The TEI Lite Header

<filedesc>

The two most important sections of the the TEILite Header are the <filedesc> and, within <filedesc>, the <sourcedesc>. Both record essential bibliographic information about the document however there is an important distinction. The <filedesc> records bibliographical information about the *electronic file* itself while the <sourcedesc> records bibliographical information about the original paper version. Much of the information within both elements will be duplicated with the following exceptions:

1. The <titlestmt> in <filedesc> will include the subtitle "electronic version" while the <titlestmt> in <sourcedesc> will not.
2. The <respstmt> in <filedesc> will contain the name of the keyer or individual reponsible for proofing or making general corrections to the encoded file while the <respstmt> in <sourcedesc> will not.
3. The <extent> in <filedesc> will record the approximate size, in kilobytes, of the encoded file. The <extent> in <sourcedesc> will record number of pages, etc., of the original source document.
4. The <publicationstmt> in <filedesc> will record the institution responsible for encoding the electronic file while <publicationstmt> in <sourcedesc> records publication information for the original source document.
5. The <date> in <filedesc> will record the year the electronic version was created while <date> in <sourcedesc> will record the date the original document was created.
6. The <idno> in <filedesc> may be used to record certain identifying numbers associated with the encoded document, such as a database number or unique identifying number, while the <idno> in <sourcedesc> may be used to record identifiers related to the original document, such as a call number or manuscript number.

Other bibliographic information, such as the document's author, its edition, etc., will be indentical in both the <filedesc> and the <sourcedesc>.

<titlestmt>

<title>

The first element within a <titlestmt> must be a <title>. Record here the main title--or a supplied title in square brackets--followed by any subtitles. Separate all subtitles by a space, a colon, and a space. A final subtitle, "electronic version" should always be supplied by the encoder.

Example:

<title>Final report : fiscal year ending 1943 : overview : electronic version.</title>
<title>[Letter to C.E. Woodholm regarding sale of land] : electronic version.</title>

<author>

Record here the name or names, in catalog-entry form, of any authors, personal or corporate, reponsible for the intellectual creation of the document. Ideally such names should reflect the form as given in a local or national authority record, but when such records do not exist or it is not feasible to retrieve them, record personal names

in Lastname, Firstname, Date format.

<respstmt>

Group here any names appearing prominently in the source document which are responsible for the intellectual or artistic content of the document, including authorship. Within <respstmt> use <resp> to record words or phrases indicating the nature of the responsibility and <name> to record the name of the individual *as it appears in the source,* i.e. do not attempt to reformat the names in catalog entry form within <respstmt>. Record here also any authors that may have been encoded in <author> but use the form of the name as it appears on the document.

Also record here in a separate <respstmt> the name or names of keyers, or other persons responsible for data entry or TEI encoding.

Example:

```
<filedesc>
<titlestmt>
<title>Early Years in San Francisco : electronic version</title>
<author>DuPres, Josette</author>
<respstmt>
<resp>by </resp><name>Josette DuPres, </name>
<resp>edited and with a forward by </resp><name>Lara Parker.</name>
</respstmt>
<respstmt>
<resp>Electronic document keyed by</resp>
<name>Apex Data Services, Inc.</name>
<resp>Proofing and general corrections to tagging done by</resp>
<name>Angelique Bouchard</name>
</respstmt>
```

<extent>

Record here the approximate size of the encoded file to the nearest 10 Kb for files under 100 Kb, to the nearest 50 Kb for files over 100 Kb and to the nearest 500 Kb for files over 1 Mb. Always precede this with the term "ca.". Use "ca. 10 Kb" for files under 10 Kb.

Example:

```
<extent>ca. 30 Kb</extent>
<extent>ca. 250 Kb</extent>
<extent>ca. 5.5 Mb</extent>
```

<publicationstmt>

The <publicationstmt> records aspects of the publication and creation of the *electronic version* of the original

source document.

<publisher>

Record here the institution responsible for the creation of the electronic version of the document. This may not be the institution which performed the actual physical keying or encoding of the document but may be the physical repository in which the source document is held (in which case it's useful to think of the publisher as the body which authorizes the electronic publication of a document). Typically encoders will be provided with a list of publishers for each participating institution on a project basis.

<pubplace>

Record here the city and state for the publisher. Use abbreviations for states as given in AACR2, Appendix B14, i.e. do not use the 2 character postal designation (e.g., *Calif.* not CA).

<date>

Record the year in which the electronic version was created.

<idno>

Record any identifying numbers associated with the *electronic version* of the document, such as a database number or other unique identifying number. Use as many <idno> elements as desired but always supply an appropriate type attribute. A list of such attributes will typically be supplied to keyers on a project basis.

Example:

```
<publicationstmt>
<publisher>California State University, Fullerton.</publisher>
<pubplace>Fullerton, Calif.</pubplace>
<date>2003.</date>
<idno type="GenDB">ful00032647_a</idno>
<idno type="Ark">ark:/13030/ft700006wx</idno>
</publicationstmt>
```

<sourcedesc>

Record here bibliographic information describing the original source document. Much of the information here will have been repeated earlier within <filedesc>. Within <sourcedesc>, bibliographic information must be recorded within <bibl>. Do not use <biblfull> or <biblstruct> within the <sourcedesc>.

<titlestmt>

<title>

The first element within a <titlestmt> must be a <title>. Record here the main title--or a supplied title in square brackets--followed by any subtitles. Separate all subtitles by a space, a colon, and a space.

Example:

<title>Final report : fiscal year ending 1943 : overview.</title>
<title>[Letter to C.E. Woodholm regarding sale of land]</title>

<author>

Record here the name or names, in catalog-entry form, of any authors, personal or corporate, reponsible for the intellectual creation of the document. Ideally such names should reflect the form as given in a local or national authority record, but when such records do not exist or it is not feasible to retrieve them, record personal names in Lastname, Firstname, Date format.

