

Explanatory notes:¹
Form for additions or corrections to PhiloBiblon MANUSCRIPTS

Information related to manuscript description is available on any PhiloBiblon HELP page:

http://bancroft.berkeley.edu/philobiblon/help_es.html (BETA)

http://bancroft.berkeley.edu/philobiblon/help_po.html (BITAGAP)

http://bancroft.berkeley.edu/philobiblon/help_ga.html (BITAGAP)

http://bancroft.berkeley.edu/philobiblon/help_ca.html (BITECA)

For codicological terminology, see Denis Muzerelle's site (<http://codicologia.irht.cnrs.fr>). For terminology in Portuguese, consult Maria Isabel Faria and Maria da Graça Pericão's *Dicionário do Livro. Da escrita ao livro electrónico*, Coimbra: Almedina, 2008. (BITAGAP bibid 12314). Links to many databases relevant to manuscript description (bindings, codicology, paleography, ruling, watermarks, seals, etc.) appear in PhiloBiblon online, in RESOURCES. ***Bookmark this page in all of your browsers to facilitate quick consultation of useful resources.***

For the purposes of filling out this form, the term “manuscript” refers to the physical object in which a text is written, whether a book/codex or a loose piece of parchment. A manuscript might consist of hundreds of bound leaves, five gatherings, or a single sheet of paper. The term “manuscript” is used here for all of these.

A **factitious manuscript** is comprised of several parts or sections of *different provenance*. It can include codicologically distinct quires (parchment and paper), leaves or gatherings copied in different eras, printed texts, etc. A separate form with a detailed description must be prepared for each part of the manuscript that contains an appropriate text for the relevant bibliography. Information for the entire manuscript is included only in the record for the first part, which has a **manid**. Each of the other parts of the manuscript for which a record must be made will have a different **manid** consisting of the information unique to that part (for example, measurements, type of hand, date of copying, *mise-en-page*, etc.)

The **manid** (unique numeric identifiers) of a manuscript already described can be located online: http://bancroft.berkeley.edu/philobiblon/searchwork_en.html. Once you find it, enter the **manid** in the space highlighted in yellow. **Note:** If a particular manuscript preserves texts in Portuguese, Galician, Spanish, and/or Catalan, *it will have a different manid in each bibliography.*

CURRENT LOCATION. Libraries and archives already described in the relevant bibliography can be found online: http://bancroft.berkeley.edu/philobiblon/searchlibrary_en.html. If the institution has a **libid** (unique numeric identifier of a library/archive), enter it in the space highlighted in yellow. If the online record is incomplete or incorrect, please include the necessary information.

NAME OF THE LIBRARY COLECTION. The name of the collection helps to distinguish between similar call numbers within a library/archive. For example, in the Biblioteca Pública Municipal do Porto (BITAGAP bibid 107), Ms. 86 (BITAGAP manid 1645) pertains to one collection and Santa Cruz 86 (BITAGAP manid 1492) to another.

¹ These “Explanatory Notes” and the corresponding “Form” in English (prepared by Martha E. Schaffer) have their origin in the Spanish versions written by Charles Faulhaber and Gemma Avenoz (expanded by Óscar Perea Rodríguez) but differ from them. In case of doubt, please consult the person responsible for the relevant bibliography (indicated at the beginning of this form).

CALL NUMBERS. Include all known call numbers: current, former, alternative, electronic code, etc., whether they are written in/on the manuscript, indicated in catalogues (printed or online), or cited in secondary sources. BITAGAP manid 5819, in the Archivo Histórico de la Nobleza de Toledo, has 5 former call numbers, in addition to the current one. Call numbers used by previous owners are included in a different section of this form.

ACQUISITION/PURCHASE HISTORY. Include information (from catalogues, the manuscript itself, or other sources) concerning the acquisition/purchase/sale of the manuscript until its arrival at the holding library/archive: for each transaction, there might be a purchase/auction date, price paid, etc. Often only general information is available, such as a date *ad quem* or *a quo*. Other important details concerning the “life” of the manuscript might include a date of restoration.

