

# IGNTP guidelines for XML transcriptions of New Testament manuscripts using the TEI P5

## Version 1.6, 21.11.23

This document specifies the XML elements for the encoding of IGNTP manuscript transcriptions. It also forms the basis for the encoding in the Online Transcription Editor produced by the Trier Center for Digital Humanities (now maintained at <https://github.com/scribe777/wfce-ote>). The IGNTP implementation of the editor may be found at:

<https://itsee-wce.birmingham.ac.uk/ote/transcriptiontool> (for non-project transcriptions) and <https://itsee-wce.birmingham.ac.uk/ote/transcribe> (for project transcriptions).

A validating file called TEI-NTMSS.rng, can be used to parse transcriptions which conform to this schema.

This file is available from the University of Birmingham Institutional Repository at <http://epapers.bham.ac.uk/4301/> (where there are links to earlier versions and any subsequent updates).

A summary of the overall structure, listing the elements included, is provided in an Appendix below.

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## 1. TEI Header

This should go at the beginning of every file, replacing the current header in braces. The information in bold should be edited as appropriate: not all may be required or available. Make sure that complete XML elements are deleted if any material is removed. Further information and parameters may be found in TEI P5 part 10 (Manuscript Description) at: <http://www.tei-c.org/release/doc/tei-p5-doc/en/html/MS.html>.

Material in italics is optional, and may be added later or generated from elsewhere.

```
<?xml version="1.0" encoding="utf-8"?>
<!DOCTYPE TEI [
    <!-- entities used in individual transcriptions will be defined here -->
]>
<?xml-model href="TEI-NTMSS.rng" type="application/xml"
schematypens="http://relaxng.org/ns/structure/1.0"?>
<TEI xml:id="GA02" xmlns="http://www.tei-c.org/ns/1.0">
<teiHeader>
<fileDesc>

<titleStmnt>
<title>A Transcription of John in Codex Alexandrinus (GA 02)</title>
<title type="document" n="02" key="20002">Codex Alexandrinus, GA 02</title>
<title type="collection" level="s" xml:lang="en">The New Testament</title>
<title type="work" level="m" xml:lang="en" n="John">The Gospel according to John</title>
<title type="short" level="m" xml:lang="en" n="John">John</title>
<respStmnt><resp>Created by</resp><name>the International Greek New Testament Project</name><resp>Initial transcription by</resp><name>Transcriber Name</name><name>Transcriber B. Name</name><resp>Reconciled by</resp><name>Reconciler Name</name><resp>Proofread by</resp><name>Proofreader Name</name>
</respStmnt>
```

```

<funder>The Arts and Humanities Research Council</funder>
<sponsor><name type="org">The Institute for Textual Scholarship and Electronic
Editing</name></sponsor>
</titleStmt>

<editionStmt>
<edition n="1.1">Version 1.1, last updated <date>28.1.2011</date></edition>
</editionStmt>

<publicationStmt>
<publisher>
<name type="org">The Institute for Textual Scholarship and Electronic
Editing</name>
<name type="org">University of Birmingham</name></publisher>
<date>30.1.2010</date>
<availability><p>Available for noncommercial re-use provided attribution is made to
the original creators and the subsequent derivative is licensed as ShareAlike
(Creative Commons by-nc-sa)</p></availability></publicationStmt>

<sourceDesc>
<msDesc>
<msIdentifier>
<country>United Kingdom</country>
<settlement>London</settlement>
<repository>British Library</repository>
<idno>Royal 1 D.VIII</idno>
<msName xml:lang="la">Codex Alexandrinus</msName>
<altIdentifier type="GA"><idno>02</idno></altIdentifier>
<altIdentifier type="Liste"><idno>20002</idno></altIdentifier>
<altIdentifier type="Tischendorf"><idno>A</idno></altIdentifier>
<altIdentifier type="TM"><idno>62318</idno></altIdentifier>
<altIdentifier type="LDAB"><idno>3481</idno></altIdentifier>
</msIdentifier>

More optional information can be added here using the <msContents> <physDesc> and
<history elements> but these are no longer included in the example. See the example in
version 1.1 of these guidelines.

<additional><surrogates><p>The transcription was made from full-colour high-
resolution digital images available at <ptr
target="http://www.bl.uk/manuscripts/Viewer.aspx?ref=royal_ms_1_d_viii_fs001r"/
> on <date>1.7.2015</date></p><p>Certain portions were examined in the original
on <date>23.12.2016</date></p><p>The edition of <bibl>Constantin Tischendorf,
Codex Alexandrinus (Leipzig, 1872)</bibl> was also
consulted</p></surrogates></additional>
</msDesc>
<listWit><witness xml:id="firsthand"/><witness xml:id="corrector"/> ... </listWit>
</sourceDesc>
</fileDesc>

All correcting hands must appear as separate witnesses in the list above, appearing in
chronological order so as to enable the reconstruction of each state of text.

<encodingDesc n="1.6">

