**Form for additions or corrections to PhiloBiblon**

**MANUSCRIPTS**

Information for: BETA / BITAGAP / BITECA (*erase irrelevant bibliographies*)

Download and save this form to your desktop, then use it to submit detailed codicological descriptions of manuscripts or to offer partial descriptions or corrections:we accept with pleasure any information offered! The pdf titled **“Explanatory Notes”** explains each section of the form with examples.

**collaborator: personal details**

|  |  |
| --- | --- |
| Name |  |
| Instituition |  |
| Address |  |
| E-mail |  |
| Date |  |

Before filling out the form, check to see whether the relevant bibliography already has a record for the manuscript in question: [http://bancroft.berkeley.edu/philobiblon/searchmsed\_en.html](http://bancroft.berkeley.edu/philobiblon/searchmsed_es.html).Put an “x” here if the manuscript is not yet described \_\_\_ or here \_\_\_ if it already has a record. In the latter case, enter the relevant bibliography’s **manid** (unique numeric indicator of the manuscript): **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .** In case of doubt here or in any section of this form, contact the person responsible for the bibliography (see next paragraph).

After filling out the form (partially or completely), save the file on your computer as a Word document, and assign it a file name as follows: (1) city (2) library (3) call number. For example: “Lisboa Ajuda 51-IX-31.docx”. Or, in the case of a manuscript that already has a record in the bibliography, the file name should be the manid, for example: “BITECA manid 2543.docx”. Then, send the document as an attachment to an e-mail addressed to:

Para ***BETA→*** Charles Faulhaber (cbf@berkeley.edu)

Para ***BITAGAP***→ Martha E. Schaffer (schafferm@usfca.edu)

Per a ***BITECA***→ Gemma Avenoza (gavenoza@ub.edu)

NOTE: If the manuscript is factitous, in order not to confuse the details of separate manuscript parts, it will be necessary to fill in a form for each separate section.

**present location** (if there is one, indicate the libid here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_)

|  |  |
| --- | --- |
| city |  |
| library, archive |  |
| address |  |
| telephone |  |
| internet address (URL) |  |

**name of the library collection**

|  |
| --- |
|  |

**call numbers**

|  |  |
| --- | --- |
| current |  |
| former (*olim*) |  |
| alternative |  |
| electronic |  |
| inventory num. |  |
| record num. |  |

**acquisition / purchase history** (date, price, place of transaction...)

|  |  |  |  |
| --- | --- | --- | --- |
| event | date | place of transaction | price / currentcy |
| acquired |  |  |  |
| purchased |  |  |  |

**titles in the manuscript and their location**

 (cover, spine, title page, guard leaf, etc.)

|  |  |
| --- | --- |
| manuscript title | location (and source) |
|  |  |
|  |  |

**manuscript data (and location in the manuscript or source)**

|  |  |  |
| --- | --- | --- |
| datum |  | folios/pages or source |
| copyist |  |  |
| place of production |  |  |
| date of production |  |  |
| patron/sponsor of the MS *(pessoa ou instituição)* |  |  |

**date or era**

|  |  |
| --- | --- |
| date or era | basis for information *(hand, watermark, colophon, ou secondary source ...)* |
|  |  |
|  |  |

**colophon**

|  |  |
| --- | --- |
|   | f./p.: |

**writing materials**

|  |  |
| --- | --- |
| type *(paper, parchment...)* | location (ff../pp. or quire) |
|  |  |
|  |  |

**format** (source; fólio, 4o, 8o; )

|  |
| --- |
|  |

**state of conservation**

|  |
| --- |
|  |

**binding**

|  |
| --- |
|  |

**measurements** (add new rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| type | height | width | folios/pages |
| encadernação |  |  |  |
| folha |  |  |  |
| caixa de escrita |  |  |  |
| coluna |  |  |  |
| intercolúnio |  |  |  |

**foliation or pagination** (add new rows if necessary)

|  |
| --- |
| ff. or pp: |

**distribution of the text on the page (*mise-en-page*)**

|  |  |  |
| --- | --- | --- |
| class | number | folios/pages |
| column |  |  |
| lines |  |  |

**collation of leaves / quires** (add new rows if necessary)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| quire | signature | number of leaves | location (ff./pp.) | stitching or center fold | position and text of the catchword |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**quire and leaf signatures** (add new rows if necessary)

|  |  |  |
| --- | --- | --- |
| description | position | folios/pages |
|  |  |  |
|  |  |  |
|  |  |  |

**errors in the signatures** (add new rows if necessary)

|  |  |
| --- | --- |
| (*Example→ avij por avj*) | ff. /pp. or quire: |
|  |  |

**catchwords** (add new rows if necessary)

|  |  |
| --- | --- |
| type | folios/pages and orientation |
|  |  |
|  |  |
|  |  |

**hands, scripts, and location** (add new rows if necessary)

|  |  |  |
| --- | --- | --- |
| class | detail | folios/pages |
|  |  |  |
|  |  |  |

**watermarks and location** (add new rows if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| class | detail | folios/pages | source |
|  |  |  |  |
|  |  |  |  |

**decoration** (add new rows if necessary)

|  |  |  |
| --- | --- | --- |
| class | detail | folios/pages |
|  |  |  |
|  |  |  |
|  |  |  |

