A GUIDE TO THE PASE DATA-ENTRY
(for all edited sources, excluding charters)

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INTRODUCTION

This Guide encodes the design and implementation of the PASE data collection system. It is updated regularly as new decisions are made or existing practice modified. It is, therefore, the fundamental, common reference on data entry in the PASE project, for the Research team, the Technical team, and the Project Directors.

Some pages of this guide contain authority lists. They are provided just as examples. This document is not meant to contain any updated version of the authority lists. In fact, the main aim is to cover the rationale which is behind the data-entry process itself and not the infinite number of additional elements which could be added to any given authority list contained in any factoid.
SOURCE MASTER

The structure for SOURCE has been changed during the course of summer 2002, in order to accommodate the specific features of some new types of sources used in the data-entry.

GENERAL INFORMATION
This section of the SOURCE table contains two new fields: GROUP STATUS and GROUP ID.

GROUP STATUS: This is the first field the researcher has to deal with when starting to enter material from a new source. It contains an authority list made up of three items: ungrouped, group and individual. The first item should be used for sources that are not to be considered as part of a group, i.e. narrative sources such as saints’ lives. In this case the researcher should create a SOURCE ID (see below) and leave empty the field called GROUP ID. The term ‘group’ in the authority list for GROUP STATUS has to be used for a group of individual sources, such as collections of letters. The term ‘individual’ has to be chosen when the researcher is starting to enter data from a specific item within a group (e.g., a letter within a collection). When a group is involved the data-entry will follow two phases: 1. The creation of a group; 2. The data-entry from the individual source within the group.

1. After entering the term ‘group’ in the field called GROUP STATUS, the researcher will have to create a SOURCE ID for the group. This will be entered in SOURCE ID (not in Group ID). As far as letters are concerned the SOURCE ID for groups should follow this model: Boniface-Lul.Epistolae. The abbreviation ‘Ep.’ will thus be reserved for individual letters within a collection. The other fields which should be entered when dealing with a group are: SOURCE TYPE (see below), SOURCE TITLE (see below) and LANGUAGE (see below). Before going on and entering information for an individual item within a collection it is necessary to enter the relevant Edition and Translation for the group (see below, under EDITION and TRANSLATION).

2. Once the researcher has entered all the relevant fields for the GROUP, he/she can start dealing with individual sources. It is necessary to click on the ‘New’ button, whenever a new individual source is entered. The GROUP STATUS will have to contain the term ‘individual’; the GROUP ID (which is an authority list) will contain the Source ID previously created for the Group. As far as the Source ID for the item is concerned, please see below under SOURCE ID.

N.B. In some cases the researchers might need to create a ‘dummy’ Source record. This happens, for instance when a certain literary work is mentioned in the source from which
the data-entry is being done. If the author of the literary work was an Anglo-Saxon person or was related to Anglo-Saxon England, a record will be needed in the authorship factoid. This factoid contains a field called Ref Source Id (see below, under Authorship) containing all the Source Ids created in the data-entry process. In order to have an item available for the literary work in question, it will be necessary to create a ‘dummy’ Source record. This will be an UNGROUPED type of source. The researchers will have to enter only the basic fields: Source ID, Author, Title. No edition or translation information should be entered, as the absence of such information will be the key to understand that the source in question has not (or not yet) been examined for PASE purposes.

SOURCE TYPE: The authority list for this contains terms such as: Textual Edition, Unedited Manuscript, Facsimile, Inscription, Coins, Place-names etc. These guidelines, however have been designed bearing in mind the Textual Edition type, that is, the only type of source with which the Project has dealt with up to the present day.

SOURCE ID: For ungrouped and individual sources, employ according to the list provided by DP. Note that both the author and the title are given in roman for the time being and a full stop is employed at the end of the author’s name (thus ‘Anon.VitCuthb). However, for individual letters it is often advisable to use the initial of the editor of the main edition which is being used.
Example for a letter within Boniface-Lul.Epistolae, individual SOURCE ID: Beorhtwald.Ep.T7, where T stands for Tangl and the following number is taken from Tangl’s numbering.

AUTHOR: The form of the name as it will be employed by PASE should be entered here (thus ‘Alcuin’ rather than ‘Ealhwine’). In general, nicknames should not be employed (thus ‘Alcuin’ rather than ‘Flaccus Albinus’) unless the given name of the author is a matter of dispute (e.g., ‘Anonymous’ rather than ‘Artuil’ and ‘Candidus’ rather than ‘Witto’). The precise form of names has yet to be finalised. We (AB, DP, FT) recommend that for Old English names, a ‘Standard’ West-Saxon form be employed (even for non-West-Saxon names and earlier dialect forms), except for a few very common English names such as Alcuin, Alfred and Bede. Rules for foreign (i.e., non-English) names have yet to be finalized but we recommend that some modern form be employed, for instance, George, Pippin and Charlemagne. For specific guidelines on names, see under the heading Head Name in PERSON MASTER.

SOURCE TITLE: In recent discussion on how to create a SOURCE TITLE for a GROUP it was agreed that it should be given in Modern English. As far as collections of letters are concerned, the following titles were suggested:
Boniface-Lul letter collection
Alcuin letter collection
Aldhelm letter collection

No square brackets or italics should be used for source titles in groups.
For individual letters, the Source Titles should be created by mentioning the name of the recipient(s); e.g., ‘Letter to Forthere’. If the letter is addressed to more than three recipients, the researcher should give the name of the first recipient followed by ‘and others’.

