Transcription and TW Encoding Policy 4.1

<u>Project editorial aims (that will inform the transcription and encoding policy)</u>

The project's core concerns are:

- To make available transcripts of Bodley's letters that are clear, readable and accessible for users whose primary interest is in the content of the letters rather than in minute details of their copying features.
- To ensure the transcripts are sufficiently consistent to be suitable for free-text searching across the corpus.
- To be faithful to the materiality of the letters without the transcripts becoming over burdened with information that is of minimal interest to the majority of the research community.
- To take advantage of the unique TW software to produce transcripts which offer the scholar the opportunity to view transcripts in different degrees of diplomatic or normalized transcription.
- To produce the transcripts of all 989 letters (content selected by date (1585-97) and language (English)) by late summer 2011.

1. File types and file names

Each of Bodley's *c*. 990 letters will be transcribed using Transcriber's Workbench (TW), according to the specifications agreed in consultation with Jan Broadway (Technical Director, CELL). There will be one file for each letter. The name of each file will be the same as the ID for each letter, as recorded in the Microsoft Access database catalogue of letters. Each file will need a signifier that it belongs to this project, and will contain the prefix 'DCB and then the letter ID. So, the letter with the ID '0001' will be stored in the file DCB_0001.txt, the letter with the ID '0002' will be DCB_0002.txt, and so on. If a record in the database is comprised of more than one letter or document, then the additional manuscript should be recorded in the database with its own letter ID, and the connective information entered into the appropriate database section. The files will be stored in a manageable format, i.e. divided into sections, for quick retrieval etc. These sections should reflect the discrete phases of the project, i.e. one section will relate to the chronological spread of the letters. Within each section, it will be decided how to organize the files, i.e to create subsections divided by calendar month, for example. This decision will be uniform across all sections.

2. Editorial <editorial>

<u>2.1 Archival reference</u> <editorial><reference>

The transcriber should note the full and correct archival reference including foliation, and cross check with the database at the time of transcription and proofreading. Library/archival locations may be truncated, e.g. to BL or TNA. However, collections

within the institution should be fully rendered, i.e. BL MS Additional etc. The only exception to this rule is with the State Papers at TNA which can be rendered as 'SP'

2.2 Editorial note <editorialnote>

The information within the editorial note is entered into the Access database. The note is always written in brief coherent prose (not in note form). The note can include:

2.3 Observations on any unusual features of the letter's physical appearance or scribal copying: e.g. If it is possible to say who the copyist is, e.g. Robert Beale, William Cecil etc.; if the letter paper is smaller than the standard size for the period; white space which is unusual, i.e. if the letter appears to begin on the verso, this feature will be discussed here, as well as drawing attention to any text which runs vertically down the left hand margin.

2.4 Glosses to difficult terms or concepts in the letter e.g. syntactical oddities, obsolete words, or those with different/opposite meanings than modern ones, i.e. 'jealous' 'doubt'.

2.5 The letter's place in sequence, if relevant.

3. Address Leaf <section><address_leaf>

3.1 The address leaf is the verso of the document or exterior page of the letter packet that typically includes instructions for delivery of the letter. The transcribed text should be identified as one of the types listed below, and should ensure accurate capture of the meaning of the different types of text in relation, if possible, to its spatial and chronological organization by successive annotations by contemporary writers, administrators and modern archivists.

Note that accurate capture of the spatial positioning should be signified by use of the tags rather than through line breaks or complicated lists. The material demands of the address leaf (i.e. the reduction of writing-space after the folding of the letter packet) mean that the text is usually inscribed in a small, columnar area. There is no intention of reproducing this spatially within the transcripts.

Note that the address leaf is transcribed before the letter text and after any editorial summary. Where the address leaf has been pasted onto the final page of a letter (after conservation) the address leaf will remain at the beginning of the transcript, and a note entered in the editorial summary.

3.2 Superscription <section><superscription>

The superscription is the address or direction on the outer leaf or verso of the letter. Note that line breaks should not be retained.

3.3 Sign manual <section><sign_manual>

The signature of authorization or 'sign manual' is the autograph signature of the sender on the verso of the letter, usually alongside the superscription. This signature can also occur on the letter text.