**other observations**

|  |
| --- |
|  |

**ruling** (add new rows if necessary)

|  |  |
| --- | --- |
| type | folios/pages |
|  |  |
|  |  |

**ruling materials**  (add new rows if necessary)

|  |  |
| --- | --- |
| type | folios/pages |
|  |  |
|  |  |

**prickings** (add new rows if necessary)

|  |  |
| --- | --- |
| type | folios/pages |
|  |  |
|  |  |

**position of the first line of text** (*above or below the upper bounding line of the text box?)*

|  |  |
| --- | --- |
| type | folios/pages |
|  |  |
|  |  |

**former owner(s)** (add new rows if necessary)

|  |  |  |
| --- | --- | --- |
| owner (and **bioid** or **insid**) | call numbers, dates, price, etc. | source of information(folio ou published source) |
|  |  |  |
|  |  |  |

**related persons or institutions** *(Names present in the manuscript, etc.)*

|  |  |
| --- | --- |
| name of the person or institution (**bioid** or **insid**) | relationship to the manuscript |
|  |  |
|  |  |

**other works preserved the manuscript** *(works in other languages or post-medieval texts)*

Don’t forget to mention any texts copied on the guard leaves, pastedowns, etc.

|  |  |  |
| --- | --- | --- |
| work: title (or general topic) | language | folios/pages |
|  |  |  |
|  |  |  |
|  |  |  |

**bibliography consulted**

|  |  |
| --- | --- |
| complete bibliographic reference. …or **bibid**\* | pages/URL |
|  |  |
|  |  |
|  |  |

**URL of digitized copy or of the catalogue record**

|  |  |  |
| --- | --- | --- |
| URL | service | date consulted |
|  |  |  |
|  |  |  |

**Notes**

|  |
| --- |
|  |

**\*** If your bibliographic source does not have a record in the bibliography (**bibid**), please fill out a form for it (available on the COLLABORATE page) and submit it by e-mail to the person responsible for the relevant bibliography as indicated on that form.

**Contents of the Manuscript: Internal Description**

Prepare an internal description **for each relevant text**, according to their order in the manuscript.

The **texid** is the unique numeric identifier of a specific text (work) in the abstract. The record of the text consists of basic, invariable information. Note: the **texid** of *Crónica de España* is BETA **texid** 1606. The unique identifier prevents confusion with works having similar titles, such as *Crónica abreviada de España* BETA **texid** 3884*.*

The **cnum** (**c**ontrol **num**ber) is the unique numeric identifier of a specific witness of a text. For example, the witness of *Llibre de les dones* (BITECA **texid** 1504) conserved in a manuscript at the Biblioteca de Catalunya (BITECA **manid** 1146) is **cnum** 11084. In addition to this witness, BITECA describes more than two dozen witnesses, each with its own **cnum**. The record of the witness consists of information specific to it (a variant title, a prologue, an extra stanza, date the witness was copied, the name of its copyist, etc.) If a text was copied twice in the same manuscript, each copy or witness will have its own **cnum.** For example, BITAGAP texid 14195 appears twice in BITAGAP manid 5619; these witnesses have cnums 29981 e 29982.

Before filling out the form, check to see whether the relevant bibliography already has a record for the **text** in question (a **texid**): [http://bancroft.berkeley.edu/philobiblon/searchwork\_en.html](http://bancroft.berkeley.edu/philobiblon/searchwork_po.html). Put an “x” here if the text is new \_\_ or here \_\_ if it is already described in a record. In the latter case, enter the **texid** here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_. Too, before filling out the form check to see whether the relevant bibliography already has a record for the **witness** in question (a **cnum**). Put an “x” here if the **witness** is new \_\_ or here \_\_ if it is already described in a record. In the latter case, enter the **cnum** here: \_\_\_\_\_\_\_\_\_\_\_\_ . Note: In PhiloBiblon online, the witnesses of a text or work (each with its own **cnum**) are listed in the record of the WORK or **texid**, presented in chronological order. (if there are many witnesses, use the search function of your browser to try to locate the one you are checking.)

**order in the manuscript** (*folios occupied*)

|  |
| --- |
| ff.: |

**author and titlE** (*as they appear in the witness; if there are no such references, please indicate*)

|  |  |  |
| --- | --- | --- |
| author |  | f./p. |
| title |  | f./p. |

**condition** (in particular if the witness is acephalous, fragmentary, truncated, etc.)

|  |
| --- |
|  |

**incipit/explicit** (add new rows if necessary)

(prologue, salutation/envoi, rubric, text, colophon, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| type | incipit | f./p. | explicit | f./p. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**bibliography consulted** ((add new rows if necessary)

|  |  |
| --- | --- |
| complete bibliographyc reference or bibid, if there is one\* | pages |
|  |  |
|  |  |

**marginal notes** (add new rows if necessary)

|  |  |
| --- | --- |
| text | Location [on folio(s) , position on the folio...] |
|  |  |
|  |  |

**other observations**

|  |
| --- |
|  |

**\*** If the your bibliographic source does not have a record in the bibliography (**bibid**), please fill out a form for it (available on the COLLABORATE page) and submit it by e-mail to the person responsible for the relevant bibliography as indicated on that form.

**NOTE:** This “Form” and the corresponding “Explanatory Notes” in English (prepared by Martha E. Schaffer) have their origin in the Spanish versions written by Charles Faulhaber and Gemma Avenoza (expanded by Óscar Perea Rodríguez) but differ from them. In case of doubt, please consult the person responsible for the bibliography (indicated at the beginning of this form).