

Mapping Medieval Countryside/Inquisitions Post Mortem

Encoding model (March 2013)

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Introduction

- This document sets out the encoding model for the *Inquisitions Post Mortem*, encoded as part of the AHRC-funded *Mapping the Medieval Countryside* project (<http://www.inquisitionspostmortem.ac.uk/>), a collaboration between the University of Winchester and King's College London.
- The analysis on which it is based was led by Paul Spence and Charlotte Tupman at KCL and Michael Hicks and Matthew Holford at UW.
- We would like to express our gratitude to Dan Barker of dancan Ltd and Laura Elliott, both external consultants on preparations for the pre-funding application, who produced the initial data model which influenced some of this analysis. We would like to thank

colleagues and ex-colleagues (especially Arianna Ciula, Elena Pierazzo and Eleonora Litta) at the Department of Digital Humanities King's College London, who were responsible for the encoding models on the AHRC-funded *Henry III Fine Rolls* (<http://www.frh3.org.uk>) and *Gascon Rolls (1317-1468)* (<http://gasconrolls.org>) projects, which were important influences on this work, and to our colleague Peter Stokes for some early analysis on the project.

Scope of this document

- Editing format (TEI) for calendars

Principles of overall system (calendar encoding model)

- TEI P5, customised for the project to edit calendar texts
- Entity Authority Tool Set (EATS) (<https://github.com/ajenhl/eats>) for the entity management system, which will store assertions made about people, places and other entities mentioned in the texts (see Entity Encoding Model document for further details)

Calendar model: general analysis

General variation in information contained

- Tenant's date of death included from about 1342

General grouping of material

- 1. Henry III to Richard II, 1236-1399
 - *Published 1904-1988, according to C19 editing principles*
 - Several inquisitions for single tenant grouped under single number
 - Writs don't usually note:
 - where writ attested
 - endorsements to any writ
 - escheator to whom writ is addressed
 - Inquisitions
 - Estates identified first by placename in original spelling, then by nature of

- holdings
 - Full details of tenures and services
 - Do not give details of full holdings: valuations omitted, as are detailed surveys or extents, although existence of an extent *is* noted
 - Do not record where inquisition was taken, names of jurors, or officiating escheator
 - Modern form of unfamiliar placenames located in index of persons and places
 - Classmark follows formula C.Edw.II.File 9. (15.) - see elsewhere
- 2. Henry VII, 1485-1509
 - *Published in parallel to first group (1226-1399)*. First volume published in 1898, final vol in 1955
 - Similar editing format and principles to first group
 - As before, not included:
 - writ's clerk and endorsement
 - indentation of inquisition
 - place where taken and official escheator
 - note of delivery to chancery
 - names of jurors
 - Again, dates and placename given in unmodernised form and modern form of place-names given in index
 - Layout differs, showing increased importance of deeds and enfeoffments in source documents
 - Valuations included, unlike group 1, although selective in what included
 - Some details regularly omitted from calendars, e.g. statements that charters or deeds were shown to jurors
 - Classmark of original chancery and in some cases exchequer inquisitions
- 3. Henry IV, 1399-1422
 - *Published between 1987 and 2002*
 - Prepared according to consistent editorial policy
 - Series of inquisitions begins with tenant's name as before, but now each inquisition numbered separately, so easier to reference particular inquisitions
 - Writs
 - Information about writs similar to earlier calendars, but dates given in modernised form
 - Not all categories of writs are fully described, e.g. writs *mandamus* just 'writ'
 - Details of clerks and endorsements omitted, as are details of where writ was witnessed
 - Inquisitions
 - Similar format to earlier calendars
 - Date and place where inq taken is recorded in heading
 - Escheator's name not recorded in calendar, nor whether inquisition

- indented (in contrast to earlier calendars)
 - Placenames are given in modernized form in calendar text
 - Spelling used in source documents is only recorded in index entry
 - Full information about valuations and extents is included
 - References to source documents provided at end of entry for whole tenant, which can be quite long/difficult to identify
 - In summary:
 - Significant improvements to calendaring process. Easier to use, but a problem for specialists, e.g. place-name scholars
- 4. Henry VI, 1422-1447
 - *Published between 2003 and 2010*
 - Continued editorial policies from group 3 (1422-1447), but included additional information: aimed to include significant amount of additional information
 - Writs
 - Calendared in more detail
 - Use of symbols, e.g. to show whether writ is endorsed with escheator's name
 - Includes name of chancery clerk responsible for writ's issue
 - Inquisitions
 - Notes whether or not IPM is indented
 - Provides name of escheator
 - Full names of escheators sometimes given at start of volumes
 - Crucially, included names of jurors for first time
 - Other refinements: inclusion of marginal or other notes on inquisition or its dorse
 - Inclusion of classmarks for each inquisition
 - Reference to exchequer copies only given if used to determine calendar text; otherwise provided in table at beginning of volume
 - *This section is a summarised version of 'The Printed Calendars'*¹

Calendar model: main TEI structure

- The entire corpus of inquisitions post mortem represents the whole dataset (the equivalent of <teiCorpus> in TEI terms).
- Each TEI XML file represents a (pre-existing) calendared volume: this means that the encoding represents the logical and semantic structure of the calendared texts rather than the source documents themselves. Moreover, the emphasis of this encoding model is firmly on functional significance, rather than presentational features on the printed page.

¹ <http://blog.inquisitionspostmortem.ac.uk/contexts/the-printed-calendars/>

- Each XML file contains a top-level <TEI> element, which contains the whole dataset and includes the unique identifier @xml:id for each volume
 - For example:
 - <TEI xmlns="http://www.tei-c.org/ns/1.0" xmlns:ipm="http://www.cch.kcl.ac.uk/ipm/ns/" xml:id="CIPM-22">
- The <TEI> element in turn contains two elements:
 - the TEI header section (<teiHeader>), which contains metadata (information about each calendar)
 - the text section (<text>), which contains the text for the calendar
- It should be noted that the XML file does not contain the full text of the original source documents. It will contain the full text of the translated summaries of the source documents. The XML file therefore does not constitute a formal edition of the original documents.
- Namespace will be: <http://www.inquisitionpostmortem.ac.uk/ns/>
- Internal information about technical set up (TEI ODD file, schema, templates) is at <http://confluence.cch.kcl.ac.uk/display/IPM/5.+Editing-Encoding+calendars>

The TEI Header

The following elements are available, some of which may not be appropriate in every case. A full example is given below of how to encode the header of Volume XXV.

```

<teiHeader>
<fileDesc>
<titleStmt>
  <title>[Title of digital edition]</title>
  <editor>[Editor of digital edition: use new <editor> tags for each person]</editor>
</titleStmt>
<publicationStmt>
  <publisher>[Publisher of digital edition]</publisher>
  <address>
    <addrLine>[Address of publisher of digital edition: use new address line for each part of the
address]</addrLine>
  </address>
  <availability>
    <p>[Copyright/re-use statement]</p>
  </availability>
  <date when="">[Date of digital edition]</date>
</publicationStmt>
<sourceDesc>
  <bibl>[Bibliographic details of the printed volume from which the digital edition has been
produced]</bibl>

