

## GUIDELINES FOR DROMIO ENCODING

### *Dromio Keyboard Textual Elements*

[ex]	for expanding common abbreviations—text appears <i>italic</i> in editor
[del]	for crossed out text—text appears <del>struck through</del> in editor
[ins]	for interlineal insertion—text appears as <sup>superscript</sup> in editor
[gap]	for a gap in transcription, illegible text—# of illegible characters (x...) highlighted red in editor
[unc]	for uncertain text (transcriber enters best guess)—text highlighted yellow in editor
[add]	for added text (only for additions made clearly later)—text coloured red in editor
[^]	for superscript text not meant to be lowered (eg. numbers and dates, not letters in words)—text appears as <sup>superscript</sup> in editor
[\^/]	for silently lowered superscript letters—text coloured brown in editor
[~]	for letters with tildes/macrons (ex. "m" italicized and coloured green in editor; following letters should be expanded text with [ex])

### *Special Characters*

[y/th]	for thorn letters (looks like "y")—text "th" italicized and coloured green in editor
[<es>]	for "es" graph—text "es" italicized and coloured green in editor
[<er>]	for "er" graph—text "er" italicized and coloured green in editor
[<p>]	for "special p" graph—text "p" coloured green in editor (following letters should be expanded text with [ex])
[nm]	for proper names (real or fictional/literary)—text coloured white and highlighted blue in editor

[pl] for identified places (real or fictional/literary)—text coloured white and highlighted **blue** in editor

[amt] for specific monetary amounts—texts highlighted **green** in editor

### ***Shortcut Keys***

[ye] for common  $y^e$  graph—"i" text italicized and coloured green with "e" text lowered and colored brown in editor

[yt] for common  $y^t$  graph—"i" text italicized and coloured green with "a" expanded text italicized, and "t" text lowered and coloured brown in editor

[yr] for common  $y^r$  graph—"y" text regular, "ou" expanded text italicized, and "r" text lowered and coloured brown in editor

[wch] for common  $w^{ch}$  graph—"w" text regular, "h" expanded text italicized, and "ch" text lowered and coloured brown in editor

[wth] for common  $w^{th}$  graph—"w" text regular, "z" expanded text italicized, and "th" text lowered and coloured brown in editor

### ***Layout/Non-Textual Elements***

[mrk] for notational mark in manuscript—description highlighted **grey** in editor

[img] for image/illustration—description highlighted **blue** in editor

[pb] page break, for two or more pages in one image—text of page # highlighted **grey** in editor

[cw] for catchwords at bottom of pages—text colored **orange** in editor

[hd] for obvious headings—text underlined in editor

[lbl] for labels in the margins associated with main text—text **bolded** in editor

[ps] for postscript text in letters—text colored **grey** in editor

[opn] for text of opening in letters—text coloured white and highlighted **grey** in editor

[cls] for text of closing in letters—text text coloured white and highlighted **grey** in editor

[note] for annotation at the end of the text file about features of transcription—text coloured **blue** in editor