# Encoding Guidelines for Gascon Rolls

## TABLE OF CONTENTS

1. Main structure of the Gascon Roll encoding ........................................... 2
   The TEI header .................................................................................................. 2
   The file description .......................................................................................... 2
   The profile description element ....................................................................... 4
   The revision description ................................................................................... 5
   The <text> element and the roll structure ...................................................... 6
   The introduction ............................................................................................... 6
   The roll ............................................................................................................. 7
   Titles and Trailers ......................................................................................... 8
   The regnal year ............................................................................................... 8
   The membrane ............................................................................................... 10

2. Entries ........................................................................................................... 10
   Entry identifiers and regnal year synchronisation ......................................... 10
   Types of entries .............................................................................................. 11
   Special cases ................................................................................................... 11
      a) Inspeiximus and letter ............................................................................ 11
      b) Language ids for entries ........................................................................ 12
      c) Entries extending over the following membrane: ................................ 12
      d) Entry with no date ................................................................................ 12
      e) Duplicate entries ................................................................................... 13
         Case 1: Full Duplication ........................................................................ 13
         Case 2: Partial Duplication .................................................................... 13
      f) Sub-entries encoding .............................................................................. 14
      g) Ordinances ............................................................................................. 14
      h) Entries with a title spreading over multiple entries (curly brackets) .......... 15
         i) Entries that spread over multiple entries but which do not feature a title........................................................................................................ 15
         j) Membranes breaking up entries, lists, groups, vel sim. ......................... 15
         k) changes of regnal year ........................................................................ 16
         l) flat sub-entries without <argument> or <p> ...................................... 16

3. In-line markup ............................................................................................. 17
   The opener ...................................................................................................... 17
   Date ................................................................................................................. 18
   Titles ................................................................................................................. 18
   Semantic markup ............................................................................................ 19
   Subjects .......................................................................................................... 19
   Person names or references to people ......................................................... 19
   Offices ............................................................................................................ 20
   Corporate Names ........................................................................................... 20
   Place names or references to places ........................................................... 20
The encoding model for the Gascon Rolls project resembles the model that was assembled by Dr Arianna Ciula for the Fine Rolls of Henry the 3rd project. The main differences are that the TEI standard used in our model is updated to the P5 version and that single entries can include one or more other documents so these need to be accounted for.

1. Main structure of the Gascon Roll encoding

Each xml file is supposed to replicate the content of a single roll. Each xml file is made of two main sections:
1. the TEI header (<teiHeader>), including metadata (information about the roll and the encoding);
2. the text (<text>), including the whole roll.

The TEI header

The header contains information about the physical characteristics of the roll and about the encoding used. The TEI header can also contain information about who encoded a given roll, and how many changes and the time and date of these changes, have been made on the file. Also information about the languages in the roll and bibliographic references or paleographical and codicological descriptions of the roll can be added to the header.

There are several elements constituting a TEI header, some are mandatory:

The file description

<fileDesc> (file description), is mandatory, and contains a full bibliographic description of an electronic file.

The <fileDesc> element contains three mandatory elements and four optional elements. These elements are listed below in the order in which they must be given within the <fileDesc> element.
• <titleStmt> (title statement) groups information about the title of a work and those responsible for its intellectual content. It contains the title given to the electronic work, together with one or more optional statements of responsibility which identify the encoder, editor, author, compiler, or other parties responsible for it:
  o <title> contains a title for any kind of work.
  o <author> in a bibliographic reference, contains the name of the author(s), personal or corporate, of a work; the primary statement of responsibility for any bibliographic item.
  o <editor> secondary statement of responsibility for a bibliographic item, for example the name of an individual, institution or organization, (or of several such) acting as editor, compiler, translator, etc.

• <publicationStmt> (publication statement) groups information concerning the publication or distribution of an electronic or other text. It may contain either a simple prose description organized as one or more paragraphs.

