

OTE - Offline / Online Transcription Editor

Guidelines

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Preface

The Online Transcription Editor (OTE)¹ was developed and implemented by Martin Sievers of the Center for Digital Humanities at Trier University in the frame of the Workspace for Collaborative Editing (WCE), a project jointly funded by the AHRC and the DFG from 2010–2013.² The objective of the OTE is to help a user digitally and systematically encode the text of a manuscript in Extensible Markup Language (XML) according to the fifth version of the Guidelines of the Text Encoding Initiative (TEI P5). The initial version, developed to transcribe Greek New Testament manuscripts³, was adapted by the team of the Multimedia Yasna Project (MUYA) to the specificities of Avestan manuscripts. The Guidelines presented here were developed during the running time of the project (2016–2023) by the project team.

The OTE was first developed as an Online Transcription Editor. However, in order to avoid the necessity of an internet connection for transcribing, an Offline version has been developed by Catherine Smith (University of Birmingham) by wrapping the original OTE code in an electron application⁴. Therefore OTE can now be described as both, Online Transcription Editor and also Offline Transcription Editor.

The OTE provides a web-based WYSIWYM (= what you see is what you mean) work environment with a user-friendly interface which requires no special XML skills from its users. By freeing the transcriber from manually encoding TEI tags directly, it ensures a consistent system of data capture which is also TEI compliant. The transcription of a manuscript is first written down as it would be for a Word Document (cf. figure 1). Then, by selecting a word and using the different options provided by the menu, the complete information linked to each word can be added to it: correction, deficiencies, change of language, etc. In this manner each word receives XML tagging.⁵

1 Smith & Sievers 2020.

2 See <https://itsee-wce.birmingham.ac.uk>.

3 The guidelines for the Greek version can be consulted at https://ntvmr.uni-muenster.de/community/modules/transcript/edit/wce-ote/plugin/docu_en.htm.

4 <https://www.electronjs.org/>.

5 The underlying tagging is partly explained in Redard 2021: 27–39.

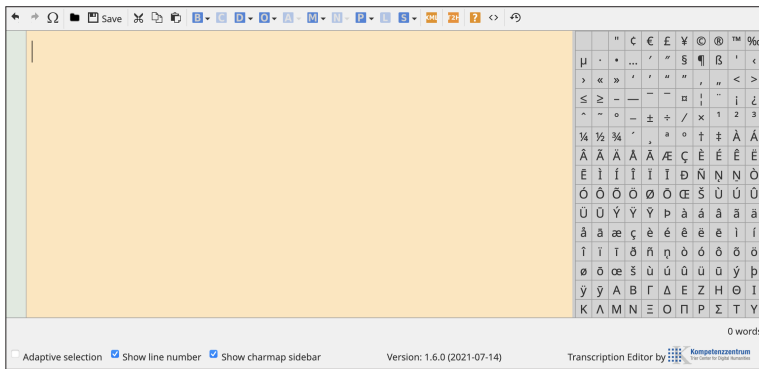


FIGURE 1 OTE – user interface

The OTE software can be downloaded on the MUYA website at <https://muya.soas.ac.uk/tool/ote-collation/>.

The following pages provides a guidelines on how to use the software. Chapter 1 explains how to create a file, chapter 2 how to use the software following the order of the buttons on the menu bar. The convention of transcriptions is provided in appendix 1. Finally, the different indices, namely of words, passages, names and subjects, manuscripts, should help the reader to find the information needed.

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Abbreviations

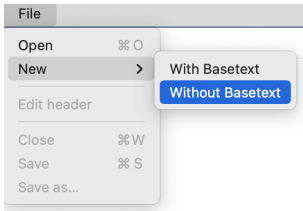
ADA	Avestan Digital Archive
cf.	compare (Lat. <i>confer</i>)
dat.	dative
e.g.	for example (Lat. <i>exempli gratia</i>)
etc.	et cetera
fol.	folio
i.e.	that is (Lat. <i>id est</i>)
l.	line
Lat.	Latin
MP	Middle Persian
ms.	manuscript
mss.	manuscripts
sg.	singular
Y	Yasna

Creation of a file

To create a file, follow the steps explained in the table below.

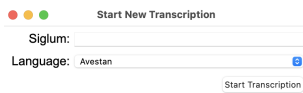
TABLE 1.1 How to create a file

1

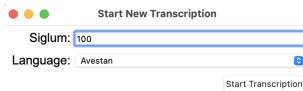


To create a file, click on **File** **New**
Without Basetext.

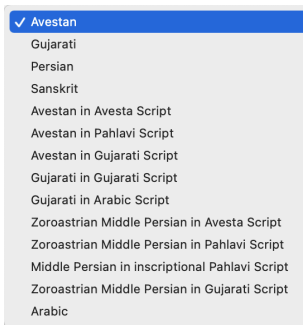
See below for the option 'with basetext'.



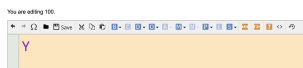
A window appears displaying two types of information: the siglum and the language.



Within the siglum's box, only the manuscript identifier number^a should be written. The number is written without preceding 000, hence 5 (not 0005), 20 (not 0020), etc.



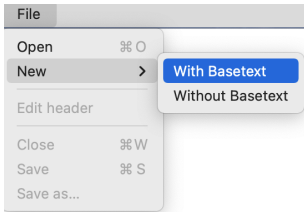
The language by default is Avestan. It is possible to select another language from the drop-down menu.



By clicking on **Start Transcription**, the file is created.

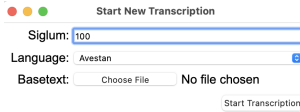
TABLE 1.1 How to create a file (*cont.*)

2

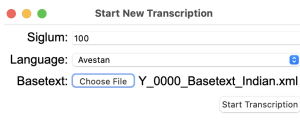


There also is the option to transcribe using a basetext: **File** **>** **New** **>** **With Basetext**.

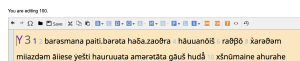
On how to create a basetext, see section 1.



After writing the siglum, the basetext should be selected by clicking on **Choose File**. The xml file should have already been created and is located on the computer where it has been saved.

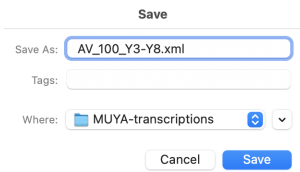


The name of the file selected appears next to **Choose File**. Then, click on **Start Transcription**.



The file is created, and the text from the basetext appears on the screen.

3



Save the file using **File** **>** **Save as**. The file's name is AV_number_Ychapter-Ychapter.xml where number corresponds to the manuscript's identifier number, and chapter to the portion of the Yasna covered by the transcription, for example AV_100_Y3-Y8.xml corresponds to chapters 3 to 8 in manuscript 100. Then click on **Save**.

last saved: 13:39

When the file is saved, the time is automatically updated in the top right corner.

- a The manuscript identifier number corresponds to the system put in place by Alberto Cantera. All the numbers can be found online at <https://cab.geschkult.fu-berlin.de> in the manuscript database. For example, ms. B3 corresponds to number 100.

1 Creation of a basetext

Using a basetext will speed up the transcription's process, hence its utility. Each section should have its own basetext, for example Y 0–2, Y 3–8, etc. The basetext

should include the structure of the text with numbers of chapters, paragraphs and verse lines.

To create a basetext, the steps are the following:

1. Copy the desired section of the text and paste it into a new Word document. This text should also contain the structure, for example here is the beginning of Y 3.1
Y 3 1 2 barəsmāna paiti.bərəta haða.zaōθre 4 hāuanōiš 6 raθβō 8 xʷarəθəm miiazdəm ...
2. Replace the characters η^v and x^v with the ones taken from the character set in the OTE.
3. Strip the Word document from any formatting, in particular line breaks. There are different ways of doing this. One way of doing it is by copying and pasting the text into an online tool, such as <http://texthandler.com/text-tools/remove-line-breaks/>.
4. Copy paste the text in the window on the left, then . The text without the line breaks will appear in the window on the right.

Paste your text in the textarea below:	Your text without line breaks:
Y 3 1 2 barəsmāna paiti.bərəta haða.zaōθre 4 hāuanōiš 6 raθβō 8 xʷarəθəm miiazdəm ...	Y 3 1 2 barəsmāna paiti.bərəta haða.zaōθre 4 hāuanōiš 6 raθβō 8 xʷarəθəm miiazdəm ...

