Guide to Indexing Graduals in Cantus

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Indexing Individual Chants
See http://cantus.uwaterloo.ca/tutorial for guidelines on adding a source and chants.

Graduals and Liturgies
The following abbreviations designate the liturgy to which a chant belongs.

<table>
<thead>
<tr>
<th>Cantus Abbreviation</th>
<th>Liturgical Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI, MI1, MI2, MI3</td>
<td>Mass, including options for multiple masses (eg. Nativitas I, II, III)</td>
</tr>
<tr>
<td>X</td>
<td>Other (Procession, Adoration of the Cross, Liturgical Drama, etc)</td>
</tr>
<tr>
<td>M, L, V etc</td>
<td>Office (if an Office or Office chant is included in a Gradual)</td>
</tr>
</tbody>
</table>

Chants Genres
The following list itemizes the various abbreviations used for each genre. Prefaces and Lessons should be indexed if notated. Chants specific to Holy Week, including the Improperia, Trisagion, and Exultet are indexed as Holy Week Varia.

Most Common

<table>
<thead>
<tr>
<th>Most Common</th>
<th>Mass Proper</th>
<th>Mass Ordinary</th>
<th>Other</th>
<th>Only if notated</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>Introit</td>
<td>Ky</td>
<td>Li</td>
<td>Litany</td>
</tr>
<tr>
<td>InV</td>
<td>Introit Verse</td>
<td>Gl</td>
<td>Va</td>
<td>Varia</td>
</tr>
<tr>
<td>InR</td>
<td>Introit Verse ad</td>
<td></td>
<td>VaHW</td>
<td>Varia (Holy</td>
</tr>
<tr>
<td></td>
<td>repetendum</td>
<td></td>
<td></td>
<td>Week)</td>
</tr>
<tr>
<td>Gr</td>
<td>Gradual</td>
<td>Sa</td>
<td>A</td>
<td>Antiphon</td>
</tr>
<tr>
<td>GrV</td>
<td>Gradual Verse</td>
<td>Ag</td>
<td>H</td>
<td>Hymn</td>
</tr>
<tr>
<td>Al</td>
<td>Alleluia (Alleluia</td>
<td>Ite</td>
<td>Sq</td>
<td>Sequence</td>
</tr>
<tr>
<td></td>
<td>verse is included</td>
<td>het</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>with the Alleluia)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tc</td>
<td>Tract</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TcV</td>
<td>Tract Verse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Of</td>
<td>Offertory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OfV</td>
<td>Offertory Verse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cm</td>
<td>Communion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CmV</td>
<td>Communion Verse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CmR</td>
<td>Communion Verse ad</td>
<td></td>
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<tr>
<td></td>
<td>rep.</td>
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Less common

<table>
<thead>
<tr>
<th>Less common</th>
<th>Only if notated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Gospel/Epistle</td>
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<tr>
<td></td>
<td>Lesson</td>
</tr>
<tr>
<td></td>
<td>Varia (Holy Week)</td>
</tr>
<tr>
<td></td>
<td>Preface</td>
</tr>
</tbody>
</table>

Processions
Processional chants are not considered genres in Cantus, but rather are treated as having a processional performance practice.

• Use P in the position field when a chant is labelled in the manuscript as processional

Example 1. Procession indicated in the Position Field (Bellelay Gradual, f. 158)
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MASS PROPERS

General Overview

1. Chants with Verses
   • Chants (ex. Introit and Gradual) are each indexed separately from their Verses, using a common Cantus ID number plus suffix
   • The only exception to this rule is the Alleluia, which is indexed with its Verse in a single record

2. Successive Chants
   When multiple chants of the same genre (ex. Gradual) appear in succession:
   • Use 1, 2, 3, etc. in the Position field (see example 2a)

   If the multiple chants are identified as alternate (alia):
   • Leave the Position field blank

3. Single or Multiple Verses
   For a single Verse or multiple Verses:
   • Use 01, 02, 03, etc. in the Position field (see examples 1b and 2b)

   For Alleluia Verses that follow the intitial Alleluia record with Verse combined
   • Use 02, 03, etc. in the Position field for the subsequent Verses

