

Text Entry and Editing Guidelines for Cantus Ultimus Manuscripts

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Verifying Full Text (standardized spelling)

In the **Full Text (standardized spelling)** field, spelling is normalized to Classical Latin forms. Spellings follow, for the most part, R-J Hesbert in vols 3 and 4 of *Corpus Antiphonarium Officii*. The final authority (with few exceptions) is Lewis and Short, *A Latin Dictionary* (Oxford, 1879).

1. To **check the standardized spelling** while using the editing feature in Cantus:

- Click on the Cantus/CAO # (beside chant name in the menu, right-hand side of the screen). This opens the Cantus Index, which includes the "master" standardized version of the text.

Example 1. Cantus #



2. **Use standardized spellings**, including:

- "j" in all words except "alleluia" (ex: cujus, ejus, hujus, jam, jejunium, juxta, majus)
- "ae" instead of just "e"

Example 2. Cologne 1161, 1r (e becomes ae)



3. **Watch for "long i"**, usually when the "i" is used twice in succession

- Use "i" instead of "j" when the scribe uses a long "i"
- "long i" is often used in medieval manuscripts to differentiate consonantal "i" from vowel "i"

Example 3. Paris 15181, 154v and Salzinnes 43v



4. **Capitalize first words of a chant and proper names** of persons, places, nationalities. Exs:

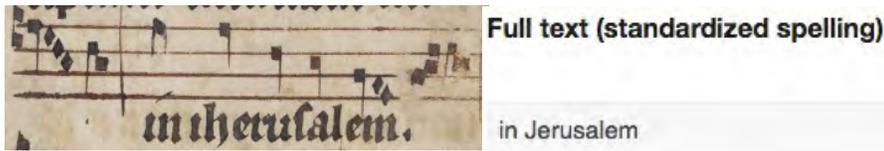
- Lowercase for *dominus* and *deus*
- Uppercase for *Jesu*, *Christe*, and *Nazarenum*

Example 4. Einsiedeln 611, 4v (i becomes j; proper name is capitalized)



5. Ignore any punctuation.

Example 5. Einsiedeln 611, 10v



6. Use an asterisk after incipits. *Never fill in words that are missing in the MS.*

Example 6. Salzinnes, 1r (incipit with abbreviation; asterisk in standardized spelling only)



7. Retain case endings and verb forms of the manuscript.

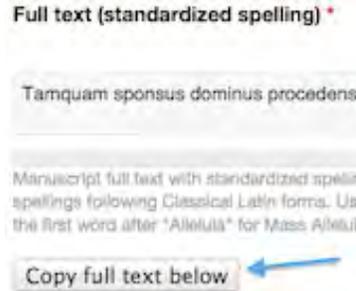
Verifying Full Text (MS spelling)

The MS spelling field allows researchers to search text that may not match the standardized version. The MS spelling is generally medieval Latin. For research purposes, the indexer may choose to represent the manuscript text as closely as possible.

1. If this field hasn't been completed:

a) Copy **Full text (standardized spelling)** by clicking "Copy full text below"; make amendments in the MS spelling field only

Example 1. Cantus database "Copy full text"



2. Check the MS and verify/amend as needed:

a) **Use the spelling, word order, and capitalization of the manuscript**

If present in the manuscript, use:

- "i" (instead of the "j" used in the standardized spelling field)
- "e" (instead of the "ae" used in the standardized spelling field)
- "c" (instead of the "t" used in the standardized spelling field)

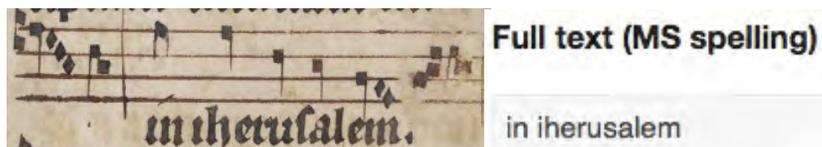
Example 2a. Einsiedeln 611, 4v



(b) Use standard letters for variant letter forms present in the manuscript

- Use regular "s" for tall S, not an f
(check the standardized spellings if you are uncertain of the intended character)
- Use "r" not a squiggle for irregular renderings of "r"
- Use "i" for a long "j" (sometimes looks like a "j") at your discretion
- Use "v" when a "u" is used but "v" is clearly intended