3.4 Endorsements <section><endorsement>

The term 'endorsement' is here used to refer to contemporary comments of other kinds than the two above types. It might be a signature, memorandum or remark. Alan Stewart and Heather Wolfe define 'endorsement' as "a signature, memorandum, or remark usually written on the back of a document" and 'endorse' as "to inscribe (a document) on the back *with* words indicating the nature of its contents, one's opinion of its value, some extension or limitation of its provisions, etc.", (*Letterwriting in Renaissance England* (Washington, Seattle & London: Folger Shakespeare Library, 2004), p.206). In the case of the Bodley letters, endorsements can vary between a note which confirms the direction of the letter, i.e. "from Thomas Bodley", usually written by the recipient or recipient's secretary, or a note by the letter-writer himself, e.g. 'Copie of my letter to my L. Burghley'. This often occurs if the document is a copy. In this case it is not clear whether the note on the address leaf is for the letter-writer's own administrative purposes, or whether it is a note to his correspondent clearly defining the document as a copy of a letter, distinct from the original. The presence of these letters in archives deriving from the offices of his patrons suggests the latter. For this reason, the tag <endorsement> can be used, as it suggests a note by Bodley, but for the use of the recipient. As a rule, any comment written contemporaneously in connection with the letter and its issue can be defined as an endorsement. Any extraneous writing unconnected with the above, i.e. unrelated scribbles or doodles or comments by later, modern archivists will be referred to with the <section><later addition>tag. Where the endorser has clearly summarized the content of the letter on the address leaf in list-form, each item should be separated with a line break.

3.5 Later additions <section><later addition>

Comments of any kind that are by a later hand or hands, i.e. that cannot be associated with the letter's earliest production and reception environments, will be defined with the <section><later addition> tag. These are, typically, notes by modern archivists, but might also include notes by any owners since the sixteenth century. On many of the letters in the Cotton MSS there are brief descriptive notes at the top left of the letter text which record date, place from (uniformly 'Belgia + date' in the Bodley corpus) and correspondent. These later additions should be recorded before the commencement of the letter, i.e. after the statement of folio page. A line break should then be inserted before the commencement of the letter text. The spatial arrangement of later additions located elsewhere than the address leaf can be recorded with the <place> attribute in the <section> tag.

4. Letter Text
4.1 Line breaks (keyboard return)

Line breaks will be noted. Line breaks (where the letter-writer deliberately begins a new line) can be indicated with a keyboard return. Bodley has a habit of leaving lacunae on lines and beginning a new 'thought' or topic on the same line. It is occasionally the case that this lacuna breaks over the line, in which case a new line should be indicated as normal. Where the line breaks and includes a hyphen, this should be retained in the transcription (with a hyphen rather than an equals sign). Where the line breaks with no hyphen marked, a hyphen should not be added to the transcript.

4.2 Paragraphs (double line break – two keyboard returns)

A paragraph is only represented where Bodley or his correspondent clearly divides the text into identifiable and distinctive 'units'. Bodley has a habit of leaving lacunae along the line of text which indicate a new line of thought. These should not be viewed as a new paragraph, and the line break should occur as in the text. New paragraphs can usually be identified, as Bodley often indents them slightly, and the first word is usually capitalized.

4.3 Postscripts <section><postscript>

A postscript is classified as any piece of writing which is evidence of an afterthought. Typically, it is identifiable as it occurs after the signature, or declares itself to be a postscript, or its status as an afterthought is evident from its content and relation to the preceding letter text. Each <postscript> tag defines a single postscript. It may be used once, not at all, or many times, depending on the number of postscripts within the letter.

4.4 Subscription <section><subscription>

The point where Bodley or his correspondent subscribes his letters should be marked. It is usually possible to locate a single, definite, identifiable point at which any valedictory preparation ends and the subscription proper begins. In this way, the subscription can always be approximately identified and, in the vast majority of cases, its point commencement can be pinned to a specific word or recognizable point in the concluding formula. The subscription text will be defined according to the editor's judgement and using the <section><subscription> tag. Bodley's letters usually end with 'And so I humbly take my leave' etc. Spatial layout will not be represented. Where the arrangement of multiple authors is complicated (e.g. Privy Council), list names using the line break tag.

4.5 Marginalia and Annotations <block><marginalia> and <insertion>

Bodley's marginalia, or the marginalia which occurs on Bodley's letters, can be divided into three categories.

Type 1: Marginal notes which are additions to the text made at the time of writing by the person who composed the letter. That is, sentences or longer groups of words that would not fit or would be too cumbersome to be inserted along the line of text as a supralinear insertion. This is regarded as a simple addition to the main text and part of the process of composition. This text will be transcribed at the point it was intended to appear in the text and tagged. Where Bodley or another writer has not indicated a specific place in the text with a caret or other mark, the marginalia tag will be placed after the first word of the

proximal sentence. If the word breaks over two lines, then the tag is placed after the word.