```

```

<msDesc>
  <msIdentifier>
    <repository>[Place where original IPM document is stored]</repository>
    <idno>[Repository ID no.]</idno>
  </msIdentifier>
  <physDesc>
    <ab>[Description of the original manuscript and its condition]</ab>
  </physDesc>
  <history>
    <ab>[Description of the history of the materials]</ab>
  </history>
</msDesc>
</sourceDesc>
</fileDesc>
<profileDesc>
  <langUsage>
    <language ident="">[Name of language in which the document is written. Each language (if
there is more than one) must have its own <language> elements]</language>
  </langUsage>
</profileDesc>
<encodingDesc>
  <p>[Any pertinent details about the encoding, e.g. what schema is being used/where it was
designed]</p>
</encodingDesc>
<revisionDesc>
  <change when="" who="">[Each revision to the document should be recorded here with date
and name of person making the revision]</change>
</revisionDesc>
</teiHeader>

```

For example:

```

<teiHeader>
<fileDesc>
  <titleStmt>
    <title>Calendar Of Inquisitions Post Mortem And Other Analogous Documents preserved in the
Public Record Office. Volume XXV, 1437-1442. Digital Edition.</title>
    <editor>Michael Hicks</editor>
    <editor>Matthew Holford</editor>
  </titleStmt>
  <publicationStmt>
    <publisher>Boydell & Brewer Ltd.</publisher>
  <address>
    <addrLine>Whitwell House</addrLine>

```

```

<addrLine>St. Audry's Park Road</addrLine>
<addrLine>Melton</addrLine>
<addrLine>Woodbridge</addrLine>
<addrLine>Suffolk</addrLine>
<addrLine>IP12 1SY</addrLine>
</address>
<availability>
<p>Copyright © Boydell & Brewer Ltd. 2012</p>
</availability>
<date when="2013">2013</date>
</publicationStmt>
<sourceDesc>
<bibl>
<title level="m">Calendar Of Inquisitions Post Mortem And Other Analogous Documents
preserved in the Public Record Office. Volume XXV, 1437-1442.</title>
<editor>Claire Noble</editor>
<editor type="general">Christine Carpenter</editor>
<publisher>The Boydell Press</publisher>
<publisher>The National Archives</publisher>
<date>2009</date>
</bibl>
<msDesc>
<msIdentifier>
<repository>The National Archives</repository>
<idno>[TNA id number]</idno>
</msIdentifier>
<physDesc>
<ab>[Description of the original manuscript and its condition]</ab>
</physDesc>
<history>
<ab>[Description of the history of the manuscript as far as is known]</ab>
</history>
</msDesc>
</sourceDesc>
</fileDesc>
<profileDesc>
<langUsage>
<language ident="en">English</language>
<language ident="la">Latin</language>
</langUsage>
</profileDesc>
<encodingDesc>
<p>The encoding model was designed by Charlotte Tupman, Paul Spence and Matthew
Holford. The custom schema is based on TEI Absolutely Bare.</p>

```



```
</encodingDesc>
<revisionDesc>
  <change when="2012-11-28" who="MLH">Hand-tidied placenames for inquisitions 234-356
</change>
</revisionDesc>
</teiHeader>
```

The <text> element and hierarchical structure

General summary of main content

This is a summary of the overall structure of the documents

- Complete dataset
 - Complete volume
 - Content for one Subject of Document
 - Content for a Document
 - Writ
 - Writ head
 - Writ details
 - Document heading
 - Jurors
 - Holdings
 - Death and heirs
 - Occupation and profits (which concerns the persons who have occupied the holdings and taken the profits after the tenant's death)
 - Marginalia
 - Classmarks
 - [Note that these sections can appear in any order, and not all are obligatory]

General principles of transcription

Partly legible, illegible or missing text

- use the element <unclear> to enclose text that is not fully legible. This may replace symbols such as [?...] in the calendars.
 - e.g. CIPM xxii.627 Edward War[?b]e
 - <name type="surname">War<unclear>b</unclear>e</name>
- use the empty element <gap/> for illegible or missing text.

- e.g. `<gap reason="illegible" unit="word" quantity="2"/>`
- e.g. `<gap reason="overwriting illegible" extent="several characters"/>`
- (This markup is more appropriate for freshly edited text than for markup of the calendars, where the extent of gaps is not usually known. The typographical convention ... for gaps is retained in the XML from the calendar texts)
- Where letters are lost but are being supplied by the editor, `<supplied>` should be used (with an optional `@reason="lost"`)

Foreign words

- use the element `<foreign>` with attribute `@rend` to reflect the formatting used in the calendar text (or desired) and `@xml:lang` to identify the language used.
- `<foreign rend="italic" xml:lang="la">cacumen</foreign>`
- “fixed rent of service called ‘`<foreign rend="roman" xml:lang="enm">Castelward</foreign>`”
 - `xml:lang="la"` Latin
 - `"fr"` French
 - `"enm"` Middle English

Alterations to printed calendar volumes

It will sometimes be necessary to correct errors in the printed volumes.

It will sometimes be necessary to supply the text of cross-references so that an inquisition is fully searchable.

It may also be necessary to transpose or reword material in the inquisitions to facilitate markup, although this should be avoided if possible.

The following markup can be used to enclose text affected by these changes:

`seg type="suppliedXRef"`

`seg type="suppliedText"`

`seg type="movedText"`

`seg type="correctedText"`

`seg type="alteredText"`

A comment `<!-- -->` can be used to specify the nature of the change.

Subject of Document

- Subject of Document is person for whom inquisition (or other document type) is held
- This is recorded in upper-case, with name followed by role

- The section as a whole is enclosed in a `<div>` element which has:
 - A 'type' attribute value of 'doc', i.e. `type="sdoc"` (note that all values must begin with a lower-case letter)
 - The text of the Subject inside a `<head>` element
 - The name of each individual subject of inquisition inside a `<name>` element:
 - with a 'type' attribute value of 'person'
 - with a 'key' attribute which points to an entry in the EATS database

- Encoded example:

```
<div type="sdoc">
  <head>
    <name type="person" key="https://ipm-
stg.cch.kcl.ac.uk/django/eats/entity/xxxx">HAWISE CLEREBEK</name> OF <name
type="place" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">ACTON</name>
  </head>
</div>
```

Multiple subjects of document

- There may be more than one subject of document, e.g. *Thomas Erpyngham, knight, and Joan his wife*. If so, they should both be encoded within the same `<div type="sdoc">`, with each name encoded individually as shown below.
- Encoded example:

```
<div type="sdoc">
  <head>
    <name type="person" key="https://ipm-
stg.cch.kcl.ac.uk/django/eats/entity/xxxx">Thomas Erpyngham</name>, knight and
<name type="person" key="https://ipm-
stg.cch.kcl.ac.uk/django/eats/entity/xxxx">Joan</name> his wife.
  </head>
</div>
```