```

```

<projectDesc><p>This transcription was made by the the International Greek New
Testament Project in its work towards the Editio Critica Maior of John between 2000
and 2010.</p></projectDesc>
<editorialDecl>
<interpretation><p>Corrector hands have not been distinguished.</p>
</interpretation>
<normalization><p>All abbreviations have been expanded apart from nomina sacra.
Rubrication and capitalisation has not been recorded.</p></normalization>
<segmentation><p>Page, line and column breaks have been recorded. Word breaks
correspond to the base text unless otherwise specified in an editorial
note.</p></segmentation>
<punctuation marks="none/some/all" placement="external"><p>Punctuation has not
been transcribed.</p></punctuation>
<p>More information about the transcription may be included here, e.g. Lectionary
marks/Eusebian apparatus/Euthalian apparatus/running titles/other marginalia
are present but not included in the transcription. Further information about the
procedures followed may be found in the electronic edition at <ptr
target="http://www.iohannes.com/majuscule/" /></p> <p>The XML specifications
used were version 1.6 of the IGNTF Guidelines available at <ptr
target="http://epapers.bham.ac.uk/4301/" /></p>
</editorialDecl>
<variantEncoding method="parallel-segmentation" location="internal" />
</encodingDesc>

<revisionDesc>
<change n="5" when="2010-09-30">Correction to John 2.4</change>
<change n="4" when="2010-01-15">Version 1.0 published.</change>
<change n="3" when="2006-09-26">Changes incorporated following consultation of
manuscript in London</change>
<change n="2" when="2006-01-14">Transcription completed.</change>
<change n="1" when="2005-10-02">Transcription begun.</change>
</revisionDesc>

</teiHeader>
<text xml:lang="grc"><body> ..... </body></text></TEI>

```

### Language of the document

This is encoded on the <text> element. *Although the accepted xml indication of Greek is xml:lang="el", this does not distinguish between historical stages of the language. The IANA codes "grc" for classical Greek, "lat" for Latin and "cop" for Coptic will be adopted here.*<sup>1</sup>

### Notes on the TEI header

A version of the header has also been developed for the conversion of INTF transcriptions which simply relies on 6 variables (and so can be automatically generated). This can be made available on request.

The xml:id on the TEI header cannot begin with a number: for Greek the prefix is GA; for Old Latin VL and for Coptic SMR plus the usual siglum.

In <title type="document"> the n-attribute is the siglum which the manuscript will be given in collation (so a supplement will have the suffix S), and the key-attribute (for

<sup>1</sup> The BCP47 standard adopted elsewhere in the TEI suggests a private use code, such as xml:lang="el-x-koine". For the wider selection, see <http://www.iana.org/assignments/language-subtag-registry>. Of course, Coptic needs further subdivisions, not present in IANA...

Greek manuscripts at any rate) is the Liste number for that document from the Münster database (Coptic may be assigned the preface 6-).

The `n` attribute on the `<encodingDesc>` refers to the version of the XML guidelines used. In the `<encodingDesc>` section, it is obligatory for TEI compliance to explain that the variant readings are encoded in parallel within the `<app>` elements:

- `<variantEncoding method="parallel-segmentation" location="internal"/>`

## 2. Divisions of the work

These occur within the element `<body>`, normally following the initial page, column and line breaks (see §3 below).<sup>2</sup> The divisions follow the OSIS referencing scheme.