Remove line breaks Settings Save Clear

5. Transferring your basetext into the OTE.

Start New Transcription

Siglum

Language

Open a new file without basetext. For the siglum, add a description of your basetext (Yasna Iranian, Yasna Indian, Videvdad Indian, etc.), then .

6. Copy/paste your stripped text into the OTE - there should be no line breaks

(as indicated by the carriage-return sign) visible.

Y 3 1 2 barəsmāna paiti.bərəta haḍa.zaōθre 4 hāuuanōiš 6
raθβō 8 xʿarəθəm miiāzdəm ...

7. Edit the structure data: chapter, verse and line / verse numbers (on how to do it, see section 11). If needed, correct the characters *xʿ* and *ηʿ* by replacing them with the ones in the Charmap sidebar.

Y 3 1 2 barəsmāna paiti.bərəta haḍa.zaōθre 4 hāuuanōiš 6
raθβō 8 x̣arəθəm miiāzdəm ...

8. Save the document with a name like ‘basetext Yasna Iranian’ or the name appropriate to the basetext you created. The basetext is now ready to be used.

The basetext created can be used to create other basetexts, for example one for Indian manuscripts with *ao* and *y*, one for Iranian manuscripts with *aō* and *y*, and from these, one for each ceremony.

2 The header



The header contains the general information about the transcription like the title, the siglum, the name of the transcriber, etc. To consult it, click on  .


TABLE 1.2 Header


Basic Details


Title:

Siglum: Type:

Creator

Role: Name: 










The title always is ‘A Transcription of the Yasna in manuscriptidentifier_manuscriptname’. In the  box, only the manuscript identifier appears.

The name of the creator should be ‘Firstname Name’.

TABLE 1.2 Header (*cont.*)

Distributor

Name: Corpus Avesticum (CoAv): The Multimedia Yasna (MUYA)	Type: Organisation (org)	 
Name: School of Oriental and African Studies (SOAS)	Type: Organisation (org)	 
Name: University of London (UoL)	Type: Organisation (org)	 



License

Attribution 4.0 International (CC BY 4.0) Available for re-use under a creative commons license provided attribution is made to the original creators

The distributor provides three information: the name of the project (Corpus Avesticum (CoAv): The Multimedia Yasna (MUYA), the name of the institution (School of Oriental and African Studies (SOAS), and its affiliation (University of London (UoL).

The license is: Attribution 4.0 International (CC BY 4.0) Available for re-use under a creative commons license provided attribution is made to the original creators.

If needed, it is possible to apply changes to the information generated automatically when creating a new file. Once the changes have been applied, save by clicking on **Save**, then **Close**, and save again the OTE file to validate the changes saved within the header.




















How to use the software





The menu bar displays the following buttons:



FIGURE 2.1 OTE – buttons from the menu bar

These buttons allow to do the following actions:

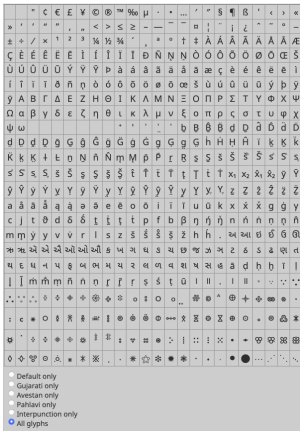
	Undo	
	Redo	
	Special character map	See section 1
	Load local file from disk	
	Save	
	Cut	
	Copy	
	Paste as text	It can be used to paste a portion of text copied from OTE or from another document, like a Word document.
	Break	See section 2
	Correction	See section 3
	Deficiency	See section 4
	Ornamentation	See section 5
	Abbreviation	See section 6
	Marginalia	See section 7
	Note	See section 8
	Punctuation	See section 9
	Language	See section 10
	Structure	See section 11
	Show XML Format	Open a window box with the transcription in an XML format.


-  Get HTML output from TEI text
-  Information about the editor
-  Source code
-  Restore content

Open a window box with the transcription in HTML.
 Open a window box with the information about the software and its different versions.

1 Ω – Character map

Special characters (i.e. those not belonging to the standard Latin alphabet as well as those with diacritic complements) are to be inserted via the Charmap sidebar.




The sidebar appears automatically on the right. By placing the cursor on the left border of the charmap, a  appears allowing to reduce or increase the width of the charmap.



There is an option to filter sets by language, e.g. Gujarati, Avestan, Pahlavi only, or the interpunction signs only.

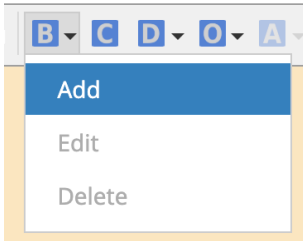


It is possible to remove the charmap sidebar by 'deticking' the case .

2 B – Break

B for 'Break' allows to record folio data to indicate when a new folio starts.

TABLE 2.1 How to add a break page



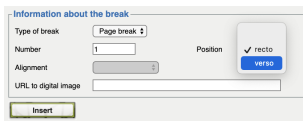
Click on the menu button **B**, select **Add**.



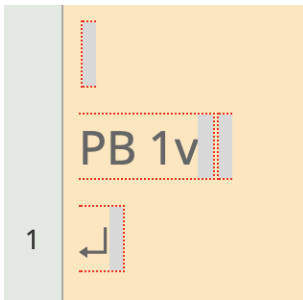
Select **Page break** in **Type of break**.




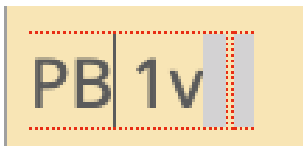
In the **Number** field, type the folio number.



Specify its **Position** by choosing **recto** or **verso** in the drop-down menu. Then click **Insert**.

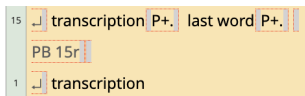


Page Break (PB) information will appear in text editor window. The first line number is automatically generated .



Once the structure is added, if needed, it always is possible to edit it. To do so, place the cursor on **PB number folio**, then click on **B** > **edit**. The window box opens, and apply the correction(s) needed.

The process is similar at the end of a folio.

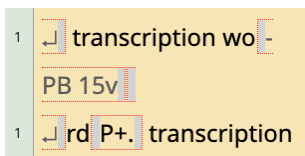


If a stanza is split across pages, a Page Break is to be inserted immediately after the final word on a page.

If a word is split across pages, a Page Break is to be inserted immediately after the final letter on a page.



Write the word in full, place the cursor where it should be split. Insert the Page Break.



A hyphen is automatically added to indicate that the word is split across pages.

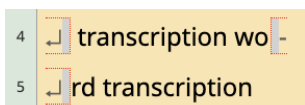
2.1 Line break

The **B** can also be used to add a line break. However, to do so, the best and quickest solution, leading exactly to the same result, is to enter a new line on the keyboard by typing on **↵**.

If a word is split across lines, the process is the same than with a word split across pages.

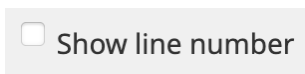


Transcribe the complete word, then place the cursor within the word at the position where the Line Break occurs. Press **enter** to create a Line Break.



A hyphen is automatically added to indicate that the word is split across lines.

It is possible to remove the line number. This function is especially useful with large file as it reduces the time to load the transcription and it facilitates the transcription of large files.



'Detick' the case **Show line number**. The number usually displayed on the left side will disappear.

If the text to be transcribed does not begin on the first line of the folio, insert the appropriate number of line breaks until reaching the line where the text starts.

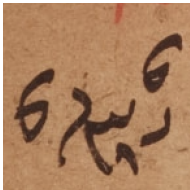
3 C – Correction

The following table explains how to encode a correction. Two things must be stressed before starting:

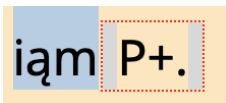
1. The smallest unit is a word, that means corrections remain at the level of the full word and not individual characters. This is important for later processing, collating and producing the edition itself.
2. What is missing is not supplied. The transcriber only transcribed what appears in the manuscript.
3. The dialogue box for a correction includes the following fields: the type of reading, if it is a first hand reading, the corrector name, the place of correction, the method of deletion if any, the corrector text to write the correction.

TABLE 2.2 How to encode a correction

1



This example from ms. 230_L17 (31v) shows a term corrected.

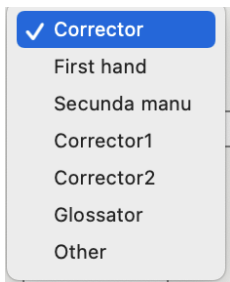


To mark-up a correction in the text, first transcribe the original reading. Highlight the word, then click the menu button .