• <sourceDesc> (source description) describes the source from which an electronic text was derived or generated, typically a bibliographic description in the case of a digitized text, or a phrase such as "born digital" for a text which has no previous existence. Alternatively, it may contain elements such as
  o <bibl> (bibliographic citation) contains a loosely-structured bibliographic citation of which the sub-components may or may not be explicitly tagged.
  o <listBibl> (citation list) contains a list of bibliographic citations of any kind.
  o <msDesc> (manuscript description) contains a description of a single identifiable manuscript.

The <msDesc> element will normally appear within the <sourceDesc> element of the header of a TEI conformant document, where the document being encoded is a digital representation of some manuscript original.
The <msDesc> element has the following components, which provide more detailed information under a number of headings. Each of these component elements is further described in the remainder of this chapter.

  • <mslIdentifier> (manuscript identifier) contains the information required to identify the manuscript being described.
  • <msContents> (manuscript contents) describes the intellectual content of a manuscript or manuscript part, either as a series of paragraphs or as a series of structured manuscript items.
• <physDesc> (physical description) contains a full physical description of a manuscript or manuscript part, optionally subdivided using more specialised elements.
• <history> groups elements describing the full history of a manuscript or manuscript part.

The recommended structure of the <fileDesc> element for the Gascon Roll project is the following:

```xml
<fileDesc>
  <titleStmt>
    <title>Gascon Roll for the 11th year of the reign of Edward III</title>
    <editor>PLEASE PROVIDE YOUR NAME</editor>
  </titleStmt>
  <publicationStmt>
    <publisher>Centre for Computing in the Humanities, King's College London</publisher>
    <address>
      <addrLine>Strand, London WC2R 2LS, England, United Kingdom. Tel:+44 (0) 20 7836 5454</addrLine>
      <addrLine>http://www.kcl.ac.uk/cch/</addrLine>
    </address>
  </publicationStmt>
  <sourceDesc>
    <msDesc>
      <msIdentifier>
        <country>UK</country>
        <repository>The National Archives</repository>
        <idno>PLEASE FILL WITH ROLL SHELF MARK</idno>
      </msIdentifier>
      <physDesc>
        <ab>descriptive paragraph or other elements</ab>
      </physDesc>
    </msDesc>
  </sourceDesc>
</fileDesc>
```

**The profile description element**

The <profileDesc> element is the third major subdivision of the TEI Header. It is an optional element, the purpose of which is to enable information characterizing various descriptive aspects of a text or a corpus to be recorded within a single unified framework.

<profileDesc> (text-profile description) provides a detailed description of non-bibliographic aspects of a text, specifically the languages and sublanguages used or the situation in which it was produced.

The core <profileDesc> element has three optional components; only one is useful to our case:
<langUsage> (language usage) describes the languages, sublanguages, registers, dialects, etc. represented within a text. It contains one or more <language> elements, each of which provides information about a single language, notably the quantity of that language present in the text.

```xml
<profileDesc>
  <langUsage>
    <language ident="la"/>
    <language ident="en"/>
    <language ident="fr"/>
    <language ident="fr-gsc"/>
  </langUsage>
</profileDesc>
```

The revision description

The final sub-element of the TEI header, the revisionDesc element, provides a detailed change log in which each change made to a text may be recorded. Its use is optional but highly recommended. It provides essential information for the administration of large numbers of files which are being updated, corrected, or otherwise modified as well as extremely useful documentation for files being passed from researcher to researcher or system to system.

No change should be made in any TEI-conformant file without corresponding entries being made in the change log.

- <revisionDesc> (revision description) summarizes the revision history for a file.
- <change> summarizes a particular change or correction made to a particular version of an electronic text which is shared between several researchers.

```xml
<revisionDesc>
  <change>
    <date>2009-02-25</date>
    <name>EL</name> Created file
  </change>
</revisionDesc>
```

Here is an example of a TEI header in full:

```xml
<teiHeader>
  <fileDesc>
    <titleStmt>
      <title>Gascon Roll for the 11th year of the reign of Edward III</title>
      <editor>PLEASE PROVIDE YOUR NAME</editor>
      <address>
        <addrLine>Strand, London WC2R 2LS, England, United Kingdom. Tel:+44 (0) 20 7836 5454</addrLine>
      </address>
    </titleStmt>
  </fileDesc>
</teiHeader>
```
The <text> element and the roll structure

The <text> element contains one single Gascon Roll, preceded by an introduction.