Example 2b. Einsiedeln 611, 10v (note the use of "s" rather than "f" in "iherusalem")

**(c) Retain Greek spellings of words including:**

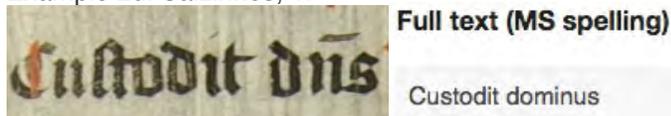
- Use x and p for xpistus (Christus), or any similar derivation
- Use ihc for Jesus
- Expand abbreviated versions

Example 2c. Paris 12044, 24v

**(d) Expand abbreviations, for example:**

- A cedilla under an e signifies "ae" instead of "e", and should be expanded as such
- The abbreviation "dns" becomes "dominus"

Example 2d. Salzinnes, 1r

**(e) Omit punctuation**

Example 2e. Paris 15181, 124r (no period after "domini")

**(f) If an initial is missing, include it.**

3. Use Uppercase letters *only* if present in the MS. This differs from Standardized Text field in which proper names and places are capitalized.

Example 3. Einsiedeln 611, 4v (proper name left uncapitalized in the MS text field)

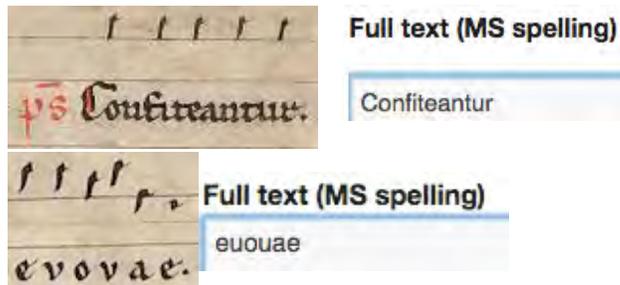


4. Psalm (Ps), Canticle (Cc; *ad cantica*), or Venite incipits, Repetendum cues, Differentiae

(a) Include incipits for psalms, canticles, Venite, as well as Repetendum cues and differentia

- Expand any abbreviated text
- Do not expand the differentia (euouae)

Example 4a. Cologne 1161, 1r (Psalm incipit) and 3v (Differentia)



(b) Vertical stroke

The vertical stroke identifies sections within a chant *and* helps to align text with barlines in the Cantus database Preview. Use the vertical stroke:

- After incipits
- After differentia
- Between verses of a hymn, sequence, litany, or any other multi-verse form
- After a Verse with Repetendum cue
- After a Repetendum cue (single or multiple)
- After an alternate melisma cue (when a melisma is altered upon repetition of the Respond)
- Within the Respond at the start of the Repetendum (single or multiple)
- Within the Respond to identify the location of an alternate melisma, if given

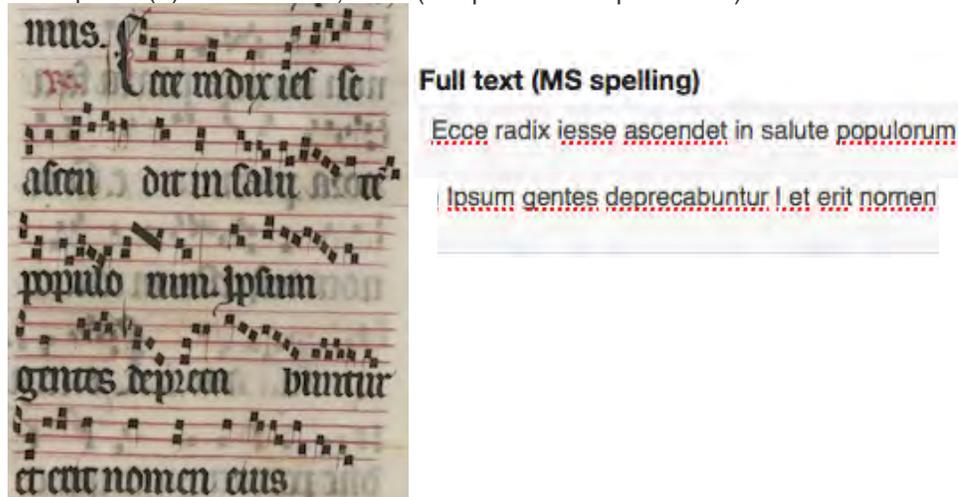
Example 4b(1). Paris 15181, 124r (Differentia)