Regarding ungrouped sources, it is necessary to point out that the main function of a Source Title is to make researchers and users immediately recognize what source is being entered. In other words, the Source Title should expand the abbreviated title contained in the Source ID. The latter is generally given in an abbreviated form of the Latin title, whereas the Source Title should contain a translated version of the same title (e.g., ‘Ecclesiastical History of the English People’, ‘Anonymous Life of Cuthbert’, etc.). However, the Latin title/s customarily used by scholars can be given in the Notes field.

DATE OF COMPOSITION/PRODUCTION: This field should contain the date or the range of dates (e.g. 891x893) provided by recent scholarship. For possible scholarly disagreement, the Notes can be used to give relevant bibliographical references. In the case of a Source Group the Notes should also be used to flag which authority has been used to provide dates.

LANGUAGE: This information should be entered using the authority table.

DIALECT: This information primarily relates to dialects of Old English.

DESCRIPTION AND ADDITIONAL SOURCE INFORMATION: These two fields have never been used for textual editions. They should be kept in the Source table as they are going to be used for inscriptions, coins and similar source material. Relevant rulings will follow.

NOTES: This might contain information useful to a PASE researcher or to an outside user. The field should also be used to provide bibliographical references. Each note should be preceded by an asterisk and should start with a capital letter. Full stops should be used at the end of each note.

PROBLEM: This field is to be used for unresolved issues that the researchers want to flag for later discussion and solution, possibly at the master-database stage. Asterisks and full stops should be used as for the Notes field.

PRIMARY SOURCE INFORMATION

Usually it will not be necessary to include any information in this factoid table as a good edition will eliminate the need for consulting a primary written source. The field will be used where a text has not been edited, where a specific manuscript contains information peculiar to itself or where something like a building (e.g. the crypt at Hexham) can be
Alex Burghart, D. Pelteret and F. Tinti
PASE protocols
Draft 5 (updated by FT on 15 July 2003)
deemed to supply credible information about a person (such as Wilfrid, who written
sources indicate built Hexham).

EDITION and TRANSLATION

Following new developments in the SOURCE structure, and in particular the introduction
of a GROUP level, the EDITION and TRANSLATION tables require special attention
when dealing with group or individual sources. The new version requires the researcher
to choose one main edition or translation for a group. For instance, since the standard
edition of Boniface and Lul’s correspondence is Tangl’s, the researcher will have to enter
all the bibliographic details of this book in the Edition table attached to the Source table
dealing with the Group. As far as the Translation of the same collection is concerned, the
obvious choice is Emerton’s Letters of Boniface. The details of this volume will be
entered in the Translation attached to the Source table dealing with the Group. When
entering data form letters which are edited by Tangl and translated by Emerton, the
Edition and Translation tables attached to the individual source have to be left empty.
The system will recognize automatically the relevant details entered for the Group.
However, if the translation or the edition of any given individual item does not appear in
the volumes entered for the Group, the researcher can enter bibliographical details for
specific editions or translations in the tables attached to the individual source.

[Please see specific document on new problems for Edition and Translation arising
from the new structure]

EDITION

The information recorded in Edition aims at providing the maximum amount of
information about a published text that a user might require, taking into account the
varied bibliographical requirements demanded by current publications on both sides of
the Atlantic.

EDITOR(S): The editor of the specific text should be given here, with the surname(s)
first, followed by a comma and then the first names and/or initials as they appear on the
title page. If the title page does not give the first names in full, enclose the full names
within round brackets, e.g.: Sawyer, Peter (Hayes); Sawyer, P. H. (Peter Hayes). First-
name information can be derived from the LC, BL, Oxford, Cambridge or Toronto library
catalogues. (This is a minor service to our users as some North American publications
now require full first-names while other publications require the name as it appears on the
title page).

ARTICLE/BOOK TITLE:

A. Books:
Except in the case of very early publications, the full title and sub-title appearing on the
title page (not the dust-jacket, cover, spine or half-title) should be given in these fields.
When a title is followed by a sub-title, it should be followed by a colon, although a full
stop may be used if further sub-titles follow. In the case of a very lengthy title, an ellipsis
or ellipses may be employed at the researcher’s discretion. In the case of a title or
quotation within a book title when these appear on the title page, enclose the relevant words within single inverted commas.

B. Articles:
The title should be in roman. Do not use inverted commas for the title.

C. Books and articles:
Use capital letters for all significant words except for prepositions, articles (except when an article starts a sub-title, in which case use a capital), past participles (‘presented [to]’) and possessive adjectives (‘[on the Occasion of] his [Seventieth Birthday]’).

EDITOR(S) OF BOOK: Enter the name of the general editors of a collected volume here unless the general editor is the same as the editor of the specific text, in which case this information is superfluous. The rules for entry are those outlined above under ‘Editor(s)’.

PUBLICATION LOCATION: Provide both European and North American places of publication if this is recorded on the title page but limit the references to three places at most and omit the comma before ‘and’. (The University of California Press, for instance, is published in Berkeley, Los Angeles and London.)

PUBLISHER: Supply the full name(s) of the publisher(s) but omit words like ‘Ltd’, ‘Inc.’ (thus ‘Thomas Nelson and Sons’, not ‘Nelsons’). Note that the Rolls Series had numerous combinations of publishers: consult the bibliography compiled by DP.