Book: `<div type="book" n="John" >.....</div>`

Chapter: `<div type="chapter" n="John.1">.....</div>`

Verse: `<ab n="John.1.2" >....</ab>`<sup>3</sup>

Within verses, words are encoded as `<w>` elements. Punctuation tokens are encoded as `<pc>`. Certain numbers (usually paratextual) are encoded as `<num>` (see '4. Paratextual Elements' below). Spacing between `<w>` elements is not required, but may be included if desired.

For biblical lectionaries, an addition `<div>` is used above the level of the biblical book, with an `n`-attribute specifying the identification of the lection, e.g.

- `<div type="lection" n="S1W4D2"> ... </div>`

The book and chapter `div` elements **must** be specified anew at the beginning of each `<div type="lection">`.

When a manuscript featuring more than one language is transcribed as a single document, the `xml:lang` attribute should be added to each `<ab>` element. The most common values will be "lat" (Latin), "grc" (Greek), "cop" (Coptic),

Prefaces, lists of lections, and capitula pertaining to each book are best treated as `<div>` elements within the element `<div type="book">`.

- e.g. `<div type="preface"><p>.....</p></div>`  
or `<div type="capitula" n="1"><ab>.....</ab></div>`

Alternatively, if it is desired to treat these as different works (e.g. the Letter to Carpius), the `<group>` element may be used, a division which precedes `<text>` and `<body>` (see TEI P5 4.3).

The incipit and explicit of the work (previously treated as chapters) are instead their own `<div>` elements with a named `<ab>`:

- e.g. `<div type="inscriptio"><ab n="John.inscriptio"><w>incipit</w><w>euangelium</w></ab></div>`
- `<div type="subscriptio"><ab n="John.subscriptio">.....</ab></div>`

When a text is only partially transmitted (or preserved in non-continuous locations), the 'part' attribute should be used, with the values 'I' for the initial portion, 'M' for a medial

<sup>2</sup> Although TEI would normally expect the `<div>` elements immediately to follow the `<body>`, the need to display (and sometimes store) transcriptions by page means that we should begin with the initial page break: logically, there is no 'text' as such until the 'document' begins.

<sup>3</sup> The use of `<ab>` rather than `<div>` for biblical verses is expressly recommended at TEI P5 16.3. As of version 1.2 of these guidelines (March 2012), witness identifiers and `xml:id` attributes are no longer used in the `<div>` and `<ab>` elements, in order to cater for manuscripts with more than one language or lectionaries (and other manuscripts) with repeated verses; however, if unique verse identifiers cannot be generated by CollateX we will have to revisit this.

portion and 'F' for the final portion. (If these values cannot be applied, "Y" may be used for unspecified fragments.) For transcriptions which are stored by page (i.e. one page per file rather than one manuscript/work per file), all division elements should be opened and closed at the beginning and end of each page:

- e.g. `<pb n="3v" type="folio" xml:id="P3v-0211" />`  
`<div type="book" n="John" part="M"><div type="chapter" n="John.2"`  
`part="M"><ab n="John.2.3" part="I">...</ab></div></div>`

If a verse is missing from a manuscript (i.e. omitted by the copyist rather than absent due to the loss of material), the block marker should be included but without any text following.

- e.g. `<ab n="John.8.11" />` `<ab n="John.8.12"><w>παλι</w>...</ab>`

No tagging of text is permitted across verse boundaries: tags must close before `</ab>` and open following the subsequent `<ab>`.

### 3. Page layout

Quire (optional): `<gb n="3" />`

Page: `<pb n="121" type="page" xml:id="P121-wit" />`

Folio: `<pb n="3v" type="folio" xml:id="P3v-wit" />`

Column: `<cb n="P3vC2-wit" />`

Line: `<lb n="P3vC2L37-wit" />`

Note that these elements simply mark the breaks: they are not allowed to contain any text. The `n` attributes are to enable the preservation of line and column numbers where these are present in the transcriptions, but they can be left blank if this information is not recorded. For information on marginal material, see '10. Marginal material' below. For the encoding of direction in papyrus fibres (papyrological recto and verso, which do not necessarily correspond to codicological recto and verso), an arrow may be appended to the `n` attribute and `x` and `y` added to the `xml:id`, as follows:

- `<pb n="1↓" type="folio" xml:id="P1y-P2" />`  
`<pb n="2→" type="folio" xml:id="P2x-P2" />`

The attribute `"facs"` may be used on a `<pb>` element to give a fully-qualified URL to a digital image of that page.