Type 2: Marginal notes made as a summary: either one-word summaries or sentences which refer to or continue the proximal paragraph. These are often made by Bodley and on numerous occasions by Burghley. Where these comments or summaries refer to a particular point in the text they will be transcribed at that point (or, if they refer to a particular word, sentence or paragraph they will be transcribed at the end of that word, sentence or paragraph) and defined with the appropriate tag, making mention of where the marginalia occurs in the text.

Type 3: Catchwords. Catchwords by a later owner, librarian or archivist will be transcribed and encoded in the same way as all later additions, using the <catchword> tag.

Where the letter writer has interlined the text with an annotation (usually supralinear), this will be tagged using the <insertion> tag.

4.6 Later additions <section><later addition>
See above.

5. Other features of encoding

5.1 Folio references <folioref>
The start of each new folio page is indicated with the tag <folioref>. For example: <folioref> fol.16r. (Highlight text containing fol.16r and tag it as <folioref>).

5.2 Special characters
Special characters, that is, those other than the standard Latin alphabet and most basic keyboard characters, must be encoded using the appropriate characters and glyphs in the drop down TW menu, as identified and created by Jan Broadway. Any symbol which is not available in the drop down TW menu must be noted and discussed with Jan Broadway.

5.3 Deletions <deletion>
Where words are deleted but legible, they will be transcribed in the position they appear in the text and defined with the <deletion> tag. Where the words are illegible, denote text using a period and tag as deleted. Note: the <linethrough> tag does **not** apply to deleted text.

5.4 Missing text <missing>
Text missing from the letters, will be represented using the <missing> tag. Where known, the reason for the missing text will be noted: as a result of fire, erosion, conservation, water etc. Where a word is truncated, use a period to denote missing text and tag accordingly. Where the first or more letters of a word can be seen but the whole word cannot be guessed at, mark with a missing tag. This will be frequent during transcription

of the Cotton MSS, many of which were damaged during the 1731 fire at Ashburham House. To denote text which is inferred, use square brackets. For particularly bad fire damage, information to this effect will be entered into the Editorial note.

E.g. If there is a word at the end of the line which has been singed, but you can see 'sh', and you think the word might be 'should', type 'sh' then 'ould', and tag 'ould'. It will be transformed as 'sh[ould]'. If you think there might be another word missing on the line which you can't guess at, use a period within the <missing> tag, e.g. sh[ould .] which will be output as sh[ould ...] to denote missing text.

5.5 Underlining <underline>

Underlining will be represented, although inferences as to who has underlined the document will belong in the Editorial summary.

5.6 Foreign words <foreign>

Where the letter-writer includes foreign words (such as Latin phrases) or writes in a language other than English, this should be marked with the <foreign> tag. The tag offers a translation tool, where individual words can be translated. This translation tool is not to be used to translate letters which are entirely written in a language other than English – in cases where this occurs a separate text file containing the translation will be produced. Translation of ad-hoc words may be performed at the time of transcription or later in the project, depending on resources.

5.7 Lists <col>

Lists can be defined as text spatially arranged in a fashion meant for a certain kind of data retrieval. Each column of the list will be tagged using <col> and the spatial arrangement (left, centre or right) indicated by <align>. The column relating to the corresponding entries or items will be tagged separately as a different column, and after the first column of entries. Note that the entire section/s of columns should then be tagged using <cols>.

Sample list configuration:

```
<cols>
        <col>
                line 1 col 1
                line 2 col 1
        </col>
        <col>
                line 1 col 2
                line 2 col 2
        </col>
</cols>
```

Other types of list which do not conform to this model should be discussed with Jan Broadway.

5.8 Columns <cols> / <col>

Where the text is divided into columns (a rare instance in the corpus), the entire column area should be tagged as <cols>. Then each individual column should be tagged using the single column tag, i.e. <col>.

6. Other features of the transcription

6.1 Contractions and abbreviations

Bodley's letters use the standard contractions of the period. These will be recorded as faithfully as possible using the TW software tags. Editorial decisions have been made during the development phase of the project as to how these contractions and abbreviations can be represented on screen, which can be altered by the reader depending on which settings are used. (The use of the TW software for the encoding process enables the final decisions to be made at a later date, providing the relevant contractions etc. have been appropriately coded). The core rationale for the project is that the editor transforms the transcripts in a default, semi-diplomatic method. These transcripts can be customized by individual readers according to their research needs.