PAGES: For books provide only the specific pages on which the text appears (i.e., exclude prefatory headings in a modern language and end-notes or commentary). For articles, provide the first and last pages of the article (plus any pages containing end-notes) followed by a comma followed by ‘at’ and the relevant pages containing text. Omit the full-stop at the end of the reference. For text contained within a note, supply the page number followed by ‘n.’ or ‘app. crit.’ (for a textual variant), e.g., 23-50, at 29 n. 16.

ADDITIONAL PUBLICATION INFORMATION: Additional descriptive material appearing on the title page or supplementary information about reprints may be included here in roman. Thus the information provided on the title-page about Levison’s book, England and the Continent in the Eighth Century, may be included here: The Ford Lectures delivered in the University of Oxford in Hilary Term 1943.

NOTES: Use an asterisk and employ this field for really unusual information that might have a bearing on the text or might assist a user in locating a bibliographically unusual item. Thus the IHR offprint of Pierre Chaplais’s article on the letter close of Wealdhere that was published in the Ker festschrift contains an annotated correction by the author to his edition of the text. It is conceivable that one might list the address of the person selling a privately published text (though as yet no such instance has arisen).

TRANSLATION

Information should be entered in most of the fields following the same rules as for Edition.
New field in Translation. A new field has recently been introduced in Translation: ‘Editor(s) of Book’. When the book contains a group of texts translated by people other than the editors of the book, the translators’ names should go in the field called ‘Translator(s)’, whereas the editors’ names should appear in ‘Editor(s) of Book’. If the book only contains the translation we are using, the field to be used is only ‘Translator(s)’. If our text is contained within a set of texts and the volume is edited by the same people who translated our text, we only need to enter the translator(s) line. (Or should we enter both in Translator(s) and Editor(s) the same information?)

In the case of Alcuin’s letters, where Allott and Whitelock have used a numbering system quite different from that employed by Ehwald in his edition of the primary text, cross-references to those letters that have been translated by Allott and Whitelock (using ‘=’) have been given in the Notes field of the Authorship factoid under Alcuin 1 (= @Allott 1978, no. 60; @Whitelock 1979, no. 350). [This might need some revision following the new structure introduced in summer 2002]

PERSON MASTER

HEAD NAME: The following protocols have been produced in order to assist the PASE researchers in the choice of the forms of names to adopt when entering a person’s name for the first time. The aim is that of providing the possibility of searching through different forms of the same name.

Where there is a reasonable scholarly conclusion that the form of a name is a mistake, the accurate form should appear in the HEAD NAME field and the actual form used in the source should appear in the Original Text of the Recorded Name table.

Old English names
Generally the normalised West Saxon forms of names is to be preferred in order to facilitate comparison of name usage over a period of time. However, various exceptions will apply to specific cases, following modern historical practice. (For instance Alfred has to be used instead of ‘Ælfred’).

Protocols for first and second elements of Old English names
NB: the elements in bold are the most recent additions. They need to be checked by DP

Æl- (first element) But what about Al-?
Æelf- (first element)
Æesc-

Æethel- will be used, and not Oethel-, Æthil-, or Aedil-
Examples: Æthelred, Æthelstan etc.
Beadu-

Beag-

Beald-

*Beorht-* will be used as a first element.
*berht* is to be preferred as a second element for English names (However, for Continental names *–bert* will be used instead).

Beorn-

Bil-

Blith-

Bot-

*–burg* rather than *–burh* should be used as a second element for female names as in Cyneburg.

Cen- is the form to choose for names such as Cenred, Cenwealh and so on.

Ceol-

*–ceorl*

Cuth-

Cwen-

*Cyne*- is probably to be preferred as a first element in such names as Cyneburg, although we need to seek advice on this one. (Should it be *Cyn-*?)

Ead- should be used, although exceptions include: Edgar, Edwin, Edward, Edmund and so on.

Eald- *(exception Aldhelm?)*

Ealh-

Ealu-

*–eald* will be kept as a second element, except in Æthelbald, Willibald etc.

Ean-
Eard-

Ecg- will be used as a first element (and not Eg-). Example: Ecgberht

Egil-

Eorcen-

Eornen-

Eostor-

-flæd will be used as a second element (not –fleda). Example: Æthelflæd

-ferth (second element)

Folch-

Forth-

Freo-

-frith (second element)
Fritho-?/Frith-?/Frithe-?/Frithu-?

Gar-, -gar

-gifu should be preferred to –giefu in female names

-gisl or –gils? (We seek advice on this one)

Guth-

-gyth (f.) should usually be employed. Exception: Edith

-hæth

-heah

Heathu-

-helm

Heard- and –heard should be used for Old English names, whereas Old Germanic names will have Hard- and –hard

Here-, -here
-hild
Hilde-
Hleow-
Hroth-
Hun-, -hun
Hwæt-
Hyge-
In-
-laf
Land-
Leod-
Leof-
Mæg-
Mægen-
-mann (But what about Ealdman in Liber Vitae?)
-mod
-mund
Os-
Peoht-
Pend-
Pleg-
-red should be used as a second element (Æthelred), but Ræd- should be preferred as a first element (as in Rædwald)

-ric

Sæ-

-sceat

-sige should be used as a second and a first element (Sige-) and not Sy-

-stan

Streon-

Swith-, -swith

Tat-

-thegn

Thryth-, -thryth (f.) as a second element

Tid-

Til-

Tond-

Torht-

Tun-

-waru (f.)