When a word is broken over a line/column/page, the `<w>` element should be left open, and the following layout element should include this attribute: `break="no"`. The `break` attribute should be added to the first layout element, so if a word is broken over a page it should be added to the `<pb>` not the `<cb>` or `<lb>`. If a transcription is stored by page, words breaking over pages should be closed and re-opened using the same `"part"` attribute as for divisions of the work above.

- e.g. `<w part="I">αναστα</w></ab></div></div><pb break="no" .../><cb`  
`.../><lb .../><div type="book" part="M" n="..."><div type="chapter" part="M" n="`  
`..."><ab part="M" n="..."><w part="F">σις</w>`

Indentations and line justification should be expressed with the `'rend'` attribute of the `<lb>` element:

Centre-justified: `<lb ... rend="centerJust" />`

Right-justified: `<lb ... rend="rightJust" />`

Indented: `<lb ... rend="indent" />`

Hanging line: `<lb ... rend="hang" />`

## 4. Paratextual elements

This covers elements of the presentation and *mis en page* supplementary to the base text, such as running titles, quire signatures, chapter numbers and titles. Many of these will appear in margins (for formatting, see below '10. Marginal material').

The following numerals are to be represented by <num> elements (with the numerical value given in the 'n' attribute):

Chapter numbers: <num type="chapNum" n="10">x</num>

Ammonian sections: <num type="AmmSec" n="32">λβ</num>

Eusebian canons: <num type="EusCan" n="8">viii</num>

Other elements of the *mis en page* are expressed by <fw> elements, as follows:

Page numbers: <fw type="pageNum" n="29">xxix</fw>

Quire signatures: <fw type="quireSig" n="14">Q.XIIII</fw>

Running titles: <fw type="runTitle">....</fw>

When paratextual information is not present on the page but is added by the transcriber/editor, this should be a <note> element. For example, in tables of canon headings, the verse reference is sometimes provided:

Canon reference: <note type="canonRef">....</note>

Titles of lections and chapters should be encoded at the point in the text to which they refer (i.e. preceding the text to which they are a heading). Their physical location can be indicated using the guidelines for text positioning (section 10 below). The 'reference' (encoded as an 'n' attribute) will enable these to be collated from multiple witnesses if required:

Chapter titles: <fw type="chapTitle" n="John.3.1">....</fw>

Lectionary headings: <fw type="lectTitle" n="John.2.1">....</fw>

If there is a change of hand in the manuscript, this should be signalled by an editorial note (see below), with a <handShift/> element inside the <note>. The <handShift/> element should have the attribute n identifying the hand, with values such as "original" or "supplement", or "A" and "D" etc. where the hands are known, e.g.

<note type="editorial"> <handShift n="H"/>Change of hand to Scribe H</note>

A placeholder may be inserted for commentary text which is not transcribed. This is a <note>, with the 'rend' attribute specifying the number of lines covered, e.g.:

<note type="commentary" rend="2">Untranscribed commentary text</note>

For punctuation, see '8. Unusual characters'.

## 5. Text formatting

Formatting which is purely decorative should be expressed by <hi> elements, as follows:

- Rubrication: <hi rend="rubric">...</hi>
- Other coloured ink: add appropriate colour to rend attribute.
- Outsize capitals: <hi rend="cap" height="4">...</hi>  
(the height attribute is an extension to the TEI schema and refers to the number of lines covered by each capital letter)
- Overlines: <hi rend="overline">...</hi>
- Ligatures: <hi rend="lig">nt</hi>

## 6. Lacunae, spaces, supplied and damaged text

For lacunae, when the writing material is not present, a `<gap>` element should be used.<sup>4</sup> Where possible, in an XML transcription, more details can be added about the physical extent of the damage:

- e.g. `<gap reason="lacuna" unit="line" extent="5" />`
- e.g. `<gap reason="lacuna" unit="char" extent="2" />`

(Note that if gaps are filled by supplying letters in order to reconstruct the text, this is not used.)

