The Association for Computers and the Humanities (ACH)

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The Association for Literary and Linguistic Computing (ALLC)

Guidelines for Electronic Text Encoding and Interchange

Edited by

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Note

This is the current draft (as of April 23, 1992) of one section of the *Guidelines for Electronic Text Encoding and Interchange*, version 2 (also known as TEI P2), produced by the Text Encoding Initiative. This fascicle contains:

- a table of contents for TEI P2, indicating the status of each section as of the release date of this fascicle
- a draft for one section of TEI P2
- entries derived from this section for the reference list of tags of TEI P2 (if any)
- a User Response and Comment Form

Please feel free to send us your comments on the contents of this draft and their applicability to your needs. Comments may be sent to the TEI-L list server for general discussion, or directly to either of the TEI editors (adresses on the User Response and Comment form). Bear in mind in reading, however, that TEI P2 is a reference manual, not a tutorial in the use of electronic text, and unavoidably assumes either a certain amount of prior knowledge or patience with unfamiliar technical material. Note also that some matters which may appear obscure in one section may well be treated in more detail elsewhere in the full text of TEI P2.

TEI P2, like P1, is a working draft. The observant will find several typographic and presentational flaws in the current text: for example, cross-references are not properly resolved in the LaTeX versions and some parts of the reference material are not yet complete. We hope to rectify as many as possible of these flaws in the coming months, but have decided not to allow them to delay any further the release of the draft. We hope that those interested in the Guidelines will find the current state of the text readable and usable enough for the purpose of substantive comment. As far as possible, all comments received on this section will be taken into account in the preparation of the next version of the Guidelines, which is due by the end of 1992.

Updates on the status of the draft as a whole will be distributed automatically to all subscribers of the Listserv list TEI-L. To subscribe to TEI-L, send electronic mail to the address LISTSERV@UICVM (or Listserv@uicvm.uic.edu) containing the single line

```
subscribe tei-l J. Smith
```

(substituting your name for “J. Smith”). TEI-L is also the appropriate place to pose questions or offer public comments on the TEI guidelines and other relevant issues. The TEI-L file server contains all the sections of TEI P2 thus far released, as well as other TEI materials. Its contents are shadowed at various other sites around the world; for more information consult one of the following documents:

- TEI ED J8, “Obtaining the Second Version of the TEI Guidelines (TEI P2)” (describes how to retrieve electronic copies of TEI P2 and the various formats they are available in)

- TEI ED J9, “Obtaining Paper Copies of the Second Version of the TEI Guidelines (TEI P2)” (describes how to request paper copies of TEI P2, for those without electronic mail access)

These documents are available from the TEI-L file server or through the editors at the addresses given on the User Response and Comment Form.

Overall Table of Contents for TEI P2

The following list shows the expected contents of TEI P2 as a whole and indicates the current status of each chapter.

Contents

Part 3

Base Tag Sets

Chapter 34

Base Tag Set for Transcriptions of Spoken Texts

There is no such thing as a simple conversion of speech to a transcription. All transcription schemes make a selection of the features to be encoded, taking into account the intended uses of the material. The goal of an electronic representation is to provide a text which can be manipulated by computer to study the particular features which the researcher wants to focus on. At the same time, the text must reflect the original as accurately as possible. We can sum this up by saying that an electronic representation must strike a balance between two partially conflicting requirements: *authenticity* and *computational tractability*.

A workable transcription scheme must also be *convenient to use* (write and read) and reasonably *easy to learn*. One advantage of using the scheme proposed here is that it can be used by any TEI-aware software, and can thus benefit from work done in developing such software by researchers in other fields. The scheme is both systematic and flexible, serving equally well as a working encoding or storage scheme and as an intermediate language for the translation of other systems. Because it makes no assumptions about the way transcriptions will be displayed, texts using it may be converted to whatever visual display format is desired by the user. And finally the scheme uses many of the same basic mechanisms as the rest of the TEI encoding scheme; this should make it easier to reuse software and also facilitate the comparative analysis of written and spoken forms of language.

The system defined here is based on a survey of about twenty widely used and documented systems for the transcription of spoken materials taken from such diverse fields as journalism, large reference corpora, language-acquisition studies, and dialect studies. The tags provided here mark all the features most commonly encoded in these systems. The framework developed here for timing, annotation, and synchronization of events has been carefully designed to be general enough for extension to most areas of research involving transcribed spoken material. It should be stressed, however, that the present proposals are not intended to support unmodified every variety of research undertaken upon spoken material now or in future; some discourse analysts, some phonologists, and doubtless others may wish to extend the scheme presented here to express more precisely the set of distinctions they wish to draw in their transcriptions. Speech regarded as a purely acoustic phenomenon may well require different methods from those outlined here, as may speech regarded solely as a process of social interaction. We believe the framework provided here to be general enough to support whatever types of extension individual researchers may deem necessary, and to suffice as it stands for most requirements of those working with a wide range of transcribed spoken material.

This chapter begins with a brief overview. This is followed by a detailed section in which each of the basic structural elements of a spoken text is introduced and formally defined. The third section discusses alternative ways of segmenting and aligning spoken texts, in particular for the representation of synchrony or overlap between sections of a transcript. The fourth section considers a number of problems specific to the representation of spoken language and makes a number of specific recommendations.

34.1 General Considerations and Overview

There is great variation in the ways different researchers have chosen to represent speech using the written medium.[1] This reflects the special difficulties which apply to the encoding or *transcription* of speech. Speech varies according to a large number of dimensions, many of which have no counterpart in writing (tempo, loudness, pitch, etc.). The audibility of speech recorded in natural communication situations is often less than perfect, affecting the accuracy of the transcription. Spoken material may be transcribed in the course of linguistic, acoustic, anthropological, psychological, ethnographic, journalistic, or many other types of research. Even in the same field, the interests and theoretical perspectives of different transcribers may lead them to prefer different levels of detail in the transcript and different styles of visual display. The production and comprehension of speech are intimately bound up with the situation in which speech occurs, far more so than is the case for written texts. A speech transcript must therefore include some contextual features; determining which are relevant is not always simple. Moreover, the ethical problems in recording and making public what was produced in a private setting and intended for a limited audience are more frequently encountered in dealing with spoken texts than with written ones.

Speech also poses difficult structural problems. Unlike a written text, a speech event takes place in time. Its beginning and end may be hard to determine and its internal composition difficult to define. Most researchers agree that the utterances or *turns* of individual speakers form an important structural component in most kinds of speech, but these are rarely as well-behaved (in the structural sense) as paragraphs or other analogous units in written texts: speakers frequently interrupt each other, use gestures as well as words, leave remarks unfinished and so on. Speech itself, though it may be represented as words, frequently contains items such as vocalized pauses which, although only semi-lexical, have immense importance in the analysis of spoken text. Even non-vocal elements such as gestures may be regarded as forming a component of spoken text for some analytic purposes.

Spoken texts transcribed according to the guidelines presented here are organized as follows. Speech is regarded as being composed of arbitrary high-level units called *texts*.[2] A spoken **<text>** might typically be a conversation between a small number of people, a lecture, a broadcast TV item and so forth. Each such unit has associated with it a **<TEI.header>** which provides detailed

---

[1] For a discussion of several of these see J. A. Edwards and M. D. Lampert, eds., *Talking Language: Transcription and Coding of Spoken Discourse* (Hillsdale, N.J.: Lawrence Erlbaum Associates, forthcoming); Stig Johansson, “Encoding a Corpus in Machine-Readable Form,” in *Computational Approaches to the Lexicon: An Overview,* ed. B. T. S. Atkins et al. (Oxford: Oxford University Press, forthcoming); and Stig Johansson et al. “Working Paper on Spoken Texts”, document TEI AI2 W1, 1991.

[2] This name has been chosen to match that used in other TEI tag sets. Where both spoken and written texts are to be treated as forming part of the same SGML document, the mechanisms described in section 39, “Base Tag Set for Language Corpora and Collections,” [in separate fascicle] for combining different bases should be used.

contextual information such as the source of the transcript, the identity of the participants, whether the speech is scripted or spontaneous and so forth. Full details of this header are not given here but at the appropriate place in section 22, “The TEI Header,” [in separate fascicle].

Within a **<text>** it may be necessary to identify subdivisions of various kinds, if only for convenience of handling. A neutral **<div>** element is provided for this purpose. It may be found useful also for representing subdivisions relating to discourse structure, speech act theory, transactional analysis etc., provided that these divisions are hierarchically well-behaved.[3] The **<div>** is also the unit within which other components of the transcript are aligned with respect to time.

A spoken text may contain any of the following components:

- utterances
- pauses
- vocalized but non-lexical phenomena such as coughs
- kinesic (non-verbal, non-lexical) phenomena such as gestures
- entirely non-linguistic events occurring during and possibly influencing the course of speech
- writing, regarded as a special class of event in that it can be transcribed, for example captions or overheads displayed during a lecture

An utterance may contain lexical items interspersed with pauses and non-lexical vocal sounds; during an utterance, non-linguistic events may occur and written materials may be presented. The **<u>** element can thus contain any of the other elements listed, interspersed with a transcription of the lexical items of the utterance; the other elements may all appear between utterances or next to each other, but except for **<writing>** they do not contain any other elements, nor any data. More precise alignment of individual components and of subdivisions or *segments* of individual utterances is also possible by using the pointer mechanism discussed in more detail below. A similar mechanism allows for the multiple segmentation of a spoken text into units which are not well behaved with respect to the basic structural hierarchy described here, such as *macrosyntagms* (for which see section 34.4.1, “Segments,” on page 16).