<respstmt>

Group here any names appearing prominently in the source document which are responsible for the intellectual or artistic content of the document, including authorship. Within <respstmt> use <resp> to record words or phrases indicating the nature of the responsibility and <name> to record the name of the individual *as it appears in the source,* i.e. do not attempt to reformat the names in catalog entry form within <respstmt>. Record here also any authors that may have been encoded in <author> but use the form of the name as it appears on the document.

Example:

<sourcedesc>
<biblfull>
<titlestmt>
<title>Early Years in San Francisco.</title>
<author>DuPres, Josette</author>
<respstmt>
<resp>by </resp><name>Josette DuPres, </name>
<resp>edited and with a forward by </resp><name>Lara Parker.</name>
</respstmt>

<extent>

At a minimum, record here the precise or approximate number of pages of the source document.

Example:

<extent>61 p.</extent>
<extent>ca. 200 p.</extent>

However before choosing to record an approximate page count onsider that recording the precise number of

pages may assist in the generation of statistics.

Fuller information may be recorded in in the <extent> if provided to the keyer, e.g., the text of US MARC 300 field from an online catalog.

Example:

<extent>xvi, 92 p. : ill. ; 32 cm.</extent>

<imprint>

The <imprint> records aspects of the publication and creation of the original source document. Most documents encoded in TEILite will generally never have been formerly published, e.g., letters, reports, memos, etc., so the richness of the <imprint> may vary from document to document. <date> is the only element within <imprint> required in all circumstances.

<publisher>

Record here the institution responsible for the creation of the document when this can be determined. Correspondence and manuscripts will generally have no publisher. For memos and reports, use the corporate body responsible for the content, when this can be determined. It is permissable to omit the <publisher>.

<pubplace>

Record here as much information about the location of the publisher as can be determined, down to the city level. Use abbreviations for countries and states as found in AACR2, Appendix B14, otherwise use the form of the place as it appears in the source document.

<date>

All documents encoded in TEI Lite must have a date. Record any date of publication, creation, or distribution in the source document when present. Always enclose <date> within <imprint> even when the <date> is the only element. If no precise date can be determined, estimate a year as closely as possible. Refer to AACR2 1.4F.

Example:

```
<imprint>
<pubplace>Fremont, Calif.</pubplace>
<publisher>First National Bank</publisher>
<date>November 8, 1939</date>
</imprint>

<imprint>
<date>[ca. 1940?]</date>
</imprint>
```

<idno>

Record any identifying numbers associated with the document, such as a call number, accession number, or manuscript collection number in <idno>. Use of an appropriate *type* attribute is required.

Example:

<idno type="callno">MS 461.2.1989</idno>

<encodingdesc>

The <encodingdesc> should contain at a minimum one <projectdesc> containing a prose description of the grant or project under which the document has been encoded. Lacking such a grant or project, the <encodingdesc> may be omitted.

<projectdesc>

Record any grant or project under which a document has been encoded as prose within <projectdesc>. This will generally be supplied as "boilerplate" text on a project-by-project basis.

Example:

<encodingdesc>
<projectdesc>
Document encoded as part of the Japanese American Relocation Digital Archive (JARDA) project, funded by the U.S. Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA).
</projectdesc>
</encodingdesc>

<profiledesc>

Record in <profiledesc> one <langusage> element. <profiledesc> may also be used to encode any controlled vocabulary terms, such as subjects, genres, collections, etc., associated with a document or project.

<langusage>

Record in <langusage> one or more <language> elements to describe the languages represented in the text. Do not attempt to be exhaustive in listing represented languages. List a language if it comprises approximately 10% or more of the document. <langusage> is *required.*

<language>

Example:

```
<profiledesc>
<langusage>
<language>English</language>
<language>Spanish</language>
</langusage>
</profiledesc>
```

<textclass>

<textclass> may be used primarily for its <keywords> subelement, used to record subject or genre terms or other grouping terms taken from a controlled vocabulary.

<keywords>

Record here any controlled access terms such as Library of Congress subject headings, or other terms used to facilitate searching or grouping.

One <keyword> element is always required. Record a root grouping term assigned to each project by the project administrator followed optionally by no more than two subgrouping terms separated by a space double-dash space. Set the <keyword> *scheme* attribute to "DwCollection".

[Note: The term DwCollection refers to the organization of collections and subcollections as they appear in Dynaweb. As Dynaweb is phased out this term may change.]

```
<keywords scheme="DwCollection">
<list>
<item>earthfire</item>
</list>
</keywords>

<keywords scheme="DwCollection">
<list>
<item>fsm -- letters</item>
</list>
</keywords>
```

<revisiondesc>

Record here significant changes made to the encoding or content of the file. Do not record any changes made to files as part of the standard revision process for documents received from a keying vendor. Do not record the correction of typos or minor changes to tagging unless performed as part of a discrete, separate clean up or review process of an entire set of documents within a project or projects. In that case do not attempt to describe each individual change but rather provide a standardized phrase describing the process as a whole. Always record any revisions done programmatically to a batch of files.

<change>

Each revision should be recorded in a <change> element. Changes should be listed in <revisiondesc> in reverse chronological order, that is, the most recent changes should be listed first. The <change> subelements <date>, <respstmt>, <resp>, and <item> are all required and must be encoded in that order.

```
<change>
<date>5/30/2002</date>
<respstmt>
<name>Kathryn Leigh Scott</name>
<resp>Programmer</resp>
</respstmt>
<item>Encoding fully normalized and explicit SPEAKER elements programmatically added.</item>
</change>
```

TEI Lite Text

All information in the document following the TEI Header should be encoded within the overarching <text> element. The <text> elements contains three subelements, the <front>, <body>, and <back>. Of these three, only a <body> is required:

```
<tei.2>
    <teiheader>
    <text>
        <front>
        <body>
        <back>
```

These three <text> divisions are further subdivided into a hierarchy of divisions, beginning with a mandatory <div1> at the top of this hierarchy for <body> and <back>. <div1> may be further subdivided into <div2>, and <div2> into <div3>, etc. Additionally, a *type* attribute is required on all <div*n*> elements.

