



Attribution-NonCommercial-ShareAlike 2.0

You are free:

- to copy, distribute, display, and perform the work
- to make derivative works

Under the following conditions:



Attribution. You must give the original author credit.



Noncommercial. You may not use this work for commercial purposes.



Share Alike. If you alter, transform, or build upon this work, you may distribute the resulting work only under a license identical to this one.

- For any reuse or distribution, you must make clear to others the license terms of this work.
- Any of these conditions can be waived if you get permission from the copyright holder.

Your fair use and other rights are in no way affected by the above.

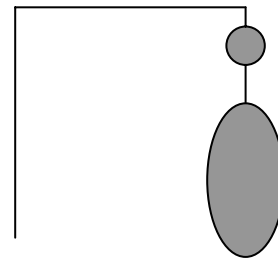
This is a human-readable summary of the [Legal Code \(the full license\)](#).

[Disclaimer](#) 

This page is also available in the following languages:
[Català](#) [Deutsch](#) [English](#) [Castellano](#) [suomi](#) [???](#) [Nederlands](#) [Português](#) [??\(?\)](#)

[Learn how to distribute your work using this license](#)

Part II: Header Creation



Overview

The TEI Header is divided into four major categories:

- <fileDesc>
- <encodingDesc>
- <profileDesc>
- <revisionDesc>

We will be encoding for the first three categories today.

The File Description

The <fileDesc> is, arguably, the most important of these categories. It describes the title of the work and those responsible for its intellectual content. The <fileDesc> can be further broken down into several categories. We will be using the following:

- <title> the title of the work: book, article, poem, etc, including any subtitles
- <author> the author of the work
- <respStat> statement of responsibility for the intellectual content of an edition (in this case the electronic edition)
- <resp> phrase describing the nature of responsibility
- <name> proper noun or phrase

1. On the last page of this handout there is information you need to complete the header. Detach the page and use it to fill up the header.
2. Put your cursor to the right of the close </title> element. Insert the **Author** element from the **Element List**, , and type in the author's name.
3. Continue adding to the <titleStmt> using the elements below, and filling in the information suggested below.

```
<TEI.2> <teiHeader> <fileDesc> <titleStmt> <title> When You are Old </title>  
<author> by W.B. Yeats </author>  
<respStat> <resp> Creation of machine readable text </resp>  
<name> Susan Schreibman </name>  
<resp> Header creation and markup </resp>  
<name> Put your name here </name> </respStat> </titleStmt>
```

4. If you haven't saved your file again, do so now.

The Publication Statement

The <publicationStmt> is another mandatory part of the <fileDesc>. It groups information concerning the publication or distribution of the electronic text.

5. Move your cursor between the open and close tag of `<publicationStmt>` `</publicationStmt>`. Insert the **Publisher** element, and type in the publisher of the electronic edition, in this case, **the Humanities Computing Workshop**.
6. Continue the <publicationStmt> information, until your file looks like this (N.B. get special characters from **Insert** along the file list. One of the last options is **Special Characters**)

```
<publicationStmt> <publisher>Maryland Institute for Technology in the Humanities </publisher>  
<pubPlace> <address> <addrLine>University of Maryland </addrLine>  
<addrLine>College Park, MD </addrLine> </address> </pubPlace>  
<date>15 August 2000 </date>  
<availability> <p>This text is freely available provided the text is distributed with the header  
information provided. </p> </availability> </publicationStmt>
```

The Source Description

The <sourceDesc> is also a mandatory element of the <fileDesc>. It records details of the source from which a computer file is derived. One can put a simple bibliographic statement using free text, such as

```
<sourceDesc> <bibl>The Collected Works of W.B. Yeats: The Poems. Volume I. Edited by Richard J.  
Finneran. (Macmillan, New York) 1989. </bibl>
```

We're going to do something a bit more complicated (just for fun!). When you finish, your <sourceDesc> should look as follows:

```
<sourceDesc> <bibl> <title>The Collected Works of W.B. Yeats: The Poems </title>  
Volume I. Edited by  
<editor>Richard J. Finneran </editor>  
, (  
<publisher>Macmillan </publisher>  
,  
<pubPlace>New York </pubPlace>  
)  
<date>1989 </date>  
</bibl> </sourceDesc> </fileDesc> </teiHeader>
```

7. In this example we have something new -- text which aids humans with reading, such as commas and parentheses, but which should not, strictly speaking, be part of a particular element. For instance, the publisher is **Macmillan**, not **(Macmillan)**. So the extra text must go outside the element proper. When encoding this part, pay particular attention to adding white space where necessary.

The Encoding Description

The <encodingDesc> element describes the methods and editorial principles under which the transcription or encoding of the text in hand was completed. For this example, we are going to add quite a simple <encodingDesc> , as follows:

```
<encodingDesc> <editorialDecl> <p> Titles of texts, personal names, and place names, and emphasised text  
have been encoded. Personal names have been regularised. </p> </editorialDecl> </encodingDesc> </teiHeader>
```

8. Congratulations! If you have got up to here, you have finished your header. Wait until we go on to the next section.

Information for Header Creation for
When You Are Old
by W.B. Yeats

The Publisher of the electronic edition is

The Humanities Computing Workshop
University College Dublin
Dublin 4
March 2000

The poem is taken from

The Collected Works of W.B. Yeats
Volume I
The Poems

Edited by Richard J Finneran
Macmillan, New York, 1989.

The poem appears on page 41.

Availability Statement

© This text is freely available provided the text is distributed with the header information provided.