The overall structure of a TEI-conformant spoken text is thus as follows:

```
<tei.2>
<tei.header>  ...  </tei.header>
<text>
    <!-- TEXT contains one or more DIV elements -->
    <!-- optionally preceded by an ALIGN        -->
    <align> ...  </align>
    <div>
         <!-- DIV may contain optional ALIGN element -->
         <align> ...  </align>
         <!-- DIV contains one or more U elements -->
         <u> ...
```

[3] Where they are not, the mechanisms discussed in section 34.4, “Segmentation and Alignment,” on page 16 should be used instead.

```
                <pause>
                <vocal>
                <event>
                <kinesic>
                <writing>
                <!-- PAUSE et al. may appear
                within U in any combination -->
            </u>
            <pause>
            <vocal>
            <event>
            <kinesic>
            <writing>
            <!-- PAUSE et al. may appear
            between Us in any combination -->
        </div>
    </text>
    </tei.2>
```

34.2 Overall Structure of Spoken Texts

A spoken text transcribed according to these Guidelines has two major components: a *header* in which all the contextual information relating to the spoken text is recorded, and the text itself. The latter may have no substructure, or it may be divided into logical units known here as *divisions*. If components of the text (e.g. utterances) are to be *aligned*, for example to mark their synchronization, one or more *alignment maps* may appear. A single such map may be defined for the whole text, or for one or more divisions of it.

The overall structure of a TEI spoken text is identical to that of any other TEI text: the **<TEI.2>** element for a spoken text contains a **<TEI.Header>** and a **<text>**, in that order. Differences of structure begin to appear within the text itself; the **<text>** element and some other elements are defined differently for written and spoken materials. The proper declarations must be made available by defining the base tag set of the TEI document as the tag set for texts rather than that for written texts. The document type declaration at the beginning of the document will thus look something like the following:

```
<!DOCTYPE TEI.2 SYSTEM 'tei2.dtd' [
    <!ENTITY TEI.base system 'teispok2.dtd' >
]>
```

This substitutes the base tag set in the file *teispok2.dtd* for that in the default base file. For further discussion, see section 13, “Structure of the TEI Document Type Declarations,” [in separate fascicle].

34.2.1 The Header

Like any other TEI-conformant text, a spoken text transcription must begin with a *TEI header*, as described in section 22, “The TEI Header,” [in separate fascicle]. In addition to the usual bibliographic information about the electronic text itself, the header of a spoken text will normally include information about the recording or transcription from which a text derives, the setting and participants involved, etc. It is strongly recommended that the header for a spoken text include information about at least the following items:

- title and responsibility statements (section 22.3.1, “[The TEI Header],” [in separate fascicle])
- recording details (section 22.4.2, “[The TEI Header],” [in separate fascicle])
- editorial principles (section 22.6.3, “[The TEI Header],” [in separate fascicle])
- setting and participants (section 22.5, “[The TEI Header],” [in separate fascicle])

34.2.2 The Text

Defining the bounds of a spoken text is frequently a matter of arbitrary convention or convenience. In public or semi-public contexts, a text may be regarded as synonymous with, for example, a *lecture*, *broadcast item*, a *meeting* etc. In informal or private contexts, a text may be simply a conversation involving a specific group of participants. Alternatively, researchers may elect to define spoken texts solely in terms of their duration in time, or length in words. By default, these Guidelines assume of a text only that:

- it is internally cohesive
- it is describable by a single header
- it represents a single stretch of time with no significant discontinuities

Deviation from these requirements may be specified (for example, the *org* attribute on the **<text>** element may take the value *compos* to specify that the components of the text are discrete) but is not recommended.

A spoken text itself may have no substructure, that is, it may consist simply of units such as utterances, pauses, etc., not grouped together in any way, or it may be subdivided into one or more divisions as described in the following section. The spoken text element **<text>** is at the top of the hierarchy within which all the elements described in this chapter fall; it has the following formal definition:

```
<!-- 34.2.2:  Base Tag Set for Spoken Texts              -->
<!-- TEIspok2.DTD Basic structure for spoken texts.      -->

<!-- Text Encoding Initiative:                           -->
<!-- Guidelines for Text Encoding and Interchange in     -->
<!-- Electronic Form                                     -->
<!-- DRAFT version 2.0, April 1992.                      -->
<!-- These materials subject to revision. Current versions  -->
<!-- available from the Text Encoding Initiative.        -->

<!-- Changes from Version 1.0:                           -->
<!-- This tag set is new.                                -->
```

```
<!-- Spoken texts comprise either a series of utterances and  -->
<!-- related events or a series of DIVs, optionally preceded  -->
<!-- by an alignment map.                                     -->
<!ELEMENT text          - -  (align*, (div+ | (u | pause |
                             vocal | kinesic | event | writing |
                              anchor)*))                       >
<!ATTLIST text               %a.global;
          org                (compos | seq)      seq
          complete           (y | n)             y             >

<!-- ... declarations from section 34.2.3 (Generic division   -->
<!-- for spoken text) go here ...                             -->
<!-- ... declarations from section 34.3.2 (Attributes for     -->
<!-- timed elements) go here ...                              -->
<!-- ... declarations from section 34.3.3 (Components of      -->
<!-- spoken texts) go here ...                                -->
<!-- ... declarations from section 34.3.4 (Components of      -->
<!-- spoken texts (cont'd)) go here ...                       -->
<!-- ... declarations from section 34.3.5 (Components of      -->
<!-- spoken texts (cont'd)) go here ...                       -->
<!-- ... declarations from section 34.3.6 (Components of      -->
<!-- spoken texts (cont'd)) go here ...                       -->
<!-- ... declarations from section 34.4.2 (Shift element for  -->
<!-- paralinguistic features) go here ...                     -->
```

34.2.3 Divisions and Their Components

If the notion of what constitutes a “text” in spoken discourse is inevitably rather an arbitrary one, the notion of formal subdivisions within such a “text” is even more debatable. Nevertheless, such divisions may be useful for such types of discourse as debates, broadcasts, etc., where structural subdivisions can easily be identified, or more generally wherever it is desired to aggregate utterances or other parts of a transcript into units smaller than a complete “text”. Examples might include “conversations” or “discourse fragments”, or more narrowly, “that part of the conversation where topic x was discussed”, provided only that the union of all such divisions is coextensive with the text.

Each such division of a spoken text should be represented by a **<div>** element, with the following description and attributes:

<div> : any arbitrary subdivision of a spoken text, comprising one or more utterances etc. which are to be treated as a unit for analytic purposes. Attributes include:

type : categorizes the division in some respect.

dur : specifies the total duration of the division in time.

org : specifies how the content of the division is organized. Values:

compos : composite content: i.e. no claim is made about the sequence in which elements below this one are to be processed, or their interrelationships.

seq : sequential content: i.e. elements below this are regarded as forming a logical unit, to be processed in the sequence given.

decls : specifies one or more declarations in the **<TEI.header>** element associated with this text which are understood to apply to this element occurrence only.

The *type* attribute may be used to characterize divisions in any way that is convenient; no specific recommendations are made in these Guidelines. The *dur* attribute may specify temporal duration in any units convenient; for further discussion of time alignment see section 34.4.3, "Pointers and Alignment," on page 19. The *org* attribute should be used only exceptionally to specify whether or not the contents of the division have been artificially combined together and may have no internal cohesion. The *decls* attribute should be used only exceptionally, where the contents of the division do not all share the same set of the contextual declarations specified in the TEI header. For a general discussion of the elements contained by divisions, see the next section.

For some detailed kinds of analysis it may be found useful to divide the divisions of a text into further structural subdivisions: this is catered for by allowing for nested **<div>** elements within each **<div>**. The element **<div>** thus has the following formal definition:

```
<!-- 34.2.3:  Generic division for spoken text              -->
<!ELEMENT div           - O  (align | u | pause | vocal |
                             kinesic | event | writing | anchor
                             | div)+                          >
<!ATTLIST div                %a.global;
          type               CDATA              #IMPLIED
          dur                CDATA              #IMPLIED
          org                (compos | seq)     seq
          decls              IDREFS             #IMPLIED       >
```

34.3 Basic Structural Elements

Spoken texts, or their divisions if they are subdivided, are composed of the following elements. Together, these form the basic structural elements of spoken language, as represented in these Guidelines.

<u> : a stretch of speech usually preceded and followed by silence or by a change of speaker.

<pause> : a pause either between or within utterances.

<vocal> : any vocalized but non-lexical phenomenon, for example voiced pauses, non-lexical backchannels, etc.

<kinesic> : any non-vocalized but communicative phenomenon, for example a gesture, frown, etc.

<event> : any non-vocalized non-communicative phenomenon, for example incidental noises or other events affecting communication.

<writing> : a passage of written text revealed to participants in the course of a spoken text.

Each of these is further discussed and specified below in sections 34.3.3, "Utterances," on page 12 to 34.3.6, "Writing," on page 15. We can show the relationship between these constituents of speech using the features "eventive", "communicative", "anthropophonic" (for sounds produced by the human vocal apparatus), and "lexical":

	eventive	communicative	anthropophonic	lexical
event	+	-	-	-
kinesic	+	+	-	-
vocal	+	+	+	-
utterance	+	+	+	+

The differences are not always clear-cut. Among *events* we might include actions like slamming the door, which can certainly be communicative. *Vocals* include coughing and sneezing, which are usually involuntary noises. Equally, the distinction between utterances and vocals is not always clear (as implied by our use of the term "semi-lexical") although for many analytic purposes it will be convenient to regard them as distinct. Individual scholars may differ in the way borderlines are drawn and should declare their definitions in the **<editorial.decl>** element of the header (see 22.5.3, "[The TEI Header]," [in separate fascicle]).