Document: writ and inquisition (or other document type)

- The rest of the document is enclosed inside the `<div type="sdoc">` within its own division, `<div type="wholeDoc">`.
- Each `<div type="wholeDoc">` must have an `xml:id` attribute with a value composed as follows:
 - The string 'CIPM-DOC-'
 - The number of the CIPM volume in arabic numerals
 - A standard hyphen
 - the number of the document as stored in source text

- e.g. `xml:id="CIPM-DOC-22-14"`
- Note that the displayable version of the document number is recorded in the writ section (for pragmatic processing reasons): the same number covers writ and inquisition, but it is better to refer to as 'document number' in spite of its location.
- In older calendars, each individual inquisition number was not present. We would nevertheless wish to use IDs for all documents/inquisitions, so an ID should always be provided.
- In cases where the ID was not present in the original calendar, use a "notpresent" value on the `n` attribute, e.g.


```
<div type="wholeDoc" xml:id="CIPM-DOC-22-320" n="notpresent">
```
- Encoded example:


```
<div type="sdoc">
  <head>
    <name type="person" key="https://ipm-
stg.cch.kcl.ac.uk/django/eats/entity/xxxx">HAWISE CLEREBEK</name> OF <name
type="place" key="https://ipm-
stg.cch.kcl.ac.uk/django/eats/entity/xxxx">ACTON</name>
  </head>
  <div type="wholeDoc" xml:id="CIPM-DOC-22-14">
</div>
</div>
```
- All further information in each document (for which see the sections below) must be contained within the `<div type="wholeDoc">`.

Writ

- Within the `<div type="wholeDoc">` there are two main divisions, the first of which is `<div type="writ">`. This contains the writ head, inside a `<head>`, and the writ details, inside an `<ab>`.
- An `xml:id` should be included in the format `xml:id="CIPM-WRT-[volume number]-[writ number]"`

Multiple writs

- Where there is more than one writ, extra instances of `<div type="writ">` can be added as necessary. These should be numbered as follows: "CIPM-WRT-[volume number]-[writ number]-1", "CIPM-WRT-[volume number]-[writ number]-2" etc.
 - The `<num type="docNum">` should not be repeated in the second or subsequent writs
- Encoded example:

```

<div type="wholeDoc" xml:id="CIPM-DOC-22-14">
  <div type="writ" xml:id="CIPM-WRT-22-14">
    </div>
  </div>

```

Writ head

- The whole of the writ head is to be enclosed within a `<head>`. The most common aspects within a writ head are to be encoded as follows:
 - Document number is to be encoded with `<num type="docNum">`, e.g. `<num type="docNum">14</num>`
 - The endorsement is to be encoded with `<rs type="dorse">`, with an `n` attribute indicating the type of endorsement, as follows:

‡ =endorsed with escheator's name and note of execution	<code><rs type="dorse" n="en"></code>
† =endorsed with note of execution only	<code><rs type="dorse" n="e"></code>
§ =endorsed with escheator's name only	<code><rs type="dorse" n="n"></code>
 - e.g. `<rs type="dorse" n="en">‡</rs>`
 - The date is to be encoded with `<date type="writDate">`, with a `when` attribute indicating the date in eight-digit format, e.g. `<date type="writDate" when="1422-12-14">14 December 1422</date>`
 - The definition of the writ is to be encoded with `<rs type="writType" subtype="[value drawn from Table of Writ Types, below]">`, e.g. `<rs type="writType" subtype="man">Writ mandamus</rs>`
 - The name of the writ clerk is to be encoded with `<name type="person" role="writClerk" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">`, e.g. `<name type="person" role="writClerk" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">Mapilton</name>`
 - The name of the person who witnessed/attested the writ is to be encoded with `<name type="person" role="teste">`Smith</name>
 - The place at which the writ was attested (if not Westminster, which will not be stated in the calendar) is to be encoded with `<name type="place" role="writLoc">`, e.g. `<name type="place" role="writLoc" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">Cawood</name>`

- Encoded example:

```

<div type="writ">
  <head>
    <num type="docNum">14</num> <rs type="writType" subtype="man">Writ
mandamus</rs>. <rs type="dorse" n="en">‡</rs> <date type="writDate" when="1422-12-14">14
December 1422</date>. [<name type="person" role="writClerk">Mapilton</name>]
  </head>
</div>

```

Style in CIPM XXII	Value of <rs type="writType" subtype="">
Writ	"dce"
<i>amotus</i>	"amot"
<i>certiorari</i>	"cert"
<i>Certiorari de feodis</i>	"cdf"
<i>de dote assignanda</i>	"dda"
<i>de etate probanda</i>	"dep"
<i>de homagio respectuando</i>	"dhr"
<i>de partitione facienda</i>	"dpf"
<i>Dedimus potestatem</i>	"ded"
<i>devenerunt</i>	"dev"
<i>distringas</i>	"dist"
Exchequer	"exc"
Jury (any type of writ relating to the summoning of a jury)	"jur"
<i>mandamus</i>	"man"
<i>melius inquirendo</i>	"mel"
<i>Que plura</i>	"qp"
<i>Quia habitum religionis assumpsit</i>	"qhr"
<i>scire facias</i> (e.g. 25.564)	"sf"
unclassified	"unc"
[<i>Writ not required</i>]	"wnr"
[<i>Writ not extant</i>]	"wne" Note that hybrid forms of the @subtype value are also permitted, for instance when a writ is not extant but is known from other sources to be of a particular type, e.g. "wnedce", "wneqp", etc.
<i>de idiota inquirenda</i>	"dii"

order for return of inquisitions/partitions (CIPM xxiv)	"ofr"
order to make an extent	"ext"
Commission	<p>These can take the form of most of the types of writ listed. Use <code><div type="commission"></code> with type of commission/writ in <code><rs type="writType"></code>. e.g. (23.26)</p> <pre><div type="commission" xml:id="CIPM-WRT-23-28" subtype="dual"> ... <rs type="writType" subtype="conc">Commission</rs> <div type="commission" xml:id="CIPM-WRT-23-29" subtype="previousCommission"></pre>
<i>plenius certiorari</i>	"ple"
<i>que plura</i> and <i>plenius certiorari</i>	"qpple" (note that hybrid writs, e.g. xix.936, should use the code for the first writ type plus the code for the second type)

Writ Details

- The writ details are to be enclosed inside an `<ab>`
- Any information about who the land is held of is to be enclosed inside an `<rs type="heldOf">`. If this information is not known, it is to be encoded with `<rs type="heldOf" subtype="notKnown">`. If the land is not held of the king, it is to be encoded with `<rs type="heldOf" subtype="notKing">`.
- if holding is a fraction of a manor and tenure relates to whole manor use `@subtype="wholeManor" : <rs type="heldOf" subtype="wholeManor">`
- Encoded example:
`<ab>Regarding lands held of <rs type="heldOf"><name type="person" key="entity-xxxxyyyzzz">Henry V</name></rs>.</ab>`

Writs for two counties

- Where one writ covers two counties, the first `<div type="writ">` should be given a `subtype` with a value of "dual", and the second `<div type="writ">` should be given a `subtype` with a value of "previousWrit", which indicates that it is not actually a writ, but rather, a reference to another writ. E.g.

```
<div type="writ" subtype="dual">...</div>
<div type="writ" subtype="previousWrit">...</div>
```

- There is no need to encode the previous writ with an indication that it covers two counties, as this information can be extracted from the second `<div type="writ">` and applied to the first.