4. Chants and Chant Verses in Incipit form
   • Remove extra text from the Full Text (standardized spelling) field
   • Add an asterisk after the remaining text in the Full Text (standardized spelling) field only

Genre-Specific Guidelines

5a. Introit [I]
   The Introit has its own record, separate from the Introit Verse

5b. Introit Verse [InV]
   The Introit Verse is linked to the Introit by a common Cantus ID number plus a suffix

   Example 2. introit Verse (Bellelay Gradual, f. 20)

   | 1 | MI In | Prope esto domine .. | g02397 |
   | 2 | MI InV 01 | Beati immaculati i... | g02397a |

5c. Introit Verse with Differentia
   If the Introit Verse includes a differentia:
   • Include differentia text in the Full text (MS spelling) field (not standardized text field)

   Example 3. introit Verse with Differentia (Bellelay Gradual, f. 15)

   Full text (MS spelling)
   Et pax de quae exuperat omnem sensum custodiat corda vestra et intelligentias | Gloria seculorum amen
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• Itemize each differentia formula with a two-digit code comprised of the final pitch of the differentia pattern followed by numbers in sequence for each different formula.
  
  Note: Each manuscript will identify the differentia differently
  
  Example 4. Differentia D1 (Bellelay Gradual, *Beati immaculati*, f. 36)

• Distinguish variations (including pitch, ligation, and liquescents) with a letter suffix
  
  Example 5. Differentia D1a (Bellelay Gradual, *Peccavimus cum patribus*, f. 26)

• For fully-notated psalms without a differentia text (euouae, seculorum amen, etc), identify the differentia from the end of the psalm tone.

6a. Gradual [Gr]
The Gradual has its own record, separate from the Gradual Verse

For multiple Graduals in a row (*successive* rather than alternate chants)
• Indicate the order of the Graduals using 1, 2, 3, etc in the Position field
  
  Example 6. Multiple Graduals (Bellelay Gradual, f. 91)

6b. Gradual Verse [GrV]
The Gradual Verse is linked to its Gradual by a common Cantus ID number plus suffix.

For multiple Gradual Verses (*successive*, not alternate chants)
• Indicate the order of the Gradual Verses using 01, 02, 03, etc in the Position field
  
  Example 7. Multiple Gradual Verses (Bellelay Gradual, f. 267)
Guide to Indexing Graduals in Cantus

7. Alleluia [Al]
The Alleluia and Alleluia Verse comprise a single record.
• The Verse text in full immediately follows the word Alleluia

Example 8. Alleluia with Verse (Bellelay Gradual, f. 247)

7b. Alleluia Verses (AlV)
In the case of a second or more Alleluia Verses:
• Indicate the order of the subsequent Verses beginning with 02, 03, etc. in the Position field

Example 9. Multiple Alleluia Verses (Bellelay Gradual, f. 247)

8. Sequences (Sq)
Although Sequences have multiple Verses, the entire Sequence is in a single record.
• In the Full Text (MS spelling) field, use the vertical stroke to separate each half verse (likely identified by a coloured or capital initial)

9a. Tract [Tc]
The Tract has its own record, separate from the Tract Verse

9b. Tract Verse [TcV]
The Tract Verse is linked to the Tract by a common Cantus ID number plus a suffix

For multiple Tract Verses
• Indicate the order of the Tract Verses using 01, 02, 03, etc in the Position field
(same as for the Gradual Verse, described above in #3)

10a. Offertory [Of]
The Offertory has its own record, separate from the Offertory Verse

Because the Offertory has a "repetendum" like the Responsories of Matins:
• Use the vertical stroke to identify the repetendum in the Full Text (MS spelling) field only

Example 10. Offertory (Bellelay Gradual, f. 52)

For multiple Offertories in a row:
• Indicate the order of the Offertories using 1, 2, 3, etc in the Position field
(same as for the Gradual, described above in #2)
10b. Offertory Verse [OfV]
The Offertory Verse is linked to its Offertory by a common Cantus ID number plus suffix.

