inserting a column break.

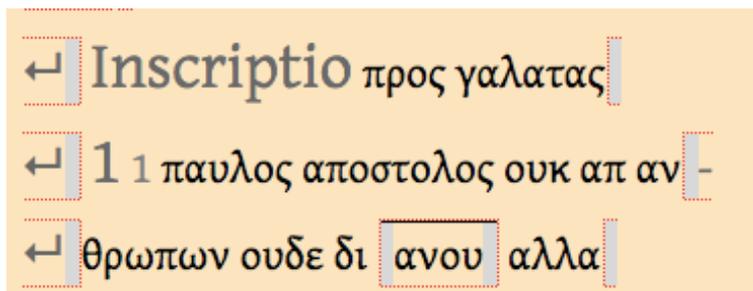
To add a column break, place the cursor in the position on the base text that you want to insert the column break, click on the 'B' icon and select 'Add'. In the 'Type of break' box select 'Column break', check that the column number is correct in the 'Number' box, and then click 'Insert'. The folio numbers need not be repeated.

Example: Galatians in GA 2492 is written in two columns. The second column of F116v begins with the last word of Galatians 2.7 and so a column break inserted at this place looks like this:



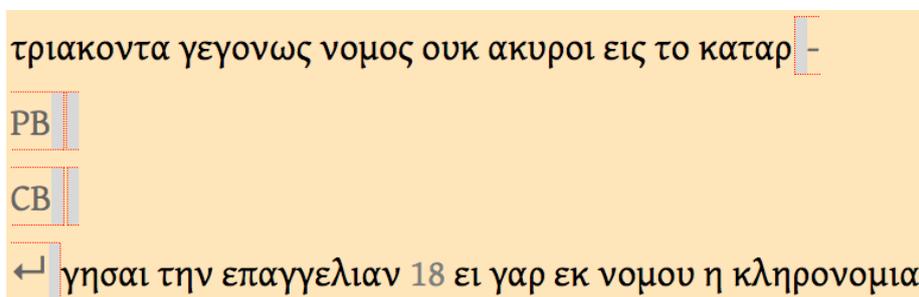
3.3. Lines

At the beginning of each line of the manuscript, a line break should be entered, which is entered simply by using the carriage return key (↵) on your keyboard. Line breaks appear in the Transcription Editor like this:



Page, column and line breaks can all be inserted mid-word. A hyphen will appear automatically at the point at which the word is divided.

Example: Page break added in the middle of καταργησαι in Galatians 3.17:



It is not necessary to add a line break immediately before a column break or page break, as this will lead to a blank line in the transcription.

3.4. Papyri and Majuscules / Special Circumstances: Quires

A quire, or gathering, is a set of sheets bound together at the centre as one of the units making up a codex (in the case of a single-quire codex, the only unit). Some manuscripts, for example Codex Sinaiticus, have quire numbers recorded on the first page of each quire. Do not record quire numbers in your transcription unless you have been specifically asked to by your transcription manager.

Ekthesis and eisthesis

In papyri and majuscule transcriptions, please record eisthesis (indenting) and ekthesis (outdenting). When adding a line break (or editing the line break) use the drop-down 'Break' menu and under 'Alignment' select 'indented' for eisthesis and 'Hanging line' for ekthesis.

Multiple pagination

Some manuscripts have been paginated more than once, so multiple page numbers can be seen on a folio. Follow the page numbers in the image indexing, or if these are not extant, then consult your transcription manager. It is preferable to use the latest page numbering as this will likely be in the order of the current binding. In majuscules/papyri, it is possible to add additional page numbers visible using the 'M' menu, but add page breaks into your transcription which reflect the current binding.

4. Corrections

A reading is defined as a correction if a corrector, a group of correctors, or the copyist/first hand has deliberately altered something that was originally written. The intervention may take the form of erasure, brackets, strikethrough, dots above or below letters (expunction) or a cross-reference symbol (signe de renvoi) such as \prime . \prime may be used to link the reading with an insertion in the margin. Replacement text may be written on the line, between lines or in a margin, even if there are no explicit deletion markings around the original reading. Sometimes a corrector indicates that two or more words should be transposed by marking the words in the order they should appear with small numbers, letters or other signs such as $/$, $//$, $///$.

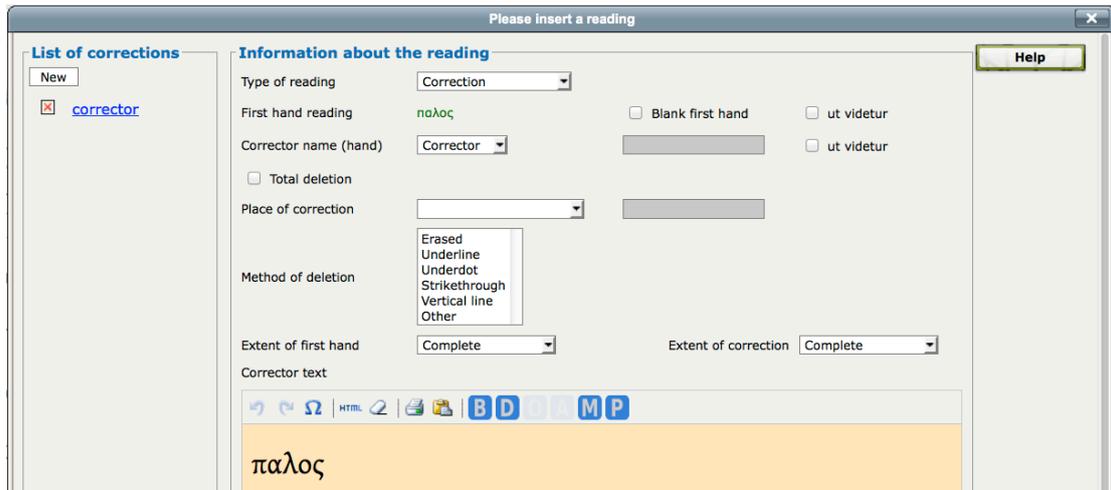
4.1. Simple Correction

If a word in a manuscript has been corrected (altered), the original reading should be recorded in the running text and then marked up. The smallest unit that can be corrected is a word (not a part-word), although phrases and even whole sentences can be corrected. Exception: If the original reading is an omission, the text of the first corrector reading should be written and then marked up (see ‘**4.5 Omission by the First Hand**’ below).

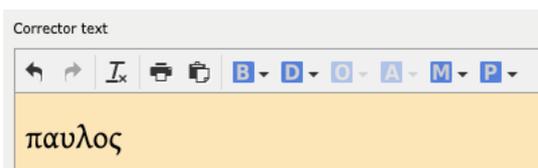
An example of a simple correction is in Galatians 5.2 in GA 1424 where the first hand wrote $\pi\alpha\lambda\omicron\varsigma$ by mistake, and a corrector corrected it to $\pi\alpha\nu\lambda\omicron\varsigma$:



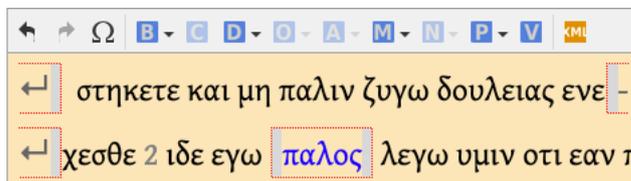
The mark-up of the text is made through the ‘Corrections’ menu. First, the base text is changed to read the original reading (in this case $\pi\alpha\lambda\omicron\varsigma$). Highlight the word in the base text, click on the ‘C’ icon above the transcription, and the following will open, showing the ‘First hand reading’ in green:



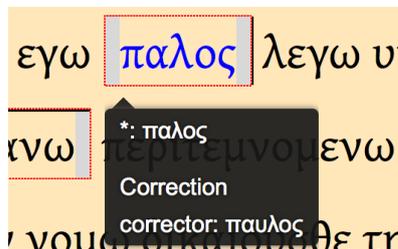
Under ‘Information about the reading’, the ‘Type of reading’ is set by default to ‘Correction’ and ‘Corrector name (hand)’ is set to ‘Corrector’. The most basic way of recording a correction is to simply change the text that was corrected in the orange ‘Corrector text’ box to whatever the corrector changed it to, in this case *παυλος*:



Click ‘Insert’ at the bottom left of the screen and the correction will display in your transcription in blue:



Hover over the correction and a box will appear showing that the original copyist wrote *παλος* and the corrector changed this to *παυλος*:



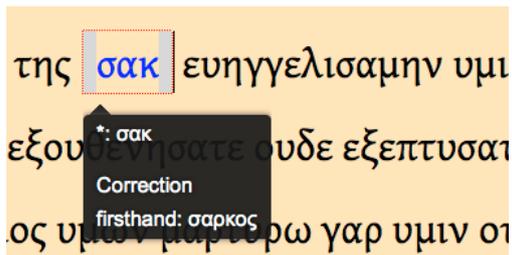
If two or more words together have been changed by a corrector the process is exactly the same. Just highlight all the corrected words first before clicking ‘C’.

Corrections cannot be deleted with the ‘Delete’ function. Instead, use the ‘Undo’ function . The cursor cannot be within the red box when performing this function.

4.2. First hand Correction

Most of the time it is not possible to determine whether one or more correctors have been active in a given manuscript, in which case all corrections are assigned simply to ‘Corrector’. However, it is occasionally possible to discern a little more information about a correction. Sometimes it is clear that a correction has been made by the first hand in the process of writing. The most obvious example is when the scribe began to write a word, realised he had made an error part way through, so stopped and corrected it. The script must clearly be of the same hand, written as part of the main body of text. It cannot be interlinear or marginal. In such instances, change the base text to what the copyist originally wrote, select it and click on the ‘C’ icon. Where it says ‘Corrector name (hand)’ enter ‘First hand’ and then enter the correction in the orange ‘Corrector text’ box.

For example, a scribe starts to mis-write σαρκοϛ by writing σακ, realizes the error and so corrects σακ to σαρκοϛ. Change the base text to read σακ, select it and enter ‘First hand’ in the Corrector name (hand)’ box under the ‘C’ icon. Change σακ to σαρκοϛ in the orange ‘Corrector text’ box and then ‘Insert’. When you hover over the correction in the base text the correction will appear as having been made by the first hand.



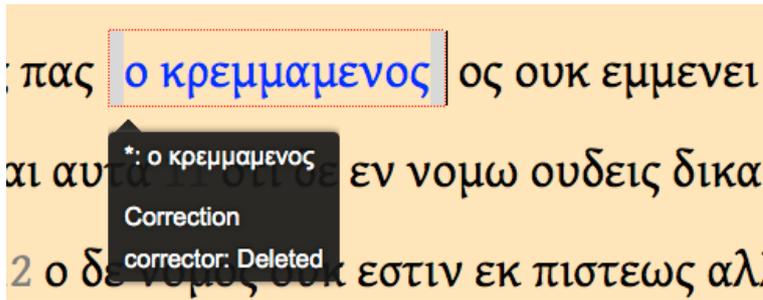
4.3. Corrector 1, Corrector 2, Corrector 3

Sometimes it is possible to distinguish between more than one corrector in any given transcription – perhaps one uses thick, dark ink and another has a light, spidery hand. In such instances they can be identified in the ‘Corrector name (hand)’ box as ‘Corrector 1’, ‘Corrector 2’, ‘Corrector 3’, or ‘Other’. Note that it is far more likely to be able to distinguish between different hands (and inks) from a manuscript itself or a digital image of one, than from a microfilm or a digital scan of a microfilm. If it is possible to differentiate different correctors (or groups of correctors) put them in order of date if possible, labelling the earliest as corrector 1 and so on. The label ‘Other’ makes it possible to create a label for another hand in the box to the right of ‘Other’ although this is rarely necessary.

4.4. Deletion by a Corrector

If a corrector deletes text (a word or more than one word) rather than alters it, check the box ‘Total Deletion’. For example, if the first hand writes επικαταρατος πας ο κρεμμαμενος ος ουκ εμμεναι ... and the corrector deletes ο κρεμμαμενος, first ensure that you have edited the base text to read what the first hand wrote. Then select ο

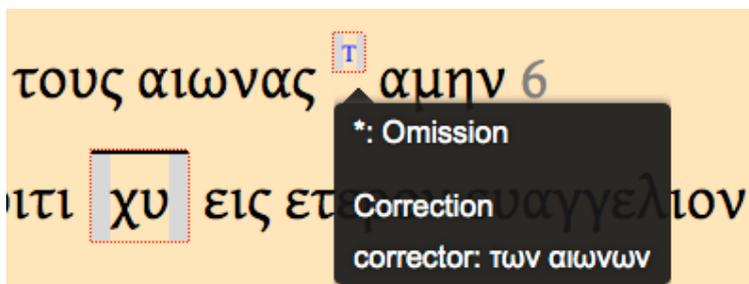
κρεμματος, click ‘C’, check the ‘Total deletion’ box and click ‘Insert’. The transcription will look like this:



4.5. Omission by the First Hand

If a corrector adds text that he perceives was omitted by the first hand, the process is slightly different. First, if the text is not present in the base text, add the text the corrector has added. If it is already present, you do not need to do anything at this stage. For example, in Galatians 1.5, if the first hand has written εις τους αιωνας αμην and the corrector has inserted των αιωνων after αιωνας, because the base text already has των αιωνων at this point, you do not need to alter the base text.

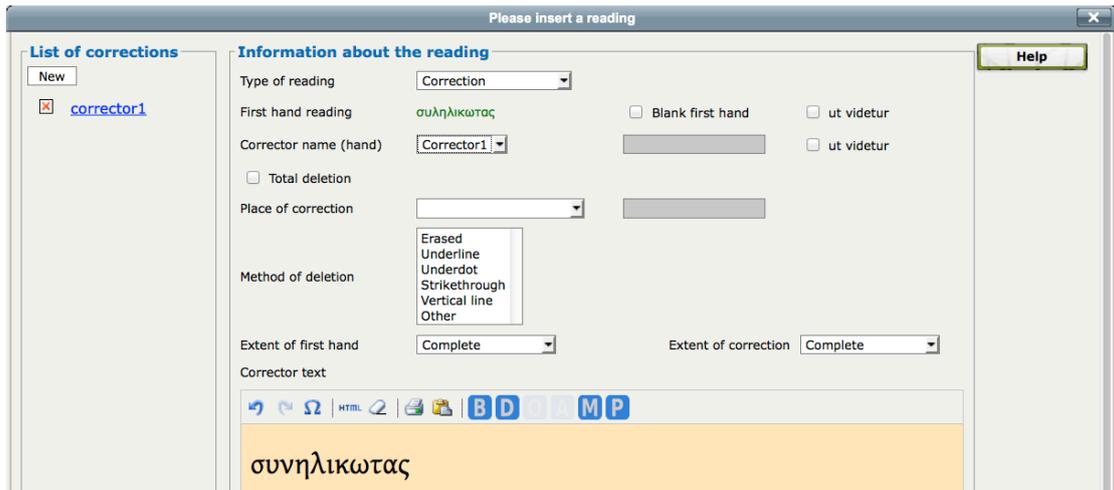
Select the relevant text, whether it was already present in the base text or whether you added what the corrector added, click ‘C’ and in the line that begins ‘First hand reading’ click ‘Blank first hand’ then ‘Insert’. The word/s will disappear from the base text and be replaced by a superscript ‘T’, which if you hover the mouse over will appear as:



4.6. Multiple Correctors

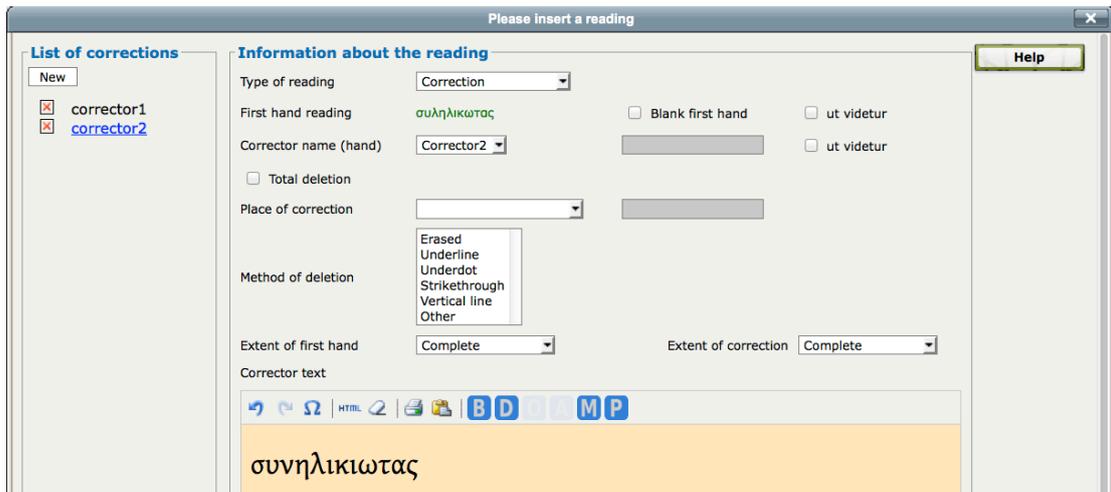
Sometimes a word (or words) has been subject to multiple alterations and so each stage of alteration must be added. To start, as before, edit the base text to match the first hand and then highlight this reading and click ‘C’. Proceed by selecting the ‘Corrector name (hand)’. For a word that has been corrected more than once the first corrector will usually be ‘Corrector 1’ although it may be ‘First hand’. Select the probable earliest hand to write in the orange ‘Corrector text’ box.