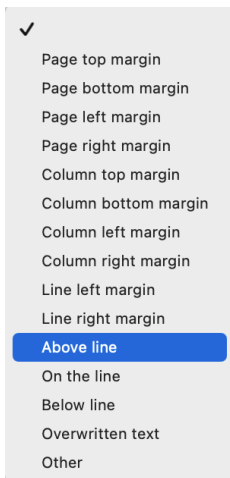


In the dialogue box that opens, the is by default .^a

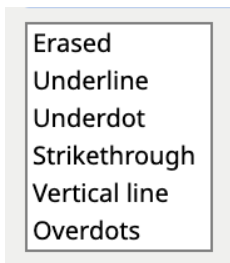
TABLE 2.2 How to encode a correction (*cont.*)



Then, select the corrector name.^b



Select the place of correction. In the example provided here, Above line.



In some instances, the correction can be made by deletion. In such cases, select the accurate method:^c Erased, Underline, Underdot etc. (for some examples, see section 3.1). If there is no deletion, nothing should be selected.



In the Corrector text, type the full word as it appears with the correction.

TABLE 2.2 How to encode a correction (*cont.*)

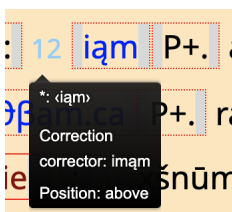
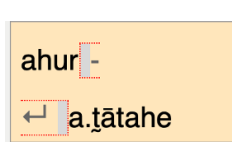
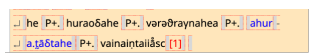
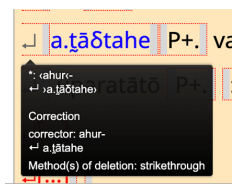
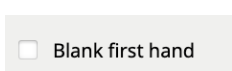
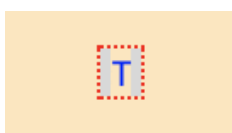

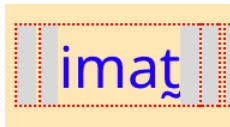
		<p>Then click Insert. The word corrected appears now in blue and hovering it provides the information about the correction.</p>
2		<p>If the corrected word is split over two lines, select the whole word. It might be necessary to play around by highlighting the blank spaces before and after the word as well as the word itself before clicking the button explanation C. Follow the steps previously explained.</p>
		<p>By clicking Insert, the whole word appears in blue. The example here is taken from 400_Pt4 (67v).</p>
		<p>Hovering on the word brings up a dialogue box with information about the correction.</p>
3		<p>If a word has been omitted, and then written above the line, in the margin, etc. Transcribe in the main text editor window the word, highlight it, click on C. Then, select Blank first hand for indicating the omission. Select the other categories (corrector's name, place of correction), and click Insert.</p>
		<p>In the main text editor box, the omitted word does not appear; it is instead marked with a superscript T in blue. Hovering over this brings up a dialog box with information about the omission.</p>
4		<p>In this example from ms. 5_Arundel54 (8v) from Y 2.1, a correction is applied on a rubricated word.</p>

TABLE 2.2 How to encode a correction (*cont.*)



Write the word, select it, rubricate it (on how to do that, see section 5).



Select the word, click on , add the correction and insert. The word will appear in blue because it is a correction and the two red lines before indicate this double tag.

- a The drop-down menu offers two other options to specify whether the alteration is a or an .
- b A correction may be assigned to different hands:
 - Corrector: The correcting hand cannot be identified.
 - First hand: Sometimes it is possible to establish that the copyist himself made a correction during the process of copying. If it unclear that the copyist is responsible, Corrector should be used.
 - Corrector1, Corrector2: There may be various correctors (or groups of correctors) whose hands can be differentiated from each other and put in order (e.g. by means of the colour of the ink or the handwriting). These may be identified using these labels (or other, which makes it possible to create a label for a hand).

Unless you can be certain, use Corrector.
- c If a single corrector has used different methods of deletion for the same words, the (or Apple) key can be used to select more than one option from this menu.

3.1 Examples of deletion

Here are examples of different types of deletion:

- Method of deletion: Erased

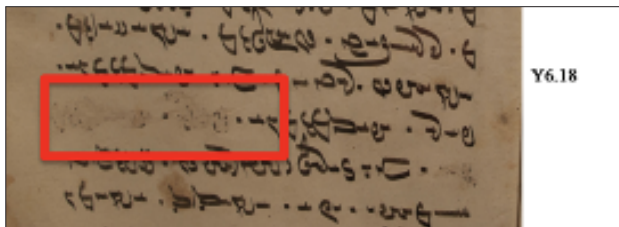


FIGURE 2.2 Deletion in ms. 4090_YL1 (24r) © ADA

- Method of deletion: Strikethrough

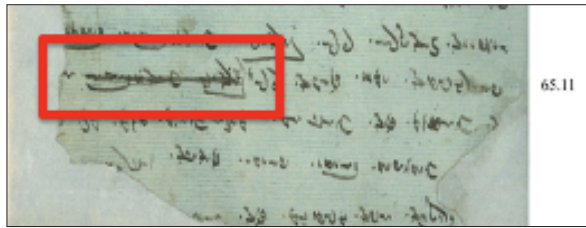


FIGURE 2.3 Deletion in ms. 20_ML15284 (97r) © ADA

– Method of deletion: Overdot

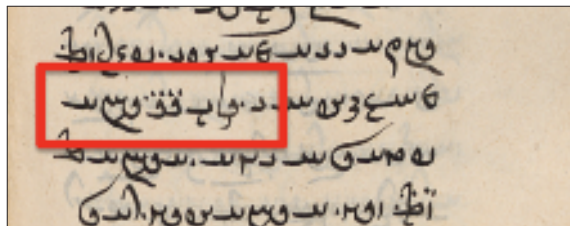


FIGURE 2.4 Deletion in ms. 530_M1 (88v) © ADA

– Method of deletion: Ringed / circled

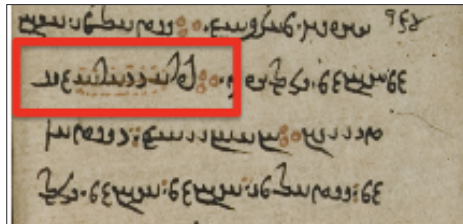


FIGURE 2.5 Deletion in ms. B5 (167v) © ADA

4 D – Deficiency

Deficiency is constituted of the following categories: uncertain letter, gap: untranscribed text, lacuna, paper repaired, abbreviated text, not expected.

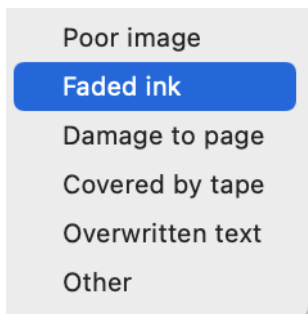
4.1 *Uncertain letter*

This feature is used when the letter cannot be read clearly, and there is some doubt about it. However, if a letter is partially preserved but is still unambiguous, it is not marked as uncertain.

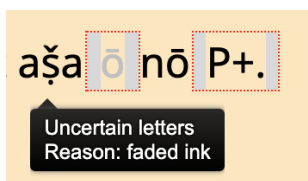
TABLE 2.3 How to record an uncertain letter



Transcribe the uncertain letter, select it,^a then click on **D** » **Uncertain letters** » **Add**. The same prevails for two letters or more.



Select the reason for the uncertain letter in the drop-down menu. Click on **Insert**.



The uncertain letter appears in grey surrounded by a red frame. Hovering on the word provides the information about the deficiency.

a If a deficiency occurs at the end of the line and the word is split, first write the whole word, insert the line break in order to have the dash at the end of the line and only then insert the deficiency.

4.2 *Gap*

Within the deficiency button **D**, it is possible to encode **Gap**. The following categories of gaps are available: Untranscribed text (see section 4.2.1), lacuna – paper is absent (see section 4.2.2), illegible – paper is present, Unspecified, Inferred page, Paper repaired (see section 4.2.3), Abbreviated text (see section 4.2.4) and Not expected (see section 4.2.5).