Because the Offertory Verse has a "repetendum cue" like the Responsories of Matins:
• Separate the cue from the Verse with a vertical stroke in the Full Text (MS spelling) field only

Example 11. Offertory Verse (Bellelay Gradual, f. 53)

For multiple Offertory Verses
• Indicate the order of the Offertory Verses using 01, 02, 03, etc in the Position field (same as for the Gradual Verse, described above in #3)

11. Communion [Cm]
The Communion may or may not have a Verse.
With a Verse:
• Link the Verse to the Communion with a common Cantus ID number plus suffix

LITANY (See also the description for Kyrie and the Agnus dei)

12. For the multiple sections of the Litany:
• use Cantus ID 909040 for the Litany (Li) and 909041 for the Litany during Holy Week
• use related Cantus ID numbers with letter suffixes for Litany Verses (LiV)

Example 12. Litany Verses
MASS ORDINARY

General Guidelines

13. Feast
Mass Ordinary chants should be assigned to the relevant feast in the manuscript.

If no feast is discernible, use "Ad missam."

Example 13. "Ad missam" (Bellelay Gradual, f. 4)

14. Cantus IDs
Each Ordinary chant has a unique ID

<table>
<thead>
<tr>
<th>Choir</th>
<th>ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kyrie</td>
<td>Ky</td>
</tr>
<tr>
<td>Gloria</td>
<td>Gi</td>
</tr>
<tr>
<td>Credo</td>
<td>Cr</td>
</tr>
<tr>
<td>Sanctus</td>
<td>Sa</td>
</tr>
<tr>
<td>Agnus</td>
<td>Ag</td>
</tr>
<tr>
<td>Ite</td>
<td>Ite</td>
</tr>
</tbody>
</table>

Genre-Specific Guidelines

15. (a) Kyrie [Ky] 509501

The given text for Cantus ID 509501 has three iterations each of Kyrie eleison, Christe eleison, Kyrie eleison

• In the Full text (standardized spelling) field:
  — Include the number of iterations as found in the source
  — Retain standardized spellings (Ex: Kyrie eleison)

  Example 14. Kyrie (Bellelay Gradual, f. 195)

• In the Full text (MS spelling) field:
  — Include the number of iterations as found in the source
  — Use manuscript spellings

  Example 15. Kyrie, Manuscript spelling
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(b) **Kyrie Litany [Li]**

- If the *Kyrie* occurs in an unexpected location, or alternating with "Domine miserere," it is likely being used as part of a Litany
  
  — Index most instances of the *Kyrie* litany using the code 909040

16. **Gloria [Gl] 509502**

Although lengthy, the *Gloria* has a single record in Cantus

- The *Gloria in excelsis deo* has a distinct Cantus ID and should not be mistaken for the doxology after a psalm verse (*Gloria patri et filio ...*)

- In the **Full text (MS spelling)** field, remember to use upper case letters as you see them, given that the *Gloria* has many sections, each likely identified in the manuscript with an upper case letter

17. **Credo [Cr] 509503**

Although lengthy, the *Credo* has a single record in Cantus

- In the **Full text (MS spelling)** field, remember to use upper case letters as you see them, given that the *Credo* has many sections, each likely identified in the manuscript with an upper case letter

18. **Sanctus [Sa] 509504**

Although lengthy, the *Sanctus* has a single record in Cantus

- In the **Full text (MS spelling)** field, remember to use upper case letters as you see them, given that the *Sanctus* has various sections (*Sanctus, Hosanna, Benedictus, Hosanna*), each likely identified in the manuscript with an upper case letter.

19. **Agnus dei [Ag] 509505**

Variant versions of the *Agnus dei* are used for Requiem mass and within the litany

- use *Ag* with Cantus ID g01575 for use within the Requiem

  **Example 17. Agnus dei in the Requiem Mass**

- use *LiV* for the *Agnus dei* as Litany Verse

**Example 18. Agnus dei within the Litany**
HOLY WEEK AND HOLY WEEK VARIA [VaHW]

General Guidelines

20. Liturgy
Holy Week includes various unique liturgies that are neither Mass nor Office
• Use X in the Liturgy field for unique Holy Week liturgies including
  — Palm Sunday Procession
  — Veneration of the Cross, etc.

