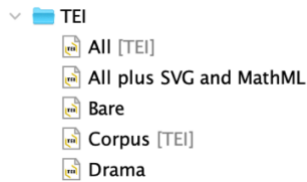


TEI Rules for Digital Editions, Start to Finish¹

Schema: When you create your TEI pages in oXygen, select the first option, TEI "All."



If you want to change an existing document to validate against the "TEI All schema, insert the code found when you create a TEI All document

```
processing-instruction
1 <?xml version="1.0" encoding="UTF-8"?>
2 <?xml-model href="http://www.tei-c.org/release/xml/tei/custom/schema/relaxng/tei_all.rng" type="application/xml" schematypens="http://relaxng.org/ns/structure/1.0"?>
3 <?xml-model href="http://www.tei-c.org/release/xml/tei/custom/schema/relaxng/tei_all.rng" type="application/xml"
4   schematypens="http://purl.oclc.org/dsdl/schematron"?>
```

into your new document:

```
processing-instruction
1 <?xml version="1.0" encoding="UTF-8"?>
2 <?xml-model href="http://www.tei-c.org/release/xml/tei/custom/schema/relaxng/tei_all.rng" type="application/xml" schematypens="http://relaxng.org/ns/structure/1.0"?>
3 <?xml-model href="http://www.tei-c.org/release/xml/tei/custom/schema/relaxng/tei_all.rng" type="application/xml"
4   schematypens="http://purl.oclc.org/dsdl/schematron"?>
5 <TEI xmlns="http://www.tei-c.org/ns/1.0">
6   <teiHeader>
7     <fileDesc>
8       <titleStm>
9         <title>Title</title>
10      </titleStm>
11     <publicationStm>
12       <p>Publication Information</p>
13     </publicationStm>
14     <sourceDesc>
15       <p>Information about the source</p>
16     </sourceDesc>
17   </fileDesc>
18 </teiHeader>
19 <text>
20   <body>
21     <p>Some text here.</p>
22   </body>
23 </text>
24 </TEI>
25
```

oXygen shortcuts:

To **wrap** a word, phrase, sentence, or paragraph (a "string") **in a tag**, use command-e (mac) / ctrl-e (pc), and then type or scroll through to find the element you wish to enclose in the tag.

To **split** a tag, ctrl-option-d

In oXygen, typing < should show you options for all tags; typing a tag name and then a space, should offer you attribute options for that tag; once the attribute is selected, possible values may be offered to appear inside the quotation marks.

¹ Add this project description to your encodingDesc in the teiHeader: [simple](#), complex. These rules make usable the [XSLT](#) and [CSS](#) files available now, in the class Google Drive DigitalEdition folder and on the forthcoming Digital Editions website.

Rules for Encoding Your Documents:

Comment out- `<!-- -->`

Div Types:

- novel
- story
- essay
- prose
- biography
- poem
- drama
- letter
- poetry
- act
- scene

Paragraphs- `<p>` A new paragraph will always begin on a new line, and therefore it is not necessary to encode a line break except when extra space is needed such as doublespace between paragraphs.

Indent: Paragraphs automatically indent at the XSLT level. For other instances where indenting is necessary (e.g., in some poetry quotes), code as one word—e.g., `Indent1`; `Indent2`. Each number for one ‘em.’

Non-indenting paragraph `<p rend="noindent">` Paragraphs will normally indent one em at the XSLT level

Non-breaking space ` `;

Insert a break line in heads or titles (in `<head><bibl><title>`) -- no `<p>` in here at all. Use `<lb/>`

Titles and Authors in div heads: `<title>` can appear directly in `<div><head>`, but if `<author>` will appear as well, they both need to be enclosed by a `<bibl>` tag:

```
<div type="novel">
  <head>
    <bibl>
      <title>The
      <lb/> World
      <lb/><hi rend="smallcaps">according to</hi>
      <lb/>Garp</title>
      <author>John Irving</author>
    </bibl>
  </head>
```

Title tags in document: by default, `<title>contents</title>` will be italicized. To avoid italics, use `<title level="a">`

Page Break: `<pb n="12"/>`

Locate at the beginning of the page. Number of new page always specified within code.