The introduction

The introduction is contained in the <front> element, which needs a compulsory <div> element (or more, in case more than one section is required for the introduction), containing one or more <p> (paragraphs):

```
<front>
  <div>
    <p>Introductory text goes here</p>
  </div>
</front>
```

Each <div> can also contain a <head> element if headings are required.
**The roll**

Here is an example of the main structure of a roll:

- Roll
  - Membrane
    - Entry
    - Entry
    - Entry
    - ...
  - Membrane
    - Entry
    - Entry
      - Sub-entry
      - Sub-entry
    - Entry
    - ...

And here is how this bare structure is replicated in XML:

```xml
<text>
  ➔ this has only structural meaning in XML, it is compulsory, but does not have an equivalent in the roll
  <gsr:roll> ➔ roll wrapper
    <head> Title or/and date range </head>
    <milestone unit="regnal_year" gsr:king="Edward III" n="13"
      xml:id="edward_III_13"/>
    <gsr:membrane> ➔ membrane wrapper
      <text> ➔ entry wrapper
        <body>
          entry contents with other mark-up
        </body>
      </text>
    </gsr:membrane>
  </gsr:roll>
  ...
</text>
```

```xml
<text>
  ➔ this has only structural meaning in XML, it is compulsory, but does not have an equivalent in the roll
  <gsr:roll> ➔ roll wrapper
    <head> Title or/and date range </head>
    <milestone unit="regnal_year" gsr:king="Edward III" n="13"
      xml:id="edward_III_13"/>
    <gsr:membrane> ➔ membrane wrapper
      <text> ➔ entry wrapper
        <body>
          entry contents with other mark-up
        </body>
      </text>
    </gsr:membrane>
  </gsr:roll>
  ...
</text>
```
Additional information need to be added to this structure in order to identify rolls, membranes and entries. This happens by adding unique identifiers to each of them. These are the attributes @xml:id and @n, as follows:

```xml
<text>
  <gsr:roll> roll number is already included in the <TEI> element (@xml:id must be unique identifiers)
  <head> Title or/and date range </head>
  <milestone unit="regnal_year" gsr:king="Edward III" n="13" xml:id="edward_III_13"/> → id for regnal year
    <dateline>
      <date notBefore="1324" notAfter="1325"/>
    </dateline>
  <gsr:membrane xml:id="m001"/> → id for membrane number to be used for numbering sequence
    <head>Membrane 31</head>
  <text xml:id="it033_13_001_001"/> → id for item number to be used for linking purposes
    </text>
  …..
</group>
</text>
```

In detail the main <text> element serves to wrap the entire roll.

**Titles and Trailers**

A title has to be provided at the beginning of a roll within the <head> element. In case the title is not written in the roll itself, it will be provided within the <supplied> element (see below Bibliographic references)

Mention of bibliographic references needs to be encoded within the element <bibl>. This needs to include the attribute @n with value corresponding to the id of the bibliographic reference it refers to.

e.g. `<bibl n="Lit2006">Litta, 2006, 76-89</bibl>`

Editorial markup:

```xml
<head><supplied>Gascon Roll for the 11th ...</supplied></head>
```

If the title of the roll is present also at the end of the roll, it can be provided within a <trailer> element:

```xml
[...]
  <gsr:membrane>
  <trailer>Gascon Roll for the 11th year...</trailer>
</gsr:roll>
```
The regnal year

Within the <text> element there is a first <gsr:roll> element. Within <gsr:roll>, after the <head> that contains the roll title, a <milestone> gives the references of the regnal year and is followed by a <dateline>. The <milestone> element carries several attributes:

1. @unit attribute, which fixed value is ‘regnal_year’;
2. @grs:king attribute which contains the name and the number of the king
3. @n which contains the regnal year
4. @xml:id which contains a unique identifier for the regnal year