Document (inquisition, proof of age etc.)

Within the `<div type="wholeDoc">` the second of the two main divisions (the first of which is `<div type="writ">`) is `<div type="doc">`, which contains the rest of the document.

Multiple documents

If an inquisition contains multiple documents (e.g. jury panel and inquisition), each should be contained in `<div type="doc">` using `xml:id="CIPM-INQ-26-562"`, `xml:id="CIPM-JUR-26-562"`, etc.

Document head (e.g. Inquisition head)

- An `xml:id` should be added in the format `xml:id="CIPM-INQ-[volume number]-[writ number]"` (note that 'INQ' should be replaced where necessary with the appropriate code from the table below, e.g. 'PRF' for proof of age, 'PET' for petition, etc.)
- The document head is to be encoded within a `<head>`. The most common aspects within a writ head are to be encoded as follows:
 - The name of the county is to be encoded with `<name type="county" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">`, e.g. `<name type="county" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">SUFFOLK</name>`
- The declaration of the document type is to be encoded with a `subtype` attribute which is to be used to define the nature of the document, e.g. `subtype="inq"` for inquisition, `subtype="prf"` for proof of age etc. (see table below for the codes), e.g. `<div type="doc" subtype="inq">Inquisition</rs>`.

Inquisition / 'extent'	"inq"
Proof of age	"prf"
Assignment of dower	"dow"
Partition	"par"
Calendar/list	"cal"

Traverse	"trv"
Petition	"pet"
Uncategorized	"unc"
Jury panel (or other document relating to empanelling of jury, e.g. 25.180)	"jur"

Note: 'extent' is used as a document type in some volumes, but seems to mean just 'inquisition' and there seems to be no benefit in marking it up with a separate code. If a user does want to investigate the exact semantics of the two words, he or she can do a keyword search for 'extent'.

- To identify an inquisition as indented, the `rend` attribute is to be used, e.g. `<div type="doc" subtype="inq" rend="indented">Inquisition</rs>`. The output from GATE formats the word 'indented' in italics: this is to be preserved in the XML as `<hi rend="italic">`
- To identify an inquisition as *ex officio* or *virtute officii*, the `n` attribute is to be used, e.g. `<div type="doc" subtype="inq" n="exOff">Inquisition</rs>`. Accepted values are "exOff" and "viOff".
- Where an inquisition is described as taken both by writ AND *ex officio*, `n="exOff"` is to be used.
- The name of the place at which the inquisition (or proof of age etc.) was held is to be encoded with `<name type="place" role="inqLoc" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">`, e.g. `<name type="place" role="inqLoc" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">Lavenham</name>`
- The date of the inquisition (etc.) was held is to be encoded with `<date type="inqDate">`, with a `when` attribute indicating the date in eight-digit format, e.g. `<date type="inqDate" when="1423-03-05">5 March 1423</date>`
- The name of the escheator is to be encoded with `<name type="person" role="escheator">`, e.g. `<name type="person" role="escheator">Wynter</name>`.
- The name of the commissioner is to be encoded with `<name type="person" role="commissioner">`, e.g. `<ab>Before <name type="person" role="commissioner"><name type="forename">William</name> <name type="surname">Phelip</name>, <name type="role">knight</name></name> and <name type="person" role="commissioner"><name type="forename">William</name> <name type="surname">Dallyng</name></name>.</ab>`

Jurors

- The jurors section is to be encoded within a `<div type="jurors">`, nested within the `<div type="doc">`.
- All information within this section is to be encoded within an `<ab>`, e.g. `<div`

`type="jurors"><ab>[names of jurors]</ab></div>`.

- Where jurors are grouped (for instance by place), each group is to be encoded with a `<jurorGroup>` nested within the `<div type="jurors">`. The `<jurorGroup>` element acts in a similar way to `<holdingGroup>` in that it contains a specific set of jurors that are defined as a unit.
- Each name is to be encoded with `<name type="person" role="juror">`, e.g. `<name type="person" role="juror">John Elys</name>`. Note that jurors do not need references to entities in EATS.
- Note that the GATE process has added `<name type="forename">` and `<name type="surname">` for the jurors. This markup is necessary for jurors, but should *not* be used for any names which are already entities within EATS.

Transcription of jurors' names

- Where letters are lost but are being supplied by the editor, `<supplied>` should be used (with an optional `@reason="lost"`); where letters are uncertain, we can use `<unclear>`; where letters are lost and no attempt is being made to restore what would have been there, `<gap/>` (an empty element) should be used.

Jurors' places

- Where jurors are associated with places, the places should be linked to the relevant EATS identifier by including the relevant EATS key within the `<name type="place" >` element, and be nesting this within the `<name type="person" role="juror">` element, e.g...
`<name type="person" role="juror"><name type="forename">William</name> <name type="surname">Fouler</name> of <name key="http://ipm.ddh.kcl.ac.uk/django/eats/entity/488013/" type="place">Lubenham</name></name>`
- Where jurors are associated with two alternative placenames, both should be linked to EATS.

Jurors' occupations

- Where a juror's occupation is given, this can be linked to the EATS identifier of a particular occupation by including the relevant EATS key within the `<name>` element, e.g.
`<name type="person" role="juror"><name type="forename">William</name> <name type="surname">Bisshebury</name>, <name type="occupation" key="/eats/entity/1234567">smyth</name></name>`

Holdings

- The holdings section is to be encoded within a `<div type="holdings">`, nested within the `<div type="doc">`
- `<div type="holdings">` can be divided further into one or more divisions by using `<div`

`type="holdingGroup">`. This enables the encoding of specific groups of holdings (e.g held of the same person, or valued collectively, or in the same location).