In addition to these constituents, spoken texts require the encoding of contextual and temporal information, that is, information concerning the origin or context of the speech, and information concerning its performance in time, respectively.

34.3.1 Contextual Information

Contextual information, as already noted, is generally provided by the header to a text. In general, the whole of the information in a header is understood to be relevant to the whole of the associated text. Where this is not the case, a *decls* attribute may be used to specify exceptions to the rule. All contextual information about the script, the recording and the transcription applicable to a given spoken text is provided in the header. By default, the information recorded there is assumed to apply to the whole of the text. The *decls* attribute is provided to enable this association to be over-ridden for any **<div>**, **<u>** or **<writing>** element within it. Its value is a string consisting of the ID values for the script, recording or transcription declarations to be applied.

Defaults are inherited in the following manner:

- if there is only a single declaration in the header, it applies to the whole text
- if there is more than one declaration in the header, then that which is specified as the default applies by default to the whole text
- if any element contained by the text specifies a declaration, then that declaration applies to that element, and to all elements contained by it

For example:

```
<tei.header> ...
<script.decl id=SD1 default=Y>
   [information about script SD1]
<script.decl id=SD2>
   [information about script SD2]
   ...
<editorial.decl id=ED1 default=Y>
   [information about editorial practice ED1]
<editorial.decl id=ED2>
   [information about editorial practice ED2]
   ...
</tei.header>
<text>
<div id=n1>
  <u decls=SD1>This utterance is associated with script SD1
    and editorial practice ED1
  <u decls=ED2>this one with SD1 and ED2
  <u decl=SD2>This one is associated with SD2 and ED1
  <u>This one is associated with SD1 and ED1
  ...
</div>
<div decls=ed2>
   <u>this utterance is associated with script SD1
       and editorial practice ED2
   <u decls=SD2>this one with SD2 and ED2
   <u decls="ED1 SD2">this utterance is associated with
       editorial practice ED1 and script SD2
   <u>but this utterance is associated with
       editorial practice ED2 and script SD1
</div>
</text>
```

The *decls* attribute may be used in this way with the elements **<text>**, **<div>**, **<u>**, and **<writing>** only. It should only be used to over-ride declarations for the elements **<encoding.decl>**, **<script.decl>** and **<recording.decl>** components of the TEI header. In general, TEI recommended practice is to avoid heterogeneity in the contents of divisions: for this reason the *decls* attribute should only exceptionally be needed.

34.3.2 Temporal Information

In addition to the global attributes *n*, *id*, and *lang*, utterances, vocals, pauses, kinesics, events and writing elements may all take a common set of attributes providing information about their position in time. For this reason, these elements are regarded as forming a *class*, referred to here as *timed*. The following attributes are common to all elements in this class:

start : indicates the location within a temporal alignment at which this element begins.

end : indicates the location within a temporal alignment at which this element ends.

dur : indicates the length of this element in time, using either specific units or the units specified on the associated temporal alignment.

Note that if *start* and *end* point to **<loc>** elements whose temporal distance from each other is specified in the alignment map, then *dur* is ignored.

The tag **<ptr>** (see 34.4.3, “Pointers and Alignment,” on page 19) tag may be used as an alternative means of aligning the start and end of timed elements, and is required where the temporal alignment is with points within an element.

The parameter entity corresponding with this class has the following declaration:

```
<!-- 34.3.2:  Attributes for timed elements                  -->
<!ENTITY % a.timed '
          start             IDREF             #IMPLIED
          end               IDREF             #IMPLIED
          dur               CDATA             #IMPLIED      ' >
```

34.3.3 Utterances

Each distinct *utterance* in a spoken text is represented by a **<u>** element, described as follows:

<u> : a stretch of speech usually preceded and followed by silence or by a change of speaker. Attributes include:

who : supplies an identifier for the speaker or group of speakers. Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.

trans : indicates the nature of the transition between this utterance and the previous one. Values:

smooth : no noticeable pause or overlap.

latching : overlapping or latching transition.

pause : noticeable pause.

Use of the *who* attribute to associate the utterance with a particular speaker is recommended, but not required. Its use implies as a further requirement that all speakers be identified by a **<participant>** or **<participant.grp>** element in the TEI header, (see section 22.8, “[The TEI Header],” [in separate fascicle]). The *trans* attribute is provided as a means of characterizing the transition from one utterance to the next at a simpler level of detail than that provided by the general alignment mechanism discussed in section 34.4.3, “Pointers and Alignment,” on page 19 below. For example

```
<u who=A>Have you heard the
<u who=B trans=latching>the election results? yes
<u who=A trans=pause>it's a disaster
```

An utterance may contain only running text, or text within which other basic structural elements are nested. Where such nesting occurs, the *who* attribute is considered to be inherited for the elements **<pause>**, **<vocal>**, **<shift>** and **<kinesic>**; that is, a pause (etc.) within an utterance is regarded as being a pause by that speaker only, while a pause between utterances applies to all speakers.

Occasionally, an utterance may contain other utterances, for example where there is a change in the script associated with it. This may occur when a speaker changes script in mid-utterance. For example:

```
<!-- breakfast table conversation ... -->
<u who=A>Listen to this
   <u who=A decls=S1>The government is confident, he
   said, that the current economic problems will be
   completely overcome by June</u>
what nonsense</u>
```

Here speaker A interrupts his own utterance with another nested one, which is read from a newspaper. The *decls* attribute on the nested utterance is used to indicate that its script is S1, rather than the default. Alternatively, the embedded utterance might be regarded as a new (non-nested) one, or represented as an event without transcribing the read material:

```
<u who=A>Listen to this <event desc='reads'>
what nonsense</u>
```

The formal definition of these elements is as follows:

```
<!-- 34.3.3:  Components of spoken texts                      -->
<!ELEMENT u             - -  (#PCDATA | u | anchor | ptr | s |
                             pause | vocal | shift | kinesic |
                             event)+                             >
<!ATTLIST u                  %a.global;
                             %a.timed;
          trans              (smooth | latching | pause)
                                                 smooth
          who                IDREF               #IMPLIED        >
```

34.3.4 Pause

The **<pause>** empty element tag is used to indicate a silent pause, either between or within utterances. A pause contained by an utterance applies to the utterer of that utterance. A pause between utterances applies to all utterers. The *type* attribute may be used to categorize the pause, for example as short, medium or long; alternatively the attribute *dur* may be used to indicate its length more exactly. If detailed synchronization of pausing with other vocal phenomena is required, the alignment mechanism discussed at section 34.4.3, “Pointers and Alignment,” on page 19 should be used. Note that the *trans* attribute mentioned in the previous section may also be used to characterize the degree of pausing between utterances.

The formal definition of this element is as follows:

```
<!-- 34.3.4:  Components of spoken texts (cont'd)            -->
<!-- (continuation of sec. 34.3.3)                            -->
<!ELEMENT pause         - O  EMPTY                             >
<!ATTLIST pause              %a.global;
                             %a.timed;
          type               CDATA              #IMPLIED
          who                IDREF              #IMPLIED       >
```

34.3.5 Vocal, Kinesic, Event

These three empty elements are used to indicate the presence of non-transcribed semi-lexical or non-lexical phenomena either between or within utterances. **<vocal>** is used for vocalizations such as filled pauses, **<kinesic>** for gestures, and **<event>** for other types of event.

The *who* attribute should be used to specify the person or group responsible for a vocal, kinesic or event which is contained within an utterance, if this differs from that of the enclosing utterance. The attribute must be supplied for a vocal, kinesic or event which is not contained within an utterance.

The *iterated* attribute may be used to indicate that the vocal, kinesic or event is repeated, for example “laughter” as opposed to “laugh”. If detailed synchronization of these phenomena is required, the alignment mechanism discussed at section 34.4.3, “Pointers and Alignment,” on page 19 should be used.

The *desc* attribute may be used to supply a conventional representation for the phenomenon, for example:

non-lexical: burp, click, cough, exhale, giggle, gulp, inhale, laugh, sneeze, sniff, snort, sob, swallow, throat, yawn

semi-lexical: ah, aha, aw, eh, ehm, er, erm, hmm, huh, mm, mmhm, oh, ooh, oops, phew, tsk, uh, uh-huh, uh-uh, um, urgh, yup

Researchers may prefer to regard some semi-lexical phenomena as “words” within the bounds of the **<u>** element. See further the discussion at section 34.5.2, "Word Form," on page 25 below. As for all basic categories, the definition should be made clear in the **<encoding.decl>** element of the header.

It is not envisaged that events or kinesics should be included in any transcription, except where their presence is felt to be of potential significance for the interpretation of the interaction.