The @xml:id for the <milestone> element will be composed by the king name (lower-case), followed by ordinal in roman numbering, followed by the regnal year; all these parts are connected by underscores. For example for the 13th regnal year of Edward III the @xml:id will be:

```
xm:id="edward_III_13"
```

while the full <milestone> element will be:

```
<milestone unit="regnal_year" gsr:king="Edward III" n="13"
xml:id="edward_III_13"/>
```

The element <milestone> can occur before the beginning of the <gsr:membrane> element, as in the above example, or within it, between <text>s as follows:

```
<text>
  <gsr:roll>
    <gsr:membrane xml:id="m001">
      <head>Membrane 31</head>
      <text xml:id="it033_13_001_001">
        <body>entry</body>
      </text>
    </gsr:membrane>
    <milestone unit="regnal_year" gsr:king="Edward III" n="13"
xml:id="edward_III_13"/>
    <dateline>
      <date notBefore="1324" notAfter="1325"/>
    </dateline>
    <text xml:id="it033_13_001_002">
      <body>entry</body>
    </text>
  </gsr:roll>
</text>
```

The element <date> (contained in <dateline>) has the self-explanatory attributes: @notBefore and @notAfter.
In case there is two different regnal years – English and French – two <milestone/> elements need to be provided

```xml
<milestone unit="regnal_year" n="13" gsr:king="Edward III"
xml:id="edward_III_13"/>
<milestone unit="french_regnal_year" n="2" gsr:king="Edward III"
xml:id="edward_III_fr2"/>
```

**The membrane**

Following `<dateline>`, inside `<gsr:roll>`, there is `<gsr:membrane>` where each membrane is encoded. The `@xml:id` for this `<gsr:membrane>` element is modelled on the letter ‘m’ for ‘membrane’, followed by the membrane number. Inside, a `<head>` element spells out the membrane number; typically this would read: “Membrane 31” “Membrane 31d” etc. as it happens in the Fine Rolls.

### 2. Entries

Inside `<grs:membrane>` there is another `<text>` element, used to encode each entry within a membrane; its attributes will be `@xml:id` with a value starting with ‘i’ for ‘item’ and a `@type` to be used for classifying the entries.

Each entry is characterised by a fairly standard structure:

```
8 July 1324. Portchester. Gift of the castle of Montpezat d’Agenais (Mont Pezzato). → an opener, containing a date, a place name and the subject of the entry

Appointment, at the king’s pleasure, of John of Stonor (Stonore) as keeper of the castle of Montpezat in his land of Agenais (Agenn). → entry core text.

By K → a closer
```

In XML, this structure is replicated as follows:

```xml
<text xml:id="lt033_13_01f_001" type="order_to_make_payment"> → id for item number to be used for linking purposes
<body>
<opener><date when="1324-07-08">8 July</date>. Portchester.
<hi>Gift of the castle of <placeName key="">Montpezat d’Agenais</placeName>.<hi></opener>
<ab>Contains entry core text</ab>
<closer> → witness clause? </closer>
</body>
</text>
```

**Entry identifiers and regnal year synchronisation**

Each entry is identified by a unique combination of letters and numbers that appears as a value of the `@xml:id` attribute:
This translates the following:

\[
\text{it}(=\text{item})033(\text{roll number})\_13(\text{regnal year})\_01(\text{membrane number})f(\text{or d for dorse})\_001(\text{entry number})
\]

In case an entry is recorded within a regnal year but belongs to another regnal year, an attribute @sync need be provided, which value will be the @xml:id of the regnal year to which the entry belongs, preceded by an ash key:

\[
<\text xml:id="it033_13_01f_001" type="order" synch="edward\_III\_11">
\]

Please notice that in the construction of the entry ID, the number corresponding to the regnal year will remain the one of the regnal year in which the entry is recorded (i.e. the “wrong” one).

Within the <text> element there are three main sections:
1. <opener> Contains marginal information
2. <ab> Contains the entry text
3. <closer> contains a witness clause, closing formula, etc.

Many other <text> elements can follow within the same <gsr:membrane> (membrane).