TITLES IN THE MANUSCRIPT AND THEIR LOCATION. Include the title *of the manuscript itself*, not of any of the works preserved in it. A manuscript can be “titled” in more than one place: on the cover, the spine, the title page, guard leaf, etc. Reproduce any titles exactly as they appear, with capital letters, abbreviations, punctuation, with line breaks (|). If the manuscript has a “name” (the Portuguese *Livro Preto* or *Livro das Tábuas Vermelhas*) or if it is known (in printed sources) by a specific sigla (*MS E*) enter it. Example: BITAGAP manid 1735

TITLE OF MANUSCRIPT	LOCATION (part of the MS, folio/page, source)
PECVLIO POLITIC. HISTOR.	lombada

IMPORTANT! *Everywhere* in this form, distinguish between data you discern from the manuscript and information you obtain from secondary sources (catalogue, article or edition, etc.). Check the relevant bibliography to see if the source already has a **bibid** (unique numeric indicator of a bibliographic source: http://bancroft.berkeley.edu/philobiblon/searchreference_en.html). If there is no record/**bibid**, please fill out the appropriate form (available online in COLLABORATE) and submit it to the responsible person of the relevant bibliography.

DATA RELATED TO THE MANUSCRIPT (AND THEIR LOCATION IN IT, OR IN ANOTHER SOURCE). Data related to the manuscript (copyist’s name, name of the person/institution that commissioned it) can be rare in medieval books. The data discernible in a simple parchment document (such as a royal letter) is often more abundant. It’s also important to know if a scribe copied other manuscripts or if the same person/institution commissioned other manuscripts. Distinguish between data discerned from the manuscript and information taken from secondary sources. Check the relevant bibliography to identify a person (**bioid**) or institution (**insid**):

- http://bancroft.berkeley.edu/philobiblon/searchperson_en.html
- http://bancroft.berkeley.edu/philobiblon/searchinstitution_en.html

Example for BITAGAP manid 3303:

DATUM		FOLIOS/PAGES OR SOURCE
copyist	João Dias (BITAGAP bioid 3902)	1r
place		
date	1485-06-01	1r
manuscript patron (person or institution)		

DATE OR ERA. For example, “1401-1500” or “s. XV”. This information might be gleaned from the manuscript (hand, script, watermark) or found in a secondary source. In the latter case, indicate the source (catalogue, article, edition, etc.). If you note discrepancies in the information, indicate them, with reference to the sources:

DATE OR ERA	BASIS FOR THE INFORMATION (<i>hand, watermark, colophon or secondary source</i>)
1460 ca. – 1480 ca.	watermark
s. XV	hand
s. XV ex.	bibid 17823 Pedro Pinto pp. 1-5

COLOPHON. Transcribe the text of the colophon here, and also in the internal description of the text (below). The transcription norms can be found online in the relevant bibliography:

http://bancroft.berkeley.edu/philobiblon/help_en.html.

WRITING MATERIALS. The material is usually paper or parchment. Texts might also be painted on the wall of a chapel, or etched in stone.

FORMAT. The format of parchment document is a function of its size. Library catalogues often indicate a manuscript’s format. As always, indicate any secondary sources you use.

STATE OF CONSERVATION. Describe the condition of a manuscript globally: good, poor, binding restored. Too, indicate the presence of problems: acephalous, folios missing, insect damage, corrosive inks, spine separated, etc.

BINDING. A binding can be used to identify the (former) owner of a book, such as the 4th Duque de Uceda (BETA bioid 2633). If possible, indicate the binding material and color (parchment, black leather on cardboard, marbled paper, etc.) and any elements of decoration. For BITAGAP, Faria/Pericão offers some small sketches. Catalogues available in libraries/archives often include descriptions of the binding.