In addition, a further `<gap>` element may be added to indicate a textual absence; the most common will be `<gap reason="lacuna" unit="verse" extent="part" />` (which may be used for the beginning or end of a verse), although `unit="chapter"` and `unit="book"` may also be used.

When a manuscript is fragmentary but the surviving pages are undamaged, the page should not begin with an indication of a physical lacuna, although a textual lacuna may be used (i.e. `unit="book/chapter/verse"`). If the fragmentary manuscript begins in the middle of a chapter, verse and/or word, the `"part"` attributes should be added to all applicable elements. The missing text should no longer be supplied on a reconstructed "ghost page". (However, for legacy transcriptions where the missing text has already been supplied, this is recorded in a special `<supplied>` element at the beginning of the existing page, e.g. `<w><supplied reason="inferredPage">του</supplied>το</w>`.)

When a manuscript breaks off before the end of a work, this should be indicated by `<gap reason="witnessEnd"/>`.

Note that `<gap>` should not be used where a blank space has been left by the copyist: these should be expressed by `<space>` elements:

- Blank spaces: `<space unit="char" extent="1" />`

Text may be supplied by the transcriber in places where the manuscript is not extant or is no longer legible. This is expressed by `<supplied>` elements, where the reason and the source for the supplied text should be specified as attributes. These must go inside the `<w>` elements:

- Text supplied by the transcriber for a lacuna:  
`<supplied reason="lacuna" source="transcriber"> ... </supplied>`
- Unreadable text where the writing material is still extant:  
`<supplied reason="illegible" source="transcriber"> ... </supplied>`

When text is supplied from another source (e.g. an earlier edition or a published text) this should be specified (e.g. `<supplied source="Tischendorf">` or `<supplied source="NA28">`). In some transcriptions, physical lacunae were not distinguished from illegible text. For converting these, the option `reason="unspecified"` is available.

Doubtful readings: `<unclear>...</unclear>`.

Again, these must go inside `<w>` elements.

The reason also be specified as an attribute, e.g.

- `<unclear reason="damage">...</unclear>`
- `<unclear reason="poor photo">...</unclear>`

It is also possible to use the `<damage>` element to enclose sections of text, but the use of `<supplied>` and `<unclear>` is preferred in these guidelines. For further guidance given in

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<sup>4</sup> The elements `<lacunaStart/>` and `<lacunaEnd/>` are for use in a critical apparatus rather than a transcription, and can only appear within the `<rdg>` and `<lem>` elements.

the TEI on when to use <gap>, <supplied>, <unclear> and <damage> and how these may be combined see TEI P5 11.3.1.7.

If biblical text is transcribed which is not intended to be included in the collation—because it is a duplication, or an editorial interjection in a commentary lemma (such as φησι)—then it may be enclosed in <surplus>...</surplus>, which should go *outside* <w> elements, but inside <ab> elements. Note that these are only valid for complete words.

The reason may be specified as an attribute, e.g.

- <surplus reason="repetition">...</surplus>
- <surplus reason="interjection">...</surplus>

## 7. Corrections and alternative readings

All corrections must be enclosed within the <app> element, with <rdg> in chronological sequence. The different types of readings are as follows: the first reading is always "orig" (original), which may then be followed by "corr" (correction), "comm" (commentary), "alt" (alternative). Readings must only consist of complete words.

Apparatus unit (encloses entire unit): <app> .... </app>

First-hand reading: <rdg type="orig" hand="firsthand"> .... </rdg>

Corrector reading: <rdg type="corr" hand="corrector"> .... </rdg>

First-hand corrector: <rdg type="corr" hand="firsthand"> .... </rdg>

Another identified corrector: <rdg type="corr" hand="corrector2"> .... </rdg>

Commentary reading: <rdg type="comm" hand="firsthand"> .... </rdg>

Gloss/alternative reading: <rdg type="alt" hand="firsthand"> .... </rdg>

*and so on for all the correctors identified in each manuscript.*

All hands identified within a manuscript must be listed in the TEI header in the order in which they made the corrections (see above).

If the first hand omitted the entire variation unit, or a corrector deleted it completely, the <rdg> element should be included without any text, e.g. <rdg type="orig" hand="firsthand"/><rdg type="corr" hand="corrector"><w>κα</w></rdg>.