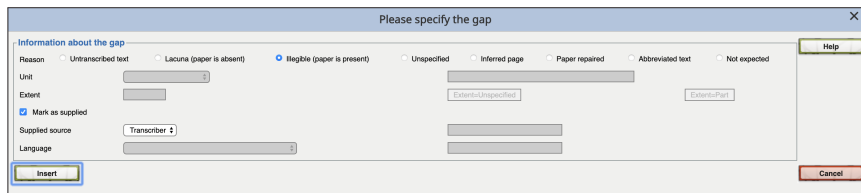


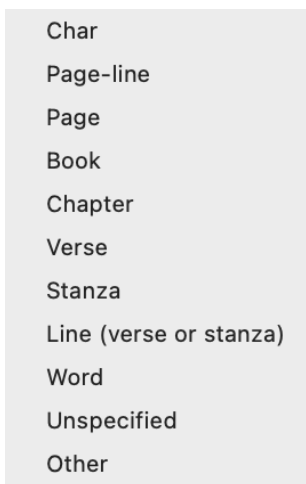
FIGURE 2.6 OTE – window box for a gap under deficiency

4.2.1 Untranscribed text

The Deficiency button (D) is used to record portion of texts untranscribed.

TABLE 2.4 How to record a portion of untranscribed text

1



Specify the **Unit** of the untranscribed text from the drop-down menu.

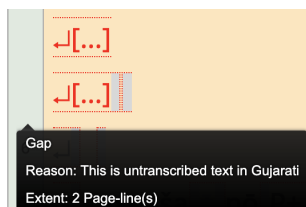
To be noted that page line is a for a line, and line is for the structure of a line number.



Specify the **Extent**. 0 is for the current line, 1 for the current line plus the following line, and so on.

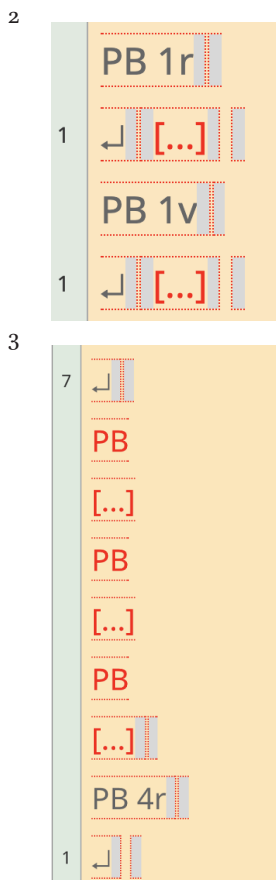


Specify the **Language** of the untranscribed portion via the drop-down menu.



The untranscribed text portion appears in red in square brackets and covers the numbers of line chosen. Hovering it provides the information about the portion.

TABLE 2.4 How to record a portion of untranscribed text (*cont.*)



If a page break occurs within untranscribed text, first insert the lines up to the end of the page, insert the page break, and begin the next page with a new untranscribed text portion. It is not possible to insert a page break inside an untranscribed portion.

For the `Extent`, `Page` can also be selected if the portion covers more than one page. Only integer numbers can be used for that. When inserting, `PB` for 'Page break' will appear in red for the number of pages covered by the untranscribed portion. A new page break with the correct number will directly be inserted allowing the transcriber to continue transcribing. If there are still some lines of untranscribed text on the next page, add them by choosing the correct extent and then transcribe.

4.2.2 Lacuna

Lacuna refers to a text absent because the paper is absent. The text is missing due to damage to the manuscript, as the example below.

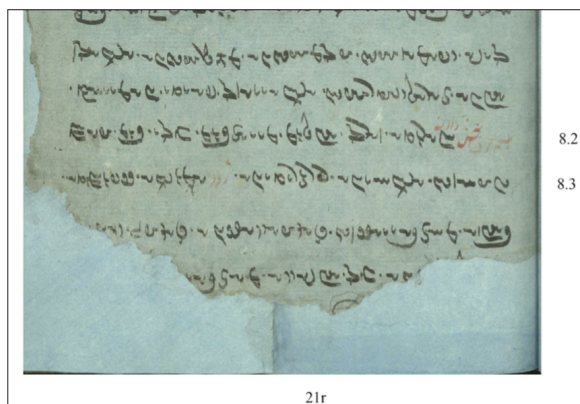


FIGURE 2.7 Example of a lacuna in ms. 20_ML15284 (21r), © ADA

TABLE 2.5 How to record a lacuna



Place the cursor where the lacuna is, then click on **D** > **Gap** > **Add**, Select **Lacuna (paper is absent)**. Select the **Unit**^a and its **Extent**, then click on **Insert**. The lacuna appears in red in square brackets with a number referring to its length.



In the case of an unspecified unit, three dots appear in square brackets.

a **Char** states for 'character'.

4.2.3 Paper repaired

Some manuscripts have been restored, and the restoration covers a portion of text (see figures 2.8, 2.9). The paper is present, thus it could be possible to read

the word in the future in the case of a successful restoration. This is encoded with a gap – paper repaired.

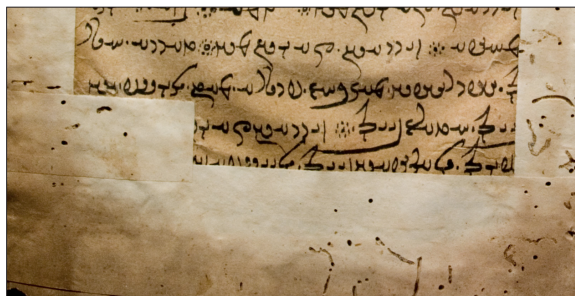


FIGURE 2.8 Example of paper repaired in ms. 100_B3 (16r), © ADA

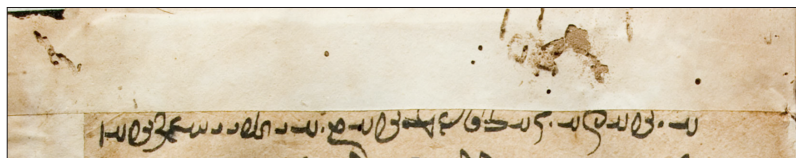
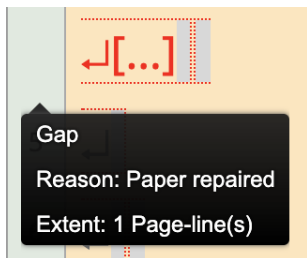


FIGURE 2.9 Example of paper repaired in ms. 100_B3 (22r), © ADA

TABLE 2.6 How to encode paper repaired

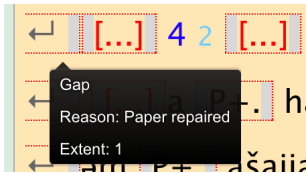
1



For the portion of paper repaired, **D** > **Gap** > **Paper repaired** > **Unit** > **Extent** > **Insert**. In this example, the extent chosen is one page-line.

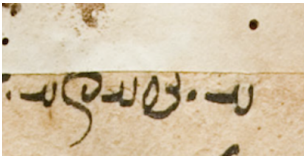
TABLE 2.6 How to encode paper repaired (*cont.*)

2

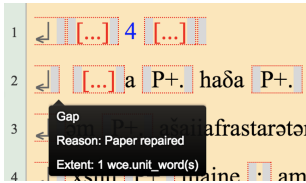


If a new stanza begins in a missing line (because of damage paper), see figure 2.9 for an example, the line should be recorded as a gap due to paper repaired. In such a case, the unit is `[unspecified]`, and the extent `[1]`. After inserting, the gap appears in red as three dots in square brackets. Add the structure (see section 11), and then add again an unspecified gap.

3



If only the end of a word appears due to paper repaired, as here with line 2 beginning with *-a* which is the end of a missing word in line 1, a gap should be added before. To do so, `[D] >> [Gap] >> [Paper repaired]` `[Unit] >> [Extent]`.



Insert and directly after (with no space between the gap and the rest of the word) write *a*. The same process should be used if it is the beginning of a deficient word, and also if this appears in a line, at the end of it, etc.

4.2.3.1 Restoration on paper repaired

If opaque tape has been added to a page rendering the first-hand text illegible and a later hand has written on top of the tape (see figures 2.10, 2.11), the supplied text is recorded and marked up.