The formal definition of these elements is as follows:

```
<!-- 34.3.5:  Components of spoken texts (cont'd)            -->
<!-- (continuation of sec. 34.3.3)                            -->
<!ELEMENT vocal        - O  EMPTY                               >
<!ATTLIST vocal             %a.global;
                            %a.timed;
          who               IDREF              #IMPLIED
          iterated          (y | n | u)        n
          desc              CDATA              #IMPLIED        >
<!ELEMENT kinesic      - O  EMPTY                               >
<!ATTLIST kinesic           %a.global;
                            %a.timed;
          who               IDREF              #IMPLIED
          iterated          (y | n | u)        n
          desc              CDATA              #IMPLIED        >
<!ELEMENT event        - O  EMPTY                               >
<!ATTLIST event             %a.global;
                            %a.timed;
          who               IDREF              #IMPLIED
          iterated          (y | n | u)        n
          desc              CDATA              #IMPLIED        >
```

34.3.6 Writing

Written text may also be encountered when speech is transcribed, for example in a television broadcast or cinema performance, or where one participant shows written text to another. The **<writing>** element may be used to distinguish such written elements from the spoken text in which they are embedded.

<writing> : a passage of written text revealed to participants in the course of a spoken text. Attributes include:

who : supplies an identifier for the participant who reveals or creates the writing, if any. Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.

gradual : indicates whether the writing is revealed all at once or gradually. Values:

y : the writing is revealed gradually.

n : the writing is revealed all at once.

u : unknown or unmarked.

type : categorizes the kind of writing in some way, for example as a subtitle, noticeboard etc.

The formal definition of these elements is as follows:

```
<!-- 34.3.6:  Components of spoken texts (cont'd)            -->
<!-- (continuation of sec. 34.3.3)                           -->
<!ELEMENT writing       - -  ((p, %p.seq;) | (%soup;))         >
<!ATTLIST writing            %a.global;
          who                IDREF              #IMPLIED
          type               CDATA              #IMPLIED
          script             IDREF              #IMPLIED
          gradual            (y | n | u)        #IMPLIED       >
```

34.4 Segmentation and Alignment

As mentioned above, an utterance may contain simply prose, possibly mixed with the other elements already discussed above. It may also be further subdivided into *segments* of various kinds, and may contain *pointers*, indicating points of synchronization within it, or *shifts*, indicating locations at which changes are noted in various para-linguistic phenomena. These are discussed in the following sections.

34.4.1 Segments

For some analytic purposes it may be desirable to subdivide the divisions of a spoken text into units smaller than the individual utterance or turn. Segmentation may be performed for a number of different purposes and in terms of a variety of speech phenomena. Common examples include units defined both prosodically (by intonation, pausing etc.) and syntactically (clauses, phrases etc.) The term *macrosyntagm* has been used to define units peculiar to speech transcripts by a number of researchers.[4] These Guidelines propose that such analyses be performed in terms of neutrally-named *segments*, represented by an **<s>** element. This element may take a *type* attribute to specify the kind of segmentation applicable to a particular segment, if more than one is possible in a text. A full definition of the segmentation scheme or schemes used should be provided in the **<segmentation>** element of the **<editorial.decl>** element in the TEI header (see 22.5.3, "[The TEI Header]," [in separate fascicle]).

The **<s>** element has the following formal definition:

---

[4] The term was apparently first proposed by Bengt Loman and Nils Jørgensen , in *Manual for analys och beskrivning av makrosyntagmer* (Lund: Studentlitteratur, 1971) where it is defined as follows: "A text can be analysed as a sequence of segments which are internally connected by a network of syntactic relations and externally delimited by the absence of such relations with respect to neighbouring segments. Such a segment is a syntactic unit called a macrosyntagm" (trans. S. Johansson).

```
<!-- 34.4.1:  Tags for alignment and segmentation            -->
<!ELEMENT s             - O  (#PCDATA | %empty)*               >
<!ATTLIST s                  %a.global;
          type               CDATA              #IMPLIED       >
```

It is often the case that the desired segmentation does not respect utterance boundaries; for example, syntactic units may cross utterance boundaries. This may be handled in a number of different ways, most of which are discussed in more general terms elsewhere in these Guidelines.

- a concurrent DTD may be defined (see 13, "Structure of the TEI Document Type Declarations," [in separate fascicle])
- "milestone" tags may be used (see 23.2, "Reference Systems," [in separate fascicle]); the special-purpose **<shift>** tag discussed in section 34.4.2, "Shifts," below is an extension of this method
- where the conflict is between utterance and segment boundaries only, it may be regarded as an instance of overlap (see section 34.4.3, "Pointers and Alignment," on page 19 and 34.5.1, "Speaker Overlap," on page 23)
- where several discontinuous segments are to be grouped together to form a syntactic unit (e.g. a phrasal verb with interposed complement), the general purpose alignment mechanism should be used (see sections 34.4.3, "Pointers and Alignment," on page 19 and 44, "Analytic Tools," [in separate fascicle])

34.4.2 Shifts

Paralinguistic features which characterize stretches of speech not co-extensive with utterances or any of the other units discussed so far may be encoded to a limited extent by marking simply their boundaries. The **<shift>** empty element is provided for this purpose. It may appear within an utterance or a segment to mark a significant change in the particular feature defined by its attributes, which is then understood to apply to all subsequent utterances for the same speaker, unless changed by a new shift for the same feature in the same speaker. Intervening utterances by other speakers do not normally carry the same feature.

The *feature* attribute is used to identify the particular feature which noticeably changes at this point. Its value is taken from a closed list of paralinguistic features, based on those used by the Survey of English Usage.[5] This list may be revised or supplemented using the methods outlined in section 62, "Modifying TEI DTDs," [in separate fascicle].

The *new* attribute specifies the new state of the feature following the shift. If no value is specified, it is implied that the feature concerned ceases to be remarkable at this point: the special value "normal" may be specified to have the same effect.

&@fn@sep

[5] For details see S. Boase, *London-Lund Corpus: Example Text and Transcription Guide* (London: Survey of English Usage, University College London, 1990).

A **<shift>** itself can be aligned with other elements only by being pointed at from an alignment. If therefore alignment is expressed by pointing from the text, rather than into it, a **<ptr>** element following the **<shift>** should be used. See further 34.4.3, "Pointers and Alignment," on page 19. In summary,

<shift> : marks the point at which some paralinguistic feature of a series of utterances by any one speaker changes. Attributes include:

feature : a paralinguistic feature. Values:

tempo : speed of utterance.

loud : loudness.

pitch : pitch range.

tension : tension or stress pattern.

rhythm : rhythmic qualities.

voice : voice quality.

new : specifies the new state of the paralinguistic feature specified.

A list of suggested values for each of the features proposed follows:

- tempo
  a: allegro (fast)
  aa: very fast
  acc: accelerando (getting faster)
  l: lento (slow)
  ll: very slow
  rall: rallentando (getting slower)
- loud (for loudness):
  f: forte (loud)
  ff: very loud
  cresc: crescendo (getting louder)
  p: piano (soft)
  pp: very soft
  dimin: diminuendo (getting softer)
- pitch (for pitch range):
  high: high pitch-range
  low: low pitch-range
  wide: wide pitch-range
  narrow: narrow pitch-range
  asc: ascending
  desc: descending
  monot: monotonous
  scand: scandent, each succeeding syllable higher than the last, generally ending in a falling tone
- tension:
  sl: slurred

lax: lax, a little slurred
ten: tense
pr: very precise
st: staccato, every stressed syllable being doubly stressed
leg: legato, every syllable receiving more or less equal stress

- rhythm:
  rh: beatable rhythm
  arrh: arrhythmic, particularly halting
  spr: spiky rising, with markedly higher unstressed syllables
  spf: spiky falling, with markedly lower unstressed syllables
  glr: glissando rising, like spiky rising but the unstressed syllables, usually several, also rise in pitch relative to each other
  glf: glissando falling, like spiky falling but with the unstressed syllables also falling in pitch relative to each other
- voice (for voice quality):
  whisp: whisper
  breath: breathy
  husk: husky
  creak: creaky
  fals: falsetto
  reson: resonant
  giggle: giggle or unvoiced laugh
  laugh: voiced laugh
  trem: tremulous
  sob: sobbing
  yawn: yawning
  sigh: sighing

A full definition of the sense of the values provided for each feature should be provided in the encoding description section of the text header (see section 22.5, “[The TEI Header],” [in separate fascicle])

The formal definition of these elements is as follows:

```
<!-- 34.4.2:  Shift element for paralinguistic features       -->
<!ELEMENT shift         - O  EMPTY                              >
<!ATTLIST shift              %a.global;
          who                IDREF              #IMPLIED
          feature            (tempo | loud | pitch | tension | rhythm | voice)
                                                #REQUIRED
          new                CDATA              normal          >
```

34.4.3 Pointers and Alignment

A major difference between spoken and written texts is the importance of the temporal dimension to the former. As a very simple example, consider the following, first as it might be represented in a playscript:

```
Jane: Have you read Vanity Fair?
Stig: Yes
Lou: (nods vigorously)
```

Let us assume that Stig and Lou respond to Jane's question before she has finished asking it — a fairly normal situation in spontaneous speech. Three things are therefore synchronous: the end of Jane's utterance, Stig's whole utterance and Lou's kinesic. To represent such situations, these Guidelines recommend the use of a mechanism known as an *alignment map*, which is linked with other parts of the text by the usual SGML *id/idref* pointer mechanism. One way to represent the simple example above might be as follows:

```
<align><loc id=P1>
<u who=Jane>have you read Vanity <ptr target=p1> Fair</u>
<u who=Stig start=P1>yes</u>
<kinesic who=Lou start=P1 iterated=Y desc=nod>
```

The rest of this section, which should be read in conjunction with the more general discussion of alignment at section 44, “Analytic Tools,” [in separate fascicle] explains how this mechanism works.