For example, the first hand wrote συληλικωτας instead of συνηλικωτας. The first corrector corrected the first lambda to nu, so the ‘Information about the reading’ window would look like this:



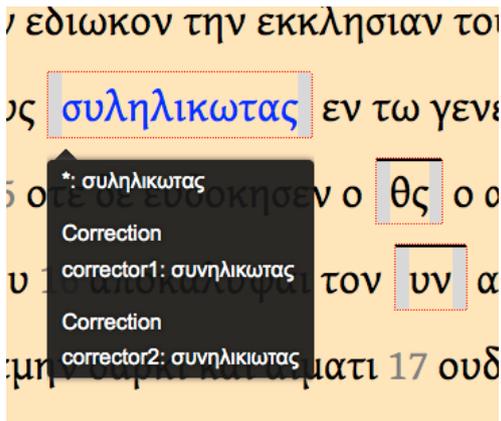
Before clicking ‘Insert’, the next corrector must be added as a different entry. This is done by clicking the ‘New’ button on the ‘List of corrections’ on the left hand side of the window. A new corrector will appear. In the ‘Corrector name (hand)’ box, choose which corrector you want.

For example, the second corrector accepted the first corrector’s change from lambda to nu and added a second iota to the word being corrected:



Important: When adding a second corrector, the word/s in the orange box will revert back to the first hand reading, in this case συληλικωτας. You must therefore ensure that you enter exactly the word the second corrector corrected to, which in this case includes the correction made by the first corrector (lambda to nu). A failure to do this would present the reading of the second corrector as συληλικωτας.

When all of the alterations have been recorded in this way, click ‘Insert’. Hover over the correction in the base text to see how they appear:

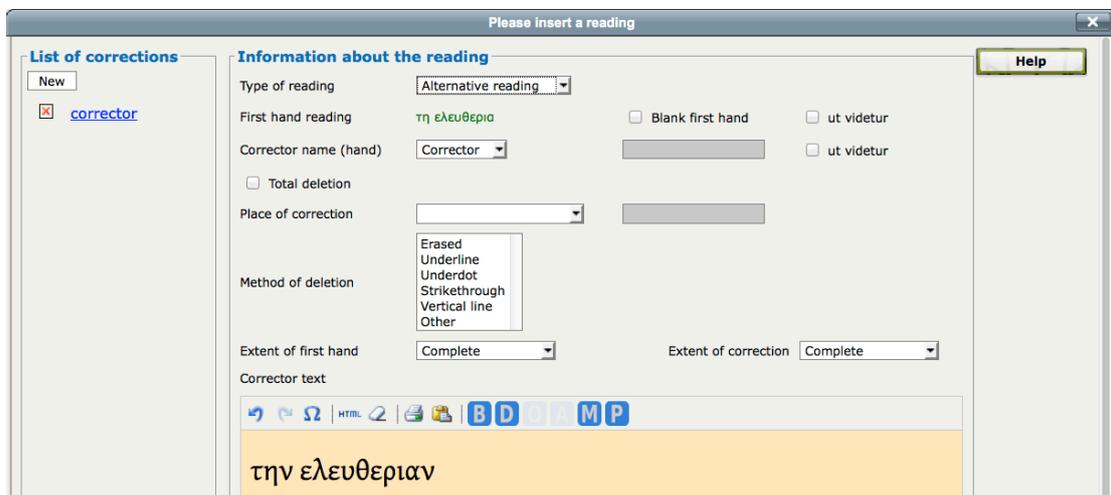


4.7. Alternative Readings

Alternative readings generally are found only in minuscules (and rarely in some majuscules). Such a reading consists of a marginal reading which is explicitly marked as an alternative (*varia lectio*), through indications such as:

- “εν αλλοις (αντιγραφοις)”,
- “εν αλλω (αντιγραφω)” or
-  “γρ(αφεται)” or “γεγρ(απται)”.

In the Transcription Editor treat alternative readings exactly the same as you would a regular correction, except that in the ‘Type of reading’ box, select ‘Alternative reading’. Select a different ‘corrector’ if appropriate:

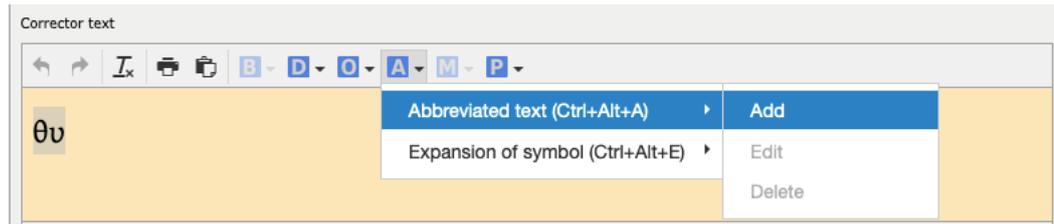


4.8. General Observations

- When corrections span a page break, a column break or a line break, the breaks must be entered into the Editor first.
- Corrections spanning a verse boundary: if there is a correction which affects more than one verse, the verse number should not be deleted. Instead, the corrections for each verse should be entered separately, always with the first-

hand reading and the correction(s). For omissions and deletions, the repetition of ‘Blank first hand’ or ‘Total deletion’ may be required.

- For the order in which corrections and other functions should be transcribed, see **13.2. Order of Entry of Different Functions**.
- Note that text being corrected in the orange ‘Corrector text’ box of the ‘Please insert a reading’ window can be marked up if necessary using the blue icons directly above the text. Please see relevant chapters on each icon. For example, if a *nomen sacrum* is being added by a corrector, enter the text in the orange box, highlight it and using the ‘A’ (Abbreviation) menu you can tag it as a *nomen sacrum* as you would normally, see **7.1.1. Nomina Sacra**.



4.9. Papyri and Majuscules / Special Circumstances

Other information can be added about the correction in the ‘Information about the reading’ window, such as ‘Place of correction’, ‘Method of deletion’, ‘Extent of first hand’ and ‘Extent of correction’. This information should generally be included in transcriptions of papyri and majuscules, but **not in minuscule manuscripts** except in special circumstances. Your transcription manager will let you know whether or not to add this information about a manuscript.

4.9.1. Place of Correction

A correction may be inserted in the following places in a manuscript and may be noted in the transcription:

- *Page top margin*
- *Page bottom margin*
- *Page left margin*
- *Page right margin*
- *Column top margin*
- *Column bottom margin*
- *Column left margin*
- *Column right margin*
- *Line left margin*
- *Line right margin*
- immediately above the original word (*Above line*)
- immediately below the original word (*Below line*)
- in the same place as the original word (*Overwritten text*)
- in another place (*other*); a note should be provided in the box to the right of the menu.

4.9.2. Method of Deletion

An original reading may be deleted in the following ways and noted in the transcription:

- *Erased*
- *Underline*
- *Underdot*
- *Strikethrough*
- *Vertical line*
- *Deletion hooks*
- *Transposition marks* (for a change in word order marked by lines / // /// or by small letters over the words)
- *Other*

4.9.3. Extent of First Hand

- Complete
- Partial (beginning)
- Partial (end)

4.9.4 Extent of Correction

- Complete
- Partial (beginning)
- Partial (end)

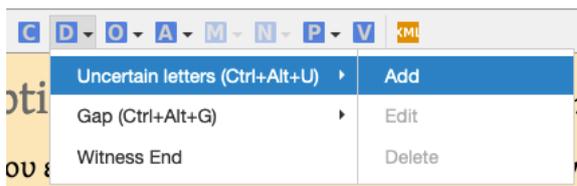
If a single corrector has used different methods of deletion for the same words, the Shift key (or Apple Command key) can be used to select more than one option from this menu.

5. Deficiency: Lacunae and Unclear Text

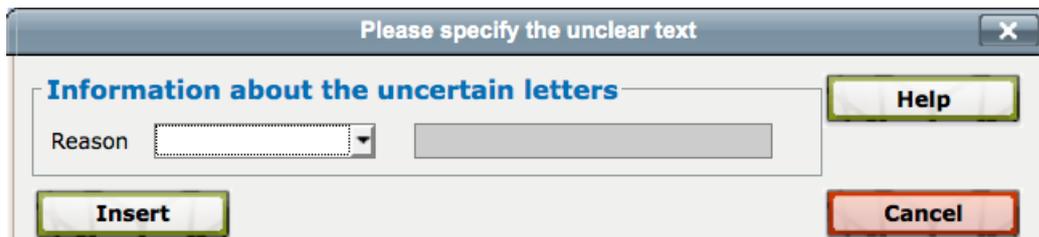
Sometimes it can be difficult to decide what a scribe actually wrote. The script itself may be difficult to read or illegible, the image you are using may be very poor, or there may be ink blots and other marks obscuring the text. Parts of letters, whole letters, whole words or even pages may be lacunose. There are different ways that you can flag such deficiencies.

5.1. Uncertain letters

Sometimes letters are so damaged or faded that several interpretations could be possible. They are marked as ‘Uncertain letters’ in the Editor. If a letter is partially preserved but is still unambiguous (e.g. half of an omega), it is not marked as unclear. The mark-up of unclear text is made through the ‘Deficiency’ menu. Highlight the letter/s in the base text that are uncertain, click on the ‘D’ icon above the transcription, select ‘Uncertain letters’, then ‘Add’:

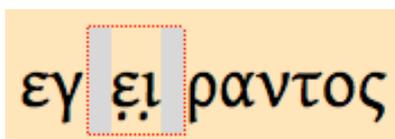


The following box will open:



5.1.1. Transcriptions of Minuscule Manuscripts

Simply click ‘Insert’; **it is not necessary to add a reason in minuscule transcriptions.** The unclear letters will be indicated in the transcription by underdots:



Note: In order to select a single letter or letters (i.e. less than one word) to be marked, the Adaptive selection box at the bottom left-hand corner of the editor must not be ticked.

5.1.2 Papyri and Majuscule / Special Circumstances

The ‘Uncertain letters’ box shown above also contains a drop-down menu which allows the reason for the uncertainty to be specified (e.g. Poor image, Faded ink, Damage to page, or Other). If you are transcribing a papyrus or majuscule manuscript, select the reason for the uncertainty and then click ‘Insert’.

Options include:

- Poor image
- Faded ink
- Damage to page
- Other

Your transcription manager will tell you whether to record this extra information or not. **It is not normally necessary to include this information in minuscule transcriptions**, except in special circumstances.

5.2. Gaps

Sometimes letters, words, lines, columns or pages are lacunose or illegible. A lacuna means that the original material has been lost, and illegible means that the material is still present but the text is unreadable. There are various reasons that text may be illegible, including faded ink, ink blots or other debris obscuring the text, or a poor quality image.

All instances of lacunae and illegible text should be marked up using the ‘D’ (Deficiency) menu and ‘Gap’.

Sometimes text that is lacunose or illegible can be supplied in the transcription, sometimes it is preferable not to supply it (see next section).

5.2.1. Supplied Text

Using the Supplied Base Text (*Textus Receptus*)

Small amounts of text can be supplied (reconstructed) if there is a considerable degree of certainty that the text of the manuscript is the same as the base text. For example, at Galatians 1.19 in a hypothetical manuscript, ‘ιακωβον τον αδελφον’ is followed by a gap containing some illegible text which is followed by ‘κυριου’. Our *Textus Receptus* base text reads ιακωβον τον αδελφον του κυριου. The extent of the illegible text is three letters so it is reasonable to supply, or reconstruct, the illegible text as ‘του’. To do this, if you are using the *Textus Receptus* as the base text, simply highlight the illegible text (in this case του) in the Editor, click the ‘D’ menu, select ‘Gap’, then ‘Add’. The following text box will appear:

Please specify the gap

Information about the gap

Reason Lacuna (parchment is absent) Illegible (parchment is present) Unspecified Inferred page

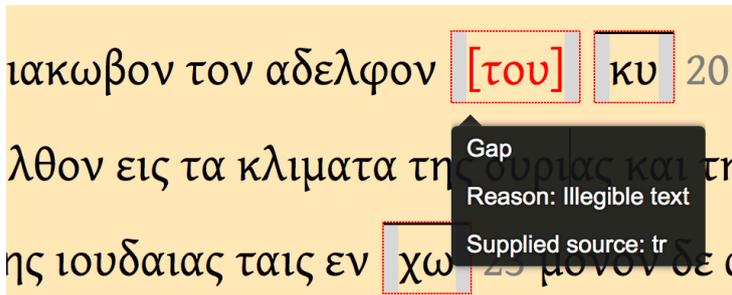
Unit

Extent Extent=Unspecified Extent=Part

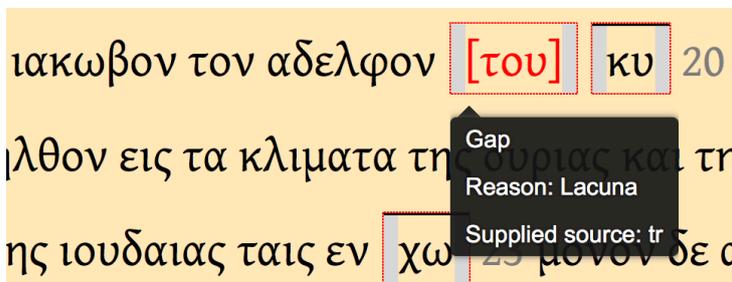
Mark as supplied

Supplied source

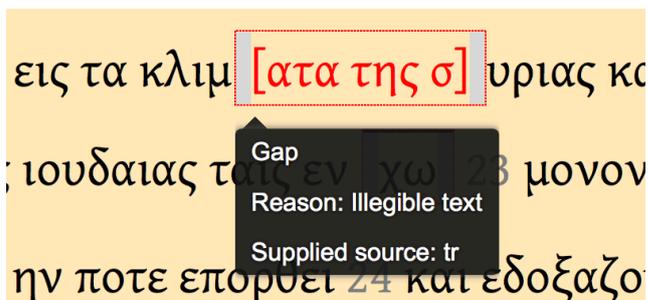
Ensure that ‘Illegible (parchment is present)’ is checked and that the ‘Mark as supplied’ box is ticked. From the ‘Supplied source’ drop down menu select ‘*Textus Receptus*’ and click ‘Insert’. The reconstructed text is shown in red in the Editor and placed in square brackets:



If, using the same example, there is a hole in the parchment between αδελφον and κυριου and the size of the space would most likely have accommodated three letters, follow exactly the same procedure as above but this time check the ‘Lacuna (parchment is absent)’ box.



It is possible to mark up supplied text, either for a physical lacuna or illegible text for less than one word, or more than one word by following the same procedure:



Do not supply more than one line of text at a time. Larger amounts of illegible or lacunose text should not be reconstructed but the size of the gap should be recorded instead, see next section.

Remember that to tag parts of words the ‘Adaptive selection’ box in the bottom left corner of the screen must not be checked.

Using a Different Base Text (Nestle Aland 28)

If the size of the gap in the manuscript (lacunose or illegible text) suggests text that is different from the base text, first consult the Nestle Aland text (28th ed.). If the NA28 text at this point is different to the TR text, and looks like it would fit into the gap in the manuscript, transcribe the NA28 text into the transcription. Then highlight it to mark it as supplied, and in the ‘Supplied source’ drop down menu of the ‘Information about the gap’ window, select ‘NA28’ and ‘Insert’.

If you are using Nestle Aland 28 as your base text, follow the instructions for Using the Supplied Base text above, but for the ‘Supplied source’ drop down menu select ‘NA28’ and click ‘Insert’. If the gap does not match the NA28 base text, consult the *Textus Receptus* and if this text fits better, type it into the transcription and highlight it as supplied, marking it as TR for the supplied source.

5.2.2. Unit/Extent of Gap

It may not be possible or reasonable to safely reconstruct the original text of the manuscript, especially for gaps of more than one line. If so, the gap in the text must be marked by size, a ‘physical gap’. Physical gaps can be measured in:

- Characters
- Lines
- Pages
- (Or in special circumstances, quires)

In addition, it is sometimes necessary to add a ‘textual gap’, which can be measured in:

- Verses
- Words
- (Or less commonly chapters or books).

The textual gap is relevant primarily for collation rather than transcription, but when used, it should always be added alongside a physical gap, never instead of a physical gap.

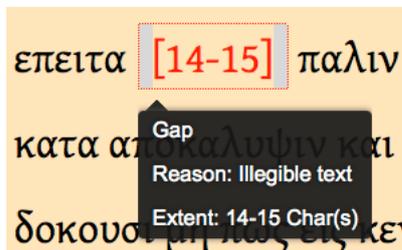
All of these ‘gap’ units are listed in the ‘Unit’ drop down menu.

The following section is on using physical gaps only, followed by a section on using physical gaps plus textual gaps.

Physical Gaps: Characters

In a hypothetical manuscript, Galatians 2.1 reads *επειτα ... παλιν*, and the text between *επειτα* and *παλιν* is lacunose or illegible. The base text reads *επειτα δια δεκατεσσαρων ετων παλιν*. However, the gap does not look big enough to contain *δια δεκατεσσαρων ετων*, either in the TR base text supplied or in NA28. So instead of supplying the lacunose or illegible text as above, the gap is marked by size. To do this, delete the relevant text, click ‘D’ then ‘Gap’ and ‘Add’. Ensure that the correct reason for the gap – ‘Lacuna’ or ‘Illegible’ – is checked. (The ‘Mark as supplied’ box is unchecked by default.)