Where there is no obvious contraction (i.e. tilde or superscript), words to be abbreviated (e.g. truncated dates, official titles etc.) should be tagged using the <abbreviation> tag. The final extant letter should be highlighted, and then expanded to include the missing letters (and to include the final letter). Any full stops or punctuation marks should be removed, unless they are performing a punctuating task. See list of abbreviations to expand/retain in 6.13.

The auto-expansion system agreed with Jan Broadway and Matt Symonds (Technical Research Officer, CELL) provides transcribers with the opportunity to tag words which adhere consistently to the same contraction process. These words are as follows:

M^r = Master
S^r = Sir
Matie = Majestie
Yo^r = Your
W^{ch} = Which
W^{th} = With
Hig^{nes} = Highnes
P<u>nt</u> = Present
W^t = with
W^c = which

Only words which contain these spellings may be tagged and the <replace> description box left unfilled. Any different spellings must be replaced and expanded by hand.

6.2 <u>I/J, U/V.</u>

Certain features of secretary/italic hand will be silently modernised, specifically the long 's' and the i/j and u/v substitutions. It is felt that the extra time taken to tag these features would not be an effective use of resources, especially considering the small audience for whom these features are necessary to analyze orthography. However, in Latin phrases, 'i' will be retained rather than amend to 'j'. 'Ff' will be modernized to 'F'.

6.3 <u>Superscript letters</u>
Superscript letters will be indicated using the <super> tag. E.g. 'governmt' will be tagged as 'governm<super>t</super>. The attribute <expand> can then be used to denote 'ent'. Note that the attribute for the expanded letters must include the letter in superscript, i.e. the raised 't'.

6.4 <u>Thorns</u>
Thorns should be encoded using the appropriate symbol from the TW drop-down menu. The subsequent letters, although usually superscript, should not be encoded as such. For example, ye should be transcribed as <thorn>e, which when transformed is rendered thus, *th*e, depending on transcription preferences.

6.5 <u>Unusual space.</u> If there is unusual space between lines/paragraphs a note of this should be entered into the editorial summary (See 6.17 below).

6.5 <u>Names</u>
Some letters contain unusual spatial organization of names on documents, e.g. letters and instructions from the Privy Council are usually subscribed by all the ministers present at the Council meeting. These should be read from left to right and listed vertically, i.e.
John Hunsdon
William Burghley
John Perrot

Where a Christian or surname is abbreviated in the letter text, this will be silently expanded, including initials. Any abbreviated names in the address leaf will not be expanded. Bodley often signs his name as 'Tho. Bodley', which will not be expanded. It may be useful to scholars and readers of the edition to study Bodley's subscriptions, in which case the abbreviated and full forms will inform this analysis.

Where a name is written in an archaic way, i.e. 'Jhon', this should be silently normalised to 'John'. Where the symbol resembling 'X' is used to denote 'Christ' e.g. 'Christopher', transcribe as 'Christ'.

6.7 <u>Scharfes 's'.</u> <scharfes s>
Where the writer uses the 'scharfes s', the 's' should be tagged using the <scharfes> tag and the appropriate expansion indicated using the 'replace' attribute, e.g. 'ser', 'sur', 'sar'.

6.8 <u>Linethrough.</u>

Where letters (often 'l') are crossed through, e.g. when denoting pounds sterling, they should be tagged using <linethrough>. Where the 'll' is an abbreviation, the 'replace' attribute should indicate the missing letters. Note: this is not to be used for deleted text.

6.9 Suspensions
Words with suspended letters, e.g. reqʳed, enqʳed should be tagged with <super>, tagging the letter which is raised, and adding the expanded text with the 'replace' attribute, including the superscript letter/s. Words without obvious contracting signs, i.e. reqred, should be tagged using the <abbreviation> tag.

6.10 Terminal omissions
Terminal omissions, – e.g. ca, fro, should be tagged using <overline>, tagging the letter nearest to the tilde. The <expand> attribute within the <overline> tag should indicate the missing letters, including the tilded letter.

6.11 Contractions
Contractions should be noted, and any raised or tilded letters tagged. – e.g. govern$\underline{m}^{t}$. Expansions should be indicated using the 'replace' attribute.

