

Data-Entry and Identification for Hymns and their verses and Sequences and their verses in Cantus Index and Cantus Database

For chants with multiple sections, there are two methods for data-entry in *Cantus Index* and *Cantus Database*: one method has the complete text in **one record**; the other method separates the verses into **multiple records by verse**.

At minimum, the first method should be used. The “multiple-record” method is additional and optional. Existing records (legacy records) can be (and should be) updated as time permits by Cantus staff for both formatting and full-text entry.

For Sequences “single entry”:

GENRE	Cantus ID number	Text
Sq	###	One Two Three

The complete text appears in one record with vertical bars (|) between sections. Use the format [space] | [space] between verses or sections of the text. *NOTE: It is possible to make individual verse records automatically from these full-text records with this data-entry format.*

Example, for sequences

Cantus ID	Genre	Full text
ah09308	Sq	Augustini magni patris atque suae piae matris laudes et praeconia Decantemus venerantes et optata celebrantes hodie sollemnia Mater casta fide gnara vita clara Christo chara haec beata Monica De profano propagatum nunc jam parit suum natum in fide catholica Felix imber lacrimarum quo effulsit tam praeclarum lumen in ecclesia Multo fletu seminavit germen uber reportavit metens in laetitia Plus accepit quam petivit o quam miro tunc gestivit spiritus tripudio Cernens natum fide ratum sed et Christo jam sacratum toto mentis studio Haec egenis ministravit et in eis Christum pavit mater dicta pauperum Curam gerens infirmorum lavit stravit et eorum tersit sordes vulnerum O matrona gratiosa quam transfigunt amorosa crucifixi stigmata His accensa sic ploravit lacrimisque irrigavit pavimenti schemata Pane caeli saturata stat a terris elevata cubiti distantia Mente rapta exsultavit volitemus exclamavit ad caeli fastigia Eia mater et matrona advocata et patrona sis pro tuis filiis Ut dum carne exuemur nato tuo sociemur paradisi gaudiis

For Sequences “by verse”:

GENRE	Cantus ID number	Text
SqV	###:01	One
SqV	###:02	Two
SqV	###:03	Three
	(and so on)	

The verses or sections of the full text are separated into parts in successive records with identification of the base Cantus ID number followed by a colon (:) and the verse or section number expressed in a two-digit number (i.e., “01,” “02,” etc.). If additional verses beyond what exists in *Cantus Index* occur in a manuscript, those additional texts need to be added to CI and provided numbers in sequence (i.e., “:08,” “:09,” etc.). NOTE: Sequence texts will usually be entered by pairs, i.e., the two text phrases that share the same melody will appear in a “verse” record together.

Example, for sequences

Cantus ID	Genre	Full text
ah09308:01	SqV	Augustini magni patris atque suae piae matris laudes et praeconia Decantemus venerantes et optata celebrantes hodie sollemnia
ah09308:02	SqV	Mater casta fide gnara vita clara Christo chara haec beata Monica De profano propagatum nunc jam parit suum natum in fide catholica
ah09308:03	SqV	Felix imber lacrimarum quo effulsit tam praeclarum lumen in ecclesia Multo fletu seminavit germen uber reportavit metens in laetitia
ah09308:04	SqV	Plus accepit quam petivit o quam miro tunc gestivit spiritus tripudio Cernens natum fide ratum sed et Christo jam sacratum toto mentis studio
Etc.		

Similarly, for Hymns “single entry”:

GENRE	Cantus ID number	Text
H	###	One Two Three

Similarly, for Hymns “by verse”:

GENRE	Cantus ID number	Text
HV	###:01	One
HV	###:02	Two
HV	###:03	Three

Usage within Cantus Database and the other networked manuscript databases

For the manuscript database entries, use the Position field to indicate verse ordering as used in each particular source. For example:

GENRE	Cantus ID number	Text	Position
HV	###:01	One	01
HV	###:03	Three	02
HV	###:02	Two	03

OR:

GENRE	Cantus ID number	Text	Position
H	###	One Three Two	[blank]

For the manuscript databases, use one method or the other. Do not use both the “single record” and the “by verse” methods of data entry within the same inventory for the same chant.

NOTE: This duplicity of data-entry methods results in repetitions in the CI catalogue, but the benefits include flexibility for indexers.

Indexers can enter the items (hymns or sequences) as **one entry**

- as per the procedures of some of the connected databases in the *Cantus Index* network
- as texts sometimes appear on websites

or as a series of verses in **multiple records**

- which makes the entering of melodies more manageable
- and the recognition of usage and ordering of verses in particular manuscripts more obvious.

The benefits of both methods and the data-entry commitments for indexers have been considered in the formation of this procedure for hymns, sequences, and other forms of chant texts that incorporate multiple sections.