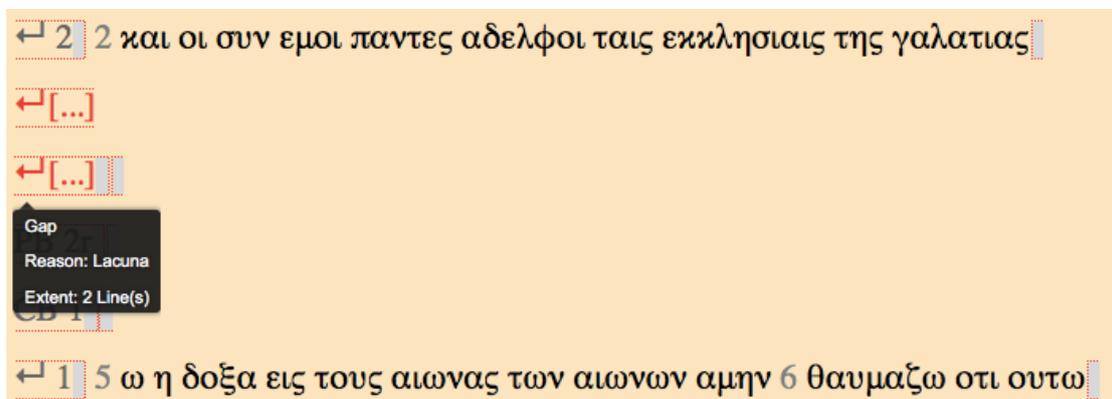
Select ‘Char’ (character), then in the ‘Extent’ box insert the approximate number of letters that would fit the gap. This could be a single number or a range. Click ‘Insert’. The number or range of numbers is shown in red in the Editor and placed in square brackets:



Physical Gaps: Lines

If several lines are lacunose or illegible, proceed as above but in the ‘Unit’ box select ‘Line’ and in the ‘Extent’ box enter the number of lacunose or illegible lines. Note that if complete verses need to be deleted in the Editor because they are lacunose, they must be deleted in the ‘V’ Verse Modification’ menu, see **11. Verse Modification**.

In the following example, verses 1.3 and 4 were deleted from the transcription, using the ‘V’ menu, and a gap of two lacunose lines was introduced (Unit = Line, Extent = 2):

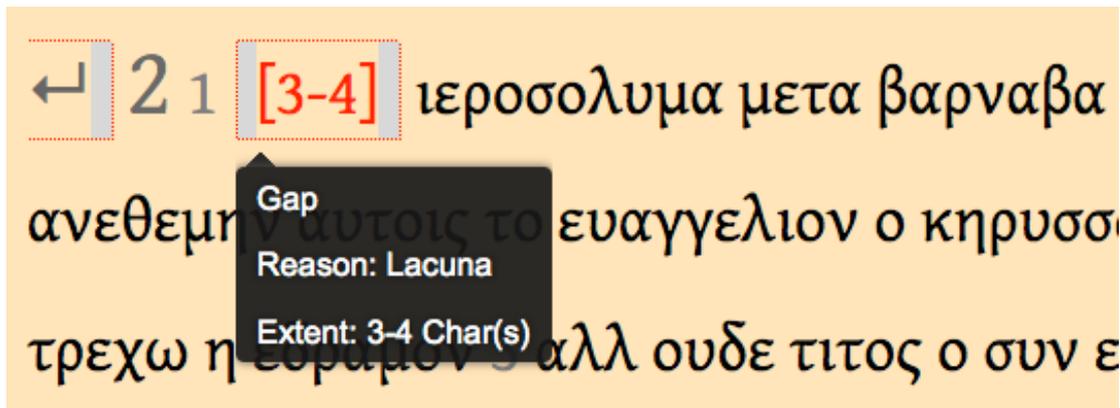


Textual Gaps: Part Verse and Part Word

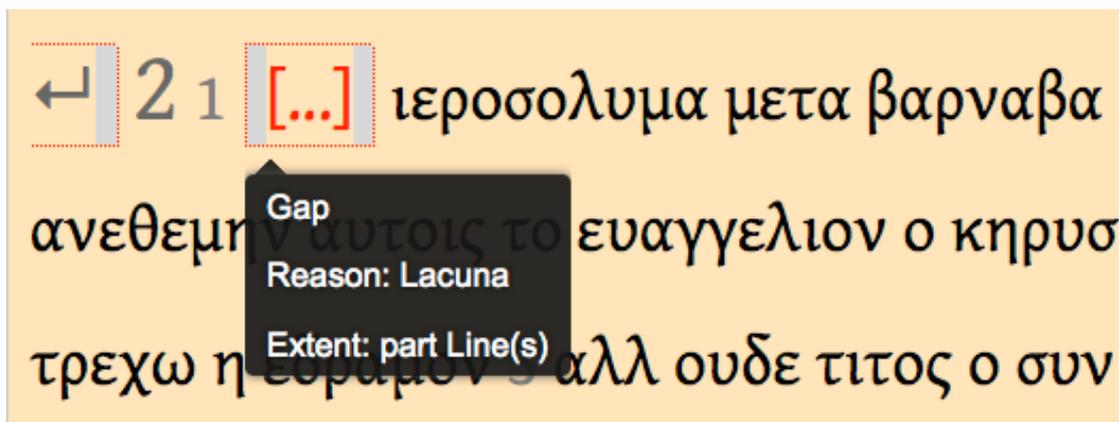
Sometimes, particularly in fragmentary manuscripts or manuscripts that are very difficult to read (e.g. washed palimpsests), it is difficult to ascertain with any degree of accuracy how many characters are missing/lacunose.

An example might be a fragmentary manuscript that begins half way through Galatians 2.1 at the word *ιεροσολυμα*. There is no way of knowing whether 2.1 began on the extant page or the page that would have originally preceded it. In such instances it is necessary to use both physical gap and a textual gap mark up.

Delete all the text that precedes *ιεροσολυμα*: Use the ‘V’ menu for complete chapters and verses, and simply highlight and delete the words at the beginning of 2.1. Before *ιεροσολυμα* add a physical gap as above. This might be a number of characters that would fit on the same line as the word (Unit = Char, Extent = [number of characters]):



If this is not possible to determine, instead express as ‘part of a line’ (Unit = Line) and select the following option that becomes available: ‘Extent=Part’ and this will show up in the ‘Extent’ box.



In addition, it is necessary to show that part of the verse is lacunose, so a textual gap is added. This is done by going through the same process as above and in ‘Unit’, select ‘Verse’ and click on ‘Extent=Part’ which will then appear in the ‘Extent’ box:

Please specify the gap

Information about the gap

Reason Lacuna (parchment is absent) Illegible (parchment is present) Unspecified Inferred page

Unit Verse

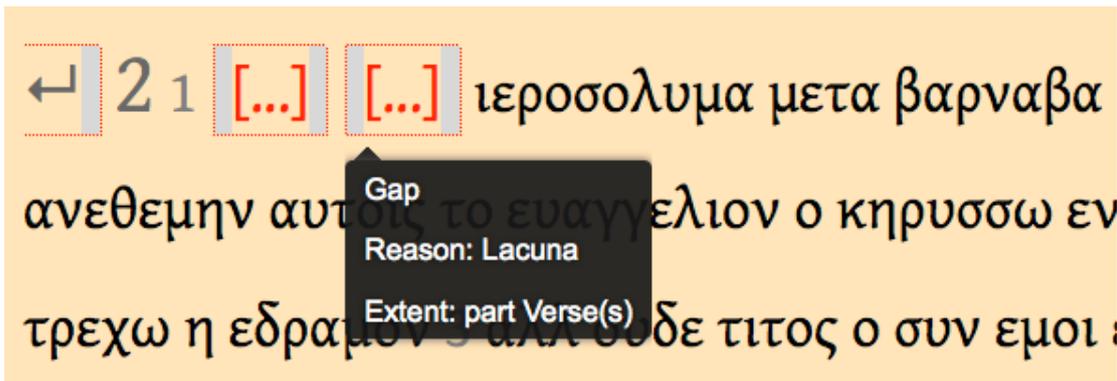
Extent part

Mark as supplied

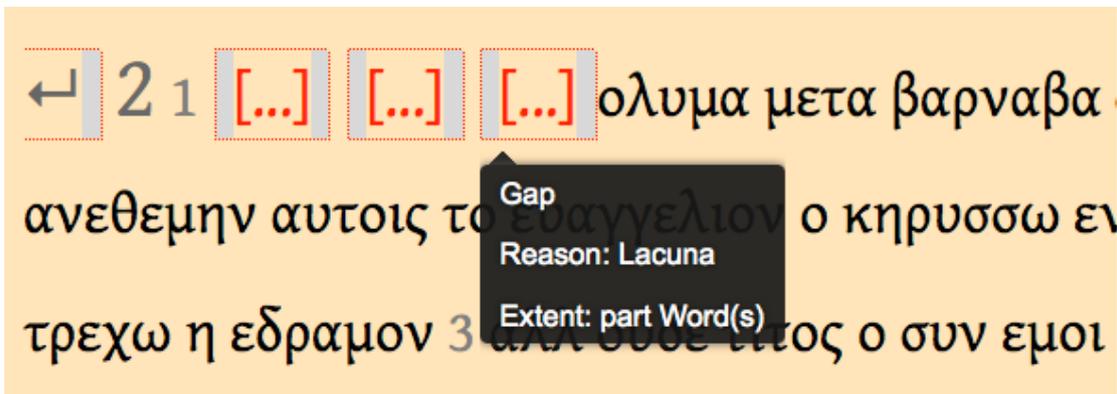
Supplied source NA28

Insert Cancel

This will display as:



If the fragment began part way through a word, for example ιεροσ- is lacunose, this would be expressed by deleting ιεροσ- and adding another tag, Unit=Word and select 'Extent=Part'. It is important to ensure that the 'part word' tag is added without a space between it and the extant part of the word:



Here we have three gap tags in total, one physical and two textual: Part of a line (or a number of characters), part of a verse and part of a word.

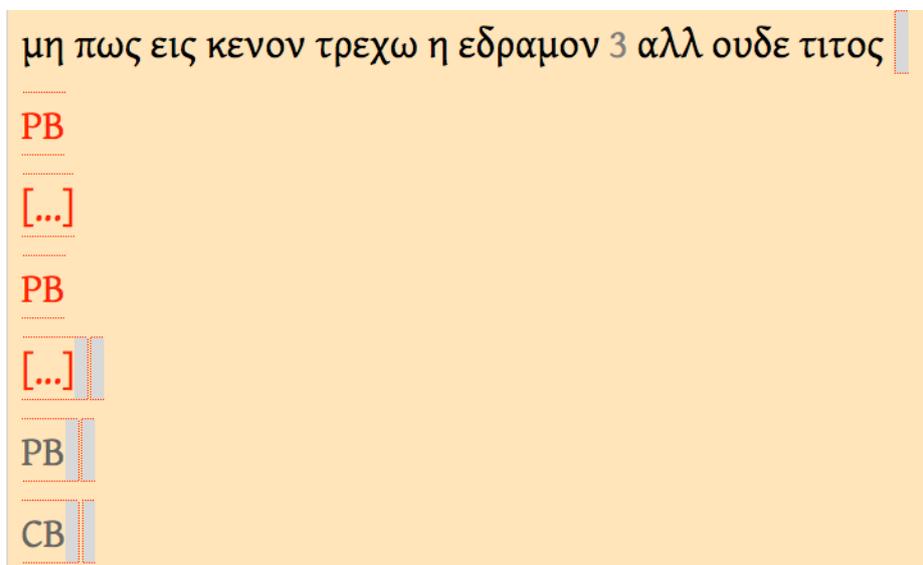
Note: When using a 'textual gap', do not remove verse markers using the 'V' menu, simply remove the text and leave the markers in place. When just using a 'physical gap' without a textual gap, it is preferred to remove lacunose verses using the 'V' menu, as this will then automatically show that the verses are lacunose.

Gaps: Pages

If a leaf, or more than one leaf, is lacunose from the manuscript, the Unit=Page function is used, almost certainly in addition to some of the above functions. (It is rare for a whole page to be completely illegible although it does occasionally happen. If so, follow the same guidelines as laid out below, but select ‘illegible’ rather than ‘lacunose’ in the ‘Reason’ section.)

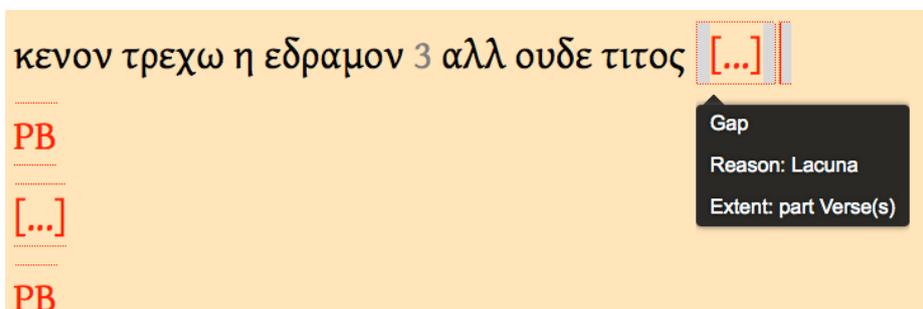
Example: A single leaf, containing all of Galatians 2.4-3.10, is missing. The extant page that precedes it ends part way through 2.3 and the extant page that follows it begins with –υται, the end of δικαιουται in 3.11.

At the end of the extant portion of 2.3, insert a gap as follows: Reason=Lacuna, Unit=Page, Extent= 2 (two pages = one leaf). This will display two red page breaks and a regular page break:



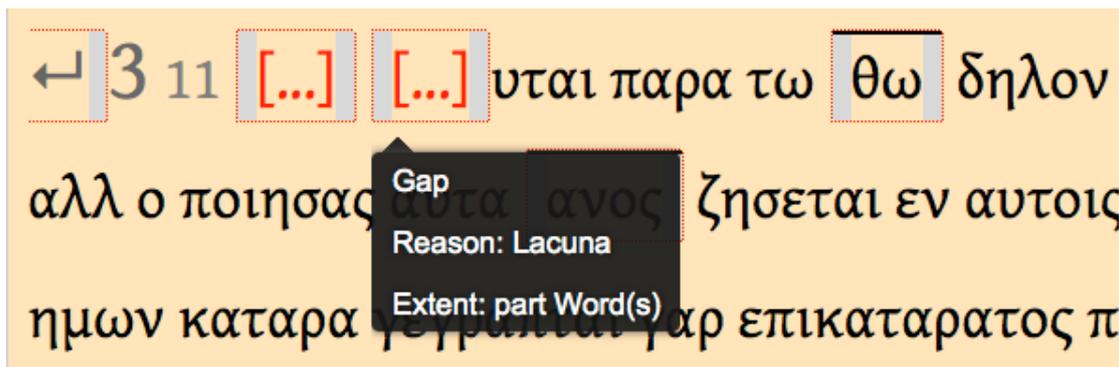
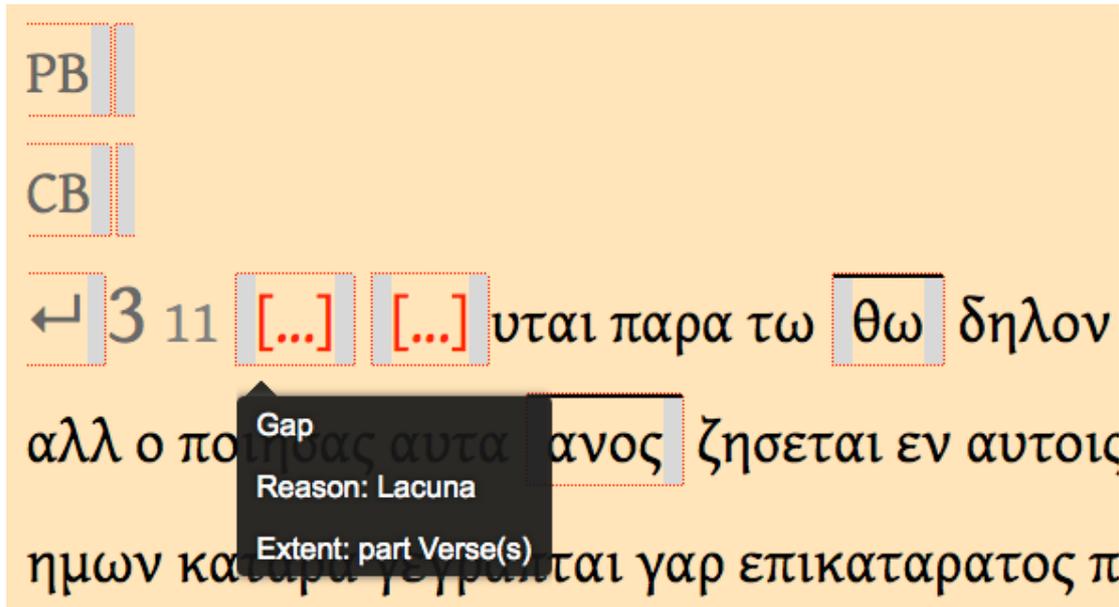
The folio number of the regular page break tag can be edited to add the correct folio/page number.