<front>

The optional <front> element may contain a titlepage followed by any number of <divn> elements.

<titlepage>

Do not encode a <titlepage> unless the document being encoded itself contains a formal titlepage. When necessary, rendering software may generate a titlepage based on data in the <teiheader>. Organization of the major TEI Lite subdivisions, i.e., the <front>, <body>, and <back>, as well as the <divn> structure within each, should reflect the structure of the source document.

There is a decided lack of elements available in TEI Lite for all of the various entities one typically finds on titlepages. This is invariably a source of frustration for new TEI encoders. However documents encoded in TEI Lite do not typically serve the same analytical purposes as documents encoded in full TEI. Therefore the titlepage should be viewed less as an intellectual or analytical component and more as a pure display component. Anything of real intellectual value should properly be encoded within the <teiheader> in any event. Use the available tagset to encode those components for which there is a corresponding tag. Use <titlepart type="sub"> within (possibly multiple) <doctitle> element(s) to encode all other components.

Titlepages within source documents may utilize a number of formatting peculiarities such as specific alignment, fonts, incidental images, etc. The encoder should not concern herself with exactly reproducing this display. It is enough to convey to users that the document has a titlepage, what textual information it contains and the order in which it appears.

<doctitle>

Encode the formal title, subtitle, and other subsidiary title parts within <doctitle>. <doctitle> may be repeated and used in any part of a <titlepage> to encode other titlepage entities for which there is no explicit TEI Lite element available, regardless of whether that entity is a title or not (e.g., series statements, etc.). Encoders may choose to record multiline title parts using <lb> line break elements but this is not recommended. Due to limitations in online displays (resolution, available screen size, fonts, etc.) rendering systems may choose to ignore them.

Example:

```
<doctitle>
<titlepart type="sub">Collinwood History Series 16</titlepart>
</doctitle>
<docauthor>Nicholas Blair</docauthor>
<doctitle>
<titlepart type="main">Inventory of furniture and art</titlepart>
</doctitle>
```

<docauthor>

Record here authors and other names appearing on the titlepage responsible for the intellectual content of the document. Each <docauthor> will generally render on its own line except when it appears within a <byline> element. Encoders may choose to encode multiple names within a single <docauthor> if it is desired that they display on a single line, or may choose to repeat <docauthor> if they should be displayed on separate lines. When encoding more than one name in a single <docauthor>, encoders may optionally choose to further encode each name in a <name> subelement.

Record the name as it appears on the titlepage. Do not attempt to reorder the name into catalog entry form or use the form of the name as it may appear in a name authority file.

Example:

<doctitle>
<titlepart type="main">Canine morphotypes and physiology</title>
</doctitle>
<docauthor><name>Tom Jennings </name> and <name>Julia Hoffman, MD</name></docauthor>

Example:

<doctitle>
<titlepart type="main">Canine morphotypes and physiology</title>
</doctitle>
<docauthor>Tom Jennings </docauthor>
<docauthor>Julia Hoffman, MD</docauthor>

<byline>

Encode statements of responsibility in a <byline> element. <docauthor>s are very frequently encoded within <byline> when they are associated with text ascribing a role or responsibility for the intellectual content of the work, e.g., "by."

Example:

<doctitle>
<titlepart type="main">Canine morphotypes and physiology</title>
</doctitle>
<byline>By <docauthor>Tom Jennings </docauthor> and
<docauthor >Julia Hoffman, MD</docauthor></byline>

<docimprint>

Record publication information within <docimprint>. Use <pubplace> and <publisher>, in any order and as often as necessary to record the place or places of publication and the name of the publisher or publishers respectively.

Example:

<docimprint>
<pubplace>Collinsport</pubplace>
<publisher>Stoddard and Associates</publisher>
</docimprint>

<docdate>

Record copyright and publication dates within <docdate>. Include any associated text or symbols such as the word "copyright" or ©.

Example:

<docdate>© 1941.</docdate>

<epigraph>

Record quotations or bits of poetry or verse that may appear within the titlepage in an <epigraph> element. Assign a rend attribute if desired to record specific renderings such as italics. Unattributed epigraphs may be recorded in a <q> element within <epigraph>. Attributed epigraphs should be surrounded with <cit>.

Example:

```
<epigraph rend="italic">
<q>The price we pay one day may<lb>make us weep</q>
</epigraph>
```

Example:

```
<epigraph rend="italic">
<cit>
<q>No man is an island, but some men are peninsulas</q>
<bibl>Joe Haskell</bibl>
 </cit>
</epigraph>
```

Other <frontmatter> elements

Within <frontmatter>, <titlepage> may be followed by any number of <div1> elements.

Indexes

Key indexes within an appropriate <div*n*> element with the type atribute set to "index". Indexes should be encoded as lists (or nested lists as appropriate) and should record not only the text of the index entry but the page number to which it refers keyed as <ref>.

```
<div1 type="index">
<head>Index</head>
<p>[The numbers below represent page numbers in the volume. Clicking on the hyperlink will
take you to the top of that page.]</p>
<list>
<item>Abbott, Grace, <ref target="p137">137</ref>, <ref target="p142">142</ref>,
<ref target="p143">143</ref>, <ref target="p144">144</ref>
   <list>
   <item>personality, <ref target="p116">116</ref>, <ref target="p138">138</ref>,
   <ref target="p148">148</ref></item></list></item>
<item>Acheson, Dean, <ref target="p102">102</ref></item>
<item>administration:
   <list>
   <item>bureau autonomy, <ref target="p220">220-224</ref></item>
   <item>by presidential appointees (Puerto Rico), <ref target="p120">120-122</ref>,
   <ref target="p124">124-126</ref></item>
```

```
<item>educational process, <ref target="p73">73</ref>,
<ref target="p81">81</ref>, <ref target="p87">87</ref>,
<ref target="p198">198-199</ref></item>
```

Openers, closers, epigraphs, citations, and salutations

Use <opener> or <closer> to group together text--especially salutations, datelines, and bylines--which appear at the top or bottom of a page or major division. Openers and closers will be found most frequently at the top or bottom of letters and essays and will contain the addressee of a letter, or the author of a letter, dedication, or essay.