**Types of entries**
The <text> element should always embed a @type attribute to declare the typology of entry. Up to two typologies can be include, the secondary one encoded within a @subtype attribute

\[
<\text xml:id="it1" type="order\_todo\_justice" subtype="order">
\]

**Special cases**

**a) Inspeximus and letter**
Sometimes, a full document (e.g. a letter) can be copied within an entry in its entirety. In this case the <ab> containing the core of the entry, splits in two to make space to the element <floatingText> containing the text of the attached document.

<floatingText> works in the same way as the <text> element so it needs a <body>, an <opener> and an <ab> inside, where the text of the attached document will be copied in. The element <floatingText> need to be provided with an attribute @type of which value describes the typology of the document attached.

Example structure for entry with attached document:

\[
<\text xml:id="it033_13_01f_001" type="inspeximus">
\]
b) Language ids for entries

if the entire entry is in one specific language, an @xml:lang attribute can be added to the <text> element, as such:

```xml
<text xml:id="it033_13_01f_001" type="order_to_make_payment" xml:lang="fr">

We use ISO 639-1 language codes for values, because they are an international standard:

- 'la' for Latin
- 'en' for English
- 'enm' for Middle English
- 'fr' for French
- fr-gsc for Gascon


c) Entries extending over the following membrane:

```xml
<text xml:id="it033_13_06f_132" type="xyz">

```
d) Entry with no date

Opener and dateline are not compulsory, but if the entry needs to be indicised by date then an empty date element will be necessary. This will not appear in the output but will serve as a hidden way of making the entry appear in a list of results on a browse or search by date. Preferably the @resp should be added to mark responsibility of the editor implying which date the entry corresponds to:

```xml
date when="1324-07-08" resp="Sjh"/>
```

e) Duplicate entries

Case 1: Full Duplication

When duplicate entries occur, the following encoding can be used:

```xml
text xml:id="it036_13_006d_132" sameAs="#it033_13_006d_131">
  opener>{Near} Duplic
  of <ptr target="#it051_13_003f_005"/>
  note>A marginal note states that...</note></opener>
  ab/'empty' !
</body>
</text>
```

Notice the ash (#) sign before id of the duplicated entry and different attribute @sameAs.

Please notice also that the editorial <note> will always be present. The syntax {Near} means that the word 'Near' May or may not be present.

Case 2: Partial Duplication

“We could have an example where one entry instructs someone to do something that modifies what they have instructed to do in a previous entry. So for example: Joe Bloggs is instructed to recruit 500 archers in Wales, an instruction that replaces an order to recruit 250 archers in Wales. Usually in these cases the new instruction will recite the old, and there seems little point reciting all of the old text. What we would want to say is something like: 'Order to Joe Bloggs to recruit 500 archers in Wales replacing a recited earlier order (321) to recruit 250 archers there.' Of course these recited entries might have references in them to people and places which might not need to be visibly coded but still be coded nonetheless” (SJH)

```xml
text xml:id="it036_13_006d_132" corresp="#it321_13_006d_131">
  body>
  opener>... </opener>
  ab>'Order to <persName>Joe Bloggs</persName> to recruit 500
  archers in Wales replacing a recited earlier order (<ptr
Please notice the use of the @corresp attribute to reference the previous entry. Notice also the usage of the <seg type="duplicates"> element used to wrap all the names (personal, place names, etc.) which need to be indexed but not displayed.

f) Sub-entries encoding

```
<text xml:id="it033_13_006d_132" type="letters_of_credence">
  <body>
    <opener>[
    ...]
    </opener>
    <ab>[
    ...]
    </ab>
  </body>
</text>
```

\[ target="#it321_13_006d_132"/> to recruit 250 archers there.

