

**Corpus of Ioannes Dantiscus' Texts and Correspondence (CIDTC)**  
**Guidelines for transcribing German letters**

German texts in the corpus are recorded as **transcriptions with elements of transliteration**.

No.	RULE	EXAMPLES, REMARKS
<b>1.</b>	<p><b><u>Saving data:</u></b>            Save each letter as a separate file <b>in docx format</b> under the name <b>IDLX_Name.docx</b>, where <b>X</b> is the letter's identification number in the CIDTC database and <b>Name</b> is the transcriber's name (without diacritics).</p>	<p>IDL1234_Brown.docx            IDL5678_Smith.docx</p>
<b>2.</b>	<p><b><u>Text layout:</u></b></p>	
2.1.	<p>Transcribe the address of the letter first, then the text (with the date and signature), and finally any <i>Post Scriptum</i> additions, which should be preceded by the heading <i>Postscript: .....</i></p>	
2.2.	<p>The text's line breaks are not to be preserved in the transcription. <b>The transcriber decides on the division into paragraphs</b> according to his/ her own understanding of the text, keeping in mind that the purpose is to make the text easier to read.</p>	<p>The following must be recorded in separate paragraphs:</p> <ul style="list-style-type: none"> <li>• address</li> <li>• salutation</li> <li>• main content</li> <li>• dating</li> <li>• signature</li> <li>• PS-type additions</li> </ul>
2.3.	<p>The transcriber introduces <b>contemporary punctuation</b> in accordance with his/ her understanding of the text (full stops, commas, colons, question marks), and <b>begins with a capital letter</b> the first words of sentences, proper nouns (including the word <i>Gott</i>) and the titlature referring to the addressee.</p>	<p>capital letters in titlature refer to <b>the addressee only</b>, e.g. <i>E(uer) F(urstlichen) D(urchlauch)t</i>, and not to his functions, e.g. <i>bischoff, fürst</i>, and not to the other persons;            second person - <i>du, dir, dich, dein</i>, (Latin <i>tu</i>) begins with minuscule</p>
<b>3.</b>	<p><b><u>Critical apparatus annotations</u></b> should be in the form of footnotes numbered with Arabic numerals. The footnotes should be written in <b>English</b> (to enable the whole team to understand them).            First, quote the passage referred to by the footnote; if the passage is long (more than one line), quote the beginning and the end separated by three dots.  <b>The apparatus encompasses everything connected with the condition of the text</b>, and in particular:</p>	
3.1.	<p><b>Words</b> belonging to the text of the letter and <b>superinscribed</b> or <b>added in the margin</b>; NB: if corrections are made in a different hand than the main text,</p>	<p>footnote format:  <i>herr superinscribed;</i>  <i>E(uer) G(nade) in the margin;</i></p>

	this fact should be recorded.	<i>added in another hand</i>
3.2.	<b>Crossed-out parts</b> should be deciphered as far as possible and this fact recorded in a footnote; the footnote mark should be placed after the word preceding the crossed-out part.	footnote format: <i>del: .....;</i> <i>del. illegible.</i>
3.3.	<b>Replacing a crossed-out part with an added fragment</b>	footnote format: <i>... written over ...</i> <i>... superinscribed in place of crossed out ...</i> <i>... in the margin in place of crossed out ...</i>
3.4.	<b>Gaps in the text</b> caused by mechanical damage to a record (faded spots, holes, stains, margins stitched deep into the spine) should be marked with square brackets [ ] containing the proposed supplement or three dots, while the footnote should set forth – if possible – the cause of damage.	footnote format: <i>de[m .....] text faded;</i> <i>[.....] damage to the paper;</i> <i>[nicht] stain;</i> <i>[... un]d hidden by binding.</i>
3.4.	<b>Illegible parts</b> (that are not damaged) should be marked with three dots ... with an explanatory footnote.	footnote format: <i>... illegible</i>
3.5.	<b>Annotations that do not belong to the text of the letter</b> – this applies to / i. e. all notes added by archivists as well as annotations made by the addressee or his secretary (most often found next to the address of the letter).	footnote format: <i>next to the address</i> <i>annotation in the hand of</i> <i>the addressee: .....</i>
<b>4.</b>	<b>Text notation:</b>	
4.1.	<b>The notation used in the texts is not to be standardized or modernized, with the following exceptions:</b>	
4.1.1.	All <b>abbreviations</b> (including sigla) should be <b>expanded and marked</b> , i.e. the expansion should be put into round brackets.	<i>zuvorann(n), E(uer) L(ieb),</i> <i>k(onigliche)r ma(ieste)t,</i> <i>Ew(e)r F(urstlichen)</i> <i>G(naden)</i>
4.1.2.	The letters <b>u, v</b> should be transcribed according to their phonetic value – <b>v for consonant sound, u for vowel sound</b> . However, this rule does not apply to the <i>v/f</i> alternation, which should be preserved as it is in the source; the letter <b>w</b> should be left unchanged, even if it is substituted for <b>uv</b> or <b>vu</b> .	<b>vnd, avs</b> is changed to <b>und, aus</b>  we leave <b>vleisch</b> in the sense of <i>fleisch</i> , <b>fil</b> in the sense of <i>viel</i>
4.1.3.	All forms of the <b>letter s</b> (long, short, double <i>ß</i> ) should be transcribed as the letter(s) <i>s</i> ( <i>ss</i> ); however, <i>ß</i> should be distinguished from <i>sz</i> as far as possible, and transcribed as <i>ss</i> or <i>sz</i> , respectively.	
4.1.4.	The letter <b>u</b> with breve ( <i>ũ</i> ) should be transcribed as <b>u</b> .	
4.1.5.	The letters <b>i, j</b> should always have a dot (even if the original notation is missing a dot).	
4.1.6.	All <b>punctuation marks from the source text</b> should be transcribed as a virgule offset by spaces to either side / . Round brackets ( ) used in a manuscript are an exception; they should be preserved as brackets.	
4.1.7.	<b>Capital letters</b> from the source text are not to be preserved (see 2.3). <b>Roman numerals</b> should be transcribed as	