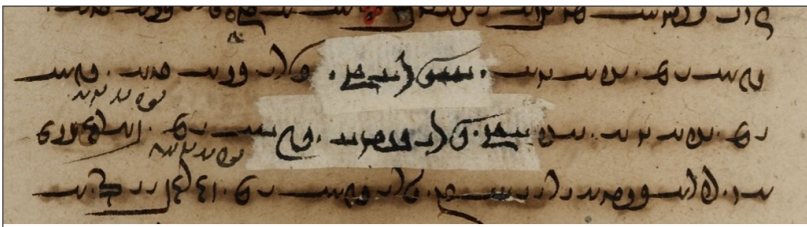


FIGURE 2.10 Example of paper repaired in ms. 4600_L4 (36r), © British Library

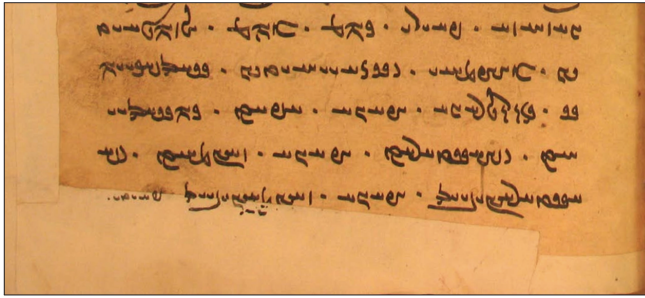
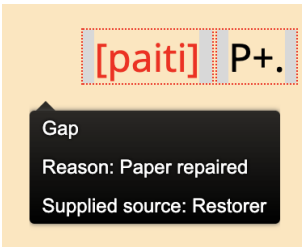
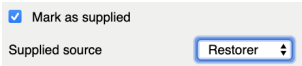


FIGURE 2.11 Example of paper repaired in ms. 4010_Ave977/978 (244r), © ADA

TABLE 2.7 How to encode a restored portion of text

1



Transcribe the visible text. Highlight the letters or words which have been supplied by a later hand on top of the tape. In the case of figure 2.11, the term restored is *paiti*.

Select **D** >> **Gap** >> **Paper repaired**. Then, keep the box **Mark as supplied** ticked, and in supplied source, select **Restorer**.

By clicking **Insert**, the supplied text appears in square brackets and in red.

TABLE 2.7 How to encode a restored portion of text (*cont.*)

2

[āmruīie] [P+.] 3 2 [mazištāiš] [P+.]

If the restored text extends across a structural element (e.g. chapter/verse/verse-line number, etc.), the entire text portion should not be highlighted and the markup should not be applied in a single operation. This will result in the structural element being misplaced once the file is saved. Instead, first highlight the text portion up to (but not including) the structural element and apply the markup. Then repeat this process for the text that occurs after the structural element. Here is an example from ms. 4161_VJ (35r).

4.2.4 Abbreviated text

Abbreviated text means that the scribe only writes parts of a word or a passage. It often is indicated by the means of a ritual direction like MP *tā ō* <‘D ‘L> ‘up to’ (see figure below for an example).

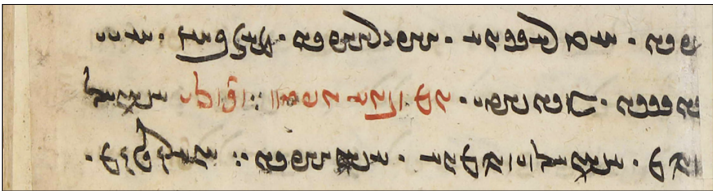


FIGURE 2.12 Abbreviated text in ms. 300_VL1 (43r), © ADA

TABLE 2.8 How to indicated an abbreviated portion of text

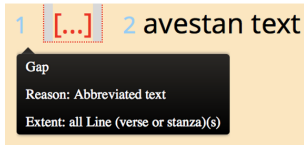
ahurahemazdā [P+.] [Untranscribed text in Persian] 4 15
2 4 16 2 4 6 8 17 2 4 6 18 2 4 6 8 ašahe [P+.] [P+.]

First, add the structure of the abbreviated text (on how to add the structure, see section 11). Here is an example from ms. 20_ML15284 (11r).

TABLE 2.8 How to indicated an abbreviated portion of text (*cont.*)



In each subdivision (at the lowest level), select **D** **>** **Gap** **>** **Add**. In the window, select **Abbreviated text**, then for the **Unit**: 'line (verse or stanza)'; and the **Extent**: write 'all' for the ones that have no text at all and 'rest' for the ones which have some text.



Click on **Insert**. The abbreviated portion of text appears in square brackets by the means of the three dots.

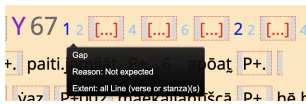


Repeat the process for each structural unit.

The scribes abbreviate shorter formulae by writing the first letter(s) of each word or by only writing the first word, often abbreviated,¹ and omitting the rest of the formula completely. If a word or words following the first word of a multi-word formula are not written at all, these are marked up in the same way as 'Gap – abbreviated text'. Put the cursor on a blank space after the first word of the abbreviated expression, click on **D** **>** **Gap** **>** **Add** **>** **Abbreviated text** **>** **Unit: Word** **>** **Extent** **>** **Insert**.

4.2.5 Not expected

This option has been specifically developed for the MUYA project to indicate a place of variation between the different ceremonies.



A **Gap** **>** **Not expected** is added at the place of the text specific to another ceremony. Here is an example from ms. 4210_B2 (357v).

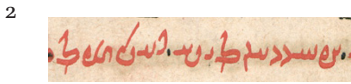
5 O – Ornamentation

Ornamentation includes text written in another colour, text written in superscript or graphical element.

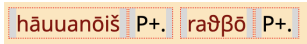
¹ For abbreviations of single words, see section 6.

TABLE 2.9 How to indicate an ornamentation

- 1
- Highlight text ▶
 - Displaced text ▶
 - Subscript
 - Superscript
 - Upside down
 - Graphical element ▶
 - Other
- Clicking on allows the following options.



ms. 672_K6 (30v) © ADA.

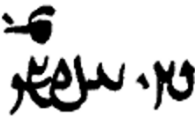


To record a portion of text written in another colour, select the text then , then the colour, for example for red.

As a result, the portion selected appears in red.

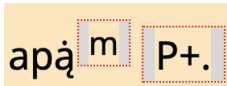
- 3

Select the portion of text written in superscript, click on .

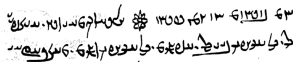


ms. 410_Mf4 (33r)

This option is useful in ms. 410_Mf4 showing a specific feature with part of words written above the line at the end of a line.^a

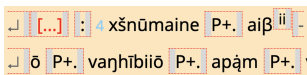


The letter will thus be written in superscript.



ms. 410_Mf4 (32v)

Same applies if the word is split over two lines.



It is better to split first the word, then select the letters to be written superscript.

4

Information about the graphical element

Brief description

Free description of the graphical element

Number of lines covered

The option allows to record an illumination or geometric designs. Where it appears, select . The brief description box allows to add a free description. Then indicate the number of lines covered.^b

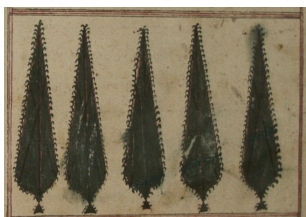
TABLE 2.9 How to indicate an ornamentation (*cont.*)

Graphical element

By inserting it, Graphical element appears on the screen. Hovering it shows the information about it in a black window box.



Example of a geometric design in ms. 100_B3 (31v)
© ADA.

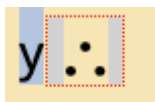


Example of an illumination in ms. 15_MZK4 (30v)
© ADA.

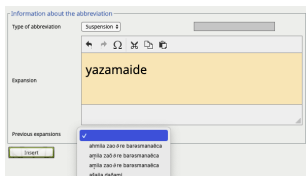
- a As this is a recurrent pattern, it should not be treated as a correction as it is not really a correction. The scribe simply had run out of space on the line itself, and the letters written above the line form part of the word.
- b o for one line (the current one), 1 for two lines (the current line more the following), etc.

6 A – Abbreviation

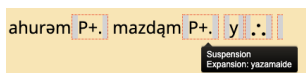
‘Suspension’-type abbreviations are to be marked up. These include: *y* for *yazamaide* ‘we worship’ or for *yasnāi*, dat. sg. of *yasna-* ‘worship, sacrifice’, *ni* for *ñiuuaēdaiemi* ‘I announce’, etc.



Transcribe the abbreviated term as it appears in the ms.; highlight the abbreviation and, via the A tab, select Add.



In the window box, the type is Suspension (selected by default). Then you can type the expansion of the abbreviation. A drop-down menu keeps a trace of the expansions already used and allows to choose directly from there the correct expansion. Click on Insert.