Copy here all the names on the other entry: they will be indexed but not displayed."/seg>

\[ /ab>
\[ /body>
\[ /text>

\[ NO ID
<group xml:id="it033_13_006d_132.0">
  <argument>
    <p>Sub clause intro</p>
  </argument>
  <text xml:id="it033_13_006d_132.1">
    <body>
      <opener>Here opener</opener>
      <ab>Here text </ab>
    </body>
  </text>
  <text xml:id="it033_13_006d_132.2">
    <body>
      <opener>Here opener</opener>
      <ab>Here text </ab>
    </body>
  </text>
</group>
```

\[ NO ID
<group xml:id="it033_13_006d_132.0">
  <argument>
    <p>Sub clause intro</p>
  </argument>
  <text xml:id="it033_13_006d_132.1">
    <body>
      <opener>Here opener</opener>
      <ab>Here text </ab>
    </body>
  </text>
  <text xml:id="it033_13_006d_132.2">
    <body>
      <opener>Here opener</opener>
      <ab>Here text </ab>
    </body>
  </text>
</group>
```

\[ g) Ordinances

These are ordinances. How these work is that you have an entry that says something like 'The king has made certain ordinances for the government of the duchy of Aquitaine.' This will then go on to list a series of ordinances, in effect little laws by which the duchy will be ruled. They do occur in other circumstances. In the entries, the separate ordinances are separated out by their language. Quite often they are initiated by the word 'Item'. However, all the ordinances appear in one long entry and are not actually physically separated out point by point in the original document."
Here is the introduction for an ordinance which list many clauses:

```
<list type="ordinance">
  <item>First entry in an ordinance</item>
  <item>Second entry in an ordinance</item>
</list>
```

Please notice that the <list> encoding can be used also for other cases (agreements, for instance). In those cases a different value for the @type attribute should be provided.

**h) Entries with a title spreading over multiple entries (curly brackets)**

When a title is spreading over multiple entries, often by the mean of a curly bracket, an encoding similar to the one used for sub-entries can be used:

```
<text>
  <group xml:id="it033_13_006d_132-133">
    <head>For mr Smith</head>
    <text xml:id="it033_13_006d_132">
      <body>
        <opener>Here opener</opener>
        <ab>Here text</ab>
      </body>
    </text>
    <text xml:id="it033_13_006d_133">
      <body>
        <opener>Here opener</opener>
        <ab>Here text</ab>
      </body>
    </text>
  </group>
</text>
```

Please notice the value of the @xml:id in the <group> element, containing at the end the entries range that fall under the same title (encoded within the <head> element).

**i) Entries that spread over multiple entries but which do not feature a title.**

The encoding will be the same as in the example above, but there will be an attribute @type="thematic" in the <group> element:

```
<group xml:id="it033_13_006d_132-133" type="thematic">
  <body>
    <opener>Here opener</opener>
    <ab>Here text</ab>
  </body>
</group>
```

Naturally there will not be a <head> element.
\textbf{j) Membranes breaking up entries, lists, groups, vel sim.}

Whenever we have a membrane breaking something (an entry, a group, a list, whatever), the 'broken' element must have an @xml:id attribute; when the element is reopen after the closing of the membrane it also must have an @xml:id attribute equal to the one before the break except for the membrane number and a @next attribute, which value will be the xml:id of the element after the break preceded by an ash (#)

In the same way the element after the break will carry a @prev attribute which value will be the xml:id of the element before the break, preceded by an ash (#):

\begin{verbatim}
<text>
  <group xml:id="it033_14_01f_322" next="#it033_14_02f_323-324">
    ...
  </group>
</text>
</gsr:membrane>
<gsr:membrane xml:id="m1">
  <group xml:id="it033_14_02f_323-324" prev="#it033_14_01f_322">
    ...
  </group>
</text>
\end{verbatim}

\textbf{k) changes of regnal year}

Wherever there is a change in regnal year a <milestone/> element should occur. In case the regnal years are not subsequent and repeat further down in the roll, the attribute @sameAs should be used instead of @xml:id, where the value of @sameAs is the same as in first milestone containing the same regnal year, preceded by an ash #:

\begin{verbatim}
<milestone unit="regnal_year" gsr:king="Edward II" n="13"
  sameAs="#edward_II_13"/>
\end{verbatim}

\textbf{l) flat sub-entries without <argument> or <p>}

\begin{verbatim}
<text>
  <group>
    <argument><p><persName>Master Aubert Mège <orig>Medici</orig>, king's clerk</persName> has similar letters.</p></argument>
  <text> <body> <ab/> </body> </text>
</group>
</text>
\end{verbatim}

\textbf{m) schedules}
The grant was restored because Edward III, on 12 June 1332, granted to Arnaut Duèze, vicomte of Caraman, son and heir of Peire Duèze, the Translay le Translay, son of le Translay in Vinieu and Abbeville. You can choose the value of the id (letter followed by number, or letter only), but be careful if there are more schedules within the same roll, the value of the xml:id must not be repeated!

