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This guide highlights some of the unique features and the conventions of the GEMMS database. For more detailed information about how we use particular record and field types, please see the *GEMMS User's Guide*.

Adding Data to the Database

Defining Sermons versus Sermon Reports

Contributors may enter data from manuscripts either as 'Sermons' or 'Sermon Reports'. It is possible for a manuscript to contain both sermons and sermon reports. Both sermons and sermon reports may have been written by creators (preachers and authors) or by recipients (hearers, readers, etc.). Please see our blog for a description of **our sermon taxonomy** (<http://gemmsproject.blogspot.ca/p/gemms-sermon-taxonomy.html>).

Sermons

'Sermons' is a broad category that includes a wide range of records of sermons, including **full texts of sermons**, **sermon notes** and **outlines** of the main points of sermons. Any record that notes at least the main points of a sermon is included in this category, and most of the manuscripts included in the database will contain sermons. Incomplete sermons also are included in this category as **sermon fragments**. Each sermon should be entered as a separate record in the database.

Sermon Reports

'Sermon Reports' includes other types of manuscript records of sermons that only briefly mention sermons. The most common types of sermon reports are **sermon diaries** (which record sermons that were heard or preached and often only note the date, place, preacher and/or Biblical text of a sermon, but may also include a few sentence description of the contents of the sermon), **lists of sermons** (such as lists of parliamentary sermons, lists of sermons in parish registers or church books, registers of preachers) and **commonplace books** (which include short extracts or notes from sermons, sometimes noting the date, preacher, location and/or Biblical text of the sermon). Some sermon diaries and commonplace books contain both sermons and sermon reports because the author might have made brief mentions of most of the sermons, but included a longer description of a few sermons. Many sermon reports mention multiple sermons, but, unlike sermons, only one record is entered for each report with a brief summary of the range of sermons recorded.

Notes on Entering Dates

For the '**Creation Date**' for Manuscripts and the '**Composition Date**' for Sermons and Sermon Reports, contributors only enter the year(s). For the **dates of preachings**, contributors should enter the date(s) with a day, month and year. It is possible to enter date ranges for any of the fields.

Uncertain or Approximate Dates

Indicate approximate dates with 'ca.'. For uncertain dates that require a day, month and year, please use the following conventions. If you only know the month, put the date range as that entire month, i.e. '1698-05-01 – 1698-05-31'. If you only know the year, put the date range as that entire year, i.e. '1650-03-25 – 1650-03-24.' If you know the approximate decade, put the date range as that entire decade, i.e. '1700-03-25 – 1709-03-24'.

'Old' or 'New' Date Reckoning

'Old' or "New" reckoning does *not* refer to the Julian and Gregorian calendar, as the Gregorian calendar was not adopted in Britain until 1752. 'Old' refers to the system in which the year starts on 25 March. 'New' refers to the system in which the year starts on 1 January. Please indicate which system is used in the manuscript. If you are uncertain which system is used, please note this in the 'Other Note' section of the record.

Adding a Manuscript

The 'Manuscript Title', 'Shelfmark', 'Repository' and 'Source of Data' are all required fields for manuscripts. All other fields are optional.

Title of Manuscript	use the title given in the manuscript or catalogue, otherwise supply a descriptive title
Repository	
Shelfmark	follow the standard format of the repository
Creation Date	give precise or approximate date(s), include 'ca.' for approximate dates
Contents Note	brief summary of the manuscript's contents
Material Features	includes physical description of the ms., the identity and/or clarity of the hand(s), any corrections, deletions or revisions
Associated People	primarily for manuscript owners, including the creator(s) of the manuscript; please separate people's names with semicolons
Provenance	
Acquisition	
Source of Data	name(s) of contributor(s) or other sources, such as repository catalogues
Other Note	includes notes of uncertain data or incorrect attributions

Adding a Sermon

The required fields for adding a sermon are 'Sermon Title', 'In Manuscript', 'Autograph', 'Primary Language', 'Sermon Type' and 'Source of Data'. All other fields are optional.