- Each individual holding is to be encoded within a `<holding>`

Holdings in remainder/reversion

- Use `<holdingRemainder>`, `<holdingReversion>`

Holdings with divided descriptions

- Where a `<holding>` is composed of information in several different parts of the text, each part of the description of the holding should be given its own `<holding>` element with a unique `@xml:id`. These elements can then be linked together using the `<join>` element:

In the document we have a description of the holding split up into three different places:

```
<holding xml:id="CIPM-HLD-22-31-1a">...</holding>
<holding xml:id="CIPM-HLD-22-31-1b">...</holding>
<holding xml:id="CIPM-HLD-22-31-1c">...</holding>
```

We link these together using `<join>`, which can be located at any convenient place:

```
<join target="#CIPM-HLD-22-31-1a #CIPM-HLD-22-31-1b #CIPM-HLD-22-31-1c"/>
```

- Note that each target value is to be separated by a space.
- This method can be used to link any elements together (e.g. `<estate>`).

Fractional holdings

- Fractional holdings are to be encoded with `<quantity type="fractionalHolding">`, e.g. `<quantity type="fractionalHolding" quantity="0.5">a moiety of 60a. land, meadow and pasture</quantity>`.
- e.g. `<quantity type="fractionalHolding" quantity="0.33"><holding>Dufton, <holdingItem><value type="currency" unit="d" quantity="480">40s.</value> <itemName>quit-rent</itemName> from <name type="manor" role="rentSource">Dufton</name> manor taken at <date>Pentecost</date> and <date>Martinmas</date> by equal parts.</holdingItem></holding>`

Holdings with exceptions

- Holdings with exceptions (e.g. 22.21) are to be encoded with `<holding type="withExceptions">`

Partitions

- Where holdings are partitioned, this is to be indicated by wrapping `<partitionGroup>` around each section of text that details a partition, e.g.

`<partitionGroup>`

A. The earl of Somerset

Yorkshire

£5 5s. 3d. yearly from a fee farm of £90 from the abbey of Kirkstall

`</partitionGroup>`

`<partitionGroup>`

B. The earl of Salisbury

Yorkshire

£16 18d. yearly from a fee farm of £90 from the abbey of Kirkstall

`</partitionGroup>`

- Holdings and tenants within `<partitionGroup>` are to be encoded normally, as described elsewhere in these Guidelines.

Tenants

- The person holding the holding (who is not always the same as the Subject of the Document) is to be encoded with `<name type="person" role="tenant">John Smith</name>`. An EATS key can be included where necessary.
- Feoffees and trustees will be inferred where multiple tenants appear within a holding.
- When the feoffee is a single tenant, it is to be encoded with `<name type="person" role="feoffee">`. If the *cestuy qui use* is named, it is to be encoded with `<name type="person" role="cestuy">`. (But if the *cestuy* is the same as the SDoc, mark up the SDoc's estate as "use": see below, Estates).

Tenancies held jointly: jointure

- If a joint tenancy is a jointure (i.e. an estate granted to a husband and wife jointly), it is to be encoded with `<jointure>`.

Held Of

- Any information about who the land is held of is to be enclosed inside an `<rs type="heldOf">`, e.g. She held in her demesne as of fee of `<rs type="heldOf"><name type="person" key="entity-xxxxyyzzz">Henry V</name></rs>`
- Where holdings are held of person x, of the manor/honour (etc.) y, all this information should appear inside `<rs type="heldOf">`, e.g. `<rs type="heldOf">held of <name type="person"><name type="forename">John</name><name type="surname">Pelham</name>, <name type="role">junior</name></name>`, as of his lordship as of the rape of `<name type="rape">Hastings</name></rs>`
- `<rs type="heldOf">` can have the following values on `@subtype`:

- "minorInWardship"
- "inService"
- "notKing"
- "notKnown"
- "gavelkind"-[see p. 24 below]
- "sedVac" (for bishoprics in the king's hand sede vacante)

Places mentioned in holdings

- Places mentioned in holdings are to be encoded with `<name type="place" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">`, e.g. `<name type="place" key="https://ipm-stg.cch.kcl.ac.uk/django/eats/entity/xxxx">Hatfield Peverel</name>`. Use `type="manor"`, `"castle"` etc. as appropriate if the text specifies this, e.g. Great Gonerby, the manor.
- Field names and minor names are to be encoded using `@subtype`. They will not require an EATS key: `<name type="place" subtype="fieldName">`, or `<name type="place" subtype="minorName">`
- **Note** that for indexing purposes holdings are assumed to relate to all the places directly inside `<holding>` tags that do not have `@role` or `@subtype` (e.g. `subtype="minorName"`). If a place mentioned in a holdings section should not be considered part of that holding it should be placed in subordinate tags (e.g. `<rs type="heldOf">`, `<holdingExtent>`, `<rs type="serviceTenure">`) or assigned a role (see also the following paragraph). E.g.:
 - `<holding><name type="tenement">Gaysham</name>`, a tenement so-called in the parish of `<name type="parish" role="parish">Westerham</name>...</holding>`
 - `<holding><name type="place">Woolwich</name>`, `<name type="place">Plumstead</name>`, and `<name type="place">Charlton</name>`, a moiety of 12 messuages, 3 tofts, 140 a. land, 12 a. meadow, 24 a. marsh, 166 a. wood, and of 13s. rent, true annual value 10 marks, `<rs type="heldOf">held of <name type="person">the king</name> in <rs type="serviceTenure" subtype="soc">socage</rs>`, of the manor of `<name type="manor">Eltham</name></rs>`, by service of `<rs type="serviceTenure" subtype="pay">15s. yearly</rs>.</holding>`

Appurtenances / Pertaining To

- Appurtenances and Pertaining To are to be encoded with `<name type="place" role="appurtenance">` and `<name type="place" role="pertainingTo">` respectively, e.g. Adber, ½ knight's fee appurtenant to the manor of `<name type="place" role="pertainingTo">Rockbourne</name>` in Hampshire

Holding items

- Each holding item is to be encoded within a `<holdingItem>`, e.g. `<holdingItem>84 a.`