The @xml:id for the schedule will be the same of the entry it refers to plus the addition of “bis” and the @type will be “schedule”.

Any other comment on the schedule will have to be added within a <note> element.

3. In-line markup

Within each entry, other tags can be used to mark-up in-line information, like people, places, subjects, dates.

Example of entry:

Same date. Portchester. Delivery of the castle of Montpezat d'Agenais (Monte Pessato) to the king of France. Order to John de Stonor (Stonore) that he deliver the castle of Montpezat d'Agenais to Charles [IV], king of France and Navarre, or his deputy, according to the form agreed by John [Salmon], bishop of Norwich, Henry de Sully (Sulliaco), knight, Master Richard de Eryum, canon of York, John de Shordich, doctor of law and Richard de Gloucester (Glocusstr') and the king, after which John de Stonor (Stonore) is to be exonerated fully for it. By K.
The opener

The opener is used to encode marginal information which generally include a date and a short description of the entry following. The <opener> element can contain mixed content, that is other elements and text as the same time.

```
<opener><date when="1324-07-08">8 July</date>. Portchester.
<hi>Gift of the castle of <placeName key="">Montpezat
d’Agenais</placeName>.</hi>

The attribute in the <date> element are @when, the value of which is the date in format yyyy-mm-dd.
When the opener contains a date, which is the same as the entry above, the date element can be empty, but it will have the same attribute @when with the same value as the desired date:

```
<date when="1324-07-08"/>
```

In some cases the <opener> will be represented only by a reference to a previous one, stating that the new entry was created in the same place and date as the previous one. In these cases and @xml:id should be included within the <opener> that contains dates and titles, the value of which will be the same as the <text> element followed by ‘_opener’; In the following entry, the <opener> will an empty element, carrying a only a @sameAs attribute, the value of which will be the same as the @xml:id of the previous entry, preceded by the ‘ash’ key:

```
<text xml:id="t041_03_11f_001" type="order_todo_justice"
subtype="order">
<body>
  <opener xml:id="it041_03_11f_001_opener">  the opener
  <date when="1324-07-08">8 July 1324.</date>
  <placeName>Portchester</placeName>. Gift of the
  castle of<placeName>Montpezat d’Agenais</placeName>
  <orig>Monte
  Pessato</orig>.</placeName>
  </opener>
</body>
</text>
```

```
<text xml:id="t041_03_11f_002" type="order_todo_justice"
subtype="order">
<body>
  <opener sameAs="#it041_03_11f_001_opener">  contains
  the title and @sameAs
  <title>Here the title</title>
  </opener>
</body>
</text>
```

Date

```
<date when="1324-07-08">8 July 1324</date>
```
**Titles**
The title of the entry, which will display in italics, needs to be encoded within the element `<title>`:

```
<title>Gift of the castle of Montpezat d’Agenais</title>
```

**Semantic markup**

**Subjects**

Subjects should be encoded within the `<opener>`, they appear like empty elements (so they are indexed and searchable in reference to the entry they are in), but they will not figure in the calendar view.

Use the EATS Oxygen Plugin to insert subjects and add them as entities to the EATS server. [Consult the relevant section in the EATS guidelines]

**Person names or references to people**

Use the EATS Oxygen Plugin to mark up people’s names and add them as entities to the EATS server. [Consult the relevant section in the EATS guidelines]

The following are special cases, keep in mind that the tag `<persName>` will be automatically added by the oXygen plugin, including the unique key for each person, so the following is just a guide to understand what to highlight and mark up as a person with the plugin.

**Special Cases**

a. **Nicknames**

In some case a person will be mentioned by or also with her/his nickname as in *Pey de Rolham, called Mareschal (Marshal)*. In such cases also only one `<persName>` should be used (1 person = 1 `<persName>`). Nick names and other epithets will be distinguished on the authority file that will manage the personal entities.

b. **List of recipients**

In the case of a list of recipients, the element `<persName>` can be given an optional @role attribute to describe the role as a recipient of the letter, after the plugin has assigned a key to the person:

```
<persName role="recipient" key="entity-000776">John de Stonor</persName>
```
c.  X, son of Y
Ramfré, son of Ramfré de Durfort:

  <persName>Ramfré, son of <persName>Ramfré de Durfort</persName></persName>

Please consult the oXygen plugin guidelines to see how to add kinship information

d.  Surname of provenance
  <persName>John of <placeName>Stonor</placeName></placeName>

Offices

Please consult the oXygen plugin guidelines to see how to add office/occupation information

Corporate Names

the <orgName>Municipality of <placeName>Orleans</placeName></orgName>

Place names or references to places

Use the EATS Oxygen Plugin to mark up place names and add them as entities to the EATS server. [Consult the relevant section in the EATS guidelines]

The following are special cases, keep in mind that the tag <placeName> will be automatically added by the oXygen plugin, including the unique key for each place, so the following is just a guide to understand what to highlight and mark up as a place with the plugin, and what other attributes can be added after using the plugin.

When the original form needs to be preserved, use the <orig> element:

  <placeName>Saint-Macaire <orig>Sancto Machario</orig></placeName>

The following special cases need a different treatment:

Unidentified places (notice that the only content of <placeName> is <orig>)
  <placeName><orig>Burdeg'</orig></placeName>

9.  Uncertain places
<placeName> Bordeaux <orig>Burdeg'</orig> <certainty locus="value"xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"><desc>multiple matches</desc></certainty> <note>This place is uncertain because....</note> </placeName>

10. Lost places (notice that only content of <placeName> is <orig>)
<placeName>Bordeaux <orig>Burdeg'</orig>
<name type="now_lost"/>33</name></placeName>

Rivers, streams etc.
River <geogName>Thames</geogName>

Generic terms
Generic terms are going to be encoded within an element <rs type="refs">

Notes
The element <note> can be added at any time within the entry, immediately
where a footnote number is required to appear. Notes will be visualized at the
end of each entry as it happens in the Fine Rolls.

at the king’s pleasure<note>note text need to go here</note>, of...

a) Internal Notes
Use the <gsr:int> for annotation to be read by other people in the project only:

<gsr:int>The opener requires revision</gsr:int>

b) Sections to be revised
When a section requires more work, as a reminder it can be wrapped within a
<gsr:rev> element:
<gsr:rev><placeName>Portchester</placeName>. Gift of the castle of
<placeName>Montpezat d’Agenais (Monte Pessato)</placeName>.
</gsr:rev>

c) Cross references to other entries
Use the <ptr/> empty element, provided with a @target attribute, containing the
xml:id of the entry to be referenced, preceded by the ‘ash’ key:

<ptr target="#it036_13_006d_132"/>

When the reference need to be to more than one entry, multiple values can be
supplied within the @target attribute, separated by a white space and all
preceded by the ash key as follows:

<ptr target="#it036_13_006d_132 #it036_13_006d_133 "/>
The `<ptr/>` element will be typically used within a `<note>` element, for instance:

```xml
<note>For the order to the seneschal to deliver the same to Glayrac, see <ptr target="#it052_14_23f_011"/></note>
```

**Bibliographic references**

Mention of bibliographic references needs to be encoded within the element `<bibl>`. This needs to include the attribute `@n` with value corresponding to the id of the bibliographic reference it refers to.

E.g. `<bibl n="Lit2006">Litta, 2006, 76-89</bibl>`

**Editorial markup**

*Supplied text*

Text supplied by the editor will go within a `<supplied>` element (will be displayed between square brackets in the final output):

at `<supplied>the king’s</supplied> pleasure`