- always use the `<pb>` tag, not `<fw>`

- always put `<pb>` inside something besides `<front>` , `<back>`, or `<body>`: inside a `<div>` at least but it can also be inside `<p>`, `<l>`, `<quote>` or any descendant tag of `<front>`, `<back>`, or `<body>`
- if a paragraph ends at the end of the page, put the page break after the paragraph closing tag.

Small caps: `<hi rend="smcaps">Sir,</hi>`. Note that true small caps are typed as lower-case. Upper case will look the same as an uncoded or regular cap.

Italics: `<hi rend="italic">` even when a title because not all titles are italicized and even when they are, not always the complete title is rendered.

Font size change `<hi rend="large"> S</hi>` or `<hi rend="small">`

Superscript: `<hi rend="sup">a</hi>`

Footnotes:

1. `<note>`All note content. `</note>` Do not number (`@n`) or place (`@place`) the notes: the XSLT will number automatically and generate links to endnotes that are placed in a Notes section in the end of the document: no need to use `<back>` for endnotes.
2. Notes may not contain `<p>` tags: use `<lb/>` and `<hi rend="indent">` if paragraphing appears in notes.

Quotations:

1. `<quote>` can be inside or outside paragraphs. When it appears inside paragraphs, the XSLT automatically generates quotation marks.
2. When you need to use quotation marks for something that is not a `<quote>`, simply type the single or double quotation mark, or, use `"`; and `'`;

Forme work: All `<fw>` tags must have an `@type` of `vol`, `sig`, or `catch`:

- `<fw type="vol"><hi rend="smcaps">vol. ii.</hi></fw>`
- `<fw type="sig">B</fw>`
- `<fw type="catch">because</fw>`
- *for more complex TEI, using the "toWeb.xsl":* add `type="pageHeader"`
- and `type="pageNumber"`

Flush right- `<hi rend="flushRight">M.</hi>`

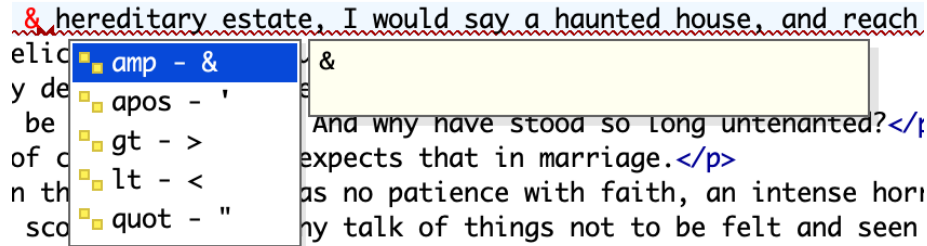
Flush left- `<hi rend="flushLeft">Yours truly,</hi>`

Salute, Signed, Dateline: These tags must always be inside `<opener>` and `<closer>` tags.

Entities (<https://www.fileformat.info/info/unicode/char/search.htm>; note that they always begin with an ampersand and end with a semi-colon):

Entities are used in order to distinguish a character that looks like code from characters that are text. In practice, you can simply type " and ' -- you don't have to use those entities most of the time.

NB: when you type `&` in oXygen, a drop-down will appear offering:



ampersand- `&`;

Apostrophes (use also for single quotes): `'`;

greater than: `>`;

less than: `<`;

Quotes: `"`; Single quotes use apostrophe

When your XML document is transformed into HTML, browsers ignore any extra whitespace. When you NEED that space to appear, use the non-breaking space entity, not named, but in decimal form:

` `;

Unicode entities that must be typed into the XML document:

commonly used:

Dashes (em dash) `—`

Dagger `†`

for accented Latin characters:

1. Go to <https://www.fileformat.info/info/unicode/char/search.htm>
2. Enter the letter into the search box:

Unicode Character Search

A screenshot of the "Unicode Character Search" web interface. It features a search box with the letter "e" entered. Below the search box is a checkbox labeled "include Han codepoints?". Underneath, there are two radio buttons for "Preview": "No" and "HTML Entities", with "HTML Entities" selected. At the bottom, there are "Search" and "Cancel" buttons.

