

How-to #05: Adding metadata + Encoding Persons

Most TEI files are divided into two distinct sections:

<teiHeader> : metadata

<text> : the text of the work

Metadata is information about the text. Some of that information may also be in the text, but some of it won't.

Step 1: Give your file an @xml:id

The @xml:id attribute on the root <TEI> element should be the same as the filename, but without the .xml extension. So if your file is called gulls_chapter_01.xml, then the @xml:id value should be gulls_chapter_01.

What do we call the Newman, Nashe, Sidney doc?

Step 2: Adding Entities (including yourself!) to the personography

Beneath the author, you will see a <respStmt> element. This is where you record the fact that you marked up this work. Let's start with adding yourself to the personography.

What is purpose of this, and how does it work?

- Use Control+F or Command+F to search your surname to the [personography spreadsheet](#) located in GoogleDocs.
- Use Control+F or Command+F to search the [Personography file published on TAPAS](#).
- To create an xml:id for a new person who is not listed here, take the first four letters of their name, then search the spreadsheet for:
 - XXXX1
 - XXXX2
 - XXXX3
- Enter *your* information in the spreadsheet.

- Because our personography lives on TAPAS, we need to tell the file where to go to look for the name. Here you'll use the ref= command to connect to your xml:id in our personography. It will look like this:

```
<person ref="/kit-marlowe/files/personography.xml#pers_AAAA1">
```

- You and your group will make a new XML file and create entries for each of you. They will look something like mine below:

```
<person ref="/kit-marlowe/files/personography.xml#pers_BENN1"><sex
value="2">female</sex>
  <reg>Kristen Abbott Bennett</reg>
  <forename>Kristen</forename>
  <surname>Abbott<addName>Bennett</addName></surname>
</persName>
<note>
  <p>Project Founder and Director, The Kit Marlowe Project; Assistant Professor,
Framingham State University</p>
  <list type="links">
    <item><ref target="https://www.framingham.edu/academics/colleges/arts-and-
humanities/english/faculty/index">Framingham State U, English Faculty</ref></item>
  </list>
</note>
</person>
```

Encoding <sex>

When we started encoding gender for Kit Marlowe Project publications, we were frustrated by the binary system the TEI had initially set out. Happily, however, the TEI has changed the guidelines and recognizes <sex> as fluid.

“As with other culturally-constructed traits such as age, the way in which this concept is described in different cultural contexts may vary. The normalizing attributes are provided only as an optional means of simplifying that variety to one or more external standards for purposes of interoperability, or project-internal taxonomies for consistency, and should not be used where that is inappropriate or unhelpful. The content of the element may be used to describe the intended concept in more detail, using plain text.” (See TEI, [<sex>](#))

As you'll see, our personography will need to be updated, but in the interim, we can do a better job encoding.

```

<sex value="1">male</sex>
<sex value="2">female</sex>
<sex value="I">Intersex</sex>
<sex value="TG F">Female (TransWoman)</sex>
<sex value="TG M">Male (TransMale)</sex>

```

Step 3: Add title and author

- Type the title (in title case) in the <title> element.
- Type the author's surname and forenames in the appropriate places.
- Open the personography.xml file and search (Control + F or Command + F) for the author of your poem. You should find a <person> element with a unique @xml:id.
- Use that id in the @ref attribute on the <author> element. So, for example, if you find an author with the @xml:id "au_494", then the author element should look like this:
- <author ref="..../personography.xml#au_494">

Step 4. Encoding Fictional and Historical Persons

Find out whether your person is **historical** or **fictional** and gather the information you'll need to include. See below for information about what you need for historical persons in contrast to literary persons.

Historical Persons

Type attribute

You want to indicate what type of person you're tagging by adding a "type" attribute to the <persName> element.

For example, George Abbot is as historical person, so the tag is:

```
<persName type="hist">
```

Birth/Death

Additionally, you want to include birth and death years for historical persons. MoEML tags this information as follows:

```

<birth when-custom="1562" datingMethod="mol:julian"/>
<death when-custom="1633" datingMethod="mol:julian"/>

```

Dating Methods

“Julian” refers to the English calendar system that was used until 1752 – it is also called the “Old Style” (O.S.) calendar. After 1752, England aligned its calendar with the rest of Europe and started using the “Gregorian” (named after Pope Gregory), or “New Style” (N.S.) calendar. For more information about dating in early modern England, [Ian’s English Calendar](#) is an excellent resource.