At the end of the extant portion of 2.3, also indicate that part of this verse is lacunose by selecting Reason=Lacuna, Unit=Verse, Extant=part:



Highlight and delete the lacunose portion of 2.3. Then using the ‘V’ menu (see **11. Verse Modification**), delete all of 2.4-3.10. Highlight and delete the lacunose section of 3.11. Two gap tags will be required before the extant section of 3.11, a part verse

tag and a part word tag. Remember that it is necessary that the ‘part word’ tag is added without a space between it and the extant part of the word:

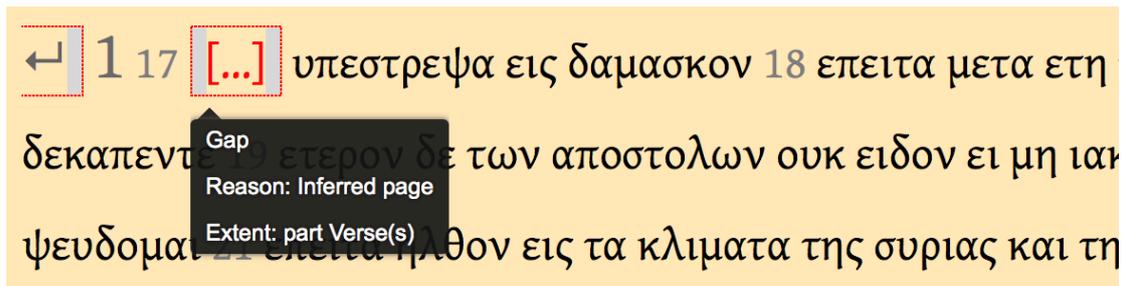


5.2.3. Inferred Page

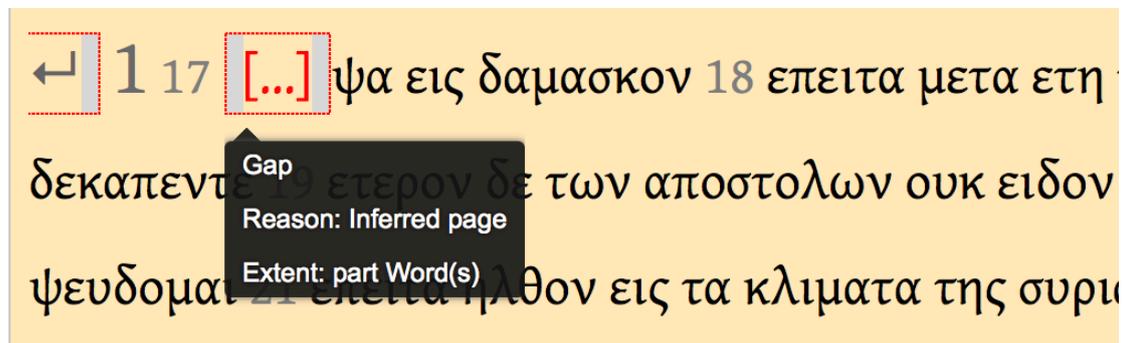
Sometimes the beginning of a manuscript is lacunose, and the text begins part way through a verse (and sometimes also part way through a word). If this is the case, the ‘Inferred page’ option may be used in ‘Gap’. This happens most often in fragmentary manuscripts and supplements (see **12. Supplements**).

Example: A manuscript begins part way through Galatians 1.17.

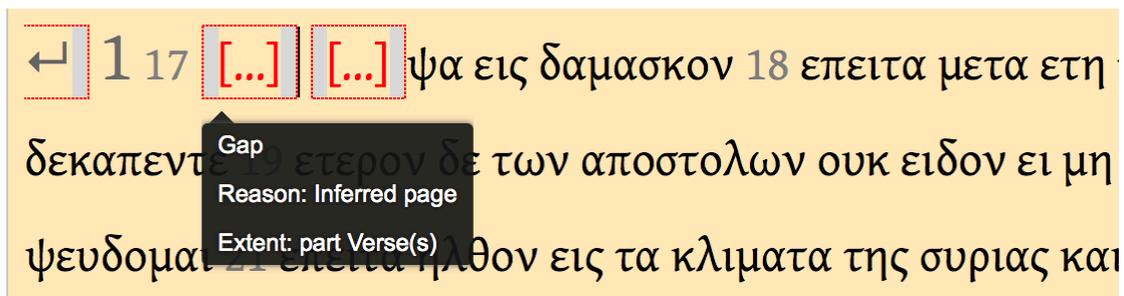
Delete the inscription and 1.1-16 using the ‘V’ menu. Delete the missing words of verse 17. Place the cursor before the first extant word and in the ‘D’ menu select ‘Gap’ and ‘Add.’ At ‘Reason’ for the gap, select ‘Inferred page’. For ‘Unit’ select ‘Verse’ and select ‘Extant=Part’ for ‘Extant’:



If the extant text begins part way through a word, delete the missing portion of the word, place the cursor at the beginning of the extant text and in the ‘D’ menu select ‘Gap’ and ‘Add.’ At ‘Reason’ for the gap, select ‘Inferred page’. For ‘Unit’ select ‘Word’ and select ‘Extent=Part’ for ‘Extent’:



You may also need to record that the rest of the beginning of the verse is also missing. Place the cursor before the first mark-up box and, as before, in the ‘D’ menu select ‘Gap’ and ‘Add.’ At ‘Reason’ for the gap, select ‘Inferred page’. This time, for ‘Unit’ select ‘Verse’ and select ‘Extent=Part’ for ‘Extent’:



5.2.4. Witness End

Sometimes the end of a manuscript is lacunose and the text ends part way through a verse (and sometimes also part way through a word). If this is the case, the ‘Witness end’ option may be used in ‘Gap’. As above, this happens most often in fragmentary manuscripts and supplements (see **12. Supplements**).

Example: A manuscript ends part way through 6.9, after θερι- of θερισομεν. Delete 6.10-18 and the subscription using the ‘V’ menu. Highlight and delete the lacunose part of 6.9. In the ‘D’ menu, select ‘Witness End’:

← σπειρων εις το πνα εκ του πνς θερισει ζων αιωνιον 9 το δε
← ποιουντες μη εκκακωμεν καιρω γαρ ιδιω θερι Witness End

Note: ‘Inferred page’ and ‘Witness end’ are only used if the witness begins or ends part way through a verse, not if the witness begins or ends at the beginning or end of a verse.

It can often be helpful to add a note to explain the reason for the gap, see **9.1 Local Note**. This is particularly helpful if the beginning or end of a transcription is missing.

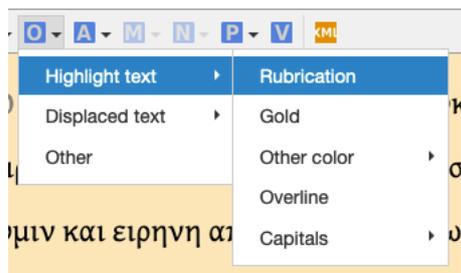
6. Ornamentation

The Transcription Editor allows for ornamentation in a manuscript to be recorded by using the ‘O’ Ornamentation menu. Ornamentation tags should only be included in transcriptions of papyrus and majuscule manuscripts and under special circumstances. **They should not be included in transcriptions of IGNTP minuscule manuscripts.**

6.1. Highlighted Text

6.1.1. Rubrication

If portions of text are written in a particular colour, this can be indicated in the Editor. The options available are Red (Rubrication), Gold (Gold), Other colour (Blue, Green, Yellow or Other). Select the text you wish to mark as coloured, click ‘O’ and select ‘Highlight text’ and then the correct colour.

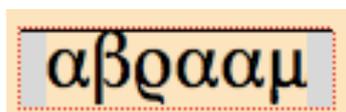


Text marked as coloured will be displayed in the transcription in that colour:



6.1.2. Overlines

Words or letters decorated with lines above them can also be recorded, for example names such as αβρααμ will sometimes have a decorative line above them. Again, select the word or letter you wish to mark as having an overline, click ‘O’, select ‘Highlight text’ and then ‘Overline’. (Note: Overlines that indicate *nomina sacra* or numerals should be handled using the Abbreviated text menu, see **7. Abbreviated Text**.) The overline will be displayed in the transcription:

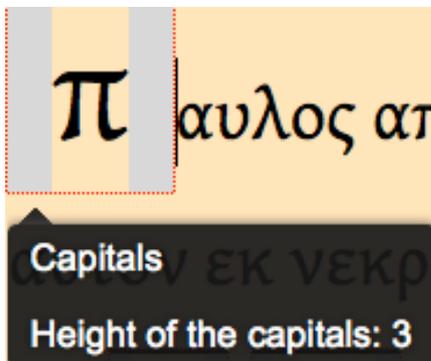


6.1.3. Capitals

Outsize capital letters/Initials at the beginning of a passage or line can be recorded using the ‘Capitals’ option in the ‘O’, ‘Highlight text’ box. Click ‘Add’ a capital and a box will open giving you the option to add the height of the capital:



The height of the capitals is expressed as the number of lines of ordinary script on the page corresponding to the height of the capital:



Always use a full number in the extent field. Decimals, for example 1.5, will not display properly.

6.2. Displaced Text/ ‘tucked-under’ lines

If the text at the end of a line is added in blank space above or below, it should be transcribed as part of the line to which it belongs. (Most common is the tendency to finish the last line of text on a page in the bottom margin of that page.) Its position may also be recorded using the ‘Displaced text’ menu in ‘Ornamentation’. Select the text that is displaced or ‘tucked-under’, click on ‘O’ then ‘Displaced text’. Choose from one of the following options:

- Above
- Below
- Other

6.3. Other Types of Ornamentation

Information about other types of ornamentation (for example, a picture of an animal decorating a letter) can be added by highlighting text, clicking on ‘O’ and then ‘Other’. A text box will appear with the option of recording the type of ornamentation in it. Click ‘Insert’.

6.4. General Observations

For the sequence in which these and other functions should be noted, see **13.2. Order of Entry of Different Functions**. Remember, ornamentation tags are not normally used in minuscule manuscripts, except in special circumstances. Your transcription manager will tell you if you need to include this information.

7. Abbreviated Text

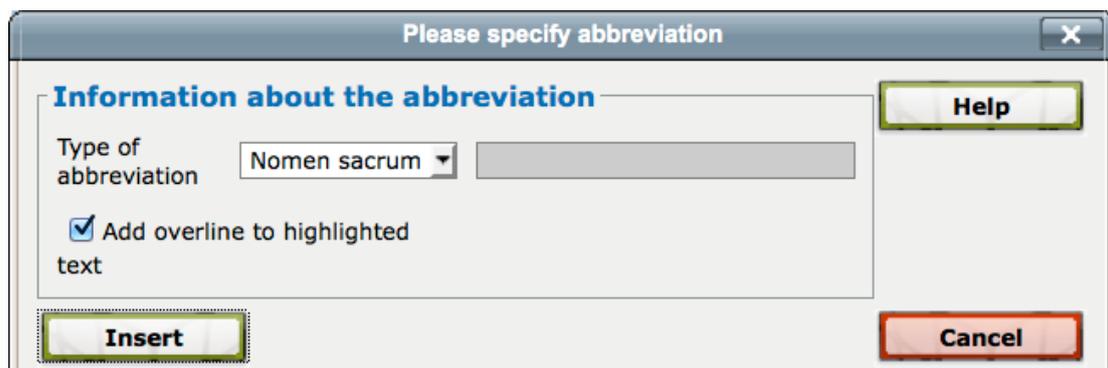
The ‘Abbreviated Text’ (A) menu contains mark-up tags for both abbreviations and expansions of the text.

7.1. Abbreviated Text

The concept of ‘Abbreviation’ in the Transcription Editor refers only to words that are marked as an abbreviation by the use of an overline, i.e. *nomina sacra* and numerals. The exact letters written on the page should be highlighted and marked up as follows:

7.1.1. *Nomina Sacra*

Nomina sacra are ‘sacred words’ written in abbreviated form with an overline above one or more letters. For example, if you have to add $\bar{\iota}\nu$ (ιησουν) to the base text, type $\iota\nu$, highlight it, click ‘A’ and select ‘Abbreviated text’, then ‘Add’. Select the type of abbreviation, in this case *nomen sacrum*, ensure that the ‘Add overline to highlighted text’ box is checked and click ‘Insert’.



If a *nomen sacrum* needs to be changed, e.g. $\overline{\alpha\nu\omicron\iota\varsigma}$ needs to be changed to $\overline{\alpha\nu\omicron\upsilon\varsigma}$, put the cursor anywhere in the markup box and enter ‘backspace’. This will remove the markup box. The word can then be edited. Once the word is edited, proceed as above by highlighting the word and marking it up as a *nomen sacrum* using the ‘A’ menu.

If a word is written in full in the base text (e.g. $\mu\eta\tau\rho\varsigma$), but is written as a *nomen sacrum* in the manuscript, (e.g. $\overline{\mu\rho\varsigma}$), first change the word to its contracted form as it appears in the manuscript, e.g. $\mu\eta\tau\rho\varsigma$ to $\mu\rho\varsigma$, then proceed as above by highlighting it and marking it up using the ‘A’ menu.

If a word in the base text is a *nomen sacrum* (e.g. $\overline{\alpha\nu\omega\nu}$) but is expanded in the manuscript (e.g. $\alpha\nu\theta\rho\omega\pi\omega\nu$), place your cursor in the *nomen sacrum* markup box and enter ‘backspace’ on your keyboard (do not click the ‘undo’ button at the top of the screen as this will undo your last action). Entering ‘backspace’ will remove the markup box and the overline. Expand the contracted word, e.g change $\alpha\nu\omega\nu$ to $\alpha\nu\theta\rho\omega\pi\omega\nu$.

If the *nomen sacrum* in the manuscript text is missing the overline, the letters should be transcribed but the ‘Add overline to highlighted text’ should be unticked. Similarly, if a word has been written in full but also supplied with a *nomen sacrum* overline, the word should be transcribed in full and the ‘Add overline to highlighted text’ should be ticked. If only an overline is extant, the reconstructed letters below are indicated with underdots. For the sequence in which overlines and underdots should be noted, see **13.2 Order of Entry of Different Functions**.

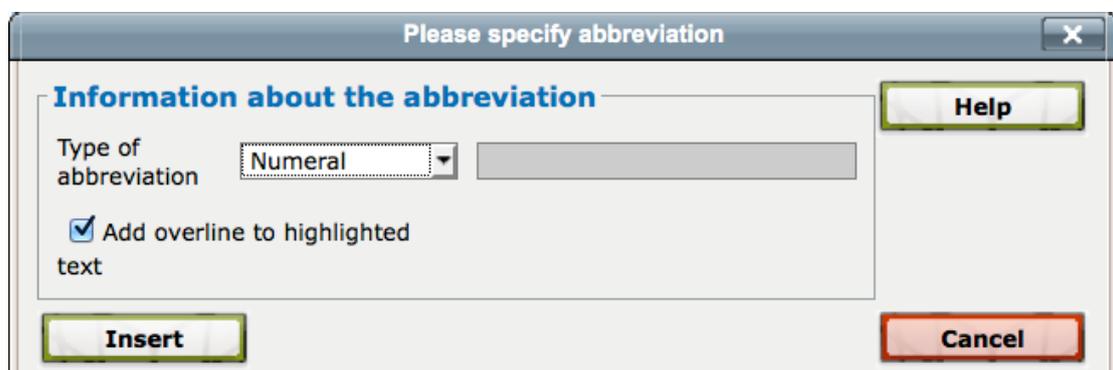
For a full list of *nomina sacra*, see **13.3 The Most Common Forms of Nomina Sacra**. Names such as $\overline{\alpha\beta\rho\alpha\alpha\mu}$ or $\overline{\pi\alpha\upsilon\lambda\omicron\varsigma}$ sometimes have an overline but they are not sacred names and the overline should be treated as ornamentation, see **6.1.2**.

Overlines. Note, however, that ornamentation should only be marked up in papyri and majuscule manuscripts. In minuscule manuscripts, words such as $\overline{\alpha\beta\rho\alpha\alpha\mu}$ or $\overline{\pi\alpha\upsilon\lambda\omicron\varsigma}$ that have been written with an overline should *not* have the overline added.

7.1.2. Numerals

Greek numerals are represented by letters of the Greek alphabet. Scribes sometimes use a letter with an overline in place of a word, for example $\overline{\gamma}$ instead of $\tau\rho\iota\alpha$. Replace the word with the letter in the transcription, highlight the letter, click ‘A’ and select ‘Abbreviated text’, then ‘Add’. Select the type of abbreviation, in this case ‘Numeral’, ensure that the ‘Add overline to highlighted text’ box is checked and click ‘Insert’.

As above, if the overline is not present, the ‘Add overline to highlighted text’ should be unticked.



See **13.4. Greek Numbers** for a list of numbers and their Greek equivalents.

7.2 Expansion of Text

A regular feature of Greek manuscripts is the use of tachygraphic symbols, ligatures (combinations of two or more letters) and abbreviations in the text (e.g. using superscript letters to represent omitted syllables).

7.2.1. Transcriptions of Minuscule Manuscripts

In transcriptions of minuscule manuscripts such symbols and abbreviations should be expanded, i.e., written in full. A list of the most common abbreviations and their expansion may be found at: http://intf.uni-muenster.de/NT_PALAEO/

| Examples of Abbreviations in Minuscules | |
|---|---------------------|
| Abbreviation | Expansion |
| εστῑ | εστιν |
| του αγ αποστολ | του αγιου αποστολου |
| του ιωανν | του ιωαννου |

Sometimes, letters at the end of a line are replaced by a diagonal stroke (slash). This does not represent particular letters, but is governed by the context: the reading is determined from the context (e.g. by the preceding article) and letters are supplied as appropriate.

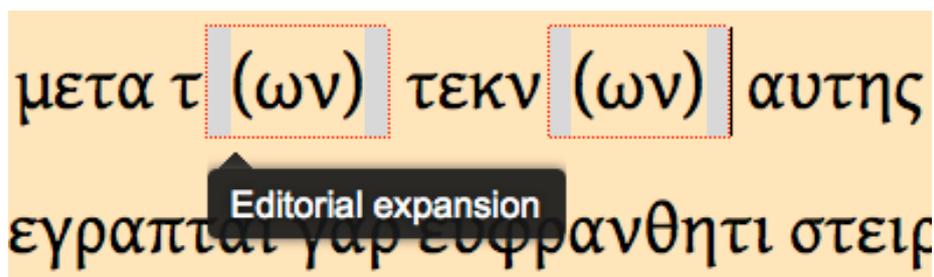
If the intended reading is not clear, the supplied letters should be added in parentheses, for example:

αυτ = αυτ(ου) or αυτ(ων)

To add letters in parentheses, highlight the ambiguous letters in the transcription, and in the 'A' menu select 'Expansion' and 'Add'. For example, if it is not clear whether the text should read των τεκνων or τον τεκνον because the text reads τ τεκν, and the base text reads των τεκνων, highlight ων, select 'Expansion' and 'Add':



The expanded text, in parentheses, will appear as:



Special signs:

- Accents and breathing marks are not usually transcribed. The exception is when an accent or breathing is the only distinction between a word or form, such as μένει or μενεῖ in 1 John 2:14. The base text will include accented words where necessary.
- The trema (diaeresis) is not transcribed.
- Neither iota adscript (αυτωι) nor iota subscript (αυτω) are transcribed.