A specialized form of alignment map or *timeline* is used to coordinate simultaneous phenomena, whether they are utterances by different speakers, utterances and gestures, or gestures and events of other kinds. The map represents a series of points in time, which are then linked or aligned with other elements in the text in one of three ways

- by pointing from the text to the alignment map
- by pointing from the alignment map into the text
- by linking in both directions

Examples of each method are given below and in section 34.5.1, “Speaker Overlap,” on page 23.

An alignment map is represented by an **<align>** element, which consists of a series of **<loc>** elements. Each **<loc>** represents a synchronization point, and may bear attributes indicating its exact temporal position relative to other points in the alignment in addition to the sequencing implied by its position within the alignment itself.

For example, the following alignment map

```
<align type=time units=dsec>
   <loc id=P1 absolute="12:20:01:01 BST">
   <loc id=P2 distance=45 since=P1>
   <loc id=P6>
   <loc id=P3 distance=15 since=P6>
</align>
```

represents four points in time, named P1, P2, P6 and P3 (as with all attributes named *id* in the TEI scheme, the names must be unique within the document but have no other significance). P1 is located absolutely, at 12:20:01:01 BST. P2 is

4.5 seconds later than P2 (i.e. at 12:20:46). P6 is at some unspecified time later than P2 and previous to P3 (this is implied by its position within the timeline, as no attribute values have been specified for it). The fourth point, P3, is 1.5 seconds later than P6.

One or more alignment maps may be specified within a spoken text, to suit the encoder's convenience. If more than one is supplied, the *origin* attribute may be used on each to specify which other **<align>** element it follows. The *units* attribute indicates the units used for timings given on **<loc>** elements contained by the alignment map, except where otherwise specified. To avoid the need to specify times explicitly, the *interval* attribute may be used to indicate that any contained **<loc>** elements are a fixed distance apart from each other, or to indicate that only their sequence is specified.

Elements within a spoken text may be aligned with the times specified by a **<loc>** element in three ways, as stated above. To point from the text into the alignment, the identifier of the required alignment point should be supplied as the value of one of the following

- the *start* attribute of a timed element
- the *end* attribute of a timed element
- the *target* attribute of a **<ptr>** element within the text

For example,

```
<u id=U1 start=P2 end=P3> This is my <ptr target=P6> turn
```

The start of this utterance is aligned with P2 and its end with P3. The transition between the words “my” and “turn” occurs at point P6.

To point from the alignment into the text, **<ptr>** elements are used within the **<loc>** elements of the alignment. The alignment represented by the preceding examples could equally well be represented as follows:

```
<align type=time units=sec>
<loc id=P1 absolute="12:20:01:01 BST">
<loc id=P2 distance=45 since=P1>
     <ptr target=U1>
<loc id=P6>
     <ptr target=X1>
<loc id=P3 distance=15 since=P6>
     <ptr target=U1>
</align>
...
<u id=U1>This is my <anchor id=X1> turn
```

Here, the whole of the object with identifier U1 (the utterance) has been aligned with two different points, P2 and P3. This is interpreted to mean that the utterance spans at least those two points. Note that since we are now pointing from the alignment map into the text and not vice versa, the **<ptr>** element within the utterance has been replaced by an **<anchor>** element, the function of which is to provide a name for a location in the text so we can point at it.

The two methods can of course be combined, which eliminates the need for anchors in the text:

```
<align type=time units=sec>
<loc id=P1 absolute="12:20:01:01 BST">
<loc id=P2 distance=45 since=P1>
     <ptr target=U1>
<loc id=P6>
     <ptr target=X1>
<loc id=P3 distance=15 since=P6>
     <ptr target=U1>
</align>
...
<u id=U1 start=P1 end=P2>
         This is my <ptr id=X1 target=P6> turn
```

Temporal alignment at this level of precision is generally appropriate for handling the common case of speaker overlap, and examples are given of its application for that purpose below. The mechanism outlined here may however be used for a variety of other purposes, most notably the alignment of discontinuous segments in syntactic analysis, for examples of which see section 45, “Applications of Analytic Tools,” [in separate fascicle]. Because any element in the TEI scheme may bear an *id* attribute, and because the **<ptr>** and **<anchor>** elements may appear anywhere within a TEI-conformant text, it is possible to align any or all parts of a spoken text using the same basic mechanism outlined here.

The formal definition of these elements is as follows:

```
<!-- 34.4.3:  Tags for alignment                              -->
<!ELEMENT align         - -  (loc+)                            >
<!ATTLIST align              %a.global;
          type               (time | space)      #REQUIRED
          origin             IDREF               #IMPLIED
          units              NMTOKEN             #IMPLIED
          interval           NUTOKEN             0             >
<!ELEMENT loc           - O  (ptr*)                            >
<!ATTLIST loc                %a.global;
          absolute           CDATA               #IMPLIED
          since              IDREF               #IMPLIED
          id                 ID                  #REQUIRED
          distance           NUMBER              #IMPLIED      >
<!ELEMENT ptr           - O  EMPTY                             >
<!ATTLIST ptr                %a.global;
          target             IDREF               #REQUIRED     >
<!ELEMENT anchor        - O  EMPTY                             >
<!ATTLIST anchor             %a.global;
          id                 ID                  #REQUIRED     >
```

34.5 Recommended Transcription Practice

34.5.1 Speaker Overlap

Speaker overlap should be handled using the alignment mechanism discussed in the previous section (34.4.3, "Pointers and Alignment," on page 19). This allows for any element in the transcription to be aligned with any other, either singly (from the alignment map to the element, or vice versa) or doubly (in both directions). Alignment from the **<align>** element into the text is appropriate where the text is already fully marked up and it is not to be altered; alignment from the text to the **<align>** element is appropriate where the minimum of additional tagging is required. Double alignment considerably simplifies the task of writing software to handle the alignment, at the expense of considerable density of tagging.

As an example of the three possibilities, consider the following dialogue, represented first as it might appear in a conventional playscript:

```
Tom: I used to smoke --
Bob: (interrupting) You used to smoke?
Tom: (at the same time) a lot more than this.  But I never
     inhaled the smoke
```

A commonly used convention might be to transcribe such a passage as follows:

```
<1> I used to smoke [ a lot more than this ]
<2>                 [ you used to smoke ]
<1> but I never inhaled the smoke
```

Such conventions have the drawback that they are hard to generalize or to extend beyond the very simple case presented here. Their reliance on the accidentals of physical layout also make them difficult to transport and very difficult to process. These Guidelines recommend one of the following courses:

Single linkage, text to alignment:

```
<align><loc ID=P1><loc ID=P2>
   ....
<u who=TOM>I used to smoke <ptr target=P1> a lot more than this
     <ptr target=P2>but I never inhaled the smoke
<u who=BOB start=P1 end=P2>You used to smoke
```

Note that the second utterance above could equally well be encoded as follows with exactly the same effect:

```
<u who=BOB><ptr target=P1>You used to smoke<ptr target=P2>
```

Single linkage, alignment to text:

```
<align><loc><ptr target=N1><ptr target=U2>
   <loc><ptr target=N2><ptr target=U2>
   ....
<u who=TOM>I used to smoke
     <anchor ID=N1> a lot more than this
     <anchor ID=N2>but I never inhaled the smoke
<u id=U2 who=BOB>You used to smoke
```

Double linkage:

```
<align><loc id=P1><ptr target=N1><ptr target=U2>
   <loc id=P2><ptr target=N2><ptr target=N4>
   ....
<u who=TOM>I used to smoke
     <ptr ID=N1 target=P1> a lot more than this
     <ptr ID=N2 target=P2> but I never inhaled the smoke
<u id=U2 who=BOB start=P1 end=P2> You used to smoke
```

Note that in each case, although Bob's utterance follows Tom's sequentially in the text, it is aligned temporally with its middle, without any need to disrupt the normal syntax of the text.

As a further example, consider the following exchange, first as it might be represented using a musical score like notation, in which points of synchronization are represented by vertical alignment of the text

```
A : This is |my  |turn
B :         |Balderdash
C :         |No, |it's mine
```

All three speakers are simultaneous at the words “my”, “Balderdash” and “No”; speakers A and C are simultaneous at the words “turn” and “it's”. This could be encoded as follows, using pointers from the alignment map into the text:

```
<align>
    <loc id=P1>
         <ptr target=A1>
         <ptr target=B1>
         <ptr target=C1>
    <loc id=P2>
         <ptr target=A2>
         <ptr target=C2>
</align>
   ...
<u who=A>this is <anchor id=A1> my <anchor id=A2> turn
<u who=B id=B1>balderdash
<u who=C id=C1> no <anchor id=C2> it's mine</u>
```

34.5.2 Word Form

When speech is transcribed into writing, it is customary to use ordinary orthographic notation. This necessarily implies some compromise between the sounds produced and conventional orthography. Particularly when dealing with informal, dialectal or other varieties of language, the transcriber will frequently have to decide whether a particular sound is to be treated as a distinct vocabulary item or not. For example, while "kinda" is probably not worth distinguishing as a vocabulary item from "kind of", "isn't" is clearly worth distinguishing from "is not"; for some purposes, the regional variant "isnae"might also be worth distinguishing in the same way. One rule of thumb might be to allow such variation only where a generally accepted orthographic form exists, for example, in published dictionaries of the language register being encoded; this has the disadvantage that such dictionaries may not exist. Another is to maintain a controlled (but extensible) set of normalized forms for all such words; this has the advantage of enforcing some degree of consistency amongst different transcribers. Occasionally, as for example when transcribing abbreviations or acronyms, it may be felt necessary to depart from conventional spelling to distinguish between cases where the abbreviation is spelled out letter by letter (for example, "B B C"or "V A T") and where it is pronounced as a single word (for example "VAT" or "RADA"). Similar considerations might apply to pronunciation of foreign words (for example "Monsewer" vs "Monsieur").