Note Elements

You’ll include a brief note explaining who your person is. For example, George Abbot’s entry includes a brief job description and a link to outside information about him. You want to enclose your note in <p> (paragraph) tags. The encoding may look something like this:

```
<note>
    <p>Vice-Chancellor of the University of Oxford, 1601-06;
    Archbishop of Canterbury,
    1611-33.</p>
    <list type="links">
    <item>
    <ref
    target="http://www.oxforddnb.com/index/101000004/">ODNB</ref>
    </item>
    </list>
</note>
```

Ref target Links

Include a <ref target="insert_informational_web_link_here"> element in between your <note> tags that offers readers more information about your person. Ideally, for historical persons, one wants to use the Oxford Dictionary of National Biography (ODNB). But this resource is behind a paywall, so you may need to get creative. Wikipedia and Encyclopedia Britannica can be useful starting points to find reliable links, but also you will find helpful resources in existing *MoEML* personographies. For classical historical figures, [Perseus](#) is an excellent starting point.

The encoding may look something like this:

```
<list type="links">
    <item>
```

```

        <ref
target="http://www.oxforddnb.com/index/101000004/">ODNB</ref>
    </item>
</list>
</note>
</person>

```

Literary Persons

Type attribute

You want to indicate what type of person you're tagging by adding a "type" attribute to the <persName> element.

For example, Jupiter is a literary person, so the tag is:

```
<persName type="lit">
```

Generally, birth and death dates are not required for literary persons (and there will surely be an exception somewhere). "Literary persons" include fictional and mythological characters, as well as personified elements. For example, Thomas Watson personifies astrological signs in his *Eclogue* written in honor of Sir Francis Walsingham's death.

Additional Names

In the case of Greek and Roman mythological figures who have complementary names, you may choose to include an <addName> tag.

For example, Jupiter (aka "Jove") is encoded as follows:

```

<person xml:id="JUPE1"><sex value="1">male</sex>
<persName type="lit">
<reg>Jupiter</reg>
<addName>Jove</addName>
</persName>

```

Note Elements

You'll include a brief note explaining who your person is. Here, the annotator indicates that Jupiter is the "Roman god of the sky." You want to enclose your note in <p> (paragraph) tags. The encoding may look something like this:

```
<note>
<p>Jupiter is the Roman god of the sky.</p>
  <list type="links">
    <item><ref target="http://www.mythindex.com/roman-
      mythology/J/Jupiter.html"></ref></item>
  </list>
</note>
```

Ref target Links

Include a <ref target="insert_informational_web_link_here"> element in between your <note> tags that offers readers more information about your person. If your fictional person is not featured on a webpage, you may want to link to information about the work they are found in.

The following are helpful resources for looking up classical and mythological persons:

[Perseus](#)

[Pantheon](#)

[Myth Index](#)

Step 4: Add xml:ids to persons throughout your document

To get a list of PersNames in your document, go Find/Replace. Type in: persName, and select "Find All." At the bottom of your screen you will see a list. Click on any line and hit Ctrl+a to select all. Then copy the list and paste it into another document. You'll want to work through the list by first checking if the name exists in our personography spreadsheet or in the xml file posted on TAPAS.

My person is already in the personography. Now what?

Find their xml:id. Then, go back to our file, search for their names and add the ref link and xml:id to each <persName> tag.

`<persName ref="/kit-marlowe/files/personography.xml#pers_BENN1">`

Step 4: Rinse and repeat all <persName> steps and repeat for <name> and <resp>tags in the TEI header information

Step 5: Add the bibliographical source information (KAB has done this for you)

In the <sourceDesc> element, add the information about the original publication of the poem.

- Periodical title and volume
- Page(s) where the poem appears
- Publisher (search for this information in the personography.xml file)
- Publication place
- Date