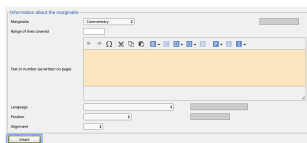
The abbreviation is marked up and hovering it provides the information about it.

7 M – Marginalia

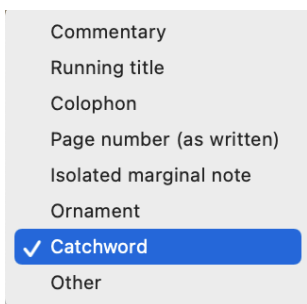
To record information written in the margin, click on **M**.

TABLE 2.10 How to add a marginalia

1



Clicking on **M** > **Add** opens this window box.



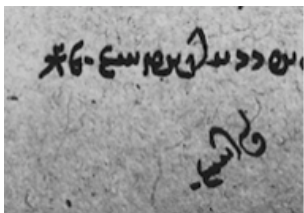
Select the type of marginalia in the drop-down menu. On the different types of marginalia, see below section 7.1.



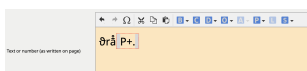
If the marginalia expands on more than one line, provide the number.



Select the language^a, the position and the alignment from the drop-down menus. Click **Insert**.

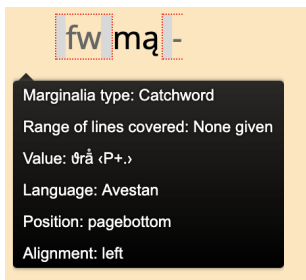


When a marginalia occurs when a word is split between two pages / lines, the marginalia should be added before the word. Here is an example of a catchword from ms. 400_Pt4 (23v).



Write the text of the marginalia in the box. Then select the language (Avestan), position (pagebottom) and alignment (left). Click **Insert**.

TABLE 2.10 How to add a marginalia (*cont.*)



`fw` appears on the screen. Hovering it opens a black box with the indication of the marginalia.

- a If there is a change of language in the marginalia, it must be indicated using the `L` in the marginalia box to indicate it. See section 10.

7.1 Examples of marginalia

Here are examples of different types of marginalia:

- Page number. To be noted that the number does not always correspond with the folio number for the indexation.

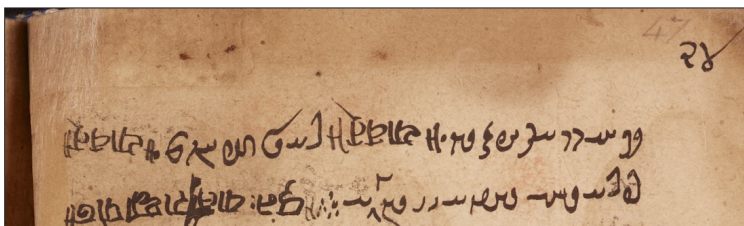


FIGURE 2.13 Page number in ms. 230_L17 (24v) © British Library

- Catchword. It is quite common to have the following letters of a recto folio written at the bottom left of a verso folio.

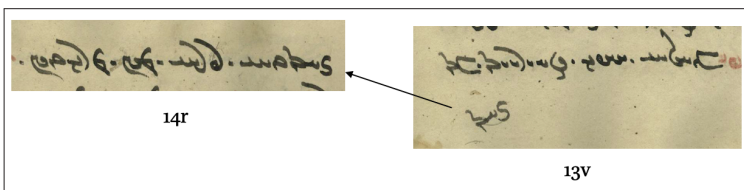


FIGURE 2.14 Catchword in ms. 4000_TU1 (13v-14r) © ADA

– Running title.

The extension (range of line covered) must be indicated, namely from which line to which line the title is running. The orientation is indicated by the sequence of number: 3 to 7 or 7 to 2.

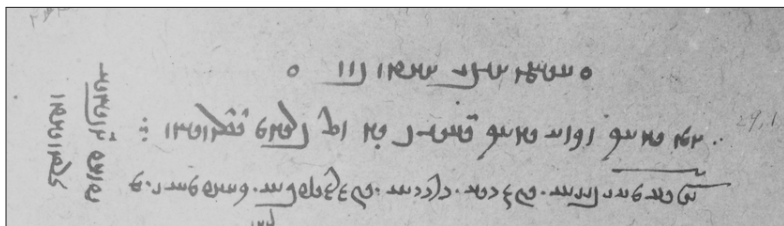


FIGURE 2.15 Running title in ms. 400_Pt4 (133r) © ADA

– Comment

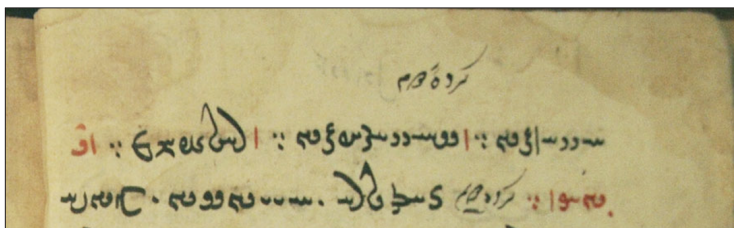


FIGURE 2.16 New Persian comment in ms. 2101_VrDZ1 (9v) © ADA

8 N – Note

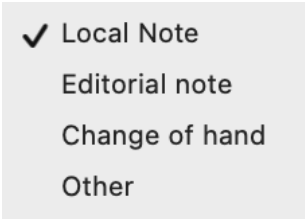
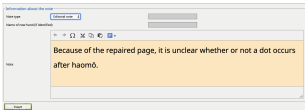
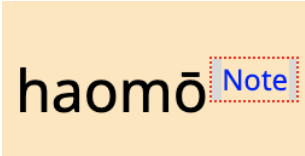
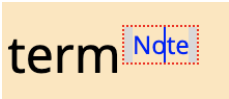
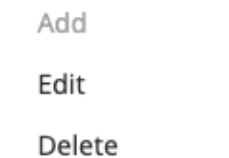
TABLE 2.11 How to add a note

1

haomō|

To add a note, place the cursor where the note should be added: before or after a term (it cannot be within a term), then click on .

TABLE 2.11 How to add a note (*cont.*)


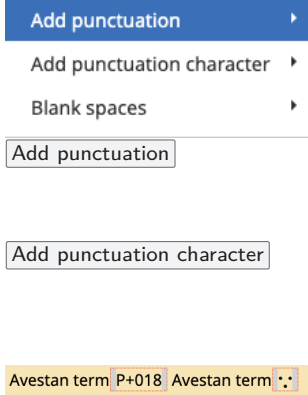
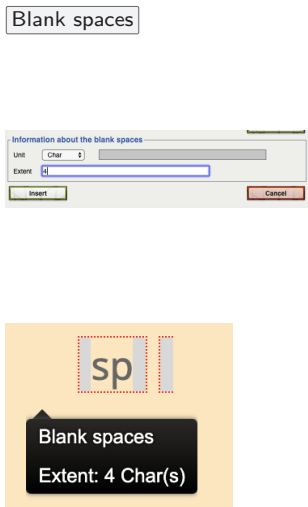
2		<p>A window box opens. Select the Note type: Local Note is for transcriber to keep trace of a specificity or to raise queries; Editorial note will be visible in the published on-line transcription.</p>
3		<p>Once the type is selected, type the note,^a then Insert.</p>
4		<p>The note appears superscript where the cursor was. Hovering it displays the information.</p>
5		<p>For an editorial note, the text will be visible online (https://muya.soas.ac.uk/tool/transcriptions-editions/).</p> <p>To edit an existing note, select it by placing the cursor on it.</p>
		<p>Click on N > Edit. The window will re-open and you can edit your note. To delete it, just select Delete.</p>

a Example taken from ms. 100_B3, 34r from Khanizadeh's transcription.

9 P – Punctuation

The **P** allows to add punctuation signs. The manuscripts display a huge variety of signs, and it is possible to reproduce them faithfully while transcribing.