The position of a correction (e.g. margin, above the line, overwritten) may be indicated by a <seg> element inside the <rdg> : see '10. Marginal material and text positioning' below).

Further details about the characteristics of the correction may be added as a 'rend' attribute on the <rdg> element, such as the method of deletion. Multiple values may appear in this attribute, separated by whitespace, e.g.

<rdg type="corr" hand="corrector" rend="underdot strikethrough"/>

If an apparatus unit spans a line (or page or column) break, the break element should only be included in the original (first-hand) <rdg> element.

If a correction extends over a page break and the transcription is being stored by page, then 'part' attributes should be added to the <app> and <rdg> elements as appropriate.

## 8. Abbreviations and non-standard characters

*Nomina sacra* are not to be expanded but treated as words marked with a supplementary <abbr> element. Instead of representing the overline by a separate character, the <hi> element should apply to the whole word:



- e.g. `<w><abbr type="nomSac"><hi rend="overline">dms</hi></abbr></w>`  
If the overline is missing, then the `<hi>` element should be omitted.

Numerals in the biblical text should be recorded as they are written, identified with the `<abbr type="num">` element. If they are marked with a superline, this should be included separately.

- e.g. `<w><abbr type="num"><hi rend="overline">ıβ</hi></abbr></w>`

Other abbreviations should be expanded. This may be silent (and recorded in the `<encodingDesc>` part of the TEI header), or with `<ex>` elements corresponding to the use of brackets in plain text:<sup>5</sup>

- e.g. `s(unt) n(ost)r(u)m` becomes `s<ex>unt</ex> n<ex>ost</ex>r<ex>u</ex>m`

In Latin transcriptions, unicode glyphs should be used rather than entities for unusual characters.

- e.g. æ æ ç é

This includes the e-caudata: ě

Digraphs or ligatures should be expressed by means of a `<hi>` element enclosing the constituent characters (see section 5 above).

Superlines replacing the letter ‘n’ (or ‘m’) may be represented by a macron: ¯. (It is easier not to use a combining character.) This can be converted using an `ex` element:

- `<ex rend="¯">n</ex>`

In certain manuscripts, ¯ is used for ‘m’.

Symbols which replace a whole word should be indicated in `<ex>` elements too:

- `<w><ex rend="÷">est</ex></w>`
- `<w><ex rend="h">autem</ex></w>`
- `<w><ex rend="#">enim</ex></w>`
- `<w><ex rend="Ꞥ">et</ex></w>`
- `<w><ex rend="ə">eius</ex></w>`
- `<w><ex rend="&amp;">et</ex></w>`

Others may be added; note that entities may not begin with a numeral.

Punctuation should be recorded using standard characters, so far as is possible. The following are reasonably common:

- `<pc>.</pc>` full stop
- `<pc>,</pc>` comma
- `<pc>¶</pc>` paragraphus
- `<pc>†</pc>` obelus
- `<pc>></pc>` diplo (>)
- `<pc>;</pc>` semicolon

Instead of hyphens, words broken over lines should be encoded with the attribute `break="no"` on the `<lb>` `<cb>` or `<pb>` element which divides the word, as noted above.

## 9. Editorial notes

Notes should be expressed with the `<note>` element at the appropriate point in the transcription.

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<sup>5</sup> Note that `<ex>` is intended for editorial expansions which add a sequence of letters, whereas `<expan>` is intended to comprise whole words and is not suitable here.

- e.g. `<note type="editorial">This word has been reinked by a later hand</note>`

Informal comments not intended for publication are expressed as `<note type="local"><note type="local">I can't decide what the first hand wrote</note>`

The {change of hand} note should be recorded in an editorial note, which also includes a `<handShift>` element (see Section 4 above). Commentary text is also indicated by a `<note>` element, discussed in Section 4.

## 10. Marginal material and text positioning

Text and numbers appearing within the margins will be encoded at the point to which they refer in the text: corrections will appear within the `<app>` element, chapter numbers and Eusebian apparatus will be included at the appropriate place in the verse; *diplai* will appear at the beginning of each line; page numbers and running titles will follow the `<pb>` element, while quire signatures in the bottom margin will be placed after the final line of the page.