	capital letters.	
<b>4.1.8.</b>	Spelling as <b>one word</b> or <b>two words</b> should follow contemporary rules; doubtful examples should be described in footnotes indicating the source notation and possible transcription variants.	
<b>4.2.</b>	<p>On the other hand, the <b>source notation should be preserved</b> in the following cases:</p> <ul style="list-style-type: none"> <li>• multiplied and reduced numbers of consonants (also in abbreviations)</li> <li>• a distinction between <i>i</i> and <i>j</i>, where the notation <i>ij</i> is interpreted as <i>y</i> lub <i>j̄</i> (NB: in Latin words, use <i>i</i> exclusively: <i>ij</i> = <i>ii</i>)</li> <li>• distinguishing between <i>c</i>, <i>ch</i>, <i>k</i></li> <li>• distinguishing between <i>f</i>, <i>v</i>, <i>ph</i></li> <li>• close (high) and open (low) vowels</li> <li>• dissimilation of consonants</li> <li>• voiced and voiceless consonants</li> <li>• the diacritics <i>ä</i>, <i>ī</i>, <i>ö</i>, <i>ü</i>, <i>ÿ</i></li> <li>• an added or omitted letter <i>h</i></li> </ul>	<p><i>dem(m)</i>, <i>dem(m)</i>, <i>nebennn</i>  <i>herr(r)</i>, <i>gerechlikejt</i>, <i>iar</i>,  <i>jahr</i>, <i>gestaldt</i>, <i>dyselb</i>,  <i>umbgang</i>, <i>dj</i>,  <i>gelugkselikejt</i>, <i>cron</i>, <i>chron</i>,  <i>kron</i>, <i>vleisch</i>, <i>vleisz</i>, <i>fil</i>,  <i>entphangenn</i>, <i>bephelelln</i>,  <i>negst</i>, <i>mugen</i>, <i>mitbrenge</i>,  <i>sunst</i>, <i>ee</i>, <i>mith</i>, <i>thag</i>.....</p> <p>but <i>neb(e)n</i>, <i>h(e)r</i></p>
<b>4.3.</b>	<b>Scribe errors</b> ( <i>lapsus calami</i> , <u>not</u> inconsistent spelling) should be marked with (!) and the correct version given in a footnote.	<p><i>danczket(!) castellan</i>  text of footnote: <i>ms</i>  <i>danczket(!) instead of</i>  <i>danczker</i></p>
<b>4.4.</b>	<b>Words or letters</b> which the transcriber believes the author/scribe <b>left out</b> by accident should be added in angle brackets < >.	<i>Du&lt;r&gt;chlauchter</i>
<b>4.5.</b>	<b>Words or letters which seem redundant</b> from the point of view of the text's logic should be placed in curly brackets { }.	<i>die{s}nst</i>
<b>4.6.</b>	<b>Interpretations that are doubtful</b> despite the lack of damage and abbreviation should be marked with (?); in ambiguous cases, the possible variants should additionally be given in a footnote.	