

Updating the header

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1 Adding metadata

In this exercise, we will try to enrich our `<teiHeader>` a little. Of course, there are many possible ways of doing this, and it is up to you to decide which are the most useful for your project. We suggest here just a minimal set of elements to give you a sense of the header structure, and some of these we might further enrich during later sessions.

By default a header contains something like the following :

```
<teiHeader>
  <fileDesc>
    <titleStmt>
      <title>Title</title>
    </titleStmt>
    <publicationStmt>
      <p>Publication Information</p>
    </publicationStmt>
    <sourceDesc>
      <p>Information about the source</p>
    </sourceDesc>
  </fileDesc>
</teiHeader>
```

These are the three essential components of the header: a part which identifies the object to which the header is attached (`<titleStmt>`), followed by information about its distribution (`<publicationStmt>`) and about its source (`<sourceDesc>`).

Before proceeding, we should think a little about what exactly the object is that we are describing. Is it the whole of an archive, the whole of a print or manuscript, or a group of them? *The history of Guy, earl of Warwick* is organised in four chapters. Although you have only transcribed a part of it, we suggest that our header should describe the whole print.

2 Title Statement

- Make up an appropriate title, for example `<title> The history of Guy, earl of Warwick: a TEI P5 XML encoded transcription</title>`.
- Place the cursor after `</title>` but before the closing `</titleStmt>` and type an angle bracket. oXygen displays a list of other elements you might wish to add at this point.
- Make your choice! You could add a `<respStmt>` to show who was responsible for the digitization, or a `<funder>` (some hopes), or a `<sponsor>` to show that the workshop was sponsored by DiXiT or `<meeting>` to state we are doing this at DiXiT Camp2.
- Next move your cursor *after* the `</titleStmt>` tag and type an angle bracket just to check what other elements you could add before the `<publicationStmt>`. You may not see anything much of interest here, but it's a good habit to get into. We'll assume you're doing that for the rest of the exercise.

3 Publication Statement

- Remove the <p> element and add some more precise information about how this digital resource is to be distributed. For example, the <publisher> is TEI @ Oxford, the <date> is September 2014, etc.
- Don't forget to add an <availability> element, to avoid any IPR debates! for example

```
<publicationStmt>
  <publisher>TEI @ Oxford</publisher>
  <date>September 2014</date>
  <availability>
    <licence>CC-BY-SA</licence>
  </availability>
</publicationStmt>
```

4 Source Description

- Our transcription is taken from a single source, a print, for which we will supply a detailed description, using the <msDesc> element you will learn about in a subsequent session (and yes, it's correct to use msDesc for print as it 'contains a description of a single identifiable manuscript or other text-bearing object'). For the moment then, we suggest you simply add a brief descriptive note like the following

```
<sourceDesc>
  <p>Transcribed directly from the London edition of <title>The history of Guy,
  earl of Warwick</title>
  </p>
</sourceDesc>
```

- You can instead, if you wish, add a reference to the existing online edition of the same source. Something like this:

```
<bibl>
  <title>The noble and renowned history of Guy earl of Warwick (1821)</title>
  <publisher>Internet Archive</publisher>
  <date>2008</date>
  <ref target="https://archive.org/details/nobleandrenowne00guygoog"/>
</bibl>
```

5 Encoding Description

EncodingDesc is the place to state any editorial policies governing how you encoded the electronic text. You can do this simply as prose paragraphs...

or in a structured way within <editorialDecl> element.

- After the <fileDesc>, insert an <encodingDesc> element.
- Add a <projectDesc> element with a <p> describing goals or motives of our project (see below for our suggestion)
- After that add an <editorialDecl> stating editorial principles. In specific add a <correction> element with a couple paragraphs and a <hyphenation> element describing that policy. (see below)

```

<encodingDesc>
  <projectDesc>
    <p>The TEI@Oxford project created teaching materials for DiXiT Camp2</p>
  </projectDesc>
  <editorialDecl>
    <correction>
      <p>Variant forms of letters (such as long S) have been silently regularized.</p>
      <p>Apparent errors have been marked as <gi>sic</gi> but corrected readings not
        provided.</p>
    </correction>
    <hyphenation>
      <p>Hyphens have been transcribed as they appear.</p>
    </hyphenation>
  </editorialDecl>
</encodingDesc>

```

6 Profile Description

Let's add some addition useful, but generally non-bibliographic, metadata in the <profileDesc>.

- After the <encodingDesc>, insert a <profileDesc> element. Add a <creation> element if you like, containing an entry such as 'tenth century'.
- Add a <langUsage> element describing language used:

```

<langUsage>
  <language ident="en">English</language>
</langUsage>

```

- And finally add a <settingDesc> element describing the geographical setting:

```

<settingDesc>
  <setting>
    <name>England</name>
    <time>10th century</time>
  </setting>
</settingDesc>

```

7 Revision Description

- And finally don't forget to add a <revisionDesc> as the last component in your header :

```

<revisionDesc>
  <change when="TODAYSDATE">
    <persName>YOUR NAME HERE</persName> added the header</change>
  </revisionDesc>

```

- Note: the @when attribute needs to be in the internationally standard 'YYYY-MM-DD' format.

8 Remember to save and further reading

- Remember to save your file

8 REMEMBER TO SAVE AND FURTHER READING

- Make sure it is well-formed and valid, and that you have a happy green square.
- Read more about the TEI Header at: <http://www.tei-c.org/release/doc/tei-p5-doc/en/html/HD.html>