Weald- has to be used as a first element, but –wald should be preferred as a second element (except for Bishop Æthelwold, of the Benedictional)

Wealh-, but -walh or -wealh?

-weard should be used as a second element. Exceptions include Edward and Hereward.

Wearn-
Wer- or Wær-?

-wich

Wig- and –wig should be used instead of wi or wih (but what about Wiht-?)

-wine should be used in names such as Trumwine. Exception: Edwin

Wulf- and –wulf

Wynn- (f.) and –wynn

Willibrord
Willibald
Willehad

Latin names
We shall follow the standard Latin version of the name with exceptions for names which have entered the English usage.
John is to be preferred to Iohannes
Paul is to be preferred to Paulus.
However, we shall have Mellitus, Paulinus and Hadrian (instead of Adrian).

Scandinavian names
We need further advice on Scandinavian names. However, for the time being we shall use the text form, if necessary. Further ruling will follow.

Continental names
Some rules were listed above concerning –bert, Hard- and –hard as forms to be preferred for continental names. In general, however, names of people belonging to continental ethnic groups should follow the form selected by the editor, rather than that given by the translator. Researchers should also flag the probable ethnicity of the person in question in the Notes of the Person Master. In this way problematic continental names will be grouped together according to specific ethnicities and further assistance can be sought from experts in relevant fields. If the researcher suspects he/she is not dealing with an Anglo-Saxon on the Continent, he/she should also enter ‘?not AS’ in the Notes for the Person Master. Headnames of continental people in an English context should be created according to the guidelines listed above. Cases not covered by this document should be recorded in the General Notes.

Single anonymous people or group of Anonymi will be called Anonymous/Anonymi 1, 2, 3 etc.

ADD HEAD NO.: This button has to be used if the same name has already been used for another person within the same data-entry database.
FLORUIT: will be employed in the Master database.

GENDER/INSTITUTION: Following discussion on the possible creation of IDs for institutions such as ‘the Church of Worcester’, this field contain four radio-buttons: M, F, MF, Inst. The researcher has to click on the relevant one.

FLO LO-FLO HI: See above Floruit.

NOTES: In order to recognize people already entered, the researcher should provide a very brief description of the person, especially if he/she has a name shared by other people in the same database. These notes have the only purpose of assisting the researcher in the data-entry process. Researchers should also flag the probable ethnicity of the person in question in the Notes of the Person Master. In this way problematic continental names will be grouped together according to specific ethnicities and further assistance can be sought from experts in relevant fields. If the researcher suspects he/she is not dealing with an Anglo-Saxon on the Continent, he/she should also enter ‘?not AS’ in the Notes for the Person Master.

PROBLEM: The field has to be used for any problems emerging from the creation of a Person Master. In general problem fields are not supposed to contain information which will be shared with users.

PASE FACTOIDS

SOME COMMON FEATURES

Most PASE factoids (including EVENT) share a certain amount of common fields. Specific procedures for such fields will be given here. Relevant factoids contain a cross-reference to this section of the guidelines.

LOCATION

The information concerning locations related to events or factoids can be accommodated in three separate fields: place, place-type and modern location.

PLACE. The first field has to reproduce all the information provided by the source. Every place-name should be entered in modern English, unless the modern version differs “dramatically” from the Anglo-Saxon one. In the case of Medeshamstedt, for instance, we would enter the Old English version and not Peterborough (although Peterborough would appear in the Modern Location field). Medeshamstedt does not need to be
italicised at this point, because File Maker Pro does not recognise italics. However, at the master database level all the place-names which cannot be placed on a modern atlas (e.g. Clofesho) will be italicised. The information contained in the field named PLACE should be structured following an increasing degree of granularity: e.g., Worcester, St.Mary’s, monastery.

PLACE-TYPE. The second field should permit a classification of different types of location. The field contains an authority list of items such as: church, monasterium, mynster, kingdom, prouincia, ciuitas, urbs etc. The item which has to be entered in each case should refer to the last item entered in the PLACE field (i.e., the lowest degree of granularity).

MODERN LOCATION. This is another authority list containing a list of place-names. Each of them is also placed in a modern region. For English place-names the modern region is given by the pre-1974 county. The MODERN LOCATION field can also be used for regions which are still called as they were called in the Anglo-Saxon times (e.g. Kent, Italy, Britain etc). In these cases the authority list contains the same item both for the Location and the region (i.e., Kent, Kent).

DATES

Most factoids contain a set of six fields represented by the following scheme:
Start Year: SR (Start Range) ER (End Range)
End Year: SR ER
Currency Year: SR ER

These ranges are to be used for scholarly dates. According to the type of information provided, the researcher will fill in one or more relevant fields. For instance if someone died as a king in 756, the date information for Office will be given in End Year (SR). The first field only of the range (SR) has to be used if there is scholarly agreement on a specific year. If a bishop attended a council in 667, the Office record will contain the date ‘667’ for the field called Currency Year (SR). If a bishop is recorded as dying in 667, the Event (‘Death) will have that date in the Currency Year (SR) field, whereas the Office Record will have that date in End Year (SR).

For the sections of the Anglo-Saxon Chronicle for which we know that the year provided is wrong, the researcher will enter the scholarly date in the relevant range field(s) and the date given by the source in DATE SOURCE (see below).

DATE SOURCE. This field should contain the chronological information provided by the source. The year should be entered before the rest of the available chronological material (e.g., 641, 5 August). The researcher might deduce some of this information from the context (e.g., ‘after Cedd died’, ‘When Edwin was king’…).