Example 4b(2). Paris 15181, 123v (Repetendum cue)



Example 4b(3). Paris 15181, 123v (Respond with repetendum)



- (c) **Use tilda (~) for Psalm incipits** or any text that doesn't align with pitches
- Use the tilda in front of psalm incipits, immediately before the text(no space)
 - Use also for text that doesn't align with neumes, for ex., psalm text below differentia pitches

Example 4c(1). Salzinnes, 6v (Psalm incipit text with differentia neumes)



Full text (MS spelling)

Alleluia | ~Defecit

Example 4c(2). Paris 15181, 113v (Differentia + Canticle incipit with insufficient neumes)



Full text (MS spelling)

sancto alleluia | euouae | ~Benedictus

- (d) **IPSUM ("same")** indicates that the psalm text is the same as the preceding antiphon
- Use Vertical stroke-Space-Tilda-Ipsum-Space-Square bracket-Actual psalm text from the antiphon-Closing square bracket

Example 4d. Salzinnes, 6v (Ipsium followed by actual psalm text)

Full text (MS spelling)

Dixit dominus | ~Ipsium [Dixit]

(e) Possible Canticles

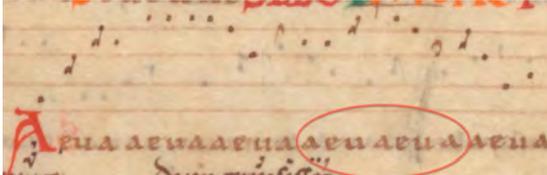
- Use the following list of basic canticles when you need to interpret an abbreviated canticle text (Note that variants are possible due to different Biblical translations)

TYPE	OCCASION	ATTR.	BOOK	TITLE
Standard		BVM	Luke 1: 46-55	<i>Magnificat anima mea Dominum</i>
		Simeon	Luke 2: 29-32	<i>Nunc dimittis servum tuum</i>
		Zachary	Luke 1: 68-79	<i>Benedictus Dominus Deus Israel</i>
Ferial	Sunday	Three Young Men	Dan.3: 57-58, 56	<i>Benedicite omnia opera Domini</i>
	Monday	David	I Par.29: 10-13	<i>Benedictus es domine</i>
	Tuesday	Tobias	Tob.13: 1-10	<i>Benedictus Deus qui vivit in aeternum</i>
	Wednesday	Judith	Judith 16: 15-21	<i>Hymnum cantabo Dominum</i>
	Thursday	Jeremias	Jer.31: 10-14	<i>Audite verbum Domini</i>
	Friday	Isaias	Is.45: 15-26	<i>Vere tu es Deus absconditus</i>
Ferial Penitential	Saturday	Ecclesiasticus	Ecclus.36: 1-16	<i>Miserere nostri Deus universi</i>
	Sunday	Three Young Men	Dan.3: 52-57	<i>Benedictus es Domine</i>
	Monday	Isaias	Is.12: 1-6	<i>Gratias ago tibi Domine</i>
	Tuesday	Ezechias	Is.38: 10-20	<i>Ego dixi in dimidio dierum</i>
	Wednesday	Anna	I Kings 2: 1-10	<i>Exsultat cor meum in Domino</i>
	Thursday	Moses	Exod.15: 1-18	<i>Cantabo Domino quia excelsus</i>
	Friday	Habacuc	Hab.3: 2-19	<i>Domine audivi effatum tuum</i>
Saturday	Moses	Deut.32: 1-18	<i>Auscultate caeli et loquar</i>	

5. Alleluia

- (a) For Alleluia antiphons in which the usual chant text is replaced by multiple alleluias:
 - Save any information regarding the original chant or number of alleluias in the Indexing notes
 - for ex. Alleluia iii (In Sion)*
- (b) For elided alleluias (a e u a e u a)
 - Expand abbreviated text to "allelu alleluia"

Example 5. Allelu alleluia. Paris 12044.