MEASUREMENTS. Measurements should be given in millimeters (mm). Measure the height and width of the binding in the center of the cover. Measure a representative folio at the outer edge (height) and the bottom (width). Measure the height and width of the text box, column, intercolumn of a representative folio (or more than one, if there are visible differences, between the ruling or bounding lines, whether they are lined or hypothetical. For example:

CLASSE	ALTURA	LARGURA	FÓLIOS/PÁGINAS
binding	318	210	
leaf:	310	203	f. 2
text box:	240	165	f. 3r
column	a: 240 b: 240	a: 75 b: 70	f. 3r
intercolúnio	240	20	f. 3r

FOLIATION OR PAGINATION. Describe the foliation or pagination of the manuscript from the inside front cover through the inside back cover, including pastedowns and guard sheets. Record any errors in foliation/pagination, missing or blank folios, etc. Here are examples of BITAGAP manids 3357 and 1059, respectively:

ff. 308: [1] + (2) + 304 + [1]	Foliated manuscript with 308 folios. A guard leaf at the beginning, two unnumbered folios before the text (blank, indices, etc.), text on ff. numbered 1-304, a guard leaf at the end.
ff. I:164 + (1) + II:127	Foliated manuscript with two sections. In the first, text on ff. numbered 1-164 and one unnumbered folio. In the second section, text on ff. numbered 1-127.

If your analysis differs from that of an existing **manid** record (e.g., numbers skipped or repeated, presence of blank sheets or guard leaves), indicate any discrepancies and cite your source. (C.f. the two analyses indicated in BETA manid 4089.)

DISTRIBUTION OF THE TEXT ON THE PAGE. Indicate the number of columns per folio *only if there are two or more*. If the number of columns changes from one section of the manuscript to another, specify the folio numbers of each type of *mise-en-page*, using indications “recto/verso” where necessary. Indicate the number of lines per folio/column, as well as any variant folios:

CLASS	NUMBER	FOLIOS
columns	2	1ra-35vb, 74ra-109vb
lines	28	3ra
lines	29	4va-b, 107vb

COLLATION OF QUIRES. “Collation” is the composition and organization of the quires comprising the manuscript, information that in some cases might indicate its origin. This analysis is more difficult in a manuscript with a new binding or a fragile codex. In these cases the stitching at the centerfold of a quire, the presence of catchwords or quire signature offer important information. A complete analysis of the collation of an old manuscript is particularly useful. For later/less important manuscripts, determining the number of quires and the number of folios in the “most common” quire is useful. A simple example is: 1-8⁸, 9¹⁰, 10-28⁸. For old and/or valuable manuscripts, use the table in the form, one line for each quire, e.g:

QUIRE	SIGNATURE	NUM. OF SHEETS	LOCATION (FF./PP.)	STITCHING (CENTER OF THE FOLD)	POSITION AND TEXT OF THE CATCHWORD
1	A	8	1-8	4/5	horizontal; bottom of the folio
2	B	8	9-16	12/13	missing (cut?)
3	C	10	17-27	21/22	horizontal; bottom of the folio

SIGNATURES OF QUIRE AND LEAF. The format of the signatures can indicate the origin of a manuscript. Normally, they are letters or numbers, written at the bottom of the folio in the outer corner, recto. They can also be found in the center of the bottom margin, recto. For example:

DESCRIPTION	POSITION	FOLIOS/PAGES
ai aij aiij aiijj av avj	r ^o canto inf. dir.	1r-6r
bi bij biij biijj bv bvj	v ^o canto inf. dir.	13r-80r

ERRORS IN THE SIGNATURES. Indicate any errors you discern.

CATCHWORDS. First, indicate whether the manuscript has catchwords. If they were not described in the table above “**COLLATION**”, describe them here, with indication of the folios on which they are written. In post-medieval manuscripts, catchwords can be found on every folio/page: in these cases, please state the practice, but do not describe them further.