7.2.2. Papyri and Majuscule / Special Circumstances

For papyri and majuscules, tachygraphic symbols, ligatures and abbreviations in the text (e.g. using superscript letters to represent omitted syllables) should be expanded in transcriptions and their expansions should be **included in parentheses**. For example:

| Examples of Abbreviations in Papyri and Majuscules | |
|--|-------------------------|
| Abbreviation | Expansion |
| εστῑ | εστι(ν) |
| του αγ αποστολ | του αγ(ιου) αποστολ(ου) |
| του ιωανν | του ιωανν(ου) |

As above, expansions in parentheses should be added by going to ‘A’, ‘Expansion’, ‘Add’ and then ‘Insert’. If possible, add further information about the expansion by selecting an entry from the drop down menu of ‘Symbol used for rendition’. The option ‘Other’ opens a box next to it in which you can type a symbol used.

Special signs:

- Accents and breathings may be transcribed. Your transcription manager will let you know whether or not to transcribe accents and breathings.
- The trema (diaeresis) is not transcribed.
- Iota adscript **is** transcribed (αυτωι), but iota subscript is not (αυτω).

8. M Marginalia

This chapter is mainly irrelevant for transcriptions of continuous text minuscule manuscripts, although please read section **8.4. General Note: Lectionary Incipits**.

Section **8.1 Commentary Manuscripts** is relevant for transcriptions of Commentary manuscripts. It contains general instructions on how to transcribe a commentary manuscript, as well as instructions on using relevant ‘Marginalia’ tags. Note also that there may be the rare occasion when the [comm] tag may be needed in transcriptions of minuscule manuscripts, see **8.1.2. Commentary in Continuous Text Manuscripts (all transcriptions)**.

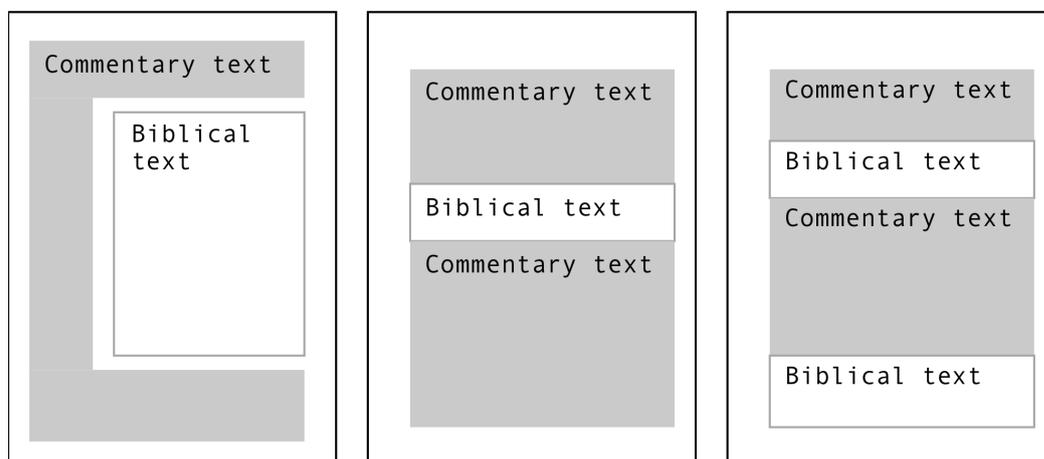
The rest of this chapter is relevant only to special transcriptions and transcriptions of papyrus and majuscule manuscripts.

8.1 Commentary Manuscripts

Commentary (catena) manuscripts contain, in addition to biblical text, commentary on the text by one or more Church Fathers. The biblical text and commentary are usually distinguishable from one another in one or more of the following ways:

- The biblical text and commentary may be written in different colours of ink and sometimes in different scripts (majuscule/semi-majuscule/minuscule).
- The biblical text may be marked by diplot (> or >>) in the margins.
- Large initials or special signs (e.g. + + +) may be used at the beginning of the biblical text.
- The beginning of the biblical text may be indicated by $\kappa\epsilon\iota(\mu\epsilon\nu\omicron\nu)$, while the beginning of the commentary may be indicated by $\epsilon\rho\mu(\eta\nu\epsilon\iota\alpha)$.

Some commentary manuscripts contain a block of biblical text in the middle of the page surrounded by commentary in the top, bottom and outer side margins of the page (marginal commentary). Some have lines of commentary, followed by lines of biblical text (linear commentary).



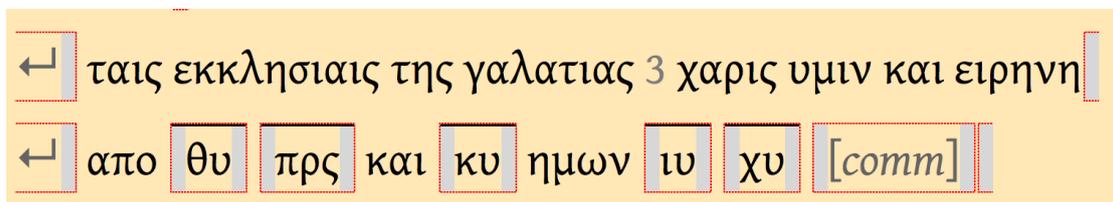
8.1.1. Commentary Text Function

Marginal commentaries are transcribed as continuous texts, i.e. the commentary text can be ignored.

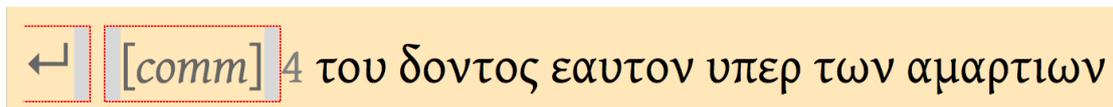
In linear commentaries commentary text is indicated using the ‘Commentary text’ function of the Marginalia menu. Both partial and complete lines of commentary should be indicated.

Tagging partial lines of commentary

If biblical text is followed by commentary text on the same line, place the cursor where the commentary text starts, and in the Marginalia menu select ‘Add.’ ‘Commentary text’ is preselected in the ‘Marginalia’ box. Ensure that the number of lines covered’ = 0 (which is preselected). Click ‘Insert’:



If commentary text is followed by biblical text on the same line, place the cursor before the beginning of the biblical text, and proceed as above:



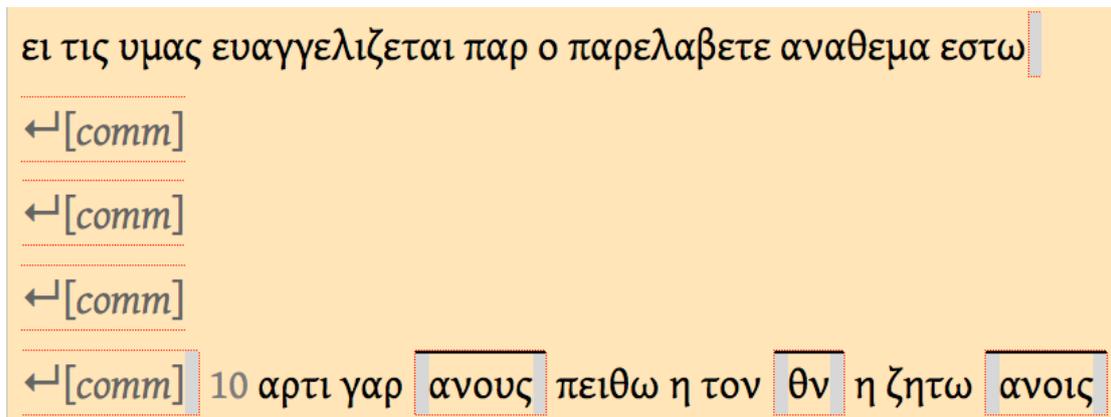
Occasionally, a line has biblical text in the middle surrounded by commentary. In this case, add a part line commentary tag, followed by the biblical text, followed by another part line commentary tag. This then represents the layout of biblical text and commentary as seen on the manuscript page.

Tagging complete lines of commentary

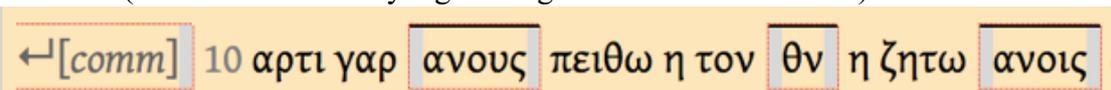
Working on a page-by-page basis, count the number of complete lines of commentary at the beginning of the page before the first block of biblical text, between two blocks of biblical text on the same page, or following a block of biblical text to the bottom of the page. Place the cursor at the relevant point of the transcription and in the ‘Marginalia’ menu select ‘Add’ and as above, you will see ‘Commentary text’ preselected in the ‘Marginalia’ box. Insert the number of lines of complete commentary text in the ‘Number of lines covered’ box, then click ‘Insert.’

Note that you will not need to add a line break before adding the first *[comm]* as this will be done automatically by the Editor. But you will need to add a line break after the last *[comm]* as in the Editor, the biblical text follows on directly from the last commentary text tag.

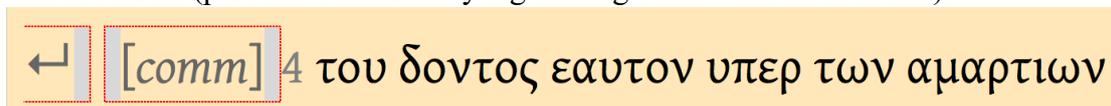
A line break will automatically have been inserted and the symbol `[comm]` will appear on the relevant lines in the editor.



It is important to make sure that after several full lines of commentary, if there is a part line of commentary plus the start of biblical text that you tag this line's commentary separately as 0 lines covered, rather than just adding this to the total number of lines covered and then moving straight to the biblical text. So, this is incorrect (full line commentary tag sharing a line with biblical text):



This is correct (part line commentary tag sharing a line with biblical text):



As you can see, a full line commentary tag is joined to the line break, a part line commentary tag stands separately.

When a page begins with several lines of commentary, it is necessary to delete the line break automatically added by the program and replace it with the required number of `[comm]` tags and their associated line breaks. To do this, first insert your page break. Place your cursor immediately before the line break (after the column break close tag marker) here:

αλλα τουναντιον ιδοντες
 PB 1r
 CB 1
 ← οτι πεπιστευμαι το ευαγγ

Then click to add the commentary tags, and the automatic line break will move further down the page ready for you to use for the next line:

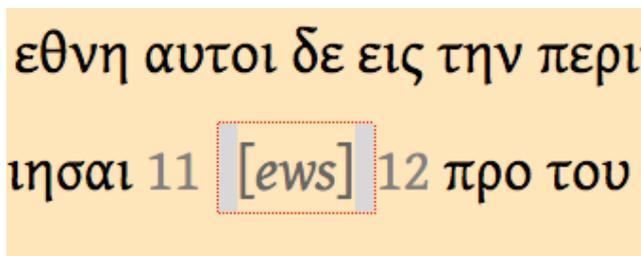
αλλα τουναντιον ιδοντες
 PB 1r
 CB 1
 ←[comm]
 ←[comm]
 ←[comm]
 ←[comm]
 ←[comm]
 ← οτι πεπιστευμαι το ευαγγελ

(You may have to hover back and forth a bit to get the cursor to land between the closing tag of the column break and the opening tag of the line break.)

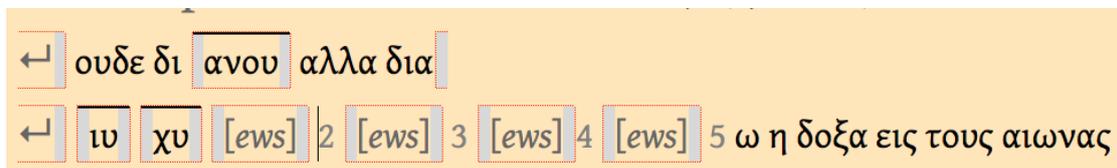
So, this is incorrect (redundant line break after the page break):

αλλα τουναντιον ιδοντες
 PB 1r
 CB 1
 ←
 ←[comm]
 ←[comm]
 ←[comm]
 ←[comm]
 ←[comm] οτι πεπιστευμαι το

The [ews] symbol will appear in your transcription:



Use this function for every verse or part verse where εως replaces text.



8.1.4. Unmarked Biblical Text in Commentaries

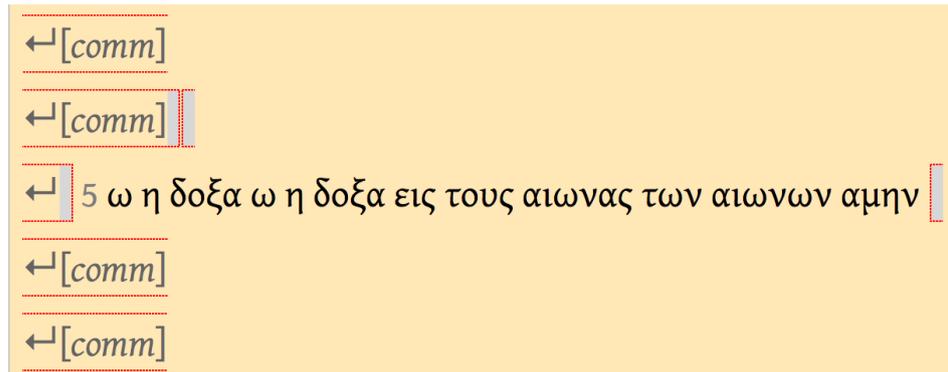
Occasionally there is no easy way of distinguishing biblical text from commentary text. This is usually in manuscripts where a scribe has added diplēs (> or >>) in the margins to indicate biblical text and he has simply forgotten to mark a passage. Other reasons include poor photography of the manuscript pages, or the margins are not visible for some reason. If you cannot immediately find the next expected piece of text, you will need to search the commentary text to see whether there is some unmarked biblical text embedded within it. When you find it, transcribe as normal.

8.1.5. Multiple Occurrences of Same Verse

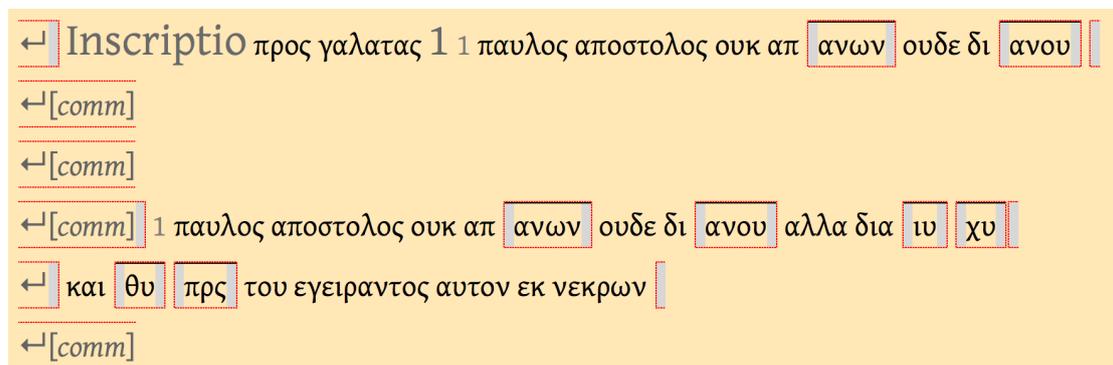
Occasionally in commentary manuscripts there are multiple occurrences of the same verse. Each occurrence must be marked up separately. For instruction on doing this, see section 11.2 **Insertion of Chapter and Verse Numbers**.

8.1.6. Repetition of Phrases

Sometimes in commentary manuscripts a scribe will repeat a phrase of a verse, at times accidentally and at times intentionally. If a phrase is repeated within a verse and within the same block of text, simply repeat the phrase in your transcription. For example, the scribe has repeated $\omega \eta \delta\omicron\xi\alpha$ in a commentary manuscript of Galatians 1.5 and this verse has commentary above it and below it. This would be transcribed as:

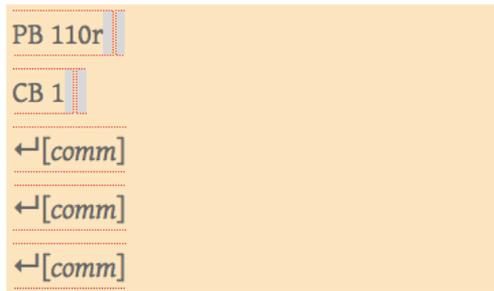


If the repetition of a phrase of a verse is separated by commentary text, the repetition should be given a separate verse marker. See **11.2 Insertion of Chapter and Verse Numbers**. For example, the scribe repeats the first part of Galatians 1.1, separated by commentary. The verse 1 marker is repeated before the second occurrence of the phrase:



8.1.7. Pages Containing No Biblical Text

Some commentary pages contain no biblical text. They should be recorded. Add a page break from the 'B' Break menu, click 'M' then 'Add' and in the 'Marginalia' drop down menu select 'Commentary text'. In the 'Number of lines covered' box, insert the number of lines of commentary text on the page.

