

EDITORIAL CONVENTIONS FOR RECORDS

◇	Lost text added conjecturally <i>or</i> text supplied from another source (with note)
\\	Insertions or additions in the same hand as the surrounding passage
\\//	Insertions or additions in a different hand from the surrounding passage
[]	Text deleted in the MS
††	Text judged to be hopelessly corrupt (i.e. in literary transmission)
<u>underlined</u>	Words underlined in the text (other than as a cancellation)
<i>ij</i>	Conjectural readings of faded or barely legible words
<i>vaccis</i>	The conjectural extension of abbreviations.
(et)	Text omitted by the clerk supplied editorially
(<i>Editorial comment</i>)	Editorial comment
(<i>7 cm.</i>)	Extent of lost or illegible text
---	Letters lost or illegible (up to three letters)
{ }	<i>Uncommitted use</i>

Presentation of u/v and i/j

U/v and *i/j* should be consistently recorded as in the MS, except that a capital *I/J* should be recorded as *I*,

or *u* and *i* should be consistently used as vowels and *v* and *j* as consonants,

or *j* and *v* should be consistently recorded as *i* and *u*.

Presentation of c and t

Where the clerk makes a clear distinction between *c* and *t* this should be observed.

Where no distinction can be made consistently, some consistent rule should be imposed.

Presentation of numerals

In Roman numerals *M*, *D*, *C* should be printed in capitals, *l*, *x*, *v*, *i* or *j* in lower case. Superior figures should be in suprascript (*iiij^{xx}*, *ij^C*, *v^M*)

Preservation of the abbreviations of names

Standard first names should be silently expanded if there is no ambiguity about the form (Iohannes, Thomas), but if there is ambiguity this should be noted according to the conventions, e.g. Radul(f)us. Surnames should not be extended without warrant unless they are standard occupational words, e.g. molendinarius. Place-names should be reproduced as in the MS with abbreviation marks if present.

Handling of clerical errors

The use of *sic* is best avoided. Instead *either* correct an error in the text, if the correction is obvious, and record the MS form in a footnote, *or* leave the error in the text but note any difficulty in a footnote.

Punctuation

Full stops should be confined to the ends of sentences and after initials used for persons or places. Commas should be used to replace other signs of punctuation. Paragraph signs should normally be omitted.

Capitalization

Either the original capitalization should be retained (provided it is sufficiently unambiguous) and scrupulously observed, *or* it should be consistently modernized. In the latter case capitals should be employed sparingly (e.g. for names of people, places, days and months).

Abbreviations

In administrative documents the standard units should be abbreviated:

Money: li. for libra, s. for solidus, d. for denarius, ob. for obolus, q. for quadrans, m. for marca

e.g. vij li. xij s. iij d. ob. q.

Grain: qr. for quarterium, bus. for bussellus, p. for pec, ras. for raserium, ken. for kenning, di. for dimidium

e.g. vij qr. iij bus. iij p. vij quar. iij ras. ij ken. di.

Weight: lib. for libra e.g. iij lib.

Recording of conventions

All the conventions adopted and abbreviations employed should be recorded in a list following the introduction of each volume.

Annotation

Texts should be annotated with footnotes (1) to explain obscurities or *lacunae* in the text, (2) to note clerical errors, as suggested above, (3) to explain editorial intervention in the text, if necessary, (4) to identify persons and places not more conveniently identified elsewhere in the volume.

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