6.12 P abbreviations
P abbreviations – e.g p/fect, p/sent should be tagged using the TW drop-down menu of glyph-abbreviations.

6.13 Common abbreviations
Common abbreviations will be listed in the general introduction, for example: La: (Lady, or Ladyship), L:, Lo, L^{p} (Lord or Lordship), H: (honourable, honour, Highness), Exci, (Excellency), Rx/d (Receive/d), dd/dl (delivered).

Retain:
La
L
Lo
L^{p}
L^{op}
Exci
D
P
K
C
E (Earl)

In keeping with the purposes of this edition, i.e. balancing readability and accessibility with the rigorous editorial techniques demanded of the material, common abbreviations such as St., L., H,. have been retained and not expanded. Note that where the abbreviated

majuscule letter is followed by a period '.', this should be retained. However, when expanding an abbreviation, i.e. Capt*en*, remove the period, to improve legibility.

6.14 Numerals

Numerals will be transcribed as written, i.e. roman numerals represented faithfully. Where a number terminates with the letter 'j', this will be retained.

Where the symbols for pounds (li) shillings (s) and pence (d) occur, these will be represented diplomatically, i.e. using the superscript tag. Dates, specifically the year, which are often underlined, can be tagged using <underline>. Where a correspondent overlines the date, it is assumed that the reason is for emphasis of some kind: this can be tagged with <underline>.

Correspondents often place a period both before and after a number. These should not be retained. There are several letters in the corpus where the writer ends his subscription with the date and does not indicate the full year, i.e. November 14. 88. Where this occurs, the period between numbers will be retained (or supplied) to avoid confusion.

6.15 Foreign letters

Letters and documents in languages other than English will not feature in Phase 1 of the edition, although it is envisaged that they could form a large component of subsequent versions. In the event of a letter in English containing words in another language, contractions in Italian, French, Latin and German letters will require representation using TW or as near as possible, unless an existing tag corresponds to the appropriate contraction or abbreviation.

6.16 Punctuation

Punctuation will follow the original. Bodley uses full stop, colon, semi colon, apostrophe, quotation marks, forward slash, brackets, as well as the symbols listed above.

6.17 Curious spatial anomalies

Bodley's letters uniformly begin at the top-left of the folio page, leaving a gap of about an inch. Therefore, only if a letter does not begin in this way is it necessary to denote the spatial organisation of a letter. Any unusual use of layout or white space will be recorded in the editorial note (see 4.2 above).

6.18 Changes of hand

Where there is a discernible change in hand, this will be tagged using TW. A scribal letter will be noted in the database – where there is a shift in the letter, i.e. for the subscription or autograph signature, this should be tagged. Where the letter is annotated or added to in a recognizable hand, this should be noted. If the hand is that of an unknown or nameless scribe, then the attribute <unknown> should be used in the descriptor dialogue box.

6.19 Words omitted in error or haste

See <missing> tag.

6.20 Ampersands

Where the writer uses an ampersand (the symbol for the word 'and'), the transcriber should replicate the symbol using the keyboard. The TW will recognize the symbol and substitute the correct code.

6.21 Dates

Where the writer truncates the month, e.g. Decemb. or Apr., the transcriber should highlight the final letter of the abbreviated word, and tag with <abbreviation>. The missing letters should then be added using the 'replace' dialogue box, including the final letter of the abbreviated word. I.e. Decem*ber* or Ap*ril*. The period should be removed, if it is located mid-sentence.

Biographical Information

Rationale

The purpose of creating a biographical register is to enhance the functionality of the online resource, and to facilitate browser-function to a high standard. It is envisaged, that along with the search mechanism, this is a critical method by which new visitors to the site will browse.

Tagging

7.1

Each person/groups of persons should be tagged at the first mention only within the confines of each letter.

7.2

Information included elsewhere in the database should not be tagged. For example, the correspondent and recipient's names will feature under the 'persons' field in the database and will already be associated with the letter. Broadly speaking, the supplementary information contained within the address leaf, i.e. the superscription and the endorsement will be represented elsewhere, so it is not necessary to tag the people mentioned. However, if the endorsement or later addition notes persons other than the correspondent or recipient mentioned within the letter text, these should be tagged. In this way, Bodley should never be tagged as 'person', as the 'incoming-outgoing' nature of the selected corpus means that his name will always be featured in the information surrounding each letter.