In the case of the Anglo-Saxon Chronicle, the year provided by the source will be followed by the relevant letter referring to the version of the Chronicle used: e.g., 641 A;
SOURCE REFERENCE

The Source Reference should provide the user with a quick reference to the text-unit from which the information contained in the factoid has been taken. Where a work is divided into books and chapters, lower case roman numerals have to be used for the book and arabic numerals for the chapters separated by a full stop (e.g., ‘ii.13’). For a work that has three levels of division, use upper case roman for the first division (e.g, ‘III.ii.25’). Omit the full stop after the citation. In general, one should aim for a method of citation that might apply to future editions of a work but, above all, one should aim at providing a citation that will be as useful as possible to a reader.

However, if the text-unit (chapter, letter etc.) is longer than two pages, the researcher has to enter the page number and/or the line number to flag the place where the specific information has been taken.

For prefatory material, chapter headings, epilogues, etc., consult the Bibliography compiled by DP.

In the case of the Anglo-Saxon Chronicle, the Source Ref. will contain the year under which the information has been recorded, followed by the letter referring to the relevant version of the Chronicle (see above, under Date Source).

In all PASE factoids, the notes can contain any further information that the researcher might consider relevant. This field will be shared with users. Each note should be preceded by an asterisk and should start with a capital letter. Full stops should be used at the end of each note.

In general problem fields are not supposed to contain information which will be shared with users. They might contain issues which have to be flagged for later discussion. Use asterisks and full stops as for the Notes field.
1. STATUS

General definition

STATUS: a status does not imply responsibilities; someone might have been ‘born not made’ with it; it could exist through having a legal definition; and it may (possibly) have been an honorary title without responsibilities.

Protocol procedures

STATUS TERM (pop-up list): If the researcher does not find the relevant item in the Status Term authority list, a new entry can be made in the authority list.

IMPLIED (radio-button): If, for instance, someone is not explicitly described as a slave but a phrase implying this idea is contained in the text, the researcher can safely imply the term ‘Slave’, by clicking on the radio-button for ‘implied’.

ORIGINAL TEXT (free-text field): The purpose of this field is to justify the choice of Term. The nominative should be used for the key-word when possible. If, however, the text which needs to be entered contains a finite verb (as opposed to a verbal noun), the text should be treated as a quotation and that should be flagged to the user by putting a tree-dots ellipsis. The researcher should employ an ellipsis before and after the text (signaled by a space between ellipsis and text). Ellipses should be used also in those cases in which some words of the text have been left out. When such ellipses appear, the user will know that the text has been quoted as it is in the source.

Plural versus Singular: The authority lists usually contain singular nouns (king, brother, nun, abbot etc.); the original text, however, should mirror the source. If, for instance, the text employs the term ‘fratres’, the researcher will choose the item ‘brother’ from the authority list, but will type ‘fratres’ (as opposed to ‘frater’) in the Original Text field.

Capital letters are needed at the beginning of sentences quoted entirely.

SECOND PERSON ID: It should generally indicate a possessive relationship by the second person of the first person (‘the slave of Æthelstan I’). Where the relationship is a different one and it does not fall under a general relationship type, but the researcher wishes to signal that it exists, he/she can use the Note field to clarify the nature of the relationship. Example: ‘exul sub … Redualdo’, where ‘sub’ here means ‘under the protection of’.

For LOCATION, DATE, SOURCE REFERENCE, NOTES AND PROBLEM, see COMMON FEATURES on pp. 10-13.
2. OFFICE

General definition

OFFICE: an office may have existed independently of the holder, it may have required appointment to the position, and it usually involved responsibility: to be an office it must include at least one of these elements but may not necessarily involve all three.

Protocol procedures

OFFICE STYLE (free-text field): This field should contain information such as ‘king of the English’, ‘bishop of Worcester’, if the source explicitly uses such titles.

OFFICE TERM (pop-up list): If the researcher does not find the relevant item in the Office Term authority list, a new entry can be made in the authority list.

IMPLIED (radio-button): If, for instance, someone is not explicitly described as a king but the phrase ‘suscepit regnum…’ is employed, the researcher can safely imply the term ‘King’.

ORIGINAL TEXT (free-text field): The purpose of this field is to justify the choice of Term. The nominative should be used for the key-word when possible. If, however, the text which needs to be entered contains a finite verb (as opposed to a verbal noun), the text should be treated as a quotation and that should be flagged to the user by putting a tree-dots ellipsis. The researcher should employ an ellipsis before and after the text (signaled by a space between ellipsis and text). Ellipses should be used also in those cases in which some words of the text have been left out. When such ellipses appear, the user will know that the text has been quoted as it is in the source.

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Capital letters are needed at the beginning of sentences quoted entirely.

SECOND PERSON ID: It should in general indicate a possessive relationship by the second person of the first person (‘the slave of Æthelstan I’). Where the relationship is a different one and it does not fall under a general relationship type, but the researcher wishes to signal that it exists, he/she can use the Note field to clarify the nature of the relationship. Example: ‘exul sub … Redualdo’, where ‘sub’ here means ‘under the protection of’.