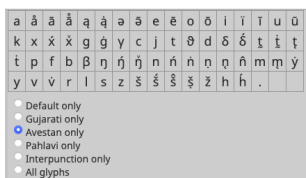
TABLE 2.12 How to add a punctuation sign

1		<p>The common full-stop type dot can be inserted directly via the keyboard <input type="text" value="."/> and is automatically marked up as a Punctuation sign (P+).</p>
2		<p>Other interpunction signs are available via the <input type="text" value="P."/>.</p> <p>It opens another drop-down menu with <input type="text" value="Dots"/>, <input type="text" value="Circles"/>, <input type="text" value="Lines"/>, <input type="text" value="Other"/> allowing to search for an interpunction sign according to its shape. It opens another drop-down menu with <input type="text" value="General"/>, <input type="text" value="Avestan"/>, <input type="text" value="Pahlavi"/> allowing to search for current interpunction signs.</p> <p>Each interpunction sign obtains a specific tagging, either with a number assigned to it or the display of its shape.</p>
3		<p>The third option opens another drop-down menu with <input type="text" value="Add"/>, <input type="text" value="Edit"/>, <input type="text" value="Delete"/> allowing to record a portion of a line or a page left blank.</p> <p>When selecting <input type="text" value="Add"/> (a blank space), a window opens where the unit (char for character, page-line and other) should be chosen, and then the extent should be written in the corresponding box. Click on <input type="text" value="Insert"/>.</p> <p><input type="text" value="sp"/> will appear on the screen, and by hovering it, information about the space is provided.</p>

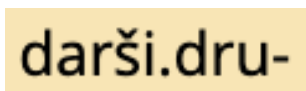
9.1 The compositional dot

The compositional dot refers to the dot within a compound like in *darši.dru-* 'of bold club'. In that case, the dot is not transcribed as a interpunction sign but as

an internal dot within one word. Doing this avoids problems at the collation stage.



To add a compositional dot, select **Avestan only** in the Charmap, and then choose the . (last character of the selection).



The dot . will appear without any punctuation element surrounding it and without P+.

10 L – Language

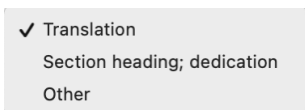
Language changes associated with a section heading, dedication, or translation are marked up via the **L** menu. Changes in script (e.g. Avestan in Pahlavi script) are marked up in the same way. For language changes associated with ritual directions, see section 11.2.

TABLE 2.13 How to record a change of language

1 **slwš dlwn' bwn styğl h't'** First, type the text to be marked up in the main text editor, then highlight it. Here is the example of a section heading appearing in ms. 400_Pt4 (23r) before Y 3.1.



Click on **L** to bring up the language window.

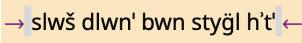


Select the reason^a for language change, here **Section heading; dedication**, from the drop-down menu.

TABLE 2.13 How to record a change of language (*cont.*)

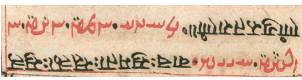


Select the appropriate language and script from the drop-down menu. Confirm your selections with the **Insert** button.



The formerly highlighted text will now appear in the text editor with arrows on either side. The arrows have different colours depending on the selected language.

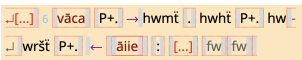
2



L is also used to mark up a word not written in the main language, here three Middle Persian terms within an Avestan stanza in ms. 672_K6 (32v) © ADA.



First, transcribe the text as it is written, then highlight selection. Click on **L**. From the **Reason for language change**, select **Other**. Confirm selection by clicking on **Insert**.



The formerly highlighted text now appears between arrows.^b

- a 'translation' should generally only be used within a stanza or a verse although if there is a good argument for a ritual direction needing to be at the start of a chapter then that can be relaxed. 'section heading; dedication' can be used anywhere in the structure but not within a structural element which is tagged using <ab>, that means not after a verseline / line number.
- b The mark up of the colour should be done afterwards by selecting the text, then **O** **Highlight text** **Rubrication**.

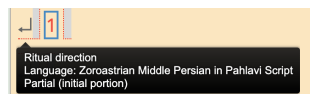
10.1 *Change of language within a ritual direction*

If a change of language appears within a ritual direction, it must be marked up. For example, if the text reads: *az xʷarəθəm dō bār guftan* ‘from *az xʷarəθəm* recite twice’, it is to be handled as describes below.

TABLE 2.14 How to mark up the change of language within a ritual direction

- Partial (initial portion)
- Partial (medial portion)
- Partial (final portion)

Add the ritual direction number. Right-click on it and, from the menu which appears, apply both the appropriate partial attribute, and the appropriate language. In this example: ‘partial (initial portion)’ in ‘Middle Persian’.



Then **Apply**. Type the text of the ritual direction, and repeat the operation, inserting again the same ritual direction number, right-clicking on it and selecting the appropriate portion and language attribute.



The result for the present example is the one displayed in the left column. By hovering the mouse over the structural element, you can view the attribute information.

11 S – Structure

Clicking on **S** allows three choices: **Add structure**, **Edit structure** and **Remove structure**. A structure can only be edited or removed if it already exists.

When adding a structure, the following window opens:

FIGURE 2.17 OTE – structure window box

11.1 *The general structural elements*

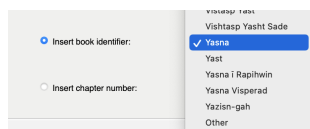
The structure of the main text contains four levels:

1. The book identifier corresponds to the text transcribed: Yasna, Visperad, Vidēvdād, etc.;
2. The chapter number;
3. The stanza number for a non-metric text, and the verse number for a metric text;
4. The line number for a non-metric text, and the verseline number for a metric text. This subdivision is proper to the MUYA project, and has been introduced for collation purposes. Only even numbers: 2, 4, 6, etc. are used in order to have free numbers available (1, 3, etc.) if needed during the transcription process for newer portion of text.

These fields cannot be filled at the same time. Each structural element should be added one after the other by clicking on S.

TABLE 2.15 How to add the structure

1



Check the field Insert book identifier and select the text that will be transcribed^a. Then, click on Apply. By doing so, the abbreviation of the text appears in violet.

TABLE 2.15 How to add the structure (*cont.*)

2	<input type="radio"/> Insert chapter number: <input style="width: 60px;" type="text" value="3"/>	<p>Check the field Insert chapter number and write the number in the corresponding box. Then, click on Apply. By doing so, the number appears in grey.</p>
3	<p>Then, choose between</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <input checked="" type="radio"/> Non-metric <input type="radio"/> Insert stanza number: <input style="width: 60px;" type="text" value="1"/> </div>	<p>non-metric or metric text.</p> <p>For a non-metric text, check the field Insert stanza number and write the number in the corresponding box. Then, click on Apply. By doing so, the number appears in blue. The same prevails for a metric text by checking the field Insert verse number, and in that case, the number appears in green.</p>
4	<input type="radio"/> Insert line number: <input style="width: 60px;" type="text" value="2"/>	<p>Check the field Insert line number and write the number in the corresponding box. Then, click on Apply. By doing so, the number appears in turquoise. The same prevails for a metric text by checking the field Insert verseline number, and in that case, the number appears in dark turquoise.</p>
5	<p>Y 3 1 transcription of non-metric text</p>	<p>Here is the result for a non-metric text.</p>
6	<p>Y 28 1 2 transcription of metric text</p>	<p>Here is the result for a metric text.</p>
	<p>Y 3 1 transcription transcription transcription transcription transcription 2 transcription etc</p>	<p>If the whole transcription contains the Yasna text, there is no need to repeat the structural element of the text. The same prevails for the smaller structural elements: the chapter number is only inserted once, as well as the stanza number.</p>
	<p>VS 3 1 transcription transcription [...] transcription Y 3 2 transcription [...] transcription VS 3 2 transcription transcription [...] transcription Y 3 12 transcription [...]</p>	<p>The structural elements should be repeated only if there is a change of text as it happens in certain ceremonies.</p>

- a The following texts are available: Afrinagan, Afrin i Buzorgan, Afrin i Dahman, Afrin i Gahambar, Asirvad, Avestan alphabet, Colophon, Drōn Yašt, Du'a Paymani, Frahang i Oim, Fragment Westergard, Gah, Herbedestan, Hosbam, Hadoxt Nask, Nerangestan, Nirang Asoan, Nirang, Nirang Sangriza Yastan, Nerang i kustig bastan, Nam Stayisn, Niayisn, Paragna, Patet Irani, Patet Pasemanih, Patet Xwad, Pazand texts, Payman i Pahlawi, Payamn i Sanskrit, Siroza, Sros Baj, Videvdad, Vaeḡa Nask, Visperad Sade, Videvdad Sade, Vistasp Yast, Vishtasp Yasht Sade, Yasna, Yast, Yasna ī Rapihwin, Yasna Visperad, Yazisn-gah, Other.