- arable, each acre worth 2d. yearly</holdingItem>
- The <holdingItem> element can be nested, e.g. (23.211)
 - <holding><name type="place">Halstead</name>, <holdingItem><holdingItem>a message called ‘<name type="place" subtype="minorName">Dynes</name>’ with a house for the bailiff</holdingItem>, <holdingItem>2 granges</holdingItem>, <holdingItem>a stable</holdingItem>, and <holdingItem>cow-pasture</holdingItem>, worth nothing yearly</holdingItem>
 - **messages with virgates / bovates**
 - <holdingItem><quantity quantity="8">8</quantity> messages and 8 virgates, parcel of the manor, each <itemName>message with a virgate</itemName> worth <unitValue type="currency" unit="d" quantity="120">10s.</unitValue> yearly</holdingItem>
- Each quantity (e.g. acre) is to be encoded with <quantity> with a **unit** attribute to indicate which unit of measurement is being used, and with a **quantity** attribute to indicate how many of this unit are represented, e.g. <quantity unit="acre" quantity="84">84 a.</quantity>
 - rood = 0.25 acre
 - perch (as a unit of area) = 0.006 acre (1/160)
 - Unusual quantities:
 - Cornish acres: <quantity unit="cornishAcre">
 - ferling: <quantity unit="ferling">. So for bovate, carucate, nook etc. (see also “Customary measures” below).
 - pasture for 300 sheep <quantity unit="sheep">
- Where measures are by the long hundred (usually 120), as opposed to the short hundred (100), the long hundred should be encoded as a value of the @type of <quantity>, e.g. <quantity type="longHundred" quantity="120">a hundred</quantity>
- Where fractions appear, these should be encoded with <quantity type="fraction">, e.g. <quantity type="fraction">1/3</quantity> (not to be confused with fractional holdings, for which see below, [Fractional Holdings](#)).
- Each item name (e.g. meadow, pasture, arable etc.) is to be encoded with <itemName>, e.g. <itemName>arable</itemName>
- Each value is to be encoded with <value>, with a **type** attribute to indicate whether it refers to currency or some other type of value; a **unit** attribute to indicate the unit of measurement, and a **quantity** attribute to indicate how many of this unit are represented, e.g. <value type="currency" unit="d" quantity="18">18d.</value>. Where more than one unit of currency is represented (e.g. pounds, shillings and pence), the smallest of these currencies should be chosen and the total calculated, e.g. <value type="currency" unit="d" quantity="18">3s. 4d.</value>
- types of unit: pence="d" pounds="l" shillings="s" marks="m"
- **Sown/unsown land** (e.g. 23.23)
 - <holdingExtent>There are <holdingItem><quantity unit="acre" quantity="60" type="total">60 a.</quantity> <itemName>land</itemName>, of which <quantity unit="acre" quantity="60" type="sown">20 a.</quantity> can be sown yearly. Each sown acre is worth <unitValue type="currency" unit="d" quantity="3">

subtype="sown">3d.</unitValue> yearly, but when unsown is worth <unitValue type="currency" unit="d" quantity="0"

subtype="unsownCommon">nothing</unitValue> yearly because the land lies in common and is common pasture.</holdingItem></holdingExtent>

- Valuations - Types of values

- information concerning the nature of a value can be encoded as @subtype of <value>. Examples include:

- "former"
- "common" [e.g. "100 a. heath, worth nothing yearly as common"]
- "sown" / "unsown"
- "hilly"
- "sandy"
- "barren"
- "fallow"
- "destroyed", "destroyedScots", "destroyedWelsh"
- "waste"
- "decayed"
- "atFarm" [e.g. xxiii.205 "200 a. arable, demised for terms of years for 100s. yearly]
- "thisYear" / "normalYear" / "year30" [e.g. wood worth (x) every 30th year when cut]
- "felled"
- "afterExceptions" [e.g. "Annual value of the manor, except pre-exceptions, 8 marks."]
- "aboveMaintenance" [or repairs; necessary?]
- "aboveEnclosure"
- "aboveFee"[necessary?]
- "beforeCharges", "afterCharges" [xxii.47]
- "atLeast"
- "moiety" [e.g. 23.64: There are <holdingItem><quantity unit="acre" quantity="300">300 a.</quantity> <itemName>arable</itemName>, a moiety of an acre worth <value type="currency" unit="d" quantity="6" subtype="moiety">6d.</value> yearly</holdingItem>]
- [23.56: cannot be cut; is not cleaned]

- Unit value can be encoded with the element <unitValue>, e.g.

<holdingItem><quantity unit="acre" quantity="6">6 a.</quantity></itemValue>
<itemName>meadow</itemName>, each acre worth <unitValue type="currency" unit="d" quantity="18">18d.</unitValue> yearly.
</holdingItem>

- Charges are to be encoded with <charge>, e.g. <charge type="currency" subtype="dower" unit="d" quantity="1920">£8</charge> assigned in dower after the death of Thomas to Joan his widow.
- customary measures

- use @type on <quantity> to record the measure used
- If the thing measured (e.g. land) is specified, enclose this with <itemName> tags
- Otherwise enclose the measure in <itemName> tags
- Examples
 - <holdingItem><quantity quantity="1" unit="bovate">one</quantity>
<itemName>bovate</itemName>
 - <holdingItem><quantity quantity="1" unit="bovate">one bovate</quantity>
of <itemName>land</itemName>

Extents

- Extents are to be encoded with <holdingExtent>
 - most extents are of full manors; where this is not the case, use @type="notManorial"
 - other @type can also be used e.g.
 - type="withExceptions" [e.g. 23.65, manorial extent with exceptions]
- Extents that have been duplicated from earlier extents are to be encoded with <holdingExtent type="duplicated" corresp="[xml:id of source extent element]">

Services and tenures

- The service or tenure by which the holding was held is to be encoded with <rs type="serviceTenure">. This should be given a @subtype with a value taken from the services and tenures table below, e.g. <rs type="serviceTenure" subtype="bur">

Service/tenure	Value of @subtype
barony	"bar"
bondage	"bon"
burgage	"bur"
castleward (unspecified)	"cas"
castleward/castleguard (in person)	"casPers"
castleward/castleguard (by rent)	"casRent"
cornage	"cor"
customary works	"cus"
fealty	"flt"

fee farm, fee-farm	“ffm”
free alms	“alm”
gavelkind	“gav”
homage	“hom”
knight service	“kni”
rents and payments	“pay”
rents in kind	“kin”
scutage	“scu”
serjeanties	“ser”
great serjeanty	“serGreat”
petty serjeanty	“serPetty”
service unknown	“unk”
socage	“soc”
suit of court	“suit”
not specified	“ns”

- Where multiple services are mentioned, each should be marked up in separate tags.
- Where alternative services are mentioned, each should be marked up in separate tags. (e.g 23.390)
- Where values or amounts are described as fractions, e.g. in **23.194** 'as 1/12 knight's fee and 13½d. castleward yearly' and **22.77** 'by fealty and service of 12d. rent yearly and suit of court', these are to be encoded with `<num type="fraction">`.
- For complex fractions such as '⅓ of ¼', these are to be encoded with `<num type="complexFraction">`.
-

Delivery of inquisitions to Chancery

- Notes about the delivery of inquisitions to Chancery is to be encoded with `<note>`. The date of delivery is to be encoded with `<date type="inqDeliv">`

Grants

- Each grant is to be encoded with `<grant>` and is assumed to be a charter.
- Grant types are to be encoded with `@type` taking one of the following values:
 - "finalConcord"
 - "quitclaim"
 - "annuity"
 - "office"
 - "will"
- The date of the grant is to be encoded with `<date type="grant">`, with a `@when` attribute indicating the date in eight-digit format, e.g. `<date type="grant" when="1423-11-24">24 November 1423</date>`
- Details of royal licence are to be encoded with `<rs type="licObt">` with a `@subtype` with one of the following values:
 - "yes"
 - "no"
 - "notKnown"
- Charters shown to jurors: `<rs type="shownJurors" >`
- For charters dated at a specific place, use `@role="grantLoc"`.