For LOCATION, DATE, SOURCE REFERENCE, NOTES AND PROBLEM, see COMMON FEATURES on pp. 10-13.
Examples:

1. ‘prouinciae Orientalium Saxonum antistes’
   Place: East Saxons, kingdom of
   Place-type: prouincia
   No entry in Modern Location

2. ‘regno Nordanymbrorum praefuit’
   Place: Northambrians, kingdom of
   Place-type: kingdom
   No entry in Modern Location

3. ‘rex Merciorum’
   No place, place-type or modern location entry

Both PLACE and PLACE-TYPE will have the lowest level of granularity. When it is felt appropriate to translate the item in Place-Type, the Modern English will be given in Place. Otherwise both fields will have the Latin or the Old English version. See above, example no. 1
3. EDUCATION

This factoid should accommodate all the information about people’s education.

The DESCRIPTION field is a free-text field which should reproduce in Modern English what the source says. Full sentences will have an initial capital letter.

The ORIGINAL TEXT should contain the material in the original text which is relevant for the information on education. If there is too much material, a selection can be made, but that should be signaled in the Notes.

TEACHER ID. If someone is described as the teacher of another person, the researcher should have an EDUCATION entry under the Person ID of the person who is taught. The teacher should then be entered under Teacher ID in the same Education factoid. But if someone else is simply described as a teacher, the researcher should have an OCCUPATION entry only under the name of the teacher.

For SOURCE REFERENCE, NOTES AND PROBLEM, see COMMON FEATURES on pp.12-13.
OCCUPATION

General definition

OCCUPATION: An occupation might have involved training, might have been a calling and could be a way of making a living.

Protocol procedures

OCCUPATION TERM (pop-up list): If the researcher does not find the relevant item in the Occupation Term authority list, a new item can be added.

N.B. The list includes items such as ‘Nun’, ‘Monk’, ‘Brother’ etc., as they can be described through the ‘Occupation’ definition which has been provided above.

SPECIAL NOTE for the ‘Occupation’ term TEACHER: If a person is described as someone else’s teacher, it will be sufficient to enter the teacher name into the Teacher ID field provided for in the EDUCATION factoid. If, however, someone is described as ‘a teacher’, with no name of student provided, the Occupation factoid will be employed instead.

IMPLIED (radio-button): If, for instance, in an OFFICE case, someone is not explicitly described as a king but the phrase ‘suscepit regnum…’ is employed, the researcher can safely imply the Office Term. The same applies for comparable OCCUPATION cases.

ORIGINAL TEXT (free-text field): The purpose of this field is to justify the choice of Term. The nominative should be used for the key-word when possible. If, however, the text which needs to be entered contains a finite verb (as opposed to a verbal noun), the text should be treated as a quotation and that should be flagged to the user by putting a tree-dots ellipsis. The researcher should employ an ellipsis before and after the text (signaled by a space between ellipsis and text). Ellipses should be used also in those cases in which some words of the text have been left out. When such ellipses appear, the user will know that the text has been quoted as it is in the source.

Plural versus Singular: The authority lists usually contain singular nouns (king, brother, nun, abbot etc.); the original text, however, should mirror the source. If, for instance, the text employs the term ‘fratres’, the researcher will choose the item ‘brother’ from the authority list, but will type ‘fratres’ (as opposed to ‘frater’) in the Original Text field.

Capital letters are needed at the beginning of sentences quoted entirely.

SECOND PERSON ID: It should in general indicate a possessive relationship by the second person of the first person (‘the monk of Wilfrid I’). Where the relationship is a different one and it does not fall under a general relationship type, but the researcher wishes to signal that it exists, he/she can use the Note field to clarify the nature of the relationship. Example: ‘exul sub … Redualdo’, where ‘sub’ here means ‘under the protection of’.
For LOCATION, DATE, SOURCE REFERENCE, NOTES AND PROBLEM, see COMMON FEATURES on pp. 10-13.
PERSONAL RELATIONSHIP

This factoid allows the researcher to record all the relationships between people and especially kinship. The record must be entered under the person who is defined as a kinsman, or a friend or a companion of someone else. For instance, if X is said to be the wife of Y, the record will have to be done under X (wife) and not under Y (husband).

The RELATIONSHIP-TYPE has first to be chosen among various items:

- General relationship (for RELATIONSHIP TERMS: friend, companion, disciple, guest, enemy etc.)
- Generic kinship (for kinsman, kinswoman)
- Consanguineal kinship (for brother, mother, sister, son etc)
- Affinal kinship (for wife, husband, sister-in-law etc.)
- Honorific kinship (for brother, father, etc.)
- Ritual kinship (for godfather, godson etc.)
- Semi-kinship (for step-mother, step-father etc.)
- Quasi-kinship (for foster-brother, foster-mother etc.)

In the field called RELATIONSHIP TERM the researcher should try and use the Modern English as opposed to the Original Text. For instance, if the text says ‘propinqua’ the researcher should use kinswoman in the relationship term field (under generic kinship type).

The Second Person ID contains the name of the second person involved in the relationship. If someone is said to be related to various people in the same way, several entries will be needed according to the number of people involved.

ORIGINAL TEXT (for groups of Anonymi)

Plural versus Singular: The authority lists usually contain singular nouns (king, brother, nun, abbot etc.); the original text, however, should mirror the source. If, for instance, the text employs the term ‘fratres’, the researcher will choose the item ‘brother’ from the authority list, but will type ‘fratres’ (as opposed to ‘frater’) in the Original Text field.

Clarifications are needed on the number of words which should be entered in this field (e.g. if in a letter someone is addressed to as ‘carissimus frater’, where should we enter the adjective?)

For SOURCE REFERENCE, NOTES and PROBLEM, see COMMON FEATURES on pp.12-13.
PERSONAL INFORMATION

This table accommodates a variety of information referring to the person for whom the record is being made.