In general, use of punctuation, capitalization etc in spoken transcripts should be carefully controlled. It is important to distinguish the transcriber's intuition as to what the punctuation should be from the marking of prosodic features such as pausing, intonation etc.

Whatever practice is adopted, it is essential that it be clearly and fully documented in the editorial declarations section of the header. It may also be found helpful to include normalized forms of non-conventional spellings within the text, using the regularization element as described in section 47, "Text Criticism and Apparatus," [in separate fascicle].

34.5.3 Prosody

In the absence of conventional punctuation, the marking of prosodic features becomes of paramount importance, since these structure and organize the spoken message. Pauses have already been dealt with in section 34.3.4, "Pause," on page 14; while tone units (or intonational phrases) can be indicated by the segmentation tag discussed in section 34.4.1, "Segments," on page 16. The shift tag discussed in section 34.4.2, "Shifts," on page 17 may also be used to encode some prosodic features, for example where all that is required is the ability to record shifts in voice quality.

For more detailed work, involving a detailed phonological transcription including representation of stress and pitch patterns, it is probably best to maintain the prosodic description in parallel with the conventional written transcription, rather than attempt to embed detailed prosodic information within the written transcription. The two parallel streams may be aligned with each other and with other streams, for example an acoustic encoding, using the general alignment mechanisms discussed in section 34.4.2, “Shifts,” on page 17. For representation of phonemic information, we recommend the use of the International Phonetic Alphabet, as further discussed in section 21, “Character Representation and Character Sets,” [in separate fascicle].

34.5.4 Speech Management

By speech management we mean disfluencies such as filled and unfilled pauses, interrupted or repeated words, corrections and reformulations as well as interactional devices asking for or providing feedback. Depending on the importance attached to such features, transcribers may choose to adopt conventionalized representations for them (as discussed in section 34.5.2, “Word Form,” on page 25 above), or transcribe them using IPA or some other phonemic transcription system. To simplify analysis of the lexical features of a speech transcript, it may be felt useful to “tidy away” in some sense many of these disfluencies. Where this policy has been adopted, these Guidelines recommend the use of the tags for simple editorial intervention discussed in section 47, “Text Criticism and Apparatus,” [in separate fascicle] to make explicit the extent of regularization or normalization performed by the transcriber.

For example, false starts, repetition and truncated words might all be included within a transcription, but marked as editorially deleted, in the following way:

```
<del ed=NN cause=trunc.word>s</del>see
<del ed=NN cause=repetition>you you</del>you know
<del ed=NN cause=false.start>it's</del>he's crazy
```

Similarly, where a transcriber is believed to have incorrectly identified a word, the regularization/non-regularization tags **<sic>** and **<reg>** may be used to indicate both the original and a regularization of it:

```
<sic reg="SCSI" ed=NN cause='transcriber error'>skuzzy</sic>
<reg sic="skuzzy" ed=NN cause='transcriber error'>SCSI</sic>
```

As discussed in section 47, “Text Criticism and Apparatus,” [in separate fascicle], the first of these would be appropriate where faithfulness to the transcribers' intuition is paramount, and the second where the editorial interpretation is felt more significant. In either case, the user of the text can perceive the basis of the choice being offered.

34.5.5 Analytic Coding

The recommendations made here only concern the establishment of a basic text. Where a more sophisticated analysis is needed, more sophisticated methods of markup will also be necessary, requiring the use of concurrent markup streams for multiple segmentation of the stream of discourse, or complex alignment of several segments within it. The general purpose analytic tools discussed in section 44, “Analytic Tools,” [in separate fascicle] should be used for such purposes, as they should for representation of structures larger than the individual utterance. As yet, however, we have been unable to find any consensus in the field as to what kinds of units should be identified at this level, and cannot therefore make more specific recommendations. It is hoped however that the basic building blocks offered here will be serviceable in the expression of such a consensus when it is achieved.

Part 7

Alphabetic Reference List of Tags

Tag Name: **<align>**
Description: defines an alignment map used to synchronize locations in time or space within a text.
Attributes:

type: specifies whether the items pointed to from the locations contained in this alignment are to be aligned in time or space.
Data type: (time | space)

time : the alignment refers to time, i.e. targets are synchronous and locations follow each other.
space : the alignment refers to space.

Default value: #REQUIRED

origin: specifies the starting point in time or space for this alignment.
Data type: IDREF
Value: must point to another ALIGN element logically preceding this one.

Default value: #IMPLIED
This attribute is optional.

units: specifies the default units in which relative distances between locations are to be measured.
Data type: NMTOKEN
Value: a semi-closed list of recognized abbreviations such as sec, min, cm, in

Default value: #IMPLIED
This attribute is optional.

interval: a non-zero value indicates that all locations contained by the alignment are to be regarded as following at regular intervals of the length specified; a zero value indicates that locations are consecutive.
Data type: NUTOKEN
Value: zero or a positive number
Default value: 0

Remarks: If relative timings are supplied on a loc which is on a alignment that has a nonzero interval, which should be believed? or is it an error?
This attribute is optional.

Example:

```
<align type=time interval=10 units=min>
  <loc id=P1>
  <loc id=P2>
  <loc id=P3>
</align>
```

This example defines three points in time, named P1, P2 and P3, which are ten minutes apart.

Remarks:
Part: base tag set for analysis and interpretation.
Member of classes:
DTD file: p2343
Data description: Contains a series of **<loc>** elements only
May occur within: div text
May contain: loc
Element Declaration:

```
<!ELEMENT align         - -  (loc+)                          >
```

Attribute List Declaration:

```
<!ATTLIST align              %a.global;
          type               (time | space)      #REQUIRED
          origin             IDREF               #IMPLIED
          units              NMTOKEN             #IMPLIED
          interval           NUTOKEN             0              >
```

Discussed in 34.4.3, “Pointers and Alignment,” on page 19.
This tag is recommended.

Tag Name: **<anchor>** (i.e. anchor point)
Description: an artifice used to enable an identifier to be attached to any point within a text, whether or not it corresponds with a textual element.
Attributes:

id (i.e. identifier): supplies an arbitrary name, unique within the document, used to identify the point at which this element occurs.
Data type: ID
Value: any valid name
Default value: #REQUIRED

Remarks: IDs may be chosen freely; note in particular that if they include numeric values there is no requirement for these to be in sequence.

Example:

Example:

```
<anchor id=A234>
```

Remarks:
Part: base tag set for cross references.
Member of classes:
DTD file: p2343
Data description: empty
May occur within: div text u
May contain: EMPTY
Element Declaration:
Example:

```
<!ELEMENT anchor        - O  EMPTY                         >
```

Attribute List Declaration:
Example:

```
<!ATTLIST anchor             %a.global;
          id                 ID                  #REQUIRED      >
```

Discussed in 34.4.3, “Pointers and Alignment,” on page 19.
This tag is recommended.

Tag Name: **<div>** (i.e. division): any arbitrary subdivision of a spoken text, comprising one or more utterances etc. which are to be treated as a unit for analytic purposes.

Attributes:

type: categorizes the division in some respect.
Data type: CDATA
Value: An open list
Default value: #IMPLIED
This attribute is optional.

dur (i.e. duration): specifies the total duration of the division in time.
Data type: CDATA
Value: a number plus an indication of the units used if not defaulted.
Default value: #IMPLIED
This attribute is optional.

org (i.e. organization): specifies how the content of the division is organized.
Data type: (compos | seq)

compos : composite content: i.e. no claim is made about the sequence in which elements below this one are to be processed, or their inter-relationships.
seq : sequential content: i.e. elements below this are regarded as forming a logical unit, to be processed in the sequence given.

Default value: seq
This attribute is optional.

decls (i.e. declarations): specifies one or more declarations in the **<TEI.header>** element associated with this text which are understood to apply to this element occurrence only.
Data type: IDREFS
Value: a string of one or more id values
Default value: #IMPLIED
This attribute is optional.

Example:

```
<div id=d651
     n="conversation between students
     after examination on 23 Apr 67"
     type="discourse" dur=203mins decls="PX1 ED56">
   <u who=A>....
   <u who=B>....
   ...
</div>
```

Remarks:
Part: base tag set for spoken materials.

Member of classes:
DTD file:
May occur within: div text
May contain: align u pause vocal kinesic event writing anchor div
Element Declaration:

```
<!ELEMENT div           - O  (align | u | pause | vocal |
                             kinesic | event | writing | anchor
                             | div)+                            >
```

Attribute List Declaration:

```
<!ATTLIST div                %a.global;
          type               CDATA              #IMPLIED
          dur                CDATA              #IMPLIED
          org                (compos | seq)     seq
          decls              IDREFS             #IMPLIED       >
```

Discussed in 34.2.3, “Divisions and Their Components,” on page 8.
This tag is required.