Role in grant

- Details of role are to be encoded within the `@role` attribute of the `<name>` element, e.g. `<name type="person" role="grantor">John Smith</name>` . Values include (but are not limited to) the following:
 - "grantor"
 - "grantee"
 - "remainderman"
 - "reversioner"
 - "querentGrantor"
 - "querentGrantee"
 - "deforciantGrantor"
 - "deforciantGrantee"
- Note that the relationship between the grantor and the grantee is to be recorded within EATS.

Groups of people

- Groups of people are to be encoded with `<personGrp>` (example to be added).

Items granted

- Each item granted is to be encoded with `<grantItem>`.
- The `<holding>` element may also be nested inside the `<grant>` element, when the structure of the inquisition is such that items granted are described in detail (ie. as holdings) within descriptions of grants.

Estates

- Estate created in grants are to be encoded with `<estate>`, with further details encoded within the `@type` attribute.
- `<estate>` may be nested around the words describing the estate (in which case it is assumed that the same estate applies to all the grantees) or around the `<name>` of the relevant grantee. e.g `<estate type="fs"><name type="person" role="grantee">George</name></estate>` and `<estate type="life"><name type="person" role="grantee">Mary</name></estate>`
- Values include (but are not limited to) the following:

Estate	Value of @type
in-reversion	"reversion"
demesne as of fee, fee simple	"fs"
fee tail, tail general	"tg"
fee tail male	"tm"
fee tail female	"tf"
tail male special	"tms"
tail female special	"tfs"
tail general special	"tgs"
tail after possibility of issue extinct	"tex"
fee simple and fee tail [e.g. 24.680]	"fstg"
fee tail and free tenement (25.55)	"tglife"
dower	"dow"
curtesy	"cur"
life (of grantee)	"life"
lives (of plural grantees)	"lives"
life (of grantor or someone else specified)	"lifeGrantor", "lifeOther"

life and further term	"lifeTerm"
free tenement	"ft"
term of years	"term"
right of wife	"wife"
right of survivorship	"surv"
at will	"will"
copyhold/copy of court roll	"copy"
as cestuy que use	"use"
custom of the manor	"cust"
on condition	"cond"
in service	"serv"
not specified	"ns"

Linking estates and holdings

- In order to link estates with holdings, an `<estateGroup>` element is to be used to wrap the relevant sections of text. This can include "heldOf" information and can have @type to record the nature of the estate, e.g. `<estateGroup type="life">`. This will often be more convenient than using `<estate>` tags in the body of the text.
- Estates in land of tenants in chief are therefore captured using the `<estateGroup>` element which contains the relevant holdings information.

CIPM XXVI.102:

`<jointure>`She held the following for the term of her life jointly with Nicholas Hawley, late her husband, by grant of John Haweley to them and the heirs of the body of Nicholas.`</jointure>`

Grants with remainders

- Grants with remainders are to be encoded with `<estateRemainder type="fs">`(or other relevant type for relevant estate), with remainderman identified using `<name type="person" role="remainderman">`. If the remainder if to a person's heirs, use `<name`

`type="person" role="remainderToHeirs">`

- In order to identify remaindermen who are part of the same remainder but have different estates, the element `<remainder>` is to be used, e.g.

...with successive remainders to `<remainder><estateRemainder type="tm"><name type="person" role="remainderman">Thomas</name></estateRemainder>` their son and `<estateRemainder type="life"><name type="person" role="remainderman"><name type="forename">Cecily</name>` his wife [`<hi rend="italic">`widow of

William

`<name type="surname">Cheyne</name></hi>`

`</name></estateRemainder>`

], and to the heirs male of the body of `<rs`

`type="person">Thomas</rs></remainder>`; and to `<estateRemainder type="fs">`the right heirs of `<name type="person" role="remainderman">`

`<name type="forename">William</name>`

`<name type="surname">Boneville</name>`

`</name></estateRemainder>`.

Grant containing a reversion

- A grant containing a reversion is to be encoded with `<estateReversion type="fs">`(or other relevant type for relevant estate), with reversioners identified using `<name type="person" role="reversioner">` or `<name type="person" role="reversionToHeirs">`

Grant of a reversion

- A grant of a reversion is to be encoded with `<grantItemReversion>`.

Quitclaim

- If a grant is a quitclaim, it is to be encoded with `<grant type="quitclaim">`.

Attornment

- An attornment is to be encoded with `<rs type="attornment">`, with `@subtype="yes"`, "no" or "notKnown" as appropriate.

Enfeoffment to use

- When the purpose of a grant as being an enfeoffment to use is explicitly stated, it is to be encoded with `<condition type="feoffToUse">`. This should be placed inside the `<grant>` element, around the text describing the condition.
- Other conditions can also be encoded using `<condition>`; these may include payments, which are to be encoded with `<condition type="payment">`.

Grants or deeds shown to jurors

- Grants/deeds shown to the jurors are to be encoded with `<rs type="shownJurors">`.

Royal pardons for alienation and entry without licence

- Royal pardons for alienation and entry without licence are to be encoded with `<grant type="pardonLicence">`.

Death and heirs

- The death and heirs section is to be encoded within a `<div type="deathHeirs">`, nested within the `<div type="doc">`
- Sometimes this section is divided into two, separated by the Occupation section. Where this occurs, the Death and Heirs sections are to be encoded with `<div type="deathHeirs" part="I">` (for the initial part of the section) and `<div type="deathHeirs" part="F">` (for the final part of the section). (or, use `<seg type="occupiers">`)
- All information within this section is to be encoded within an `<ab>`, e.g. `<div type="deathHeirs"><ab>She died on 10 March 1422. John Clerebek is her son and next heir, aged 50 years and more.</ab></div>`
- Names within this section are to be encoded with `<name type="person" role="heir">`, e.g. `<name type="person" role="heir">John Clerebek</name>`
 - `role="heir"` applies to heirs at common law.
 - for heirs by grants use `role="heirByGrant"`
- Note that the GATE process has added `<name type="forename">` and `<name type="surname">` for heirs. This is optional markup and does not need to be added by hand.
- "heir" refers the heir at common law. If an heir to a grant is also mentioned in this section, they should be encoded `<name type="person" role="heirByGrant">`

Descents

- Information about descents is to be encoded within a `<seg type="descent">`.

Occupation and profits

- The occupation and profits section is to be encoded within a `<div type="occupiers">`, nested within the `<div type="doc">`.
- If this occurs in an unusual part of the document, use `<seg type="occupiers">`
- All information within this section is to be encoded within an `<ab>`, e.g. `<div type="occupiers"><ab>He has taken all issues since her death until the day of this inquisition and still does so, manner unknown.</ab></div>`.
- Grants of wardship are to be encoded with `<grant type="wardship">`

Classmarks

- The classmarks section is to be encoded within a `<div type="classMarks">`, nested within the `<div type="wholeDoc">`.
- Each classmark is to be encoded within a `<classMark>` with a `type` attribute whose value identifies the nature of the classmark, e.g. `<classMark type="chancery">C 139/1/12 mm.1–2</classMark>`. The permitted values are "chancery", "exchequer" and "other".