PERSONAL INFORMATION TYPE. The authority list in this field contains such terms as psychological, intellectual, moral, language competence, ethnicity, saintly status, religion and other.

NB. Such adjectives as ‘venerable’ should be entered under OTHER. RELIGION should not be used for the cases in which someone is described as being ‘very Christian’. It seems safer to enter such information under OTHER.

DESCRIPTION: This field should contain a Modern English version of what is given in the Original Text.

ORIGINAL TEXT: As many words as necessary should be entered from the source in this field. The purpose of this field is to justify the choice of Term. The nominative should be used for the key-word when possible. If, however, the text which needs to be entered contains a finite verb (as opposed to a verbal noun), the text should be treated as a quotation and that should be flagged to the user by putting a tree-dots ellipsis. The researcher should employ an ellipsis before and after the text (signaled by a space between ellipsis and text). Ellipses should be used also in those cases in which some words of the text have been left out. When such ellipses appear, the user will know that the text has been quoted as it is in the source. Capital letters are needed at the beginning of sentences quoted entirely.
RECORDED NAMES

ORIGINAL TEXT: This field contains the actual version provided by the text. It has been decided that the researchers should use the nominative case of the name, also when the source uses an oblique case. Therefore ‘Æthelstanus instead’ of ‘Æthelstano’ or ‘Æthelstan’.

For SOURCE REFERENCE, NOTES and PROBLEM, see COMMON FEATURES on pp. 12-13. Dates fields have to be used only for nick names.
AUTHORSHIP

This factoid should be used for all instances where there is evidence in a primary source that someone has written a text. It can also be used to describe the discrete elements of a composite source, such as collection of letters.

**WORK TITLE:** This field is to be used to provide the title as it would be given in the field of the Source Master called Source Title (See above, under Source Master).

**WORK DESCRIPTION:** This field will provide in Modern English the description of the work as it is given in the text from which the information is being entered.

**PUBLICATION TYPE:** The authority list for this field contains items which provide a scholarly definition of the work (e.g., letter, liturgical book, saint’s life etc.)

**ORIGINAL TEXT:** This field should provide as much relevant information as possible from the source.

**REF. SOURCE ID:** This field will contain the Source ID which referring to the source whose authorship is being recorded. It remains to be decided whether Source IDs should be created for every single source entered in this field or whether IDs should be reserved for Sources with prosopographical relevance which are likely to be used by PASE as sources for the data-entry.

A few problems arise from the fact that the concept of Source Group was introduced only in Summer 2002. This means that whereas Alcuin’s letters do not have a specific Source ID for every single item in the collection, Boniface and Lull’s letters do. This discrepancy will have to be amended at the Master data-base level.

Further problems arise from the fact that some letters have been extracted from narrative sources. In the case of Gregory’s letters entered from Bede’s Ecclesiastical History we do not have a specific Source ID for the letters themselves. However, the letters extracted from William of Malmesbury’s works would have been given a specific Source ID, as William’s texts have not been analyzed in their entirety yet.

**NB for Letters.** For the time being both Event and Authorship are being used for every letter entered in the database. This might require changes to material entered in the past. The need to use Event is mainly due to the fact that researchers have to structure the role of the recipient.

For SOURCE REFERENCE, NOTES and PROBLEM, see COMMON FEATURES on pp. 10-13.
Concerning Source Ref. in the case of Alcuin’s letters, which have only selectively translated by Stephen Allott and Dorothy Whitelock, both of whom employed a numbering system different from Dümmler’s, it might be useful to include a cross reference to the number used in the translation on the model of ‘pp. 69-70 = @Allott, Alcuin of York, no 31; @Whitelock, EHD i, no. 84 (where ‘=’ signifies that this is the equivalent text in Allott’s and Whitelock’s translations and ‘@’ is the tag that will be used at the master database level to locate the full bibliographical reference).
POSSESSION

General definition
This field can be used to record someone’s possession as well as transactions between people and/or institutions.

DESCRIPTION. This free-text field has to be used to provide a brief description of the possession or the transaction
ORIGINAL TEXT. As usual, this field should contain the key-words in the original text, describing the possession or the transaction.

POSSESSION TYPE.
It contains an authority list with items such as goods, land, building, religious house, dwelling-place, privilege (?), persons (?)

 TRANSACTION TYPE.
It also contains an authority list. The items are: gift, grant, lease etc.
Further details on both transaction and possession can be accommodated in the fields called ‘Transaction details’ and ‘Possession details’.

If the person under whom the record is being made is the donor in the transaction, the researcher will have to use the field ‘To Person ID’ (or ‘To Institution’), in order to accommodate the beneficiary of the transaction.
If, on the other hand, the record is being made under the beneficiary name, the researcher will have to use the field ‘From Person ID’ (or ‘From Institution’) in order to accommodate the donor.

If the transaction involves more than one donor or beneficiary several records will have to be made, possibly trying to add a cross-reference in the Notes.

EXTENT/VALUE. This field can accommodate the extent or the value of the possession or transaction (e.g., 10 hides)

For LOCATION, DATE, SOURCE REFERENCE, NOTES and PROBLEM, see COMMON FEATURES on pp. 10-13.
EVENT

Protocol procedures

The EVENT table should be used for the information that is not possible to accommodate in other factoids table.
The table is made up of two parts, called EVENT and EVENT-ROLE

EVENT

1. When deciding on the nature of the event which is about to be recorded, the first field that should be entered is the Event Term. This is determined while scrolling the relevant authority list (e.g. miracle, battle, council, journey, healing, correspondence etc). If no appropriate term can be found in the authority list, a new Event Term should be created. [N. B. This section might need further directions on the nature of the events that should be or should not be taken into account. Some of these aspects are still matter of discussion and need further consideration].