Within <opener>s for correspondence, encode the date of the correspondence as <date> and the salutation as <salute>. All other information may be encoded as <addrline>s within <address>.

```
<div1 type="letter">
<head>Appendix: Letter to Earl Warren</head>
<opener>
<date>November 10, 1971</date>
<address>
<addrline>Honorable Earl Warren</addrline>
<addrline>Supreme Court of the United States</addrline>
<addrline>Washington, D. C.</addrline>
<addrline>Re: ACLU Proposed Earl Warren Civil Liberties Award</addrline></address>
<salute>Dear Governor:</salute>
</opener>
```

Within <closer>s for correspondence, encode the date as <date>, the name, honorifics, and titles of the signatory as a single <signed>, separating distinct lines with <lb>, and all address information as multiple <addrline>s within an <address>.

```
<closer>
<signed>C.L. Dellums</signed>
<date>12 April 1973</date>
<address>
<addrline>Brotherhood of Sleeping Car Porters</addrline>
<addrline>Pacific Coast Headquarters</addrline>
<addrline>1716 Seventh Street</addrline>
<addrline>Oakland, California 94607</addrline></address></closer>

<closer>
<signed>Joyce A. Henderson<lb>
Interviewer-Editor</signed>
<date>2 January 1974</date>
<address>
<addrline>486 The Bancroft Library</addrline>
<addrline>University of California at Berkeley</addrline></address></closer>
```

Epigraphs contain quotations, anonymous or attributed, appearing at the start of a section, chapter, or other major division. Epigraphs appearing on a page by themselves should be encoded as part of the following <div*n*>.

Epigraphs which contain only verse should be encoded within <epigraph><q><lg>. Each line of verse should be encoded as <l>. Record the rendering of the verse as a *rend* attribute within <q>, e.g., <q rend="italic">.

```
<epigraph>
<q rend="italic">
<lg>
<l>What you have seen to love in me</l>
<l>I do not know.</l>
<l>What I have seen to love in thee</l>
<l>No word can show. </l>
<l>But word or knowledge, dear, we lay aside.</l>
<l>We need them not for compass or for guide.</l>
<l>By love we go.</l>
</lg>
</q>
</epigraph>
```

Epigraphs containing only non-verse quotations, excerpts from literature, etc., should be encoded as <epigraph><q><p>.

Attributed verse and non-verse quotations must be contained within an additional <cit> element. <cit> bundles together the quotation and the attribution.

```
<epigraph>
<cit>
<q>"I believe that any other ideal is impracticable and is a collision with human destiny
and God."</q>
<bibl>Attributed to George Herron.</bibl></cit>
</epigraph>
```

Bylines and datelines

Bylines are very similar to signatory statements (<signed>), the difference being that bylines are formal statements of responsibility used primarily for non-correspondence-type essays and other works. Bylines may be found near the top of a section (usually after a <head>) or at the bottom. Do not use <bylines> for quoted passages, use instead the <cit><q><bibl> structure described above. Look for such phrases as "By," or "Edited by" when determining whether <byline> is appropriate. Do not use <byline> for the attribution of correspondence. Do not use <byline> when a more complete bibliographical citation is present, e.g., the presence of a book or journal title.

```
<div1 type="introduction">
<head>Introduction</head>
<byline>by Sherna Gluck</byline>
<p>The following interviews with Sylvie Thygeson represent two distinct interviews ...
```

But:

```
<div2 type="essay">
<head>In the Public Interest&mdash;Jeannette Rankin</head>
<bibl>
<author>by Ralph Nadar</author>
(<title rend="italic">The New Republic Feature Syndicate</title>
<biblscope>Number 33</biblscope>
<date>September 11, 1972</date></bibl>)
<p>WASHINGTON&mdash;A few weeks ago we sent a questionnaire ...
```

Use <dateline> to encode a place and/or date associated with the creation. Dates alone should always be encoded as <date>. Only include dates within a <dateline> that also includes a place name. Do not use <dateline> when additional address information is available. Use <address> instead.

```
<div1 type="essay">
<head>Prologue</head>
<dateline>March 1945: Shensi Province, China</dateline>
<p>A dull orange haze, the first light of dawn, ...
```

Footnotes and Endnotes

Encode footnotes (those references, notes and citations appearing at the bottom of the page) at the point in the text where they are referenced. Encode endnotes (those appearing at the end of a chapter, section, or other significant textual division) in a separate <div*n*> element. Endnote <div*n*> s should be encoded *within* the section to which they belong, e.g., for a chapter encoded as <div1>, its endnotes should be encoded within a <div2>. Use the "n" attribute of <note> to record the footnote number. When the footnote is clearly bibliographic in nature, enclose it within the TEI <bibl> element, encoding the author or authors as <author>, italicized or underlined titles as <title>, dates as <date>, and references to a page number, span of page numbers, or chapters as <biblscope>:

Special Characters

Key all double quotation marks as standard ascii double quotes (") and single quotes as standard ascii single

quotes ('). Do not key these as their SDATA equivalents ”, “, ", etc. Use standard ISOlat1 and ISOlat2 SDATA entities for all diacritics and special characters.