Marginalia, editorial notes and variant readings

- Marginalia are to be encoded with `<note place="margin">`
- If a note appears on the dorse, it is to be encoded with `<note place="dorse">`
- If a note appears at the top of the document, it is to be encoded with `<note place="head">` ; if at the foot, `<note place="foot">`
- Editorial notes are to be encoded with `<note type="edit">`
- Variant readings are to be encoded with `<note type="variant">`

Missing inquisitions

- It is sometimes noted, between the 'date of death' section and the 'classmark' section, that an inquisition was ordered but was not taken or does not survive.

[*The Huntingdonshire inquisition, ordered in the writ, is not extant.*]

- This is not marked up using the `<note>` element but with an `<rs>` element inside the Death and Heirs section:

```
<rs type="missingInq">The Huntingdonshire inquisition, ordered in the writ, is not extant.</rs>
```

Proofs of Age: heirBirth and testimonies

- In documents such as Proofs of Age which follow a slightly different structure, an extra division is available: `<div type="testimonies">`, which is to be used to encode the jurors' testimonies. Within this division, `<seg type="heirBirth">` is to be used to encode details of the heir's birth.

Assignments of dower

- Holdings that are assigned as dower are to be encoded with `<assignedHolding>`. If items are specified within this, they are to be encoded with `<assignedItem>`.
- Individuals who were present are to be encoded with `<name role="friendHeir">` or `<name role="heir">`.

Cross-references

Where multiple IPMs survive for a single person, and have similar or identical findings, cross-references between them are frequent. These are to be encoded with `<ref>`, with the `target` attribute containing the reference for the document being linked to:

`<ref target="CIPM-DOC-[Volume number]-[Document number]">`, e.g.

Dower was assigned as in `<ref target="CIPM-DOC-22-313">313</ref>`

Cross-references to other elements

- To refer to a specific element within the same file, either the `<ref>` or the `<ptr>` element is to be used, depending on the need for explanatory text or just a simple pointer. The element to which you are linking is to be given an `@xml:id` with a unique value: all `xml:ids` should be automatically generated with a script, following these rules:
 - For holdings: CIPM-HLD-23-123-1, 2, 3 etc.
 - For holdingGroups: CIPM-HLDGRP-23-123-1, -2 etc.
 - For text marked [+1] etc.: CIPM-XREF-23-123-1, 2 etc.
- For a cross-reference in which you want to surround a word (or words) with the `<ref>` element, this is to be encoded as follows:

This feature can be seen `<ref target="#[xml:id of the element to which you are linking]">here</ref>`

- Note the presence of the hash symbol, which denotes that the `@xml:id` value is to be found in the same file.
- For a simple link for which there is no explanatory text, `<ptr>` is to be used:

`<ptr target="#"[xml:id of the element to which you are linking]"/>`

If you need to enclose a specific section of text that is not currently delimited, in order to link to it, the `<seg>` element is to be used to enclose that section of text.

- E.g. `<seg xml:id="CIPM-XREF-23-225-1">[1]+No lands or tenements came to the hands of Henry IV or are still in the king's hands owing to the deaths of Amaury and Ida.+[1]</seg>`

Footnotes

- Footnotes themselves should be encoded with `<note place="bottom" xml:id="n001">Neither Margaret nor Roland is named in the writ.</note>`. The value of `@xml:id` should be 'n' followed by a 3-digit representation of the number of the footnote: for instance, a footnote numbered 47 should be encoded as `<note place="bottom" xml:id="n047">`.
- Where the footnote number appears in the text, it should be removed and replaced with an empty pointer element: `<ptr target="#"n047"/>`.
- Where a symbol (e.g. *) is used, this should be replaced with numbering, as follows
 - the first footnote in inquisition 1 should be given the xml:id "n1_001"
 - the second footnote in inquisition 1 should be given the xml:id "n1_002"
 - the first footnote in inquisition 2 should be given the xml:id "n2_001"
 - and so on
- For variant readings in footnotes use `<note place="bottom" type="variant">`

Uncertainty

- Uncertainty (usually signalled by a question mark in the text) should be expressed with the `<certainty>` element, with a `@target` whose value contains the `@xml:id` of the element about which there is uncertainty. E.g. `<certainty target="#"[xml:id of target element]">`
- `@locus` is a required attribute, and should contain one of the following values:
 - **name** uncertainty concerns whether the name of the element or attribute used is correctly applied.
 - **start** uncertainty concerns whether the start of the element is correctly identified.
 - **end** uncertainty concerns whether the end of the element is correctly identified.
 - **location** uncertainty concerns both the start and the end of the element.
 - **value** uncertainty concerns the content (for an element) or the value (for an attribute)
- Note that uncertainty about placenames should be expressed within EATS rather than in the markup.

Appendix: Documents referenced

- final concords.docx
- structure of proofs of age etc..docx
- ipm-samples MLH 2012-09-24.docx
- IPM sample texts (= representative texts extracted from the later volumes, 1422-1447)
- test-CIPM-XXVI-70.xml (Matt's test markup)
- Descents_grants_and_settlements_-_worked_examples_v.1.3.doc (worked examples from CIPM XXVI)
- Holdings.doc
- Estates_and_interests_in_land.doc
- dower and partitions.docx
- further notes on descents.docx
- contradictory and changing information in IPMs.docx
- manors in several places.docx
- family info in CIPM text and indexes.docx
- indexes to CIPM volumes - structure and content.docx
- Grants in CIPMs 2013-05-13.docx
- Questions about MMC/IPM digitisation.docx (PJS questions, Matt's responses) + email responses (this document has also been known as mmc-digitisation-qns.docx)
- Types of Writ (drawn from Appendix A of TCI-2009 and updated):
<http://confluence.cch.kcl.ac.uk/display/IPM/Types+of+writ>
- IPM encoding questions 30.08.12.doc (CT questions, Matt's responses)
- CIPM 22.pdf - [*CT to check correct way to quote this volume*] (Editorial Introduction and reading of a selection of texts throughout volume)
- CIPM, xxv.pdf - Calendar of Inquisitions Post Mortem And Other Analogous Documents preserved in the Public Record Office. Volume XXV 1437-1442: Christine Carpenter and Claire Noble (Editorial Introduction and reading of a selection of texts throughout volume)
- E149 for CIPM XVIII.doc
- E152 for CIPM XVIII.doc
- OFSFR-2009: Online feasibility study final report 2009/Laura Elliott (PJS)
- DM-2009: Data model version 0.5, 1 May 2009/Dan Barker (PJS)
- TCI-2009: Text Capture Instructions, Dan Barker and Matthew Holford version 1.21, 15 June 2009
- <http://blog.inquisitionspostmortem.ac.uk/contexts/the-printed-calendars/>