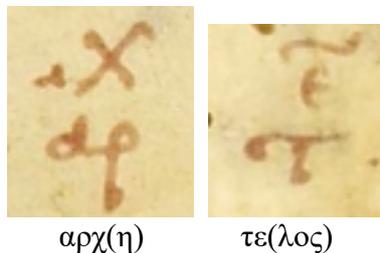


8.2. Lectionary Notations

Lectionary notations should only be included in transcriptions of papyrus and majuscule manuscripts. They **should not be included in transcriptions of minuscule manuscripts**. In a minuscule transcription, if a lectionary notation appears within the text, simply ignore it and carry on with the biblical text.

Lectionary notations are additions to the text of certain words which indicate the liturgical use of the text. The ‘Marginalia’ menu permits the insertion of such lectionary notations.

The most common lectionary notations that you will see in any manuscript are αρχη and τέλος. These mark the beginning and end of a reading. They are often abbreviated:



The abbreviations $\overline{\cup}$ (= υπαγε) and $\overline{\zeta\eta}$ (= ζητει) are also lectionary notations; they stipulate that the following text passage should be skipped during the reading.

The abbreviation $\textcircled{\Delta}$ (= σαββατον) is also a lectionary notation, and should be distinguished from a similar abbreviation $\textcircled{\omega}$ (= σημειωτεον) which is written in the margin to indicate something noteworthy (similar to the modern exclamation mark).

Put the cursor at the point at which the lectionary notation appears and in the ‘M’ menu select ‘Add’. Select ‘Lectionary notation’ from the ‘Marginalia’ drop down menu and then in the ‘Text or number (as written on page)’ box type what is written in the manuscript, for example, αρχη or τέλος. Write these words in full; do not write their abbreviated forms.

8.3. Other Marginalia

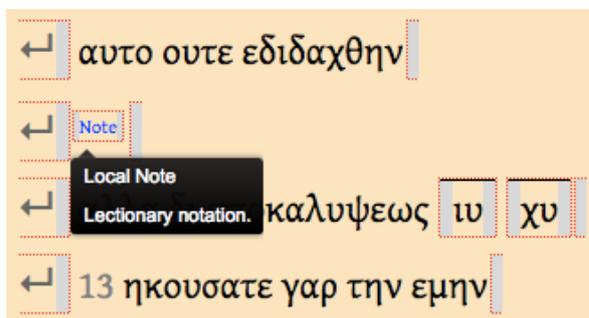
Other marginalia should also only be included in transcriptions of papyrus and majuscule manuscripts.

The following marginalia are available:

- Running title
- Chapter number
- Chapter title
- Lectionary notation
- Lectionary text placeholder
- Colophon
- Quire signature
- Ammonian Section number
- Eusebian canon
- Euthaliana
- Gloss
- Stichoι
- Page number (as written)
- Isolated marginal note
- Andrew of Caesarea
- Other

It is also possible to add the position and alignment of the lectionary notations, running titles, glosses etc. in the ‘Position’ and ‘Alignment’ boxes. In each box, select from a choice of options. For example, αρχη may be written ‘Below line’ and ‘Left’.

In minuscule manuscripts, occasionally an entire line will be filled with a lectionary notation. To keep the number of lines on the page correct, please insert the line break and add a local note to the blank line explaining what is there, for example, ‘Lectionary notation’. This avoids having unexplained blank lines in the transcription. See **9.1 Local Note**.



8.4. General Note: Lectionary Incipits

Lectionary incipits are standard phrases that introduce lections. They are sometimes added to a passage in a continuous text manuscript and sometimes replace the regular introductory phrase. They should be ignored in your transcription.

The six most common incipits are:

τω καιρω εκεινω

ειπεν ο κυριος τοις εαυτου μαθηταις

ειπεν ο κυριος προς εληλυθοτας προς αυτον ιουδαιους

ειπεν ο κυριος προς πεπιστευκοτας αυτω ιουδαιους

ειπεν ο κυριος

ειπεν ο κυριος την παραβολην ταυτην

9. Note

Certain observations, such as unclear letters or abnormalities in the manuscript, can be expressed using the ‘Note’ function. The cursor should be placed at the end of the word to which the note relates.

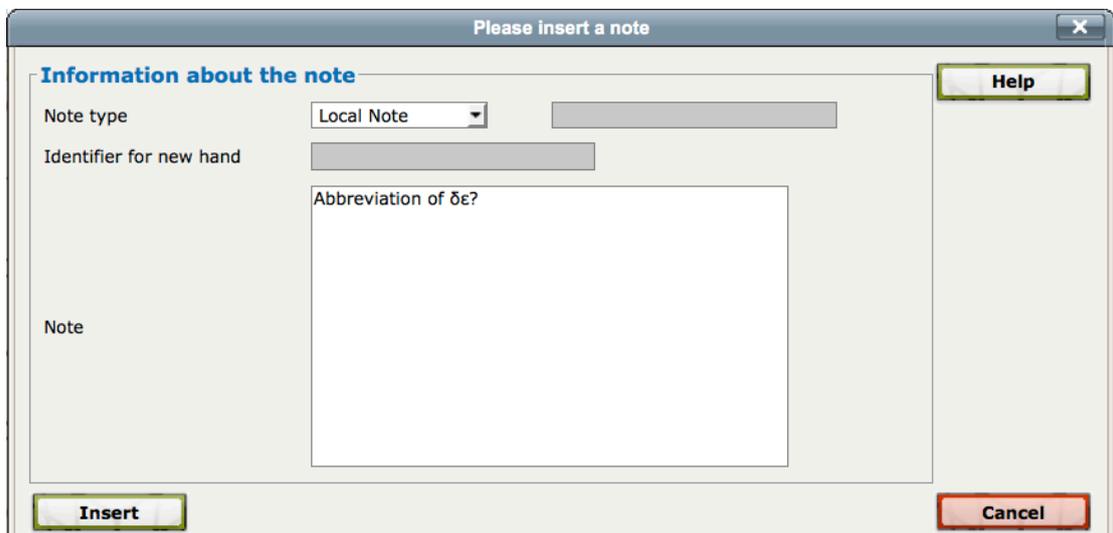
There are several types of note:

- Local note
- Editorial note
- Canon reference
- Change of hand
- Other

Transcribers transcribing Greek manuscripts should only use the ‘Local note’ and (rarely) ‘Change of hand’ functions.

9.1. Local Note

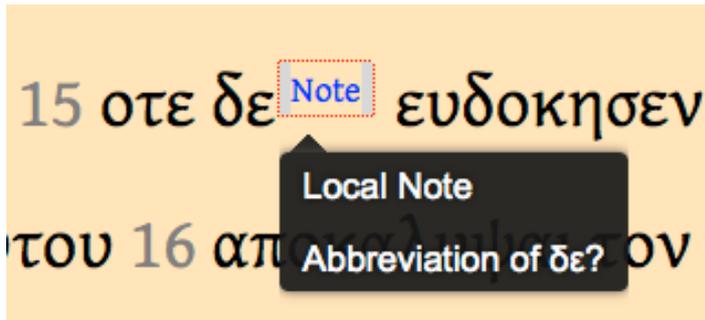
Local notes are essentially notes to yourself of queries that you wish to come back to. Select ‘Local note’ in the ‘Note type’ drop down menu. The note itself can be written in the ‘Note’ box. For example, a local note might be ‘Abbreviation of $\delta\epsilon$?’



The screenshot shows a dialog box titled "Please insert a note" with a close button in the top right corner. The main content area is titled "Information about the note" and contains the following elements:

- Note type:** A dropdown menu currently showing "Local Note".
- Identifier for new hand:** An empty text input field.
- Note:** A large text area containing the text "Abbreviation of $\delta\epsilon$?".

On the right side of the dialog, there is a "Help" button. At the bottom, there are two buttons: "Insert" on the left and "Cancel" on the right.

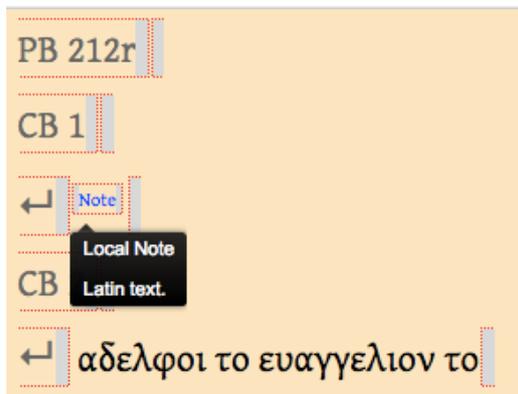


Ideally you will be able to resolve your own queries as your transcription progresses. You can search for your notes by using the ‘Find’ function in your browser and searching for ‘Note’. Once you have resolved your query, delete your local note of that query. The note can be deleted by placing your cursor in the red box and hitting backspace.

Other local notes might provide information for the editors of the transcriptions, such as ‘Text disappears into the margin on this page’ which should be retained.

Remember to add notes as you proceed with the transcription. Adding notes retrospectively to the transcription can be awkward, for example, in between a nomen sacrum and a line break. See **13.2. Order of Entry of Different Functions**.

If you are transcribing a bilingual manuscript, with columns written in different languages, it is necessary to add the full page layout to the transcription but only to add the text in Greek. For each empty column, please add a local note after the column break stating it is written in another language, for example ‘Latin text’.



9.2. Change of Hand

If the handwriting changes in the middle of a regular page this information should be recorded. In ‘Note type’ select ‘Change of hand’.

If the change of hand is an addition to a manuscript of at least one entire leaf (or rarely part of a leaf), replacing original material, this is not treated simply as a change of hand. Rather, it is a supplement which is treated differently. See **13. Supplements**.

Papyri and Majuscules / Special Circumstances

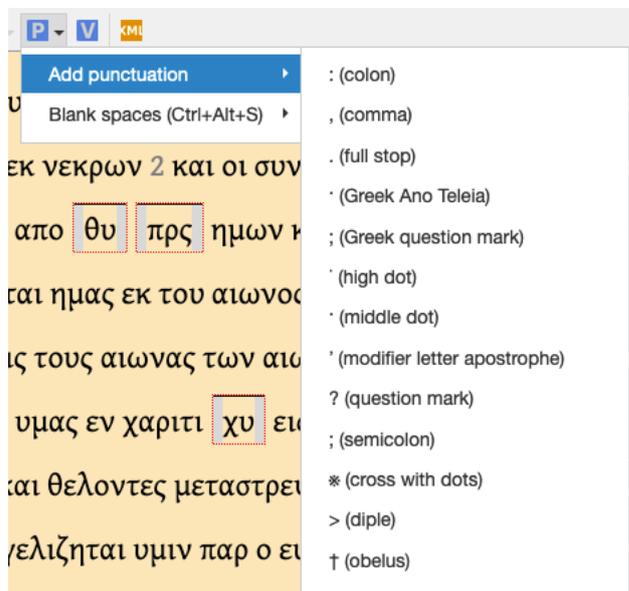
If the identity of the new hand is known, insert the siglum of the hand (e.g. C2 if the new hand is known to be Corrector 2). If the identity of the new hand is not known, leave this field blank. Other information, e.g. approximate date, style, etc. can be recorded in the 'Note' box.

10. Punctuation

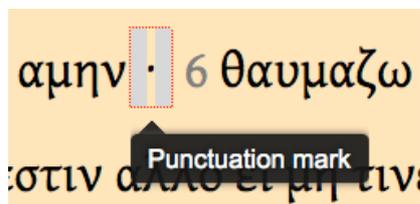
This menu is only used in transcriptions of papyri and majuscule manuscripts and in special circumstances. It is **not used in transcriptions of minuscule manuscripts**. Biblical text in commentary manuscripts that is written in the majuscule hand is treated for our purposes as minuscule and therefore punctuation is not transcribed.

10.1. Add Punctuation

In the Punctuation ('P') menu, punctuation can be added ('Add punctuation') to the transcription by selecting punctuation or other symbols such as dipole or obelos from a predefined list.



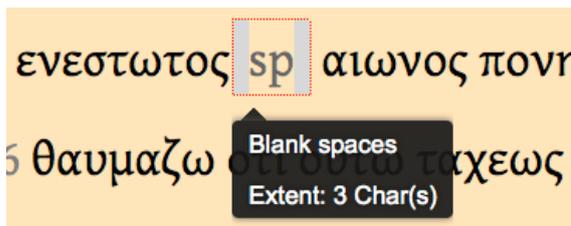
The most common punctuation (. , ; : ·) may be entered directly with the keyboard. (The middle dot is formed with the combination alt + shift + 9). A box automatically appears around punctuation in the Editor.



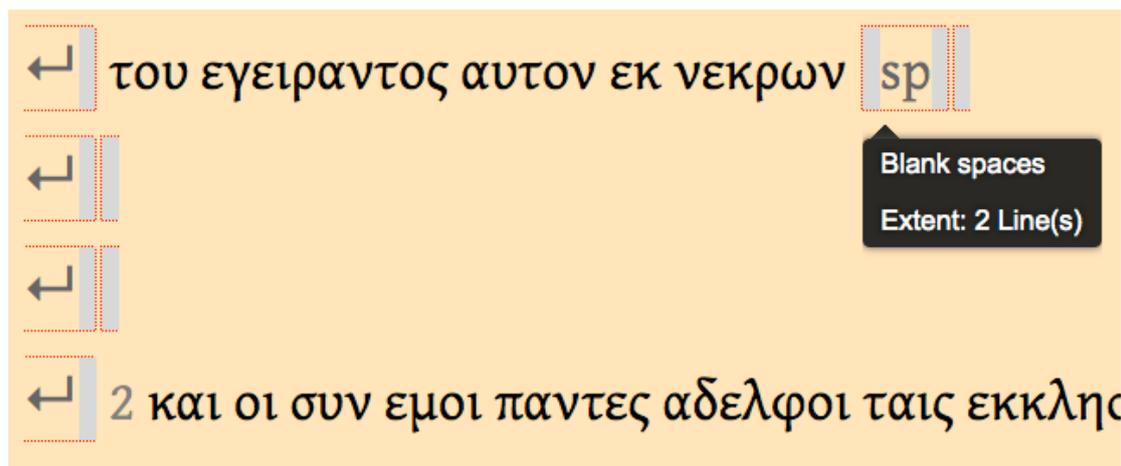
10.2. Blank Spaces

If an unusual space appears in the manuscript, either between two words or as an area of blank material, this may be recorded. Your transcription manager will let you know whether to include blank spaces.

The unit size is described in terms of the number of corresponding letters (Char), lines (Line) or other (Other). If you are recording a space of one or more characters in your transcription, in the 'P' menu, go to 'Blank spaces,' then 'Add' and select 'Char' in the 'Unit' drop down menu. In the 'Extent' box record the size of the space in terms of number of characters that could fit into it:



When recording blank lines, note the space and the number of lines using the 'P' menu and then add the empty lines using the 'B' (Break) menu:



Note: Always use a complete number, not a decimal, in the extent field.

If the rest of a page, or rest of a column, is blank record as above, adding the number of blank lines as a space and adding the correct number of line breaks.

If a whole page, or a whole column is blank, in the 'P' menu go to 'Blank spaces,' then 'Add' and select 'Other' in the 'Unit' drop down menu. In the 'extent' box, write 'whole page' or 'whole column'. Remember that we do not use the 'P' menu in

minuscule transcriptions. In the case of blank lines in a minuscule transcription, add the line breaks with a local note to explain.

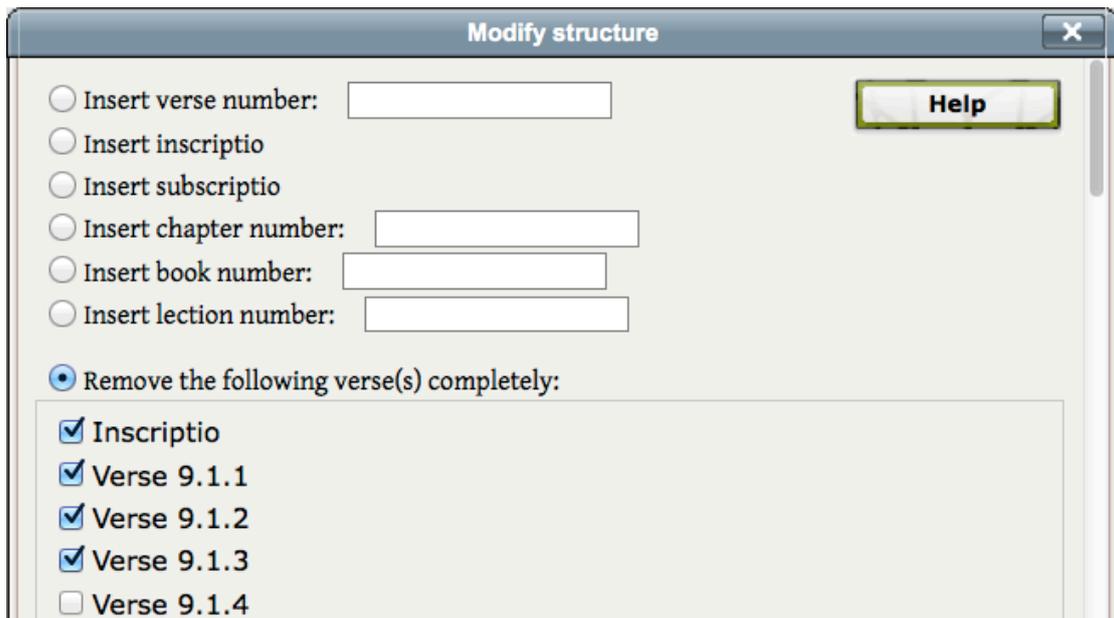
11. Verse Modification

Inscriptions, subscriptions, book, chapter and verse numbers cannot be deleted or inserted using the keyboard. Instead this menu must be used.

11.1. Deletion of Chapters and Verses

In continuous text manuscripts, complete inscriptions, subscriptions, chapter and verse numbers **should only ever be deleted if they are lacunose**, i.e. the parchment is actually missing. If an inscription, subscription, entire chapter or verse is omitted by the scribe, the verse numbers should be left in the transcription and just the text deleted.