Hyphenation

Hyphens that appear for a word too big to fit in a line (word-wrap hyphen) are not to be captured. All required hyphens are to be captured as per the source.

Emphasis

Except when they occur within <bibl>, encode all italicized and underlined words and phrases as <hi>. Use the *rend* attribute to record the type of emphasis employed, rend="italic", rend="underline". Within <bibl> encode as <title>.

Do not record highlighting used to distinguish headings.

Tables and Lists

Use the TEI default table scheme (TEI 22.1) to record tabular information. Encode the total number of columns in the <table> *cols* attribute. Use the *cols* and *rows* attributes of the <cell> element to record columns and rows spanned by the cell. Do not use other attributes in the TEI table scheme. Take care to encode definition lists as <list type="gloss"> when encountered (these can be confused for two-column tables).

Use the TEI list scheme (TEI 6.7) to encode lists. Use the *type* attribute of <list> to record the type of list appearing in the document. Valid *type* attributes are:

ordered: numbered lists
bulleted: marked or bulleted lists
simple: unmarked or unnumbered lists
gloss: definition lists consisting of a <label> and an <item>.

Nest lists as appropriate. Use a list of *type* "gloss" for so-called "definition" lists consisting of a term (often highlighted) followed by a definition or expansion of the term. Gloss-type lists should be used for chronological lists.

Page Numbers

Record page numbers using the empty <pb> element. Apex should set both the *n* and the *id* attributes for this element. Record in *n* the page number and record in *id* the same number prefixed with the character "p". Page numbers appearing at the bottom of a page should be recorded as if they appeared at the top of the page. When a new <div*n*> element begins at the top of the page, record the associated <pb> element within the <div*n*> before any <head> elements.

```
<pb n="4" id="p4">
```

Tag Library

address

Use to record addresses (city, street, etc.). Must contain at least one <addrline>. Commonly found within <closer> and/or associated with signatures and bylines.

```
<closer>
<signed>Amelia R. Fry</signed>
<signed>Interviewer-Editor</signed>
<date>28 May 1975</date>
<address>
<addrline>Regional Oral History Office</addrline>
<addrline>486 The Bancroft Library</addrline>
<addrline>University of California at Berkeley</addrline></address></closer>
```

addrline

Use to record individual lines within a multiline address.

```
<closer>
<signed>Amelia R. Fry</signed>
<signed>Interviewer-Editor</signed>
<date>28 May 1975</date>
<address>
<addrline>Regional Oral History Office</addrline>
<addrline>486 The Bancroft Library</addrline>
<addrline>University of California at Berkeley</addrline></address></closer>
```

author

Use to record authors. Encountered most commonly within <bibl>

```
<bibl>
<author>Archie Williams,</author>
<title rend="quoted">The Joy of Flying: Olympic Gold, Air Force Colonel, and
teacher,</title>
<date>1993</date></bibl>
```

back

Along with <front>, and <body>, one of the 3 major subdivisions of the TEI <text> element. <back> is subdivided by <div1> whose *type* attribute may be one of the following:

Index	type="index"
Bibliography	type="bibliography"
Appendix	type="appendix"
Glossary	type="glossary"
Notes/Footnotes	type="notes"
Biography/Vitae	type="biography"

Letter	type="letter"
Afterword	type="afterword"
Section	type="section"

bibl

Use to encode bibliographical references. <bibl> will be found in various places throughout a TEI encoded text. Most notably they may be found within footnotes, endnotes, and full bibliographies. Within <bibl>, record final punctuation within the element in which it occurs, but do not record final spaces. These will be generated through stylesheets.

```
<div1 type="bibliography">
<head>References</head>
<listbibl>
<bibl>
<author>Morris M. Doyle,</author>
<title rend="quoted">The Spirit and Morale of Private Philanthropy: Stanford University
and the James Irvine Foundation,</title>
<date>1990.</date>
</bibl>
<bibl>
<author>Herman E. Gallegos,</author>
<title rend="quoted">Equity and Diversity: Hispanics in the Nonprofit World, </title>
<date>1989.</date>
</bibl>
<bibl>
<author>Rhoda H. and Richard M. Goldman,</author>
<title rend="quoted">Expererience and Adventure in the Goldman Charitable Funds,</title>
<date>1994.</date></bibl>
</listbibl>
</div1>
```

biblscope

Use within <bibl> to record specific page numbers or a named subdivision of a larger work (e.g., a chapter). Do not confuse with the more common <extent>, used to record the *total* size of the work being cited.

```
<note id="n10" n="10">
<bibl>
<author>John May,</author>
<title rend="italic">Building a Community Foundation,</title>
<publisher>Regional Oral History Office, University of California, </publisher>
<pubplace>Berkeley,</pubplace>
<date>1976.</date>
<biblscope>p. 57</biblscope></bibl></note>
```

body

Along with <front> and <back>, one of the 3 major subdivisions of the TEI <text> element. <body> is subdivided by <div1> whose *type* attribute will be one of the following:

Part	type="part"

Chapter	type="chapter"
Section	type="section"

byline

Use to encode the author of a particular section within a TEI-encoded document. Typically this appears immediately below the <head> but may also occur at the end of the section. Frequently this element can be recognized by the presence of a word or phrase indicating the function of the cited individual, e.g., "By" or "Edited by".

```
<div2 type="essay">
<head>Important in CI Harbor History - Edwin Carty</head>
<byline>By George Glass</byline>
<p>Edwin L. Carty's life is a trophy case stuffed with big game.</p>
<p>Some of his trophies hang in his den, like cape buffalo, tiger, deer, elk, rhino,
polar bear, leopard, and a score more.</p>
```

cell

Use to encode individual cells within a table. Use appropriate *rows* and *cols* attributes when necessary to accommodate spanning.

cit

Use to associate a quoted statement with its source. Typically used within a footnote or endnote, but also found occasionally within prose elements such as <p>. This element must contain both a <quote> and a <bibl>.