Sermon Title	use the title given in the manuscript, or provide a descriptive title; the preferred format is given in the <i>Conventions</i> for more details
In Manuscript	give shelfmark of manuscript
Extent	range of folios or pages; indicate if unfoliated or unpaginated; see the <i>Conventions</i>
Autograph	in preacher's hand? <i>choice of</i> : yes, no, partly, uncertain
Primary Language	identify the primary language, though sermons may include text in more than one language
Composition Date	give approximate year(s) if there is no data on preachings
OR Preachings	include date or range of dates (yyyy-mm-dd) and/or place and/or occasion; please separate with semicolon
Sermon Type	<i>choice of</i> : Sermon, Sermon draft, Sermon fragment, Auditor's notes, Preacher's notes, Auditor's outline, Preacher's outline, Reader's outline, Sermon outline [for unknown source], Transcription of printed sermon, Transcription of sermon (unknown source)
Sermon Genre(s)	genres such as anniversary, charity, confutational, fast, funeral, visitation, etc. See the <i>Conventions</i>
Bible Text	the preferred format is: 'Bible book' 'chapter number': 'verse number'
Associated People	especially preacher(s), notetaker and/or scribe; please indicate the role of the person; separate names with semicolons; use 'notetaker' for someone who takes notes on a sermon but otherwise was not associated with the manuscript
Additional Material	relevant materials added before or after the sermon, such as a preface, dedication

Print Editions/Witnesses	bibliographic information for known print editions or manuscript witnesses
Description	includes description of the contents of sermon and/or its material features, such as identity and clarity of the hand
Source of Data	name(s) of contributor(s) or other sources
Other Note	includes notes of uncertain data, and additional information about associated people

Adding a Sermon Report

The required fields for adding a sermon are '**Report Title**', '**In Manuscript**', '**Primary Language**', '**Report Type**' and '**Source of Data**'. All other fields are optional.

Report Title	use the title given in the manuscript or provide a descriptive title
In Manuscript	give shelfmark of manuscript
Extent	range of folios or pages; indicate if unfoliated or unpaginated; see the <i>Conventions</i> for more details
Primary Language	identify the primary language, though reports may include text in more than one language
Composition Date	give precise or approximate year(s), include 'ca.' for approximate years
Report Type	<i>choice of:</i> Auditor's commonplace book, Auditor's sermon diary, Commonplace book [for unknown authorship], Preacher's commonplace book, Preacher's sermon diary, Reader's commonplace book, Reader's sermon diary, Sermon diary [for unknown authorship], Letter(s), List of sermons, Note of sermon(s)
Bible Texts	the preferred format is: 'Bible book' 'chapter number': 'verse number'
Associated People	especially notetaker(s), scribe(s) or author(s) of letter(s); also can include preachers; please indicate the role of the person in parentheses, and separate people's names with semicolons; use 'notetaker' for someone who takes notes for a report; use 'auditor' for someone who attended a sermon but otherwise was not associated with the manuscript
Linked Places	place(s) where sermons were preached; please separate places with semicolons
Print Editions/Witnesses	bibliographic information for known print editions or manuscript witnesses
Description	includes description of the contents of report and/or its material features, such as corrections, deletions or revisions, or the identity and clarity of the hand
Source of Data	name(s) of contributor(s) or other sources
Other Note	includes notes of uncertain data, and additional information about associated people

Conventions for Data Entry

Biblical Texts

The preferred format for Biblical texts is: 'Bible book' 'chapter number': 'verse number', i.e. 'Hebrews 10:31'. Please write out the name of the Bible book in full.

If there is a **series of sermons on the same Biblical text**, please number the sermons in the title, i.e. 'Sermon 1 on [Biblical text]...', 'Sermon 2 on...'. You also may make note of this in the 'Other Notes' field.

Extent

The preferred format is 'ff. 2r-10v' or 'pp. 12-24'. If there is **no foliation or pagination**, please indicate this and include the number of pages. For example, '6 pages (unfoliated and unpaginated)'.

For a **sermon written in reverse** in manuscript, give the folio or page numbers in ascending order and indicate that it was 'written in reverse'. If the sermon was written only on one side of the folios, please also indicate this. For example, 'pp. 146-161 (written in reverse)' or 'ff. 151v-159v (versos only, written in reverse)'.