In the case of a lacuna, to remove the inscription, subscription, and/or one or more verse numbers completely, use the 'V' (Verse Modification) menu. In the 'Modify structure' dialogue box that opens, tick the relevant verses and 'Apply'. Note that the book number (e.g. Galatians = 9) precedes the chapter and verse number.



The screenshot shows a dialog box titled "Modify structure" with a close button (X) in the top right corner. The dialog contains several radio button options, each followed by a text input field:

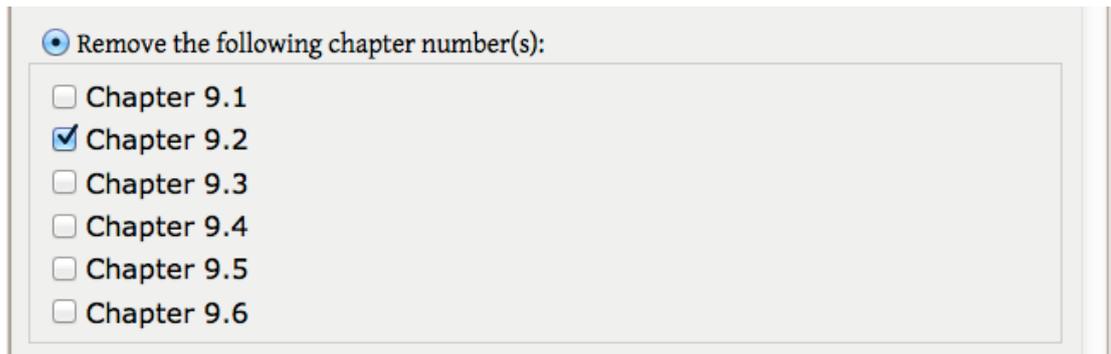
- Insert verse number: [text box]
- Insert inscriptio
- Insert subscriptio
- Insert chapter number: [text box]
- Insert book number: [text box]
- Insert lection number: [text box]

The option "Remove the following verse(s) completely:" is selected with a radio button. Below this option is a list of items with checkboxes:

- Inscriptio
- Verse 9.1.1
- Verse 9.1.2
- Verse 9.1.3
- Verse 9.1.4

A "Help" button is located in the top right corner of the dialog.

If a whole chapter is lacunose, first tick every verse of the lacunose chapter and 'Apply'. Then, to remove the chapter **number**, tick the relevant number in the 'Remove the following chapter number(s)' box and 'Apply':



Refer back to **5.2. Gaps** on how to handle partial verse lacunae that may exist either side of the whole chapter and/or verse lacunae.

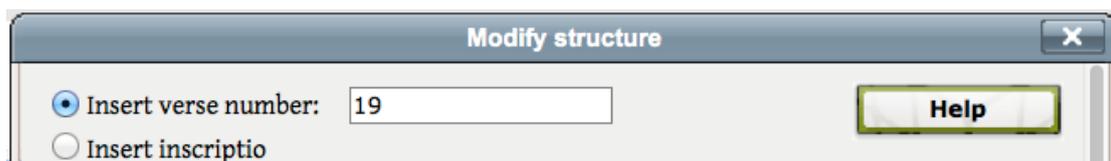
Note: Never remove the book number when working on a continuous text manuscript. It is expected that all transcriptions will begin with the book number of the book being transcribed.

11.2. Insertion of Chapter and Verse Numbers

Sometimes a scribe duplicates one or more complete verses. This can be managed in this 'Verse Modification' menu.

11.2.1. Inserting a Verse Number in the Same Chapter

Sometimes a verse (or verses) is repeated within the same chapter, either following on directly from the first occurrence of the verse or at a different point in the same chapter. For example, a scribe might duplicate 3.19-20 directly after 3.20 or after 3.29. If a scribe duplicates a verse in the same chapter, place the cursor at the relevant point in the transcription, check the 'Insert verse number' box and type the repeated verse number in the available space and click 'Apply'.



The verse of the base text can then be copied and pasted and transcribed as normal.

11.2.2. Inserting a Chapter and Verse Number in a Different Chapter

Sometimes the scribe might duplicate a verse or verses in a different chapter, for example, 3.19-20 duplicated between 4.11 and 12. In this case, both chapter and verse number must be inserted in separate stages.

First, place the cursor at the relevant point in the transcription and check the 'Insert chapter number' box and type the chapter number in the available space and click 'Apply'. Then check the 'Insert verse number' box and type the verse number in the available space and click 'Apply'. If more than one verse has been duplicated, this process must be repeated for every verse:

← 2 11 φοβουμαι υμας μη πως
 ← 3 εικη κεκοπιακα εις υμας 3 19 20 4 12 γινεσθε ως εγω

Copy and paste the relevant text to follow the verse numbers and transcribe as normal. When the original chapter resumes, it is important to insert the original chapter number before the next verses before continuing with your transcription. So, in the example above, when 4.12 begins after 3.20, you must use the ‘V’ menu to insert the chapter number 4.

If verses are written in the wrong order by the scribe, then transcribe them in the order that they are written. If however, it is apparent that the scribe wrote the verses in the correct order, but a leaf was bound in the wrong position with the page numbers added after this, then transcribe in the correct verse order, with the folio/page numbers out of order to indicate what has happened. You may also add a note to explain.

11.3. Inscriptio and Subscriptio

The base text includes an inscription at the beginning of the book and a subscription at the end that is transcribed in the same way as the rest of the text. If there is no inscription or subscription, the text is simply deleted. If a possible inscription or subscription is lacunose it is removed in the same way as a chapter is removed (see above). There should never be a need to insert an inscription or subscription in the transcription. If you accidentally delete the inscription or subscription marker, it is possible to add them using the ‘V’ menu and ‘Insert inscriptio’ or ‘Insert subscriptio’.

12. Supplements

Supplements are pages which were added to a manuscript at a later date in order to supply missing material. They generally consist of complete leaves (rarely parts of a leaf) and can be recognised by the change of script, as well as differences in the number of lines and columns. A supplement can occur anywhere, even at the very beginning of a manuscript.

A supplement is treated as a separate manuscript and therefore a separate transcription of it must be made. It is given the same manuscript number as the main manuscript that it supplements with the addition of the suffix 'S' plus a number. For example, a transcription of GA 118 is given the siglum 118 in the Transcription Editor. A separate transcription of its supplement is made and given the siglum 118S1.

The text that does not form part of the manuscript being transcribed, whether the main part of the manuscript or the supplement, must be deleted. For complete verses, use the 'V' (Verse Modification) menu to delete text. To delete parts of verses, delete the text and use the 'D' Deficiency menu that it is lacunose, see **5.2.2. Unit/Extent of Gap**.

It can be difficult to know if there is more than one supplement when only one biblical book is transcribed at a time, so each supplement is given a separate suffix starting with S1, S2 and so on.

Note 1: If the handwriting changes in the middle of a regular page this information should be recorded in the 'N' (Note) menu as Note type=Change of hand. It is not a supplement, see **9.2. Change of Hand**.

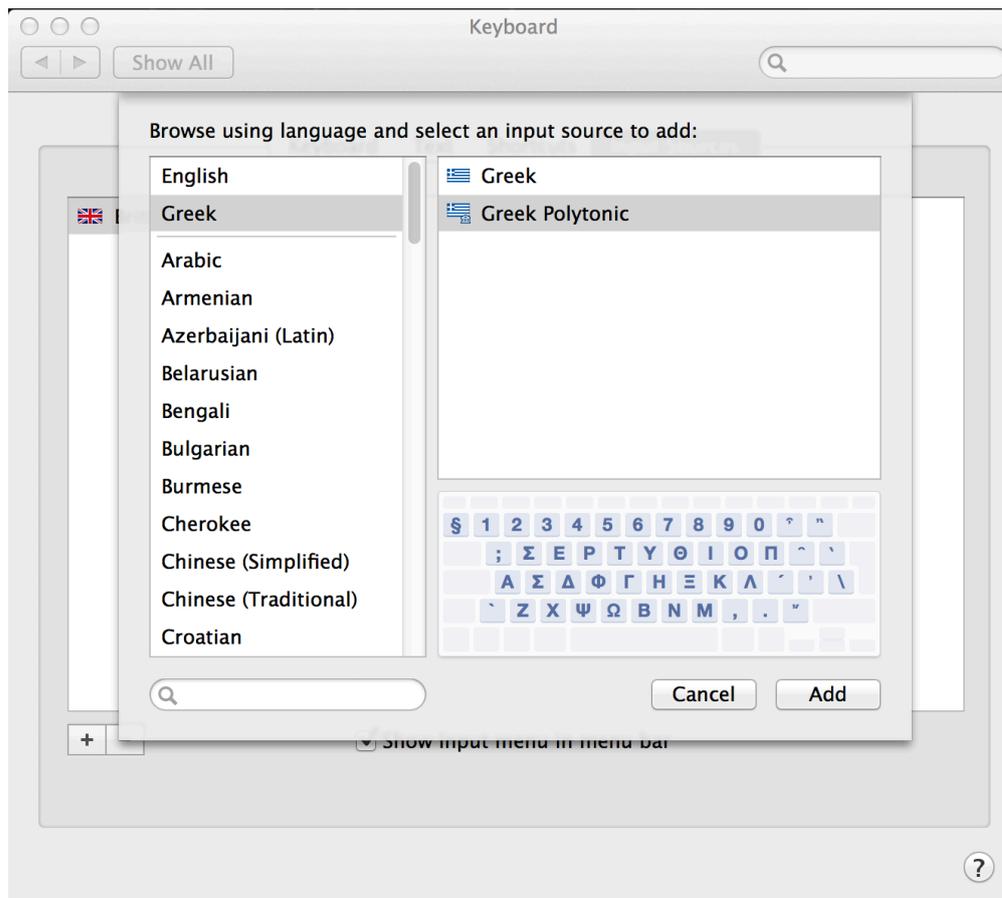
Note 2: Often, when a supplement is written to complete a manuscript for which there are missing pages, the 'join' is in the middle of a verse or even in the middle of a word. In such instances, it is necessary to use the 'Inferred Page' and 'Witness End' options in the 'D' Deficiency menu, see **5.2.3. Inferred Page** and **5.2.4. Witness End**.

13. General Notes

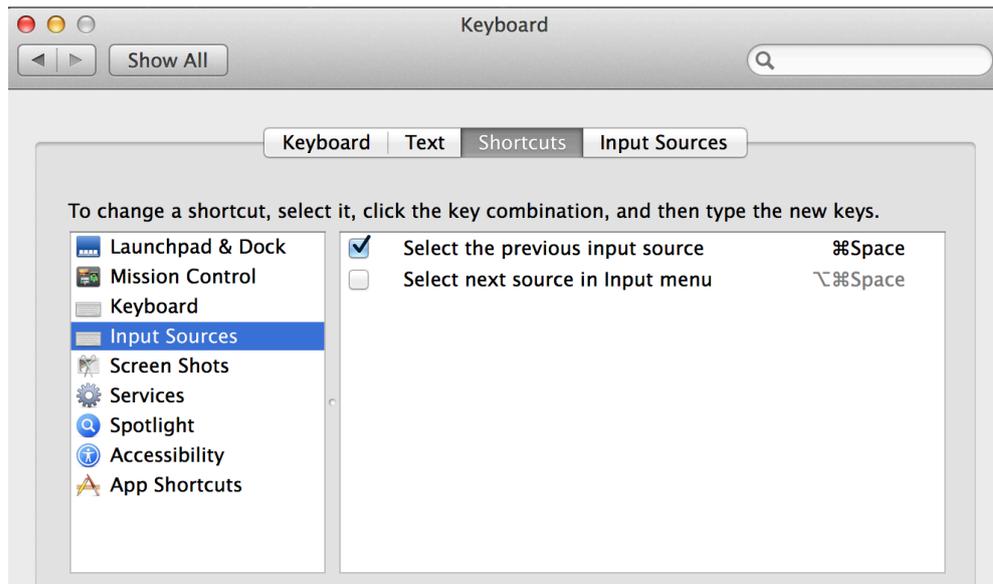
13.1. Keyboard Layout

In order to change the Greek base text a Greek keyboard is necessary.

In ‘System Preferences’, in the ‘Language and Region’ option, click on ‘Keyboard Preferences.’ A new window opens with the keyboards currently installed. Click the plus sign (+) below this. Select ‘Greek’ in the language options and ‘Greek Polytonic’ in the input source choice, and ‘Add’:



Ensure that ‘Show Input menu in menu bar’ is selected. To alternate between British and Greek keyboards use the shortcut *Command + Spacebar*. If this does not automatically work, go to ‘System Preferences’, ‘Keyboard’, select ‘Shortcuts’ and ‘Input Sources’. Check ‘Select the previous input source’:



If you routinely use more than two keyboards, you may need to use the shortcut Command + Alt + Spacebar to scroll between languages so also select the ‘Select next source in Input menu’ option in ‘Input Sources’.

The other way of switching between keyboards is by clicking on the appropriate symbol in the menu bar:



Clicking on these symbols also gives the option ‘Show Keyboard Viewer’ where an overview of each individual character is given.

13.2. Order of Entry of Different Functions

- Line break + Corrections [+ Highlight text] (highlight text refers to anything in the xml in the <hi></hi> entity, such as ornamentation)
- Corrections + Displaced text [+ Highlight text]
- Corrections + Highlight text
- Enlarged capitals must be inserted into the main text before a correction is added.
- Uncertain letters + Corrections [+ Displaced text] [+ Highlight text]
- Uncertain letters + Displaced text [+ Highlight text]
- Uncertain letters + Highlight text
- Gaps + Corrections [+ Displaced text] [+ Highlight text]
- Gaps + Displaced text [+ Highlight text]

- Gaps + Highlight text
- Abbreviations + Line break [+ Highlight text]
- Abbreviations + Corrections [+ Displaced text] [+ Highlight text]
- Abbreviations + Uncertain letters [+ Corrections] [+ Displaced text] [+ Highlight text]
- Abbreviations + Gap [+ Corrections] [+ Displaced text] [+ Highlight text]
- Abbreviations + Highlight text
- Abbreviation + Note + Line break

To add a gap to a *nomen sacrum*, add the abbreviation first as normal, then highlight the letters within the brackets (not the grey brackets themselves) to add a gap to these letters.

13.3. The Most Common Forms of *Nomina Sacra*

| | | | |
|---|------------|---|-------------|
| $\overline{\alpha\nu\omicron\varsigma}$ | ανθρωπος | $\overline{\omicron\nu\nu\omicron\varsigma}$ | ουρανος |
| $\overline{\delta\alpha\delta}$ | δαυιδ | $\overline{\pi\eta\rho}$ | πατηρ |
| $\overline{\theta\varsigma}$ | θεος | $\overline{\pi\nu\alpha}$ | πνευμα |
| $\overline{\iota\lambda\eta\mu}$ | ιερουσαλημ | $\overline{\pi\nu\iota\kappa\omicron\varsigma}$ | πνευματικος |
| $\overline{\iota\varsigma}$ | ιησους | $\overline{\sigma\tau\rho\omicron\varsigma}$ | σταυρος |
| $\overline{\iota\eta\lambda}$ | ισραηλ | $\overline{\sigma\eta\rho}$ | σωτηρ |
| $\overline{\iota\omega}$ | ιωαννης | $\overline{\sigma\rho\iota\alpha}$ | σωτηρια |
| $\overline{\kappa\varsigma}$ | κυριος | $\overline{\upsilon\varsigma}$ | υιος |
| $\overline{\mu\eta\rho}$ | μητηρ | $\overline{\chi\varsigma}$ | χριστος |

It is important to note that the *nomina sacra* can be declined and change their form accordingly, so θεον becomes $\overline{\theta\bar{\nu}}$ and θεου becomes $\overline{\theta\bar{\upsilon}}$ etc.

13.4. Greek Numerals

| | | | |
|---|---|---|--------------------|
| $\alpha = 1$ | $\iota = 10$ | $\rho = 100$ | $_ \alpha = 1000$ |
| $\beta = 2$ | $\kappa = 20$ | $\sigma = 200$ | $_ \beta = 2000$ |
| $\gamma = 3$ | $\lambda = 30$ | $\tau = 300$ | $_ \gamma = 3000$ |
| $\delta = 4$ | $\mu = 40$ | $\upsilon = 400$ (y) | etc. |
| $\varepsilon = 5$ | $\nu = 50$ | $\phi = 500$ | |
| $\zeta = 6$ (o + alt) | $\xi = 60$ (j) | $\chi = 600$ | $\zeta =$ stigma |
| $\zeta = 7$ | $\omicron = 70$ | $\psi = 700$ (c) | $\phi =$ koppa |
| $\eta = 8$ | $\pi = 80$ | $\omega = 800$ (v) | $_ \chi =$ sampi |
| $\theta = 9$ (u) | $\phi = 90$ (q + alt) | $_ \omega = 900$ (c + alt) | |

| Examples of Numbers |
|-----------------------------------|
| $\xi\eta = 68$ |
| $\sigma\omicron\varepsilon = 275$ |

14. Glossary

The terms marked by an asterisk are from D.C. Parker, *An Introduction to the New Testament Manuscripts and their Texts* (Cambridge University Press, 2008).

***Apparatus** A *critical apparatus* (often given its Latin name *apparatus criticus*) refers to the section usually at the bottom of the page (or after a block of text – in either case below the text) which contains the variant readings and statements of manuscripts supporting each one. The word *apparatus* is good English, with a plural *apparatuses*, but it is also good Latin. A Latin noun of this class has a plural form which is spelt the same, but with a long instead of a short u, so one will find the plural *apparatus* or *apparatus critici*. Like other Latin nouns of this class, it tended to become confused with another class also ending in -us, but with a plural in -i. So one may occasionally find the plural form *apparati critici*. Whether one chooses English or Latin, the correct plural form is unambiguous so long as the adjective is supplied.