[22] " It is difficult—and precarious—to verbalize simply
the emotions of great persons: so much of our culture is
so maudlin and sentimental." [John Kirkley].

```
<note id="n22" n="22">
<cit><q>It is difficult&mdash;and precarious&mdash;to verbalize simply the emotions
of great persons: so much of our culture is so maudlin and sentimental.</q>
<bibl>John Kirkley</bibl></cit>
</note>
```

I wanted to read you, before I quit this topic one little piece from Mrs. Flexner's
book and have you respond to it. It goes back to our discussion about the
suffragists.

She talks about the time you were elected to Congress:

> "Miss Rankin led an uneasy Congressional life between the two
> suffrage factions, who celebrated her formal admission to the
> House by a Joint luncheon in her honor—probably the last
> instance of cooperation between them—at which Miss Rankin sat

> as a guest of honor with Mrs. Catt on her right side and Miss Paul on her left. Whatever her tribulations—the merciless criticism she was subjected to by suffrage adherents for not doing enough for the cause and from its opponents for representing women more than the full electorate which had sent her to Congress—she was a visible embodiment on the House floor, among 421 men..."

A Century of Struggle by Eleanor Flexner, p. 283.

```
<p>I wanted to read you, before I quit this topic one little piece from Mrs.
Flexner's book and have you respond to it. It goes back to our discussion about the
suffragists.</p>
<p>She talks about the time you were elected to Congress:
<cit>
<q rend="blockquote">"Miss Rankin led an uneasy Congressional life between the two
suffrage factions, who celebrated her formal admission to the House by a Joint
luncheon in her honor&mdash;probably the last instance of cooperation between
them&mdash;at which Miss Rankin sat as a guest of honor with Mrs. Catt on her right
side and Miss Paul on her left. Whatever her tribulations&mdash;the merciless
criticism she was subjected to by suffrage adherents for not doing enough for the
cause and from its opponents for representing women more than the full electorate
which had sent her to Congress&mdash;she was a visible embodiment on the House
floor, among 421 men..."</q>
<bibl>
<title rend="underline">A Century of Struggle</title>
by <author>Eleanor Flexner,</author>
<biblscope>p. 283.</biblscope></bibl></cit></p>
```

closer

Use to group together dateline, byline, salutation and similar phrases appearing as a final group at the end of a division, especially of a letter.

```
<div2 type="letter">
...
<p>I have never known anyone with more energy, enthusiasm, and dedication to any
cause that Ty believed in and participated in.</p>
<closer>
<signed>C.L. Dellums</signed>
<date>12 April 1973</date>
<address>
<addrline>Brotherhood of Sleeping Car Porters</addrline>
<addrline>Pacific Coast Headquarters</addrline>
<addrline>1716 Seventh Street</addrline>
<addrline>Oakland, California 94607</addrline></address></closer>
</div2>
```

date

A general purpose element used to encode dates in any format. Typically used in <bibl>, <closer>, <byline>, <dateline>, <salute>, <label> (in chronological lists) and <signed>.

```
<bibl><author>PAUL, Alice</author>.
<title rend="quoted">Conversations with Alice Paul: An Autobiography.</title>
<date>1975</date></bibl>
```

dateline

Use dateline solely to encode a city and date of authorship or creation of a document, especially a letter or newspaper article. Commonly found within <opener> and <closer>.

```
<closer>
<signed>Terry Cox</signed>
<dateline><name>Berkeley, </name><date>June, 1946</date></dateline>
</closer>
```

Do not use dateline to encode a full address. Use <addr> and <date> instead.

div1 - div7

The primary divisions within <body> and <back>. Apex should encode top-level divisions as <div1> rather than <div0>. Apex is not to use the <div0> element.

editor

Use solely within <bibl> to encode an editorial statement.

```
<bibl>
<editor>Rankin, Jeannette, Editor</editor>
<title rend="underline">Activist for World Peace, Women's Rights, and Democratic
Government</title>.
<date>1974</date></bibl>
```

epigraph

Use for encoding random quotations or lines of poetry commonly appearing at the top or bottom of major divisions. Attributed epigraphs should contain a <cit>, which itself includes a <q> and a <bibl>. Unattributed epigraphs in verse form should contain <lg>. Use the *render* attribute of <q> to record italics. Use verse lines (<l>) to encode the lines of verse.

I thought I saw an eagle
but it might have been a vulture
I never could decide

Leonard Cohen

```
<epigraph>
<cit>
<q rend="italic">
<l>I thought I saw an eagle</l>
<l>but it might have been a vulture</l>
<l>I never could decide
```

```
</q>
<bibl><author>Leonard Cohen</author></bibl>
</cit>
</epigraph>
```

extent

Use only within <bibl> to record the full extent of the referenced bibliographical entity. Do not confuse with <biblscope>

```
<bibl>
<author>Allen E. Broussard (1929-1996)</author> Judge
<title rend="italic">A Calfornia Supreme Court Justice Looks at Law and Society,
1964-1996</title> <extent>xii, 257 pp.</extent>
<date>1997</date></bibl>
```

filedesc

A required element within the TEI header. Consult the Apex instructions for encoding the TEI Header.

front

With<body>, and <back>, one of the major structural divisions in the <text> element of a TEI document.

group

Contains the body of a composite text, grouping together a sequence of distinct texts.

head

Use to encode the headings of any major divisions such as chapters. Also used to encode the headings of lists. If the entire text of the heading is bold, underlined or italicized, do not record. If only a portion of the text is bold, encode this as <hi render="bold">. If a portion of the text is italicized or underlined, record this as <title>.

```
<list>
<head>Education</head>
<item>Sacred Heart High School, Lake Charles, Louisiana - 1945.</item>
<item>City College of San Francisco, Associate in Arts Degree - 1948. Elected to the
Club Advisory Board and the Student Council.</item>
<item>University of California, Berkeley, B.A. Degree in Political
Science - 1950. Member, Varsity Debate Team.</item>
<item>University of California School of Law at Berkeley (Boalt Hall) - J.D. Degree
- 1953. Top 15% of class.</item>
</list>
```

hi

Use to encode all bold, underlined, or italicized text. Use of an associated *rend* attribute is required. Valid

rend attributes are:

1. italic
2. underline
3. bold
4. sup
5. sub

Use rend="sup" to record superscript text and rend="sub" to record subscript text. Do not use for superscript footnote numbers.

item

Use to encode individual items within lists. <item>s may themselves contain <list> elements (nested lists).

```
<back>
<div1 type="guide">
<head>Tape Guide</head>
<list>
<item>Interview 1:  November 14, 1990
   <list>
   <item>tape 1, side a</item>
   <item>tape 1, side b</item>
   <item>tape 2, side a</item>
   <item>tape 2, side b</item>
   <item>tape 11, side a insert</item>
   <item>tape 2, side b resumes</item>
   <item>tape 11, side a insert</item>
   <item>tape 2, side b resumes</item>
   <item>tape 3, side a</item>
   <item>tape 3, side b not recorded</item></list></item>
<item>Interview 2:  December 6, 1990
   <list>
   <item>tape 4, side a</item>
   <item>tape 4, side b</item>
   <item>tape 5, side a</item>
   <item>tape 5, side b</item></list></item></list>
```

l

Use to separate lines of verse. Typically encountered within a <lg> used to encode passages of verse. Do not confuse with <lb>, used to break lines in all other contexts.

label

Use <label> exclusively within <list>, specifically a definition list. A definition list is suitable for a traditional chronological list, where the date is encoded within <label> and the event information within the item.

```
<div1 type="chronology">
```

```
<head>Chronology</head>
<list>
<label><date>1861</date></label>
<item>First edition published</item>
<label><date>1865</date></label>
<item>Edition completes second reprint cycle</item>
<label><date>1866</date></label>
<item>Draft for second edition completed</item>
</list>
```

lb

In general, do not record line breaks within the encoded document. <lb> may be used in certain situations where it is important to retain the rough layout for purposes of clarity and where no other elements are available for the purpose. Use <l> to record line breaks within verse.

lg

Use to contain passages of poetry or other verse. Encode within <epigraph> when such passages appear at the top or the bottom of major subdivisions.

```
<lg>
<head>First Snow</head>
<l>The cows are bawling in the mountains, </l>
<l>The snow flakes fall, </l>
<l>They are leaving the pools and pebbled fountains, </l>
<l>Troubled they bawl.  </l>
<l>They are winding down the mountain's shoulders </l>
<l>Through the open pines, </l>
<l>The wild rose thicket, the granite boulders, </l>
<l>In broken lines. </l>
<l>Each calf trots close beside its mother, </l>
<l>And so they go </l>
<l>Bawling and calling to one another </l>
<l>About the snow.</l>
</lg>
```

list

Use to encode lists of various sorts as they occur throughout the text. Use <listbibl> for lists of bibliographic references.

listbibl

Use to encode lists of bibliographical references.

```
<div2 type="bibliography">
<head>Publications List&mdash;Valeska Bary, 1924-1936</head>
<listbibl>
<bibl>
<author>Valeska Bari,</author>
<title rend="quoted">Fellow Citizens: A Story,</title>
<title level="j" rend="italic">Atlantic Monthly.</title>
```

```
<biblscope>vol. 133 (June 1924), pp. 806-812.</biblscope></bibl>
<bibl>
<author>Valeska Bari,</author>
<title rend="quoted">Citizens Who May not Have Wives,</title>
<title level="j" rend="italic">Woman Citizens.</title> ns,
<biblscope> vol. 12 (Dec. 1927), pp. 20-21.</biblscope></bibl>
<bibl>
<author>Valeska Bari</author>
<title rend="quoted">Eyes of Loaiza,</title>
<title level="j" rend="italic">Catholic World.</title>
<biblscope>vol. 127 (Sept. 1938), pp. 651-659.</biblscope></bibl>
</listbibl>
```

name

Use name within the <filedesc> element of the <teiheader> to record the various individuals involved in the creation of the document.

note

Use to encode footnotes and endnotes. Encode footnotes (those references, notes and citations appearing at the bottom of the page) at the point in the text where they are referenced. Encode endnotes (those appearing at the end of a chapter, section, or other significant textual division) in a separate <div*n*> element. Endnote <div*n*> s should be encoded *within* the section to which they belong, e.g., for a chapter encoded as <div1>, its endnotes should be encoded within a <div2>.

Use the "n" attribute of <note> to record the footnote number. Do not record the actual footnote number within the content of <note>. For endnotes, create hyperlinks between the reference to the footnote and the footnote itself. The ID and attribute should be constructed so as to guarantee uniqueness. Use the form 'n' + footnote number + [a-z]. All endnote ids should begin with the letter 'n', followed by the number of the footnote, ending finally with the a lowercase letter, a to z, added only to distinguish from identical numbering schemes occurring elsewhere within the same document.

```
<div1 type="chapter">
<head>New Thesis Topic: Research on Mosquito Transmission of Western Equine
Encephalitis<ref target="n1b" type="note">1</ref></head>
<sp who="reeves">
<speaker>Reeves</speaker>
<p>Anyway, to go back, I was forced to change my thesis. So I have this nice
mosquito colony.</p></sp>

...

<div2 type="notes">
<head>Chapter 2 Footnotes</head>
<note id="n1b" n="1">
<bibl>
<author>William C. Reeves,</author>
<title rend="underline">Culex tarsalis and other mosquitoes as vectors of the virus
encephalitides of western North America.</title>Ph.D. thesis, University of
California, Berkeley, <date>1943.</date></bibl></note>
<note id="n2b" n="2">
```

```
<bibl>
<author>Karl F. Meyer</author>
<title rend="underline">Medical Research and Public Health,</title>Regional Oral
History Office, University of California, Berkeley,
</date>1976,</date>
<biblscope>p. 218.</biblscope></bibl></note>
```

