

## **A Brief Guide to the Database Fields**

NB: Fields that are underlined will be found in all records; other fields may be blank

**RecordID**: a unique four-digit numerical identifier for each text, starting at 0001

**DATE**: The following fields concern the year/date when text was promulgated, published, or compiled

**Sort Year**: normally identical to “Year” field; where a date is uncertain, an arbitrary intermediate year is given

**Year**: year in which text was promulgated, published, or compiled; where dating is uncertain or spans a range of years, the following symbols are used:

-“1250x1260” indicates that the text dates to sometime between 1250 and 1260

-“1250/1260” means that the text dates to either 1250 or 1260

-“1250-1260” indicates that the text includes materials spanning from 1250 to 1260

-other date expressions include “bef. 1250”; “aft. 1250”; “1250 (ca.)”; and “1250 (?)”

**Month**

**Day**

**Circa** [=ca.]: field is marked ‘Yes’ if the year is uncertain; it is not checked if the uncertainty concerns only the month/day

**Dating Notes**: discursive field offering remarks concerning the dating of the text

**PLACE**: The following fields concern the place where the council or synod associated with the text’s issuing occurred (which is usually, though not always, the diocesan or metropolitan see)

**Place**: The specific location in which the text was promulgated. This is often (though not always) the diocesan/metropolitan see

**Diocese** (often omitted in the case of provincial or legatine councils)

**Province** (often omitted where a diocese is directly subject to the Holy See)

NB: Most records include entries for both diocese and province; some lack one or the other; no records lack both.

**Country Modern** (the country in which the place of issue is currently located)

**Jurisdiction ID**: an internal code indicating the corresponding shapefile in the map application

**Latitude** (for the place of issue; usually taken from GeoHack)

**Longitude** (for the place of issue usually taken from GeoHack)

**WikiData** (The Wikidata record ID corresponding to the place; at present this field is blank)

**PlaceNotes**: discursive field giving further information concerning place, diocese, or province

**CLASSIFICATION**: The following fields concern the nature and jurisdictional scope of the text

**Classification** (options include):

- 1) Diocesan: legislation issued by a bishop (or his vicar general) for a diocese, usually at or in association with a diocesan synod
- 2) Provincial: legislation issued at or in association with a provincial council (or a council bringing together several neighboring provinces)
- 3) Legatine: legislation issued at or in association with a legatine or national council

- 4) **Compilation (Diocesan):** a gathering of earlier diocesan legislation, often arranged systematically, sometimes with emendations or additions
- 5) **Compilation (Provincial):** a gathering of earlier provincial legislation, often arranged systematically, sometimes with emendations or additions
- 6) **Abstract/Abbreviation:** a summary or abbreviated version of an existing text
- 7) **Other:** these include texts such as episcopal mandates or synodal ordines that do not fit neatly into the above categories but have nevertheless been included in the corpus for some reason
- 8) **Unclear**

**Issuing Authority:** the name of the issuing bishop/archbishop/prelate in whose name the legislation is principally promulgated; in the case of provincial councils, the name of the metropolitan is given

**Issuing Authority Alt:** common alternative spellings of the name of the issuing authority

**Regnal Start/End:** the years in which the issuing authority served as bishop/archbishop of the jurisdiction concerned

**Delegated:** checked 'Yes' if the competent ecclesiastical authority delegated the task of promulgating the statutes to an official (usually a vicar general, though in cases of sede vacante this might be a neighbouring bishop or apostolic administrator)

**Classification Notes:** discursive field giving information on the classification decision; in cases where the issuing of the text was delegated to someone other than the bishop/archbishop, their name and office is usually given here

**TEXT:** The following fields contain information concerning the language, condition, availability, and transcription of the text

**Text Needed:** marked yes if I have not yet managed to consult a manuscript/edition of the text or acquire a copy thereof

**No Known Text:** marked yes if no known copies of the text are known to survive (or remain unidentified)

**Fragment:** marked yes if a text is significantly incomplete (i.e. not just marred by occasional lacunae)

**Language:** the principal language in which the text is written; current options include:

- 1) Latin
- 2) Italian
- 3) Middle Dutch
- 4) Old Catalan
- 5) Old French
- 6) Old Norse
- 7) Old Portuguese
- 8) Old Spanish

**Language Notes:** these indicate if other languages are substantially present in the text

**Source:** a manuscript witness for a given text. This is usually left blank, where a printed edition is available; in those instances where it is listed, it is not necessarily the best manuscript witness – rather it is the best manuscript witness that has so far been consulted, or the one used to produce the transcription in the absence of a printed edition.

**Source\_Other:** one or more additional manuscript witnesses (or occasionally early modern transcriptions of the manuscript listed under “Source”); the list is rarely comprehensive

**Edition:** the printed edition (where such exists) from which the transcription was derived, or which otherwise represents the best available edition.

**Edition\_Other:** one or more additional printed editions; the list is rarely comprehensive

**Source\_URL:** provides a link to the manuscript or principal edition used for the transcription, where this is publicly available online

**Source\_URL2:** provides a link to an alternate source of the text, where this is publicly available online

**Source Notes:** discursive field giving information on manuscript sources or printed editions, including URL for digital copies or library shelfmarks for hard-to-find editions

**Transcription Notes:** discursive field giving information concerning transcription difficulties or outstanding issues

**Base Text:** The source from which the transcription was created, or against which transcription can be checked (note that multiple boxes can be checked yes)

- 1) Hard Copy Scan: either a library hard copy or a personal copy was scanned to create a PDF
- 2) WebDownload: an online PDF/image was downloaded (e.g. from Google Books)
- 3) Data Capture: the text was manually inputted by a member of the project team or a transcription service (usually based on a hard copy scan or a web download)
- 4) Digital MS: RWD possesses a digital scan of the manuscript source, or of a microfilm image thereof
- 5) Microfilm: RWD possesses a microfilm of the manuscript source
- 6) Other: the transcription was derived from some other text format, or (in the case of manuscripts/rare printed editions) was copied directly onsite without a digital copy being made

**OCR:** marked yes if OCR technology was used to produce an initial transcription (note this field was added late, and many transcriptions that were initially generated from OCR technology are therefore not marked accordingly); in general, ABBYY FineReader was the preferred OCR tool

**Transcription:** indicates current status of transcription (only one can be checked yes)

- 1) Not Started: Transcription has not yet begun
- 2) In Process: Text is in queue for transcription
- 3) Completed: Transcription has been created and corrected, but not reviewed by RWD
- 4) Reviewed: Transcription has been reviewed by RWD (though that certainly does not mean that it is error-free!)

**General Notes:** This is a discursive field for miscellaneous information about the text

**Biblio Refs:** This field indicates important bibliographical references. At present it is usually empty, but it will continue to be expanded over time.