Catch Words Along with quire numbers (see below), catch words are used to indicate the order of gatherings. The first word of the following gathering is repeated at the end of the previous gathering, usually in the bottom margin.

***Catena** A collection of quotations from early Christian writers linked together to form a commentary on a biblical writing.

***Citation** A quotation of a passage from the New Testament in an early Christian writer.

***Clavis** In the present context, a manual listing all the works of the Church Fathers to have been written in a particular language, including brief details and information on the available editions.

***Codex** A document made by folding sheets of material in half and combining them in one of a number of possible ways to make what is recognised as a book today.

***Collation** A list of differences between a manuscript and a base text. Sometimes a number of separate collations are combined into one. Such a collation is the base of an apparatus.

Colophon A closing formula in which the scribe provides information regarding, for example, his or her name, the name of the patron, and/or the circumstances surrounding the production of the manuscript (that is, location, date, etc.).

Commentary Manuscripts

Manuscripts that contain, in addition to the biblical text, commentary on the text by a Church Father (or several Church Fathers, see *Catena*). The biblical text and commentary are distinguishable from one another in the following ways:

- (1) The biblical text and commentary are written in different colours of ink and sometimes in different scripts (majuscule/semi-majuscule/minuscula).
- (2) The biblical text is marked by diple (see below) in the margins.
- (3) The beginning of the biblical text is indicated by *κει(μενον)*, while the beginning of the commentary is indicated by *εμμ(ηνια)*.

Commentary Diacritical Marks

Symbols, letters or numbers that clarify the relationship between a biblical text passage and its commentary.

*Continuous-text manuscript

This term distinguishes manuscripts which are not lectionaries, that is they contain the text or texts in full and in an accepted order.

Binding Marks

Marks made in the outer margins of the middle leaf of a gathering (quire) to indicate the middle of the gathering for the purpose of binding.

Diple

(=διπλή) Marks like > or >> made in the margin, next to certain text, to indicate that it is a quotation from the Old Testament. Occasionally, the biblical book will be named. In a commentary manuscript diple can serve as markers of biblical text, distinguishing it from commentary text.

Dittography

A copying mistake in which a word, a syllable, or a letter that occurs only once in the exemplar is written twice in the copy. (Compare **Haplography**.)

| Example: Jn 5.3 | |
|-------------------------------|----------------------------------|
| ... ετασσε <u>το</u> υδωρ ... | ... ετασσε <u>το το</u> υδωρ ... |

*Ductus

The way in which a particular scribe has written, referring not so much to the shape of the letters as to the way the pen is handled and the letters are put together.

Ekphonic Notation

Refers to symbols added to provide guidelines for the liturgical use of a text. These symbols, which look like extra accents, are written in a different ink colour to distinguish them from the text.

Ekthesis

The first full line of a new section, projecting into the left margin, sometimes accompanied by an enlarged letter.

Eusebian Apparatus

‘A system providing a means for users to navigate their way between parallel passages in the Gospels.’¹

It has four elements:

- (1) Every Gospel is divided into numbered paragraphs, the number being written in the margin against the beginning of each section.
- (2) A list of ten tables at the beginning of the Gospels that list parallels between the Gospels.
- (3) The number of the table containing each paragraph is written underneath every section number in the margin of the text.
- (4) A short explanation of how they work, written by Eusebius to one Carpianus (see pp.84*-85* of Nestle-Aland).

The individual paragraphs of the Eusebian divisions are known as Ammonian sections.

Euthalian Apparatus

Supposed to have been compiled by one Euthalius. It consists of various supplements and textual divisions in Acts, the Pauline and Catholic Epistles. The Euthalian apparatus of the Catholic Epistles, for example, contains the following elements:

- (1) προλογος: Prologue
- (2) ανακεφαλαιωσις των αναγνωσεων: Lists of readings (αναγνωσεις), chapters (κεφαλαια), Old and New Testament quotations (μαρτυρια) and stichoi (στιχοι), organized by the individual Epistles and for the Catholics all together.
- (3) προγραμμα: Preliminary remarks on the marking of the quotations.
- (4) ανακεφαλαιωσις θειων μαρτυριων των καθολικων: List of the quotations for each individual Epistle. It provides the quoted books of the Old and New Testaments in order, as well as the number of the quotations from these books and the order in which they appear.

| Example | |
|---|--|
| εν τη επιστολη ιακωβου μαρτυριαι τεσσαρες | In the Epistle of James there are four quotations (Testimonia). |
| γενεσεως α, γ | From Genesis: one, namely the third [quote of the Epistle of James]. |
| εξοδου α, β | From Exodus: one, namely the second. |
| λευιτικου α, α | From Leviticus: one, namely the first. |
| παροιμιων α, δ | From Proverbs: one, namely the fourth. |

(5) [Before each Epistle] υποθεσις: Table of contents.

(6) [Before each Epistle] εκθεσις κεφαλαιων: List of the chapter headings.

¹ 10.3.1 of Parker’s *Introduction*.

(7) [At the end of the Catholic Epistles] Stichometric data as well as the epilogue: αντεβληθη δε των πραξεων και καθολικων επιστολων το βιβλιον προς τα ακριβη αντιγραφα της εν καισαρεια βιβλιοθηκης ευσεβιου του παμφιλου.

***Family of manuscripts**

At least two, but generally more manuscripts which may be shown to be related to each other and derived from a common archetype, it being possible to illustrate this relationship by means of a stemma.

***Folio**

The name for one side of a leaf. The two sides are called the recto and the verso. These terms are used in two ways:

(1) In a parchment or paper manuscript, the right-hand page is called the recto, and so is often indicated with the numeral followed by *r*. The left-hand page is the verso, and thus called *v*. The possible ways of numbering leaf 50 of a manuscript are

recto 50r 50a 50
verso 50v 50b 50v or 50b

Abbreviated as fol., F, f. Plural folios abbreviated as foll., Ff, ff.

(2) In a papyrus manuscript, the recto is the side in which the horizontal fibres are uppermost, the verso the side in which the vertical fibres are uppermost. These are often indicated as

recto 50→
verso 50↑

Note that older works may use the terminology now applied to parchment and paper manuscripts also to papyri.

***Gathering**

A set of sheets bound together at the centre as one of the units making up a codex (in the case of a single-quire codex, the only unit). The most common number of sheets is four, called a quaternion. The word quire is synonymous with gathering.

Gloss

Short explanation of a particular text added to the manuscript, usually in the margin (see also **Scholia**).

| |
|--|
| Example: GA 1739, fol. 8r, Acts 7.43 |
| μολοχ in the text is explained in the margin with ειδωλον μωαβιτων |

***Gregory's Rule**

The general custom in production of parchment manuscripts of folding the sheets so that an opening contains two hair sides (which are darker) or two flesh sides. It was described by C.R. Gregory, *Canon and Text of the New Testament*, Edinburgh, 1907, 323-5. (To be precise, Gregory's Rule applies to the observation that Greek manuscripts contained quires of four sheets and ensured that the outermost side was flesh; but it is also used in this more general way.)

***Group of manuscripts**

At least two, but generally more manuscripts, which show clear signs of being closely related, but whose stemma cannot be reconstructed.

Haplography A type of copying mistake in which words, syllables, or letters that appear twice in the exemplar are copied only once (compare **Dittography**).

| Example: 1 Thess 2:7 | |
|-------------------------------|----------------------|
| ... εγενηθημεν <u>ν</u> ηπιοι | ... εγενηθημεν ηπιοι |

Homoeoarcton

Means ‘identical beginnings’ and relates to the identical beginnings of words close to one another in a piece of text, such as αυτου and αυτων. This can mislead a copyist, looking back and forth between exemplar and copy, who can skip over verses or parts of verses, accidentally omitting what lies between two words with identical beginnings.

| Example: Homoeoarcton Acts 22.22 |
|---|
| ηκουον δε [<u>αυ</u> του αρχι τουτου του λογου και επηραν την φωνην] <u>αυ</u> των λεγοντες ... |

Homoeoteleuton

Means ‘identical endings’, and like homoeoarcton is a frequent cause of copyist error as the copyist’s eyes skip from the end of one word or sentence to another word with an identical ending, accidentally omitting what lies between them.

| Example: Homoeoteleuton Acts 22.22 |
|--|
| ηκουον δε αυ <u>του</u> [αρχι τουτου <u>του</u>] λογου και επηραν την φωνην αυτων λεγοντες ... |

Hypodiairesis

‘Subtitles’ belong to the kephalaia (see **Kephalaion**). The υποδιαρσεις are recorded in the kephalaia (chapters) lists and sometimes receive separate numbers as subsections. At other times there is no difference made between them and the kephalaia and they are numbered with them.

Hypothesis A summary of a document that is usually written directly before the document itself. In the case of catenae, the hypotheses are found at the beginning of the commentary.²

² A compilation of the hypotheses can be found in H. von Soden, *Die Schriften des Neuen Testaments in ihrer ältesten erreichbaren Textgestalt hergestellt auf grund ihrer Textgeschichte*, 4 vols (Göttingen, 1902-13) 1.300ff.

***Incipit** (1) The standardised phrase introducing a lection intended to indicate the context (for example, ‘Jesus said’).

The six most common incipits are:

τω καιρω εκεινω

ειπεν ο κυριος τοις εαυτου μαθηταις

ειπεν ο κυριος προς εληλυθοτας προς αυτον ιουδαιοις

ειπεν ο κυριος προς τους πεπιστευκοτας αυτω ιουδαιους

ειπεν ο κυριος

ειπεν ο κυριος την παραβολην ταυτην

(2) The opening half-dozen or so words of a writing used in identifying it.

Inscription The title of a book, recorded at the beginning of the book.

| Examples of Inscriptions | |
|--------------------------|--|
| | <ul style="list-style-type: none"> • αρχη του κατα μαρκον ευαγγελιου • πραξεις των αποστολων • του αγιου ιωαννου του θεολογου επιστολη καθολικη πρωτη |

Isochrony When an omicron and omega are pronounced the same.

***Itacism** Strictly speaking, a spelling variation involving the letter iota, it is also used more generally for any kind of spelling variation where vowels or diphthongs are exchanged.

In addition to Parker’s *Introduction*: In New Testament and Byzantine Greek vowels and diphthongs were pronounced similarly which is how spelling variation involving vowels and diphthongs became so common.

***K** A siglum used by von Soden for the Byzantine text (K = Κοινή). Generally used with an added identifier, such as K^r for the most controlled form, or K^x for all manuscripts not classified.

Kephalaion From at least the fourth century the NT texts were divided into sections called kephalaia (= chapters). These were given numbers, and later names. In the Apostolos, the kephalaia form part of the Euthalian apparatus (see above). The term ‘kephalaia’ can be used to describe either the text passage or the chapter heading, also called ‘titlos’.

| Examples of Kephalaia | |
|--|---|
| Chapter number, or kephalaion | γ |
| Chapter heading, titlos, or kephalaion | περι της προς εκαστον αγαπης αποστοπολημπτου κατα τον νομον |

- *Lacuna** A loss of text, usually caused by the material on which a manuscript was written having been lost. Sometimes it is due to the disappearance of ink. Plural ‘lacunae’.
- *Lectionary** A manuscript containing the text of church lections rather than the full text of a writing, the readings being in their lectional sequence.

Lectionary Notations

Additions to the text that indicate the liturgical use of a text passage, with the beginning and end of the reading normally marked by αρχη and τελος.

| Example of a Lectionary Notation |
|------------------------------------|
| τελ(ος) της ε' της λ' εβδ(αομαδος) |

Frequently, the beginning of the lectionary reading will be repeated. This can result in a variation in the running text of a manuscript as the lectionary notation is incorporated into the text, for example, a passage might be introduced with αδελφοι μου or εν ταις ημεραις εκειναις. Being of liturgical use only, these are not to be transcribed.

The abbreviations $\overline{\upsilon}$ (= υπαγε) and $\overline{\zeta\eta}$ (= ζητει) are lectionary notations; they stipulate that the following text passage should be skipped during the reading.

The abbreviation $\textcircled{\epsilon}$ (= σαββατον) is also a lectionary notation, and should be distinguished from a similar abbreviation $\textcircled{\sigma}$ (= σημειωτεον), which is written in the margin to indicate something noteworthy (similar to the modern exclamation mark).

- *Lemma** The passage of Scripture about to be discussed quoted at the beginning of a section in a commentary.

Ligature Ligatures are formed when two or more letters are merged into a single character. Gardthausen provides some differentiation of ligatures:

(1) Primary ligatures: two letters are written over each other so that they form one symbol, for example, r^{f} L

(2) Secondary ligatures: two letters are not just externally joined, but one part of the first letter is simultaneously also part of the second letter, for example, NE HN

(3) Tertiary ligatures: three or more letters are joined together into one inseparable unity, for example, MN

- *Majuscule** A Greek script written with each character written separately, the letter shapes generally conforming to the upper case equivalent in modern printed and written Greek. Sometimes in the past called uncial.

- Menologion** A collection of readings for saints' days and other special occasions. The readings begin on 1st September. The menologion is organised according to the names of the months (μην = month). In contrast to the menologion the synaxarion (see below) contains readings for all the church services of the church year.
- *Minuscule** A compact Greek script developed in the ninth century, which combined certain letters in sequence and increasingly used ligatures and symbols representing commonly occurring sequences such as nominal and verbal endings. Also used of Latin manuscripts showing the same general characteristics.
- *Negative apparatus**
A critical apparatus in which only differences from the base text are cited, silence being taken to be agreement with the base.
- Nomina Sacra**
'Sacred words' written in abbreviated form with an overline above one or more letters.
- Obelos** An obelos is a diacritical mark. It generally serves to indicate text that is present in the manuscript but which the scribe (or a corrector) thought should be deleted, for example, the *Pericope Adulterae* (John 7.53-8.11).
- Omission** An absence of a text passage of any length, ranging from one letter to several chapters, which is due to scribal omission, not physical loss of part of the manuscript. Homoeoteleuton, for example, is one particular cause of omission.
- *Opening** The two pages of a codex when it is opened flat, with verso on the left and recto on the right.
- *Opisthograph**
A roll which has been written on the outside. Usually only the inside carried writing. Such use of the outside usually constitutes the re-use of the roll once the text on the better side is no longer required.
- Pagination** Unlike foliation (see **Folio** above), with pagination (Latin = paginae) the sides, not the leaves, are continuously numbered. The page number can be found in the upper or lower margin (usually the upper outside corner of a page) and may be written in either Greek or Arabic numerals.
- *Palimpsest** A manuscript which has been rewritten. The first writing (the underwriting) has been scraped off (Greek *πάλιν* (= 'again') and *ψάω* (= 'scrape') and a second (the overwriting) replaces it. Some manuscripts are overwritten twice; sometimes a new manuscript is made from the scraped leaves of more than one older manuscript.

***Papyrus** A writing material made from a reed of this name, and hence a manuscript written on this material.

***Paratextual** Textual material in a manuscript which is not a part of the text(s) which the manuscript transmits, such as running titles, page, quire or paragraph numbers.

***Patristic citation**
See **Citation**.

***Positive apparatus**
An apparatus is which differences from the base text and agreements with it are both given.

***Quaternion** See **Gathering**.

***Quire** See **Gathering**.

Quire numbers
Numbers (normally Greek) that indicate the beginning and/or end of a quire. Usually, though not always, found in the lower, outer margin.

***Received Text**
Most accurately applied to any printing of the text of the Greek New Testament as it was published by the Elzevir Brothers in 1633. It is also used generically of all such texts, including its precursors, namely the editions of Erasmus, Stephanus and Beza. Often referred to in its Latin form as the *Textus Receptus*.

***Recto** See **Folio**.

***Scholia** (1) Comments or notes in the margin of a manuscript.
(2) Excerpts from commentaries, placed in the margin of a copy of the text.

In addition to Parker's *Introduction*: The difference between scholia and glosses (see above) is not exact. In general, glosses are limited to an explanation of facts in as short a form as possible, whereas scholia offer something more like a commentary.

Section See **Eusebian Apparatus**

***Siglum** (Latin) The number, letter or abbreviation used to indicate a witness in an apparatus. Plural sigla.

***Singular reading**
A reading found in only one manuscript.

Spatium The Latin term for spaces the width of at least two letters that have been left by the scribe. Even if the free space has later been filled in, for example by αρχη or τέλος, it is still regarded as a spatium.

***Stemma** A ‘family tree’ of manuscripts, showing how a family of known manuscripts is related, and what missing links (lost manuscripts) there are between them.

Stichos According to Gardthausen³ the classical authors called στιχοι ‘raumzeilen’ or ‘space lines’ (in contrast to ‘sense lines’ = κωλα). Stichometric information, the number of stichoi or lines on a column or page assisted with the measuring of the length of a document, and thus also with the wages of the scribe. A count of the stichoi served as a check on the completeness of a document.

***Subscription**

A statement added at the end of a copy of a text, indicating what it is. Sometimes followed immediately by a statement of the next book.

In addition to Parker’s *Introduction*: The subscription is recorded in the transcription.

| Examples of Subscription |
|--|
| <ul style="list-style-type: none"> • τέλος του κατα μαρκον ευαγγελιου • πραξεις των αποστολων • προς τιτον της κρητων εκκλησιας πρωτον επισκοπον εγραφη απο νικοπολεως της μακεδονιας |

³ V. Gardthausen, *Griechische Palaeographie: Das Buchwesen im Altertum und im byzantinischen Mittelalter*, 2nd edn, 2 vols, (Leipzig, 1911-13) 2.72.