opener

Use to group together dateline, byline, salutation and similar phrases appearing as a preliminary group at the beginning of a division, especially of a letter.

```
<div2 type="letter">
<opener>
<signed>C.L. Dellums</signed>
<date>12 April 1973</date>
<address>
<addrline>Brotherhood of Sleeping Car Porters</addrline>
<addrline>Pacific Coast Headquarters</addrline>
<addrline>1716 Seventh Street</addrline>
<addrline>Oakland, California 94607</addrline></address></opener>
<p>I have never known anyone with more energy, enthusiasm, and dedication to
any cause that Ty believed in and participated in.</p>
```

p

Use to encode paragraphs.

pb

Use to record all page breaks wherever they occur within the document. Assign the page number to the *n* attribute. Assign the page number with the letter "p" prepended as the *id* attribute. Record page numbers appearing at the bottom of a page as if they were at the top of the page. Include <pb> within any <div*n*> within which it occurs, before the <head> element.

```
<pb id="p76" n="76">
```

profiledesc

A required element of the TEI Header.

publisher

Use within <bibl> to record the name of the publisher.

```
<note id="n4" n="4">
<bibl>
<title rend="italic">Electron Structures of Organic Molecules,</title>
<pubplace>New Jersey :</pubplace>
<publisher>Prentice Hall,</publisher>
<date>1952.</date></bibl></note>
```

pubplace

Use within <bibl> to record the place of publication.

```
<note id="n10" n="10">
<bibl>
<title rend="italic">Structural Organic Chemistry,</title>
<publisher>Willard Grant Press,</publisher>
<pubplace>Boston,</pubplace>
<date>1975.</date></bibl></note>
```

q

Use to encode block quotes and within epigraphs. Set the *rend* attribute when necessary.

```
<p><q rend="blockquote"><p>Archie Williams '39 came to Berkeley from San Mateo
Junior College, having never run the quarter-mile under 49 seconds.  In 1936, his
first season on the Bear Varsity, he won the Pacific Coast Conference and NCAA
Championships, in the times of 46.8 and 47.0 respectively.  In a preliminary heat at
the NCAA he set a world record in a time of 46.1.  He then went on to win the Gold
Medal in the 400 meters at the Olympic Games in Berlin in a time of
46.5.</p></q></p>
```

ref

Use to encode internal links of various sorts. Most commonly used to encode the number for a reference to a note. The *target* attribute is required. For numbered references to footnotes or endnotes, assign the *type* attribute the value "note". Do not record superscript rendering.

```
<div1 type="chapter">
<head>I  Early Philanthropic Influences
<ref target="n1" type="note">1</ref></head>
```

row

Use to encode the rows of a table.

salute

Use to encode salutations for transcribed letters.

```
<div3 type="letter">
<head>Correspondence from Earl Warren<lb>July 3, 1954</head>
<opener>
<address>
<addrline>Supreme Court of the United States Washington 13. D. C.</addrline>
<addrline>CHAMBERS OF</addrline>
<addrline>THE CHIEF JUSTICE</addrline>
<addrline>Mr. Edwin L. Carty,</addrline>
<addrline>326 South A Street,</addrline>
<addrline>Oxnard, California.</addrline></address>
```

```
<salute>Dear Ed:</salute></opener>
<p>Thanks for your letter of June 28th. I have intended to write you for some
months.</p>
```

signed

Use to encode the closing salutation for a foreward, dedication, or letter.

```
<div2 type="letter">
<head>Appendix 2</head>
<opener>
<date>April 1, 1953</date>
<salute>My dear Mr. President:</salute>
</opener>
<p>I have the great honor to enclose a nomination in favor of Stanley N. Barnes of
California to be Assistant Attorney General to fill an existing vacancy.</p>
<p>I recommend the nomination.</p>
<closer>
<signed>
Respectfully,<lb>
The President<lb>
The White House</signed></closer></div2>
```

table

Use to record tables. Always assign the number of columns to the *cols* attribute. Do not assign a value to the *row* attribute. In general, avoid use of the <table> element when another, more appropriate element is available. Encode two column chronological lists as definition lists, for example.

tei.2

The root element for all TEI-encoded documents. Required.

teiheader

The container element for the TEI Header. Required.

text

The highest-level container element, with <teiheader>, in <TEI.2>. Contains the <front>, <body>, and <back>.

title

Use within <bibl> to record the title of a monograph, journal, article, speech, etc. Many bibliographical references describe an individual article within a journal or other periodical. The title of the article will be encoded within one <title> and the title of the journal will be encoded within a second <title>. In such cases--when <bibl> contains two titles--set the *level* attribute of the second title to "j" to differentiate it from the first title. Otherwise do not use the *level* attribute. Always use the *rend* attribute to record the specific highlighting used for any title. For quoted titles, do not record the actual quotation marks

surrounding the title. Use instead the value *rend*="quoted".

rend="italic"
rend="underline"
rend="bold"
rend="quoted"

```
<bibl>
<author>Ida Jackson, </author>
<title rend="quoted">Overcoming Barriers in Education, </title>
<date>1990.</date></bibl>

<bibl>
<author>John Miller, </author>
<title rend="quoted">Issues of Criminal Justice and Black Politics in California,
</title>
in <title level="j" rend="underline">Legislative Issue Management and Advocacy,
1961-1974, </title>
<date>1983.</date></bibl>
```

titlestmt

A required part of the <teiheader>. Record here the title of the document as indicated on the accompanying worksheet.