In order to permit marginal material to be collated automatically and display correctly, marginal text will be enclosed by the element `<seg type="margin">`. The following attributes should be specified for subtypes:

- `pagetop pagebottom pageleft pageright`
- `coltop colbottom colleft colright`
- `lineleft lineright`

In addition, the 'n' attribute will enable the correct positioning of the material by including the `xml:id` of the relevant `<pb>` `<cb>` or `<lb>`.

Generally speaking `<seg type="margin">...</seg>` should enclose all the elements to which it refers; for corrections, however, it needs to come within the `<rdg>` element. Here is an example of a correction added in the left margin of folio 7r, col. 1, line 45 of manuscript 33:

- `<rdg type="corr" hand="B"><seg type="margin" subtype="lineleft" n="@P7rC1L45-33"><w n="1">et</w><w n="2">dicit</w></seg></rdg>`

Here is an example of a running title in the top margin of page 321 in manuscript 3:

- `<pb n="321" type="page" xml:id="P321-3" /><seg type="margin" subtype="pagetop" n="@P321-3"><fw type="runTitle">secundum</fw></seg>`

The `<seg>` element may also be used to indicate other positioning of text on the page, such as corrections added above the deleted text or on top of an erasure. This is indicated by `<seg type="line">` with the following subtype attributes:

- `above below here overwritten`

("here" is an optional means of referring to the current point in the transcription; "overwritten" is normally an option for corrections written on top of erased text.)

Text tucked underneath the last line of a page or added in blank space on the line above is treated using `<hi>` elements, e.g. `<w>constitu<hi rend="displaced-below">ta</hi></w>`. The options are:

- `displaced-above displaced-below displaced-other`

For a less-specific indication that a portion of text is not in the place where it has been encoded, `<seg type="other">` may be used, with further details provided in the attribute subtype.

Note that `<seg>` elements cannot span `<ab>` and `<div>` elements, so they must be closed and re-opened if a `<seg>` applies to more than one verse.

## Appendix: Summary

*This is only a graphic overview: a commented xsd schema will provide a machine-readable declaration of these guidelines for use in parsing.*

```

<teiHeader>
  <fileDesc>
    <titleStmt />
    <editionStmt />
    <publicationStmt />
    <sourceDesc>
      <msDesc />
    </sourceDesc>
  </fileDesc>
  <encodingDesc />
  <revisionDesc />
</teiHeader>

<text>
  <body>
    <gb n="" /> (optional quire element)
    <pb type="page" n="" xml:id="" /> (alternative type="folio")
    <cb n="" n="" />
    <lb n="" n="" />
      All the above location elements <pb> <cb> <lb> may be followed by:
      <seg type="margin" subtype="" n="@...">
        subtypes: pagetop pagebottom pageleft pageright
        coltop colbottom colleft colright lineleft lineright
      <seg type="line" subtype="" n="@...">
        subtypes: above below here overwritten
      <seg type="other" subtype="" n="@...">
      <seg> may contain <fw>, <note> and <num> elements as well as further breaks.
      <fw type="" />
        types: pageNum quireSig runTitle chapTitle lectTitle
      <note type="" n="" />
        types: canonRef editorial local
      <lb> may include the following rend attributes:
        center|just|right|just|indent|hang

      The following <div> elements may be preceded by <div type="lection">
    <div type="book" n="" >
      Optional <div type="preface"> <div type="capitula/kephalaia">
        <div type="inscriptio"> <div type="subscriptio">
    <div type="chapter" n="" >
    <ab n="" >
      Contents of <ab> may include:
        <w /> <pc /> <num /> <note /> <gap />
      The elements <w> <pc> <num> may contain or be contained within:
        <hi> (rend="colour", rend="cap", height="")
        <unclear> (reason="")
        <supplied> (source="" reason="")
        <seg type="margin" subtype="" n="@...">
      The elements <w> <pc> <num> may be contained within:
        <app><rdg type="" n="" id="">....</rdg></app>
      The element <w> may contain:
        <abbr type="nomSac"> <abbr type="num">
      The element <note> must contain type="" and may contain id=""
        note-types: editorial local

  </ab></div></div>
</body>
</text>
</TEI>

```