HANDS, SCRIPTS AND LOCATION. The copyist's hand and the type of script (calligraphy) can be important factors in dating. Albums and manuals of paleography facilitate the identification of a script. Identifying a change of hands can be simple or require a judgment call. For example:

CLASS	DETAIL	FOLIOS/PAGES
script: gothic	cursive	ff. 1r-72v
script: courtesan	formata	ff. 73r-98v
hand: A		ff. 1r-72v
hand: B		ff. 73r-79v, 91r-98v
hand: C		ff. 80r-90v

WATERMARKS AND LOCATION. Since the publication of Charles Briquet, *Les Filigranes* (1907) watermarks are considered fundamental elements in the dating of paper. Briquet established the basic nomenclature of watermarks for the 14th through 16th centuries, and his system has been further elaborated. You can consult online databases (links accessible on the PhiloBiblon RESOURCES page): Briquet, the watermark collection of Piccard, the Bernstein project, and BITECA's special online page. For manuscripts held by the Biblioteca da Ajuda, you can consultar Freitas' catalogue (bibid 16974) in 5 volumes: 54-VI-1 a 5. For example:

CLASS	DETAIL	FOLIOS/PAGES	SOURCE
bell	two wheels with radii as cross	ff. 1, 3, 73, 85	Briquet 3540 [1463-1478]
crown	with cross	f. 36	cf. Briquet 4644 [1455]

DECORATION. Manuscript decoration can be of codicological and artistic interest. A description should highlight the most important elements, such as the presence of miniatures, historiated initials, etc. In addition, other elements contribute to the general aesthetic and may serve as locating devices: inks of different colors, various initial styles, rubrics, line fill, etc. For example:

CLASS	DETAIL	FOLIOS/PAGES
filigreed capitals	blue and red, alternating	<i>passim</i>
ornithomorphic capitals	At the beginning of a chapter (except the fifth: blank space for initial never inked)	1r, 8v, 15r, 22r, (30v), 36v, 42r, 48r, 56v.

OTHER OBSERVATIONS. Provide succinct observations on other features in this part of the form.

RULINGS. Albert Derolez, in *Codicologie des manuscrits en écriture humanistique sur parchemin* (1984), established basic schemes. Denis Muzerelle uses a different system in the online site *De Re Rigatoria* (link in RESOURCES). If the folios lack visible ruling, indicate this. If you are able to analyze rulings, describe the number of verticals and/or horizontals, whether these extend through the margins or end at the bounding lines, etc. Remember to indicate which folios (recto/verso) you are describing and/or any other sources used. For example:

TYPE	FOLIOS/PAGES
2 vertical lines and 2 horizontals to define the text box.	<i>passim</i>
4 vertical lines and 2 horizontals to mark the boundaries of 2 columns; 2 of the text lines cross the intercolumn in the center of the text box and extend through the margins.	1r-118v

RULING MATERIALS. Indicate whether hard point, lead point, ink (including the color) were used, and the folios on which a specific type is discernible.

PRICKINGS. Analyze carefully the upper/lower and left/right margins, and note your observations. Indicate also if the folios have no discernible prickings. For example:

TYPE	FOLIOS/PAGES
8 fine needle prickings to mark the double vertical lines of the two columns, in both the upper and lower margins.	<i>passim</i>

POSITION OF THE FIRST LINE OF TEXT. Another descriptive characteristic is the position of the first line of written text in relation to the text box. If the upper bounding line is visible, indicate whether the first line is copied above or below it.