7.3

It is imperative that the tagging method is consistent. Transcribers should use the <person> tag, and use the editorial dialogue box to add the identifier of the individual and unique name. These names will be defined using a separate table within the project database and each entry will correspond to one individual. Each entry will have a field containing the unique identifier, and a corresponding field containing the full name. For

instance, rather than tag 'Duke of Saxony as <person "Saxony, Duke of"/>, the specific Duke should be identified, i.e. <person "Saxony, Augustus"/>. These identifiers will be added to the database upon the editors' encountering them within each letter text. It will usually be necessary to perform interim biographical research on many of these figures, especially if they are obscure, at the point of compiling this table.

7.4

All names should be tagged. If it is impossible to find out any further information other than the name as it appears in the letter, the name alone will suffice, even if without a normalized spelling. When normalizing spelling, use the 'memo' field in the persons table to note the Latinate/European spelling of the name. E.g. 'Danaeus' becomes 'Daneau'.

7.5

'Corporate bodies' should be tagged, e.g. 'Privy Council, Estates General, Council of Estate, Lower Saxon Circle, Electors', but **not** local councils, e.g. 'Magistrates of Brunswick'. In the latter case, the place name should be tagged. Partially indirect allusions, i.e. 'Electors', should be tagged as a group (even if only a partial number of the group are indirectly or directly mentioned). The 'House of Guise' and 'House of Lorraine' should be tagged. 'Council of Trent' should not be tagged. 'Princes of Germany' should be tagged with a place name, i.e. 'Germany'.

7.6

Abstract groups should not be tagged, e.g. 'People of Leiden, the Spanish, Calvinists'. Where bodies of people are mentioned, i.e. 'People of Leiden, men of Flushing', the place name should be tagged.

7.7

Indirect references which are unclear should be left untagged to minimize the risk of mis-tagging. E.g. 'the Duke has been with me all day'. Indirect or partial identification, e.g. in the case of the mention of the Duke of Pomerania (4 Dukes between 1531-1625) should result in the place name being tagged. This means that users searching by region will at least access the correct area.

7.8

The name and the title of the person, if mentioned, should be highlighted. E.g. the words 'Chancellor Kaas' should both be tagged.

Geographical Information

Rationale

The purpose of creating a geographical register is to enhance the functionality of the online resource, and to facilitate browser-function to a high standard. It is envisaged, that along with the search mechanism, this is a critical method by which new visitors to the site will browse.

Tagging

8.1

Each place or location should be tagged at the first mention only within the confines of each letter.

8.2

Information included elsewhere in the database should not be tagged. For example, the location of writing (commonly in the subscription) or destination of the letter will feature under the 'places' field in the database and will already be associated with the letter. Broadly speaking, the supplementary information contained within the address leaf, i.e. the superscription and the endorsement will be represented elsewhere, so it is not necessary to tag any places mentioned in these components of the letter. However, if the endorsement or later addition notes places other than the location of writing or destination mentioned within the letter text, these should be tagged.

8.3

It is imperative that the tagging method is consistent. Transcribers should use the <place> tag, and use the editorial dialogue box to add the identifier of the individual and unique place or location. These place-names will be defined using a separate table within the project database and each entry will correspond to one place. Each entry will have a field containing the unique identifier, and a corresponding field containing the full place-name. For instance, if the correspondent mentions 'the Court' but does not explicitly state *which* Court, the location should be identified as 'Court', with the full place name defined as 'Court, unspecified'. These identifiers will be added to the database upon the editors' encountering them within each letter text. It will usually be necessary to perform interim geographical research on many of these locations, especially if they are obscure, at the point of compiling this table.

8.4

All place-names should be tagged. If you are unable to find out any further information other than the location as it appears in the letter, the place-name alone will suffice, even if you cannot find a normalized spelling, e.g. 'Sylva Garlebiensi'. When normalizing spelling, use the 'memo' field in the places table to note the Latinate/European spelling of the place-name. Where possible, modernize the place-names. In the case where the non-standardized name is specifically related to a moment in history, i.e. 'Dort' (Dordrecht), retain archaic spelling, and enter the normalized spelling or alias into the 'memo' field in the database table.

8.5

Only specific, geographically defined places should be tagged. For example, 'the Rhine' should not be tagged, as the description is imprecise, and the river is an entity or region rather than a geographical and distinct location. ('Mouth of the Rhine' would be a different case, and should be tagged as a location).

8.6

Indirect references which are unclear should be left untagged to minimize the risk of mis-tagging. E.g. 'the place of the siege last week', 'Cautionary Town'.