2. The second element which needs to be entered is the Event ID. This is specific and unique for each Event. However, if different sources or different chapters within the same source refer to the same Event, the same Event ID can be used. The Event ID is usually made of two parts, namely a NAME and a DESCRIPTION. [For directions on how to create an Event ID, see the relevant protocol.]

3. If the event is one which can easily be described by a well-established title, that should be entered in the field called Title and containing an authority list.

4. Subsequently, a description or a summary of the Event itself should be provided. The description should be as concise as possible. It need not aim at mentioning every single person involved in the Event. It should rather provide a summary mirroring the storyteller’s point of view and respect the chronological order of the event as told in the source. This should be entered in the field called Description.

5. Only prosopographically significant or problematic short extracts from the Original text should be entered in the field called Original Text. If a word or words are omitted in a quoted passage, the ellipsis should be signalled by a space followed by three dots, followed by another space.

6. Any information concerning location should be entered in the three fields designed for this purpose: Place, Place-Type and Modern Location. Place should reproduce in Modern English the information contained in the source, following an increasing degree of granularity (e.g. Worcester, St Mary’s cathedral, chapel). Place-Type is entered from the relevant authority list and it should usually correspond to the lowest level recorded in the Place attribute. At present Modern Location is used only to record a specific modern
place rather than a region. It is entered to specify the location of a place within a pre-1974 county. Multiple locations can also be entered.

7. As far as Date information is concerned, the Date Source should be used for what cannot be entered in the Start, Currency or End Years. Therefore, information such as “When Cuthbert was 8 years old” should be entered in Date Source.

8. In order to record the precise place in the text in which the event is referred to, the Source Reference field is to be employed. Lower case Roman numbers should be used for books, whereas Arabic numbers are to be employed for chapters (e.g. i.23). If an event is dealt with in more than one chapter, the Source Reference should refer to the whole relevant section of the text (e.g. i.23-4). However, if two distant chapters in the same text refer to the same Event, two records should be entered, in order to accommodate possible different information, description, details or people involved in the event.

9. Notes, as in the other factoids, are to be used to enter any other relevant information, such as bibliographical references or cross-references to other sections of the database. They can accommodate also further details concerning the event, but they should not normally contain information that can be structured in the other more relevant fields of the Event table.

10. Possible problems are to be recorded in the Problems field.

EVENT-ROLE
This section of the Event table should accommodate all the specific information concerning the people involved in the Event.

1. Each relevant name is entered in the Person ID field. This implies that for each of the people involved in the Event a Person-Master record must have first been created.

2. Where practicable the order of the persons listed in the Event-Roles should respect the order of the telling of the event as related by the author.

3. To each person a role in the event is also assigned. This has to be chosen among the following: Agent, Participant, Recipient, Witness and Other. The field containing each person’s specific role is called Event-Role.

4. Unless it is clear from the Event description or the Event original text, every time an event role entry is recorded, an explanation of the role played by each person and any further details should be added in the field called Description, which appears in every Event-Role table.

5. Specific sections of the original text concerning the role each person played in the event can be entered if necessary in the Original Text field. Normally, the original
text reproduced in this table should differ from the one entered in the Event section of the same Event table.

6. Further **Place** and **Modern Location** fields are provided for every Event-role table. They should accommodate any further location information referring specifically to the person involved in the event. The same applies for the **Date Source** field.

7. **Notes** and **Problems** should also be entered if anything more concerning any specific Event-Role needs to be recorded.

### Creation of EVENT-ID

**Protocol procedures**

The EVENT-ID should be composed of two parts. The first part is called NAME and the second part is called DESCRIPTION. They are separated by a full stop.

Example: Cuthbert.miracle of two sea animals

1. **NAME**
   a) The name should refer to the most important person from the story-teller’s point of view.
   b) If the text contains two named people, both names should be mentioned, separated by a dash. [e.g. Cedd-Chad.conversion of Mercia]
   c) If the text refers to one named person and one or more anonymous people, mention the named one followed by a dash followed by ‘another’ or ‘others’. [e.g. Cuthbert-others.riding to a sick woman]
   d) If several named people appear, the person named first in the text should be mentioned, followed by dash, followed by ‘others’.
   e) As far as possible a person’s name should be used. For anonymous/anonymi, the form Anonus 1/Anoni 1 should be used [e.g. Anonus 1.writing of VitCuthb]
   f) If there are a variety of participants, and none of them has a leading role, instead of the NAME, VARIOUS will be entered before the full stop [This will permit items before the full stop to be structured].

2. **DESCRIPTION**
   a) Lower case should always be used, except when employing a name.
   b) Nouns rather than verbs should be used to avoid problems of defining tense [e.g. ‘reception of Wilfrid’, rather than ‘X receives/received Wilfrid’].
   c) Dashes, full stops and colons should be avoided.
   d) Telegraphic English should be employed in the description [e.g. ‘petition to synod’ rather than ‘petition to a synod’].
   e) Where an original text is referred to, the relevant abbreviation should be used [Anonus 1.writing of VitCuthb].