Example 19. Veneration of the Cross (Bellelay Gradual, f. 176)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X A</td>
<td>Ecce lignum crucis..</td>
<td>002522</td>
</tr>
<tr>
<td>X A</td>
<td>Crucem tuam adoram..</td>
<td>001953</td>
</tr>
<tr>
<td>X A</td>
<td>Crux fidelis inter..</td>
<td>001962</td>
</tr>
</tbody>
</table>

21. Genre
Holy Week includes various unique chants that do not fit easily into the Mass or Office genres
• Use VaHW in the Genre field to identify unique Holy Week chants, including
  — Improperia
  — Trisagion
  — Exsultet
  — Lumen Christi

Chant-Specific Guidelines

22. Improperia (Reproaches) and Trisagion (Agios o theos)
There are three primary forms of the Improperia:
— Greater (alternating with the Trisagion text of Agios o Theos, etc)
— Lesser (Ego phrases alternating with Popule meus)
— Aquitanian (beginning Popule meus and alternating with Vae nobis)

To identify the connection between these different text types
• Use VaHW in the Genre field
• Use 1, 2, 3, etc. in the Position field

Example 20. Improperia with Trisagion (Bellelay Gradual, f. 176-78)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X VaHW 1</td>
<td>Popule meus quid f..</td>
<td>008451</td>
</tr>
<tr>
<td>X VaHW 2</td>
<td>Agios o theos agio..</td>
<td>008450</td>
</tr>
<tr>
<td>X VaHW 3</td>
<td>Quia ecdux te per ..</td>
<td>008452</td>
</tr>
<tr>
<td>X VaHW 4</td>
<td>Agios sanctius*</td>
<td>008450</td>
</tr>
<tr>
<td>X VaHW 5</td>
<td>Quid ultra debui f..</td>
<td>008453</td>
</tr>
<tr>
<td>X VaHW 6</td>
<td>Agios sanctius*</td>
<td>008450</td>
</tr>
</tbody>
</table>
2. Exsultet [VaHW] please note that this section is in draft form
The Exsultet comprises multiple parts, with variable text and melodies among sources.

• Use 850202, editing minor textual variants as needed to match the content of your manuscript
• Different letter suffixes may be used for Verses

Example 21. Exsultet (Bellelay Gradual, f. 186)

X VaHW Exsultet jam angel.. 850202
Please consult the Volpiano Protocols and the Volpiano Neume Protocols for detailed guidelines regarding the transcription of melodies into Cantus.

The following items address barlines issues specific to Graduals and Mass chants only.

**Volpiano Barlines**

Volpiano melodies are transcribed using barlines that delineate the form of a genre.
- A thin double barline delineates the end of a chant
- A single barline delineates an incipit or a section within a chant
- In general, ignore given barlines within a manuscript

<table>
<thead>
<tr>
<th>Barlines for Mass Propers</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In</strong> Introit</td>
</tr>
<tr>
<td><strong>InV</strong> Introit Verse</td>
</tr>
<tr>
<td><strong>Gr</strong> Gradual</td>
</tr>
<tr>
<td><strong>GrV</strong> Gradual Verse</td>
</tr>
<tr>
<td><strong>Al</strong> Alleluia and Verse</td>
</tr>
<tr>
<td><strong>Tc</strong> Tract with Verses (TcV)</td>
</tr>
<tr>
<td><strong>H, Sq</strong> Hymn, Sequence with Verses (HV, SqV)</td>
</tr>
<tr>
<td><strong>Of</strong> Offertory</td>
</tr>
<tr>
<td><strong>OfV</strong> Offertory Verse</td>
</tr>
<tr>
<td><strong>Cm</strong> Communion</td>
</tr>
<tr>
<td>* Incipit of any genre</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Barlines for Mass Ordinary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ky</strong> Kyrie</td>
</tr>
<tr>
<td><strong>Gl</strong> Gloria</td>
</tr>
<tr>
<td><strong>Cr</strong> Credo</td>
</tr>
<tr>
<td><strong>Sa</strong> Sanctus</td>
</tr>
<tr>
<td><strong>Ag</strong> Agnus dei</td>
</tr>
<tr>
<td><strong>Ite</strong> Ite missa est</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Va</strong></td>
</tr>
<tr>
<td><strong>Li</strong> Litany with Verses (LiV)</td>
</tr>
</tbody>
</table>

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