Tag Name: **<event>** (i.e. Event)
Description: any non-vocalized non-communicative phenomenon, for example incidental noises or other events affecting communication.
Attributes:

who: supplies an identifier for the agent of the event described, if any. Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.
Data type: IDREF
Value: Must identify a participant or participant group within the TEI Header
Default value: #IMPLIED
This attribute is optional.

iterated (i.e. iterated): indicates whether or not the phenomenon is repeated.
Data type: (y | n | u)

y : the phenomenon is repeated.
n : the phenomenon is atomic.
u : unknown or unmarked.

Default value: n
Remarks:
This attribute is optional.

desc (i.e. description): supplies a conventional representation for the phenomenon.
Data type: CDATA
Value: a description or representation of the phenomenon chosen from a semi-closed list
Default value: #IMPLIED

Remarks:
This attribute is optional.

Example:

```
<event desc="ceiling collapses">
```

Remarks:
Part: base tag set for spoken materials.
Member of classes: timed
DTD file:
Data description: empty
May occur within: div text u
May contain: EMPTY
Element Declaration:

```
<!ELEMENT event         - O  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST event              %a.global;
                             %a.timed;
          who                IDREF              #IMPLIED
          iterated           (y | n | u)        n
          desc               CDATA              #IMPLIED       >
```

Discussed in 34.3.5, “Vocal, Kinesic, Event,” on page 14.
This tag is recommended.

Tag Name: **<kinesic>** (i.e. Non-vocalized quasi-lexical)
Description: any non-vocalized but communicative phenomenon, for example a gesture, frown, etc.
Attributes:

who: supplies an identifier for the participant performing the gesture. Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.
Data type: IDREF
Value: Must identify a participant or participant group within the TEI Header
Default value: #IMPLIED
This attribute is optional.

iterated (i.e. iterated): indicates whether or not the phenomenon is repeated.
Data type: (y | n | u)

y : the phenomenon is repeated.
n : the phenomenon is atomic.
u : unknown or unmarked.

Default value: n
This attribute is optional.

desc (i.e. description): supplies a conventional representation for the phenomenon.

Data type: CDATA
Value: a description or representation of the phenomenon chosen from a semi-closed list
Default value: #IMPLIED

Remarks:
This attribute is optional.

Example:

```
<kinesic iterated=Y desc="shaking head vigorously" dur="1.5secs">
```

Remarks:
Part: base tag set for spoken materials.
Member of classes: timed
DTD file:
Data description: empty
May occur within: div text u
May contain: EMPTY
Element Declaration:

```
<!ELEMENT kinesic       - O  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST kinesic            %a.global;
                             %a.timed;
          who                IDREF               #IMPLIED
          iterated           (y | n | u)         n
          desc               CDATA               #IMPLIED       >
```

Discussed in 34.3.5, “Vocal, Kinesic, Event,” on page 14.
This tag is recommended.

Tag Name: **<loc>** (i.e. locus)
Description: indicates one location within an alignment map either relative to other locations on the same alignment, or absolutely.
Attributes:

absolute: supplies an absolute value for the location.
Data type: CDATA
Value: Times may be given in standard form, as specified in the Encoding Declarations section of the header.
Default value: #IMPLIED
Example:

```
<loc id=P1 absolute='12:20:02:02 CST'>
```

Remarks:
This attribute is optional.

since: specifies the identifier of another location on the same alignment, relative to which the position of the current location is to be calculated.
Data type: IDREF
Value: Must identify another location within the current alignment.

Default value: #IMPLIED

Remarks: If no value is supplied for this attribute, and the *interval* attribute on the alignment map is zero, then the base relative to which the position of the current location is to be calculated is the immediately preceding location within the alignment.
This attribute is optional.

id (i.e. identifier): supplies an arbitrary name, unique within the document, used to identify the **<loc>**.
Data type: ID
Value: any valid name
Default value: #REQUIRED

Remarks: IDs may be chosen freely; note in particular that if they include numeric values there is no requirement for these to be in sequence.
This attribute is optional.

distance: specifies the position of a location within an alignment relative to that indicated by its *since* attribute in terms of the units specified by the *units* attribute of the enclosing alignment element.
Data type: NUMBER
Value: any whole number
Default value: #IMPLIED
Example:

```
<loc id=X1 since=X2 elapsed=334>
```

Remarks:
This attribute is optional.

Example:

```
<loc id=p43 elapsed=13 since=p42>
```

Remarks:
Part: base tag set for analysis and interpretation.
Member of classes:
DTD file: p2343
Data description: may contain either nothing at all (in which case, other parts of a text must be aligned by pointing into the alignment map), or a series of pointer (**<ptr>**) elements (in which case, alignment may be performed either by pointing into the text or by double linkage)
May occur within: align
May contain: ptr
Element Declaration:

```
<!ELEMENT loc           - O  (ptr*)                        >
```

Attribute List Declaration:

```
<!ATTLIST loc                %a.global;
          absolute           CDATA               #IMPLIED
          since              IDREF               #IMPLIED
          id                 ID                  #REQUIRED
          distance           NUMBER              #IMPLIED      >
```

Discussed in 34.4.3, “Pointers and Alignment,” on page 19.
This tag is recommended.

Tag Name: **<pause>**
Description: a pause either between or within utterances.
Attributes:

type: categorizes the pause in some respect.
Data type: CDATA
Value: An open list
Default value: #IMPLIED

This attribute is optional.

who: supplies an identifier for the person or group pausing. Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.
Data type: IDREF
Value: Must identify a participant or participant group within the TEI Header
Default value: #IMPLIED

This attribute is optional.

Example:

```
<pause type=pregnant dur=42>
```

Remarks:
Part: base tag set for spoken materials.
Member of classes: timed
DTD file:
Data description: empty
May occur within: div text u
May contain: EMPTY
Element Declaration:

```
<!ELEMENT pause         - O  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST pause              %a.global;
                             %a.timed;
          type               CDATA              #IMPLIED
          who                IDREF              #IMPLIED       >
```

Discussed in 34.3.4, “Pause,” on page 14.
This tag is recommended.

Tag Name: **<ptr>** (i.e. pointer)
Description: points from one position within a text to some other point, element or stretch of text.
Attributes:

target (i.e. target): supplies the identifier of the target point on a time-line.

Data type: IDREF
Value: must be specified as the value of an ID attribute on some other element in the current document

Default value: #REQUIRED
This attribute is optional.

Example:

```
<ptr target=P1>
```

Remarks:
Part: base tag set for cross references.
Member of classes:
DTD file: p2343
Data description: empty
May occur within: loc u
May contain: EMPTY
Element Declaration:

```
<!ELEMENT ptr           - O  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST ptr                %a.global;
          target             IDREF               #REQUIRED      >
```

Discussed in 34.4.3, “Pointers and Alignment,” on page 19.
This tag is optional.

Tag Name: **<s>** (i.e. Segment)
Description: any arbitrary segmentation of a spoken text.
Attributes:

type (i.e. Type): indicates what type of segment is being defined.
Data type: CDATA
Value: Semi-closed list
Default value: #IMPLIED

Remarks: The value should be defined in the **<segmentation>** element of the **<editorial.decl>** element in the TEI header.
This attribute is optional.

Example:

Remarks:
Part: base tag set for common core features.
Member of classes:
DTD file: p2342
Data description: a mixture of text and empty elements
May occur within: u
May contain: #PCDATA %empty
Element Declaration:

```
<!ELEMENT s             - O  (#PCDATA | %empty)*                >
```

Attribute List Declaration:

```
<!ATTLIST s                  %a.global;
          type               CDATA               #IMPLIED       >
```

Discussed in 34.4.1, “Segments,” on page 16.
This tag is optional.

Tag Name: **<shift>** (i.e. Shift)
Description: marks the point at which some paralinguistic feature of a series of utterances by any one speaker changes.
Attributes:

who: supplies an identifier for the speaker or group of speakers whose shift in some feature is being noted. Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.
Data type: IDREF
Value: Must identify a participant or participant group within the TEI Header
Default value: #IMPLIED
This attribute is optional.

feature (i.e. feature): a paralinguistic feature.
Data type: (tempo | loud | pitch | tension | rhythm | voice)

tempo : speed of utterance.
loud : loudness.
pitch : pitch range.
tension : tension or stress pattern.
rhythm : rhythmic qualities.
voice : voice quality.

Default value: #REQUIRED

Remarks:
This attribute is optional.

new (i.e. new state): specifies the new state of the paralinguistic feature specified.
Data type: CDATA
Value: An open list (for an example of possible values, see
Discussed in 34.4.3, “Pointers and Alignment,” on page 19.)
Default value: normal

Remarks: If no value is specified, it is assumed that the feature concerned ceases to be remarkable. The value “normal” has the same effect.

This attribute is optional.

Example:

```
<u who=LB><shift feature=loud new=f>Elizabeth
<u who=EB>Yes
<u who=LB><shift>Come and try this <pause>
     <shift feature=loud new=ff>come on
```

The word “Elizabeth” is spoken loudly, the words “Yes” and “Come and try this” with normal volume, and the words “come on”very loudly.

Remarks:
Part: base tag set for spoken materials.
Member of classes:
DTD file:
Data description: empty
May occur within: u
May contain: EMPTY
Element Declaration:

```
<!ELEMENT shift         - O  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST shift               %a.global;
          who                 IDREF              #IMPLIED
          feature             (tempo | loud | pitch | tension | rhythm | voice)
                                                 #REQUIRED
          new                 CDATA              normal        >
```

Discussed in 34.4.2, “Shifts,” on page 17.
This tag is optional.