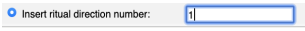
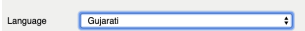

Omission

When the scribe omits a portion of text without correcting it, the term is not transcribed. If it is a whole unit omitted, only the structural unit appears in the transmission and it is left empty. In the case of an omission corrected, see section 3.

11.2 *The structure for ritual directions*

Ritual directions are numbered in sequential order (1, 2, 3, 4, ...). The ritual directions have unique identifiers in so far as the numbering is based on the relation to the stanzas in which they occur (they are numbered inside the Stanza subdivision). In the edition, ritual directions will not be collated in the way the Avestan text is collated. Instead, the text of the ritual directions will be extracted from our transcriptions and then compiled in an Excel file for comparison.

TABLE 2.16 How to add the structure of a ritual direction

	<p>Check the field <code>Insert ritual direction number</code> and write the number in the corresponding box.</p>
	<p>Then, select the language of the ritual direction in the drop-down menu^a. Then, click on <code>Apply</code>.</p>
	<p>By doing so, the number appears in red, and when hovering it with the cursor, information about the structural element appears in a black window box.</p>

- a It contains the following options: Avestan, Gujarati, Persian, New Persian in Avestan Script, New Persian in Pahlavi Script, Sanskrit, Sanskrit in Jaina Nagari Script, Sanskrit in Devanagari Script, Avestan in Avestan Script, Avestan in Pahlavi Script, Avestan in New Persian Script, Avestan in Gujarati Script, Zoroastrian Middle Persian in Avestan Script, Zoroastrian Middle Persian in Pahlavi Script, Zoroastrian Middle Persian in Gujarati Script, Middle Persian in inscriptional Pahlavi Script, Zoroastrian Middle Persian in New Persian Script, Gujarati in Arabic Script, Gujarati in Gujarati Script, Gujarati in Jaina Nagari Script, Gujarati in Devanagari Script, Gujarati in Avestan Script, Arabic, Other.

11.3 *The structure of the Pahlavi and Sanskrit translations*

The structure of the Pahlavi and the Sanskrit translations² is different from the one used for the Avestan text. The reason lies in the fact that these texts are composed by two layers, one being the translation of the Avestan text, and

² On the Sanskrit translation, see Palladino 2021.

additional commentaries. These two layers are reproduced in the structural elements.

The numbering corresponds to the one used for the Avestan text.

TABLE 2.17 How to add the structure of a translation of the Avestan text

Check the field **Insert line number** and write the number in the corresponding box. Then, tick the box **Insert translation** and choose the language in the drop-down menu. Once this three information has been introduced, click on .

The same prevails if it is a commentary, but in that case tick the box **Insert commentary**. Click on .

27 Sanskrit translation Comm Sanskrit commentary

By doing so, the number appears in blue with the label 'Tr' after the number for a portion of translation, and with the label 'Comm' for a portion of commentary.

The same should be done with the Pahlavi translation. The only difference being the language chosen in the drop-down menu.

11.4 The repetition of the same structural element

In some occasions, the same structural element should be used for a portion of text written more than once, and these portions should be collated together. To do so, the same unit number is given to two (or more) portions of text. By doing so, the collation editor appends -1, -2, etc. to the manuscript siglum for each alternative.

One example of this use appears in ms. 677_S1, fol. 28v-29r, where a portion of text has been written twice. Thus, both portions will have the same unit numbers, as they need to be collated together.

```
2 ašaila1 P+ d[2]āmi P+
haomam.ca P+ para.haomam.ca P+007 [...]
```

Beginning of Y 7.2 which has been then deleted by the scribe.

```
2 ašailad-
ašāmi P+ haomamca P+ para.haomamca P+007 [...]
```

Beginning of Y 7.2 written a second time.

Furthermore, it can also be used when the mss. record cases in which the same Avestan text is written more than once and the ritual instructions differ for each of the Avestan units. For example, the ms. 100_B3, fol. 1110–16, Y 0.0.6 describes four scenarios for how often the Ahuna Vairia prayer is to be recited in different ritual scenarios. Since the Avestan text of Y 0.0.6 occurs 4 times as 4 different alternatives, each of these 4 alternatives should be treated as a new instance of the one line it represents. In the mark-up, the Avestan text appears 4 times with the same line number.

FIGURE 2.18 OTE – Y 0.0.6 in 100_B3, transcription made by Almut Hintze.

11.4.1 The partial portion

The partial option explained in the table below is used in different situations.

1

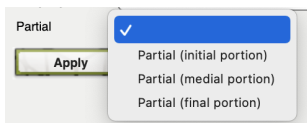
For example, it is needed when a ritual direction appears within a unit, and so the unit must be inserted again immediately following the ritual direction.

2

It is also used within a ritual direction containing a change of language. On this specificity, see section 10.1.

TABLE 2.18 How to define a partial portion

1



Partial (initial portion)

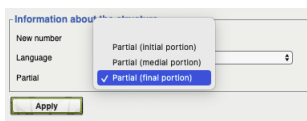
Partial (final portion)

Partial (medial portion)

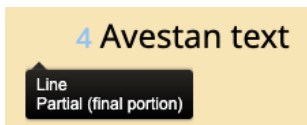
2

- Partial (initial portion)
- Partial (medial portion)
- Partial (final portion)
- Remove partial information

3



4



For lowest structural element (line or verseline), it is possible to add another argument about the portion of text: if it is initial, medial or final. It can be done when adding the structural element by selecting 'Partial (initial, medial or final portion)' in the drop-down menu next to **Partial**.

Initial portion should be chosen for the first structural element.

Final portion for the final structural element.

Any additional, intervening structural elements are marked with the 'Partial (medial portion)' attribute.

If the structural element has already been added, the partial portion can be added with a right-click on the number which opens this drop-down menu. Select the portion needed.

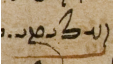

Partial attributes on structure elements can alternatively be added by selecting the element and clicking on the **S** menu button, selecting **Edit structure**.

Once added in the OTE the part value can be seen by hovering the mouse over the line number.

Convention of transcriptions

1 Avestan

As a general rule, Avestan is usually transcribed according to the system of Hoffmann and Narten. Here are listed some particulars.

- a. The letter \acute{a} : corresponding to $\epsilon\omega$ should be transcribed as \acute{a} (not \grave{a}).
- b. The letter q : The two nasal- a characters are distinguished in transcription, namely q for κ and \acute{q} for ϵ .
- c. The letter b : In some manuscripts, 𐬀 is written in two colours, black and red, as for example  in ms. 100_B3, 21v, l. 10. To reproduce this feature, the b should be rubricated ('Ornamentation > Highlight text > Rubrication', cf. chapter 2, section 5). If the main text is written in red, as for example  in ms. 672_K6, 30v, l. 8, the b is written normally, and the rest of the word is rubricated using the same method.
- d. The letter η : η is used to transcribe the letter ζ representing hm in certain manuscripts.
- e. The letter η^v : As it only is one letter in the Avestan script 𐬀 , it is reproduced with only one letter displaying the superscript v - directly above the character η . It should be written using the the Charmap sidebar (cf. chapter 2).
- f. The letter t : The two implosive- t characters are distinguished in transcription, namely 𐬀 for ϵ and 𐬀 for ϵ (here from ms. 2007_VL1, 223r, l. 5).
- g. The letter y : The so-called Iranian and Indian initial- y characters are distinguished in transcription, namely y for 𐬀 and y for 𐬀 . To be noted that we do not adhere to Hoffmann's convention in this point but mark the Indian form of y - with the diacritic dot.
- h. The letter x^v : As it only is one letter in the Avestan script 𐬀 , it is reproduced with only one letter displaying the superscript v - directly above the character x . It should be written using the Charmap sidebar (cf. chapter 2).

2 Pahlavi

Heterograms are transliterated in agreement with common practice both in Semitic Studies and in the study of other Middle Iranian languages such as Sogdian. Accordingly, in heterograms aleph is transliterated ' , ayin ʿ , hē H, and ʔeth ʔ. To be noted that it is not the convention adopted by MacKenzie.

For the aleph, the proper aleph from the character set should be used, not the inverted comma or the apostroph sign. The same prevails for ayin ʿ , so that means one of the keyboard characters cannot be used for them.

The word final stroke also needs to be written using the special character ' , not the inverted comma ʿ .

Bibliography

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