3. Select from the results list:

Search: e

566 hits

Matching Text	Character	Description	Preview
LATIN CAPITAL LETTER E	U+0045	LATIN CAPITAL LETTER E	E
LATIN SMALL LETTER E	U+0065	LATIN SMALL LETTER E	e
LATIN CAPITAL LETTER E WITH GRAVE	U+00C8	LATIN CAPITAL LETTER E WITH GRAVE	È
LATIN CAPITAL LETTER E GRAVE	U+00C8	LATIN CAPITAL LETTER E WITH GRAVE	È
LATIN CAPITAL LETTER E WITH ACUTE	U+00C9	LATIN CAPITAL LETTER E WITH ACUTE	É
LATIN CAPITAL LETTER E ACUTE	U+00C9	LATIN CAPITAL LETTER E WITH ACUTE	É
LATIN CAPITAL LETTER E WITH CIRCUMFLEX	U+00CA	LATIN CAPITAL LETTER E WITH CIRCUMFLEX	Ê
LATIN CAPITAL LETTER E CIRCUMFLEX	U+00CA	LATIN CAPITAL LETTER E WITH CIRCUMFLEX	Ê
LATIN CAPITAL LETTER E WITH DIAERESIS	U+00CB	LATIN CAPITAL LETTER E WITH DIAERESIS	Ë
LATIN CAPITAL LETTER E DIAERESIS	U+00CB	LATIN CAPITAL LETTER E WITH DIAERESIS	Ë
LATIN CAPITAL LETTER ETH	U+00D0	LATIN CAPITAL LETTER ETH	Ð
LATIN SMALL LETTER E WITH GRAVE	U+00E8	LATIN SMALL LETTER E WITH GRAVE	è
LATIN SMALL LETTER E GRAVE	U+00E8	LATIN SMALL LETTER E WITH GRAVE	è
LATIN SMALL LETTER E WITH ACUTE	U+00E9	LATIN SMALL LETTER E WITH ACUTE	é
LATIN SMALL LETTER E ACUTE	U+00E9	LATIN SMALL LETTER E WITH ACUTE	é

4. Scroll down to "Encodings":

Encodings	
HTML Entity (decimal)	é
HTML Entity (hex)	é
HTML Entity (named)	é
How to type in Microsoft Windows	Alt +00E9 Alt 0233 Alt 130
UTF-8 (hex)	0xC3 0xA9 (c3a9)
UTF-8 (binary)	11000011:10101001
UTF-16 (hex)	0x00E9 (00e9)
UTF-16 (decimal)	233
UTF-32 (hex)	0x000000E9 (00e9)
UTF-32 (decimal)	233
C/C++/Java source code	"\u00E9"
Python source code	u"\u00E9"
More...	

5. Select the "HTML entity decimal": **é**

FOR COMPLEX XSLT, "toWeb.xsl"

Epigraph: <epigraph> then use rend="poem" or "prose", then close epigraph </epigraph>

People List

To create a term for in the people list:

<item>

<term xml:id="AkensideMark">

Akenside, Mark, 1721-1770 (Library of Congress Name Authority)

</term>

<gloss>[biographical blurb]</gloss>

</item>

To link a reference from a doc to a term in the people list:

<name ref="#BrookeFrances">Brooke</name>. The LastnameFirstname part must exactly replicate the xml:id as it appears in the people list.

To create a link within the people list from one person's people list gloss to another people entry <name ref="#FieldingHenry">Henry Fielding</name>