Tag Name: **<text>** (i.e. spoken text)
Description: an individual spoken text.
Attributes:

org: specifies how the content of the text is organized.
Data type: (compos | seq)

compos : composite content: i.e. no claim is made about the sequence in which elements below this one are to be processed, or their inter-relationships.
seq : sequential content: i.e. elements below this are regarded as forming a logical unit, to be processed in the sequence given.

Default value: seq
This attribute is optional.

complete: specifies whether or not this text is complete or a sample.
Data type: (y | n)

y : the full text of the original has been transcribed.
n : a sample of the original text has been taken.

Default value: y
This attribute is optional.

Example:

```
<text id=X123 n='Interviews second wave group 123'
     org=compo  complete=Y>
```

Remarks:
Part: base tag set for spoken materials.
Member of classes:
DTD file:
Data description: Contains alignment map (optional), followed by either a series of **<div>**s or a series of utterances and other events.
May occur within:
May contain: align div u pause vocal kinesic event writing anchor
Element Declaration:

```
<!ELEMENT text          - -  (align*, (div+ | (u | pause |
                             vocal | kinesic | event | writing |
                              anchor)*))                        >
```

Attribute List Declaration:

```
<!ATTLIST text              %a.global;
          org               (compos | seq)      seq
          complete          (y | n)             y              >
```

Discussed in 34.2.2, “The Text,” on page 7.
This tag is required.

Class Name: **timed**
Description: elements which have a duration in time expressed either absolutely or by reference to an alignment map.
Attributes:

start: indicates the location within a temporal alignment at which this element begins.
Data type: IDREF
Value: contains the identifier of a previously defined **<loc>** element
Default value: #IMPLIED
Remarks: If no value is supplied, the element is assumed to follow the immediately preceding element at the same hierarchic level.
This attribute is optional.

end: indicates the location within a temporal alignment at which this element ends.
Data type: IDREF
Value: contains the identifier of a previously defined **<loc>** element
Default value: #IMPLIED

Remarks: If no value is supplied, the element is assumed to precede the immediately following element at the same hierarchic level.

This attribute is optional.

dur (i.e. duration): indicates the length of this element in time, using either specific units or the units specified on the associated temporal alignment.
Data type: CDATA
Value: contains a number optionally followed by a standard unit indicator
Default value: #IMPLIED

Remarks: If units are not defaulted, they should be represented using standard abbreviations (s for second, m for minute, etc.)
This attribute is optional.

Part: type=base name=spoken>.
Member of classes:
DTD file:
Discussed in 34.3.2, “Temporal Information,” on page 12.

Tag Name: **<u>** (i.e. utterance)
Description: a stretch of speech usually preceded and followed by silence or by a change of speaker.
Attributes:

trans (i.e. transition): indicates the nature of the transition between this utterance and the previous one.
Data type: (smooth | latching | pause)

smooth : no noticeable pause or overlap.
latching : overlapping or latching transition.
pause : noticeable pause.

Default value: smooth

Remarks:

This attribute is optional.

who: supplies an identifier for the speaker or group of speakers. Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.
Data type: IDREF
Value: Must identify a participant or participant group within the TEI Header
Default value: #IMPLIED
This attribute is optional.

Example:

```
<u who=A>if did you set
<u who=B trans=latching>well Joe and I set it between us
```

Remarks: Although individual transcriptions may consistently use **<u>** elements for turns or other units, and although in most cases a **<u>** will be delimited by pause or change of speaker, **<u>** is not required to represent a turn or any communicative event, nor to be bounded by pauses or change of speaker. At a minimum, a **<u>** is some phonetic production by a given speaker.
Part: base tag set for spoken materials.
Member of classes: timed
DTD file:
Data description: prose and a mixture of speech elements
May occur within: div text u
May contain: #PCDATA u anchor ptr s pause vocal shift kinesic event
Element Declaration:

```
<!ELEMENT u             - -  (#PCDATA | u | anchor | ptr | s |
                              pause | vocal | shift | kinesic |
                              event)+                          >
```

Attribute List Declaration:

```
<!ATTLIST u                 %a.global;
                            %a.timed;
          trans             (smooth | latching | pause)
                                                 smooth
          who               IDREF                #IMPLIED      >
```

Discussed in 34.3.3, “Utterances,” on page 12.
This tag is required.

Tag Name: **<vocal>** (i.e. Vocalized semi-lexical)
Description: any vocalized but non-lexical phenomenon, for example voiced pauses, non-lexical backchannels, etc.
Attributes:

who: supplies an identifier for the vocalist(s). Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.
Data type: IDREF
Value: Must identify a participant or participant group within the TEI Header
Default value: #IMPLIED
This attribute is optional.

iterated (i.e. iterated): indicates whether or not the phenomenon is repeated.
Data type: (y | n | u)

y : the phenomenon is repeated.
n : the phenomenon is atomic.
u : unknown or unmarked.

Default value: n
This attribute is optional.

desc (i.e. description): supplies a conventional representation for the phenomenon.

Data type: CDATA
Value: a description or representation of the phenomenon chosen from a semi-closed list
Default value: #IMPLIED

Remarks:
This attribute is optional.

Example:

```
<vocal dur=12 desc=whistles>
```

Remarks:
Part: base tag set for spoken materials.
Member of classes: timed
DTD file:
Data description: empty
May occur within: div text u
May contain: EMPTY
Element Declaration:

```
<!ELEMENT vocal         - O  EMPTY                              >
```

Attribute List Declaration:

```
<!ATTLIST vocal              %a.global;
                             %a.timed;
          who                IDREF               #IMPLIED
          iterated           (y | n | u)         n
          desc               CDATA               #IMPLIED       >
```

Discussed in 34.3.5, “Vocal, Kinesic, Event,” on page 14.
This tag is recommended.

Tag Name: **<writing>** (i.e. Writing)
Description: a passage of written text revealed to participants in the course of a spoken text.
Attributes:

who (i.e. who): supplies an identifier for the participant who reveals or creates the writing, if any. Its value is the identifier of a **<participant>** or **<participant.grp>** element in the TEI header.
Data type: IDREF
Value: Must identify a participant or participant group within the TEI Header
Default value: #IMPLIED

Remarks:
This attribute is recommended when applicable.

type (i.e. Type): categorizes the kind of writing in some way, for example as a subtitle, noticeboard etc.
Data type: CDATA
Value: Open list
Default value: #IMPLIED

Remarks:
This attribute is optional.

script (i.e. Script pointer): points to a bibliographic citation in the header giving a full description of the source or script of the writing.
Data type: IDREF
Value: Must be a valid identifier for a **<script.decl>** element in the TEI header
Default value: #IMPLIED

Remarks:
This attribute is optional.

gradual (i.e. gradual): indicates whether the writing is revealed all at once or gradually.
Data type: (y | n | u)

- y : the writing is revealed gradually.
- n : the writing is revealed all at once.
- u : unknown or unmarked.

Default value: #IMPLIED

Remarks:
This attribute is optional.

Example:

Remarks: The **<writing>** element will usually be short and most simply transcribed as a character string; the content model also allows a sequence of paragraphs and paragraph-level elements, in case the writing has enough internal structure to warrant such markup. In either case the usual phrase-level tags for written text are available.

Part: base tag set for spoken materials.
Member of classes:
DTD file:
May occur within: div text
May contain: p %p.seq; %soup;
Element Declaration:

```
<!ELEMENT writing       - -  ((p, %p.seq;) | (%soup;))         >
```

Attribute List Declaration:

```
<!ATTLIST writing            %a.global;
          who                IDREF              #IMPLIED
          type               CDATA              #IMPLIED
          script             IDREF              #IMPLIED
          gradual            (y | n | u)        #IMPLIED       >
```

Discussed in 34.3.6, “Writing,” on page 15.
This tag is recommended.

Bibliography

This bibliography lists the works cited in the text of the Guidelines, as well as including some useful publications relating to SGML.

Edwards, J. A., and M. D. Lampert, eds. *Talking Language: Transcription and Coding of Spoken Discourse.* Hillsdale, N.J.: Lawrence Erlbaum Associates, 1992.

Johansson, Stig. "Encoding a Corpus in Machine-Readable Form." In *Computational Approaches to the Lexicon: An Overview,* ed. B. T. S. Atkins et al. Oxford: Oxford University Press, forthcoming.

Loman, Bengt, and Nils Jørgensen. *Manual for analys och beskrivning av macrosyntagmer.* Lundastudier i nordisk språkvetenskap, serie C nr. 1. Lund: Studentlitteratur, 1971.

Usability Report and Comment

If you have comments of any kind on the current draft of the TEI Guidelines, please complete this form and return it to one of the following addresses:

Michael Sperberg-McQueen, Computer Center (M/C 135), University of Illinois at Chicago, P.O. Box 6998, Chicago IL 60680, USA. Bitnet: U35395@UICVM, Internet: U35395 @ uicvm.cc.uic.edu

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Further copies of this form may be downloaded from LISTSERV @ UICVM. Send a mail message containing the line 'GET TEIURC MEMO TEI-L'

Your name:
Your postal address:

Your e-mail address (if any):
Your occupation:
Your academic background:
Your immediate reactions to the Guidelines (please tick or cross one only):

Relevance to your present concerns or interests: high medium low
Importance to your future research plans: high medium low
Comprehensibility/usability of current draft: high medium low

Detailed technical comment: [Please feel free to comment on any part of the Guidelines or in general. Comments relating to specific parts of the text are most helpful if they include a section or chapter number]

Thank you!