6. Missing text with readable pitches. If text within the manuscript is unreadable:

Full text (MS spelling) field:

- Use # to represent the missing text in the MS text field
- Always use one # (even if multiple words/syllables are missing)

Example 16a. Missing Complete Words. Paris 12044, 230v, *Desiderium*

Full text (MS spelling)

Desiderium animae eius tribuisti ei domine | et voluntate # fraudasti eum domine

Example 16b. Missing Syllables (servulos). Paris 12044 237v, *Sancte Maure confessor*

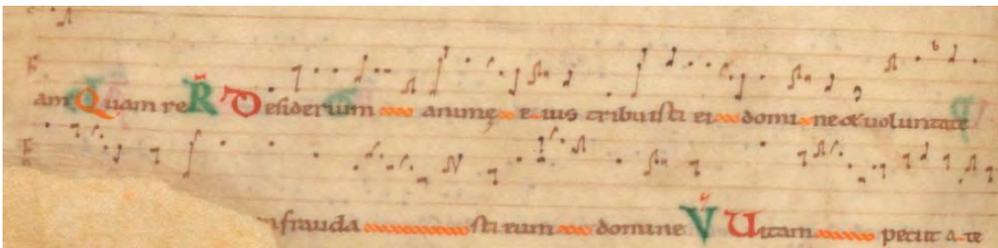
Full text (MS spelling)

Sancte Maure xpisti confessor audi rogantes ser # et impetratam caelitus tu defeR indulgentiam

Volpiano

- For the section with missing text use two hyphens (--) between neumes
- Begin and end the section with missing text using three hyphens (---)

Example 16b. Volpiano field, Paris 12044, 230v, *Desiderium*



De-si- de-ri- um a- ni- mae e- ius tri- bu- is- ti e- i

do- mi- ne | et vo- lun- ta- te

3 hyphens

2 hyphens

7. Readable text over missing pitches

(a) Over a complete word

Full text (MS spelling)

- Enclose affected text in curly brackets { }

Example 7a. Missing pitches over a complete word Paris 15181, 24v



Full text (MS spelling)

corde {meo} exaudi me

Volpiano

- Use 6-----6 to represent missing pitches (6 hyphens in between) with three hyphens before and after each 6

Example 7b. Missing Pitches, Paris 15181, 24v



(b) Over select syllables

Full text (MS spelling)

- Enclose affected syllable(s) in curly brackets { } as shown below.

Example 7c. Missing pitches over select syllables

Full text (MS spelling)

Allelu {ia} domine deus

Volpiano

- Use 6-----6 to represent missing pitches, as described above.

Example 7d. Missing Pitches over select syllables



8. Missing Pitches+Missing Text

(a) No text, no pitches visible:

Full text (MS spelling)

- Use curly brackets around a # to indicate the missing text: {#}

Example 8a. Missing pitches with no text. Paris 12044, 230r, *Cibavit illum pane*

Full text (MS spelling)

Ciba {#} lectus et aqua sapientiae



Volpiano

- Use 6-----6 as described above.

Example 8b. Paris 12044, 230r, *Cibavit illum pane*



(b) Partial text visible, no pitches visible

Full text (MS spelling)

- Enclose the affected text in curly brackets { }
- Use # within the brackets to indicate the location of missing text

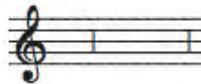
Example 18c. Partial text, no pitches. **Full text (MS spelling)**

{Corp #} namque proprium

Volpiano

- Use 6-----6 in the Volpiano to represent missing pitches

Example 18d. Partial text, no pitches.



{Corp #}

9. Versicle and response

If there is an R. in the standardized field indicating "response":

- remove the "R" from the MS text field