FORMER OWNER(S) AND RELATED PERSONS OR INSTITUTIONS. In the process of studying the manuscript (first hand observation and the study of catalogues and other sources), organize in chronological order information about all known previous owners (whether persons or institutions such as monasteries, noble houses, etc.) and about dates of possession, acquisition, call numbers, etc. If you locate other information about persons or related institutions in the manuscript (“this is a copy of a manuscript in A’s library”, “it is said that B possessed a copy of this manuscript”, “C commissioned this manuscript as a gift for D”, etc.), include it. Check the relevant bibliography online to identify specific persons (**bioid**) or institutions (**insid**) already recorded:

http://bancroft.berkeley.edu/philobiblon/searchperson_en.html

http://bancroft.berkeley.edu/philobiblon/searchinstitution_en.html

OTHER WORKS IN THE MANUSCRIPT. The works or texts in the languages of PhiloBiblon bibliographies are described in the internal description of the manuscript. The minimum data are the title or a general description of the content if unidentified, (e.g. privileges, theology, safe-conduct), the language of the text, and its location (ff. or pp.) in the manuscript.

BIBLIOGRAPHY CONSULTED. A wide range of sources can contribute to a fuller description of the manuscript. It is always useful to consult catalogues (print and online) and card files of the library, editions of other witnesses of the text, and secondary studies. Include the necessary bibliographical information or **bibid** and indicate the relevant pages.

URL OF A DIGITIZED COPY OR THE ONLINE CATALOGUE RECORD. Include the link (*permanent URL*) of the digitation, if it exists, with the date of consultation (year-moth-day). Please verify whether the link is stable and permanent before submitting the form.

NOTES. Please write in this space any observations about the manuscript that have not already been incorporated into the sections of the form above.

CONTENTS: INTERNAL DESCRIPTION

Prepare a description of each relevant text or witness preserved, according to their order.

ORDER IN THE MANUSCRIPT. Folios occupied by the witness, indicating recto/verso, column a/b.

AUTHOR AND TITLE. Transcribe this information paleographically, as it appears in the

manuscript, according to the transcription norms of the relevant bibliography. (If it is not possible to transcribe using your computer, write it out. Indicate if these elements are lacking.

http://bancroft.berkeley.edu/philobiblon/help_es.html - normas BETA

http://bancroft.berkeley.edu/philobiblon/help_po.html#normasdetranscri%E7%E3o BITAGAP

http://bancroft.berkeley.edu/philobiblon/help_ca.html - norms BITECA

CONDITION. Indicate if the witness is acephalous, truncated, fragmentary, etc.

INCIPIIT/EXPLICIT. Transcribe paleographically the incipit(s) and explicit(s) of the constituent parts, according to the norms of the relevant bibliography. If necessary, write these out by hand. For witnesses without a title (unidentified or acephalous), try to identify the text via online searches using a series of unique words or phrases.

Examples of BETA cnum 7828 (witness of BETA texid 4333 preserved in manid 4299), “Carta a Alfonso Pérez de Guzmán el Bueno en que pide que busque socorro al rey de Marruecos...”:

TIPO	INCIPIIT	f./p.	EXPLICIT	f./p.
salut	Primo don Alfonso Perez de Guzman	177v		
text	La mi coyta es tan grande que como cayo en alto lugar ...	177v	... la buena amistança que del vuestro señor a mi viniere sera por la vuestra mano y la de Dios sea con vusco	178r

BIBLIOGRAPHY CONSULTED. Indicate if this witness was edited or consulted for an edition. Remember to indicate in the external description (above in this form) any sigla used by editors.

MARGINAL NOTES. If there are notes or other commentaries on the text in the margins, transcribe them and indicate their location in the manuscript.

OTHER OBSERVATIONS. Use this space for any observations about the witness not yet recorded in other sections of the form. For an unidentified text, explain what searches you conducted in your effort to identify it, or name any texts you believe to be similar. If you noted differences between this witness and others, describe them.

NOTE: These “Explanatory Notes” and the corresponding “Form” in English (prepared by Martha E. Schaffer) have their origin in the Spanish versions written by Charles Faulhaber and Gemma Avenoz (expanded by Óscar Perea Rodríguez) but differ from them. In case of doubt, please consult the person responsible for the relevant bibliography (indicated at the beginning of this form).