Denominations

The preferred categories for people from **England** and **Wales** are: 'Church of England'; 'Church of England – nonjuror'; 'Roman Catholic'; other Protestants pre-1660: Presbyterian, Congregationalist, Baptist, Quaker; other Protestants 1660 onwards: 'Dissenter', 'Dissenter – Presbyterian', 'Dissenter – Congregationalist', 'Dissenter – Baptist', 'Dissenter – Quaker'. **Independents** are categorized as 'Congregationalists'.

The preferred categories for people from **Scotland** are: 'Presbyterian', 'Presbyterian – Covenantanter', 'Episcopalian', 'Roman Catholic', 'Quaker', 'Baptist', 'Congregationalist'. For members of the **Church of Scotland**, categorize them as either 'Episcopalians' (from 1660 to 1689) or 'Presbyterians' (post 1688/9).

The preferred categories for people from **Ireland** are: 'Church of Ireland', 'Roman Catholic', 'Dissenter', 'Dissenter - Presbyterian', 'Dissenter - Congregationalist', 'Dissenter - Baptist', 'Dissenter - Quaker'.

The preferred categories for people from the **North American colonies** are: 'Congregationalist', 'Baptist', 'Quaker', 'Episcopalian', 'Presbyterian', 'Roman Catholic'.

False Attributions

If later scholars have identified that a manuscript or sermon has been falsely attributed to a person, please do not link that person to the sermon(s). Instead, make a note of this false attribution in the 'Other Notes' field of either the manuscript or the sermon(s). If the

attribution is uncertain but not definitively shown to be false, please see 'Handling Uncertain Data' below.

Handling Uncertain Data

If you are entering an **uncertain place or occasion**, put a '?' after the item. For example, 'London?' or 'Sunday?'. You may need to add a new place or occasion if it has not been entered previously with a '?'. You also need to make a note of this uncertainty in the 'Other Notes' field for Manuscripts or Sermons. You may note uncertain data for **preachings** in the preachings 'Note' field.

If you are **uncertain about a person** you are linking to a sermon, select the role with a '?'. For example, if you have a possible attribution for a preacher, you should add them to the sermon and select 'Preacher?' for the person role. You also need to make a note of this uncertainty in the 'Other Notes' field for Manuscripts or Sermons.

For **uncertain dates**, provide a range of dates and indicate that the date is approximate. If a date is unclear in the manuscript or otherwise problematic, you also should mention this in the 'Other Notes' or 'Notes' field. For **uncertain dates** that require a day, month and year, please use the following conventions. If you only know the month, put the date range as that entire month, i.e. 'ca. 1698-05-01 – 1698-05-31'. If you only know the year, put the date range as that entire year, i.e. 'ca. 1650-03-25 - 1650-03-24.' If you know the approximate decade, put the date range as that entire decade, i.e. 'ca. 1700-03-25 - 1709-03-24'.

Manuscript Titles

Please enter some sort of title for the manuscript. This can either be the title given in the repository's catalogue or a title given in the manuscript itself. If there are two different titles given in the catalogue and in the manuscript, then please choose the one that is most descriptive. If there is not a title given in either the catalogue or the manuscript, you should provide a descriptive title.

Occasions

Some occasions are called by multiple names. Here is a **list of preferred occasions**:

'Easter Sunday', 'Easter Monday', 'Easter Tuesday', 'Easter Wednesday': please specify the day of Easter week the sermon was preached, if possible

'Epiphany': used for the occasion of Feast of the Epiphany

'Fast': used for the occasion of Solemn Fast

'Preparation to communion': used for the occasions of Communion, Sacrament, & Preparation to sacrament

'Whitsunday': used for the occasion of Pentecost

Place Names

For **churches**, we prefer the use 'St' instead of 'St.'. We also prefer 'St Mary' instead of 'St Mary's' because we prefer that you do not put 'church' in the name, unless the name would not make sense without it, such as 'Christ Church'.

However, please do indicate in its name if the church is of a special kind, such as a **chapel** or a **cathedral**, and capitalize this term, i.e. 'Salisbury Cathedral'. In this case, you might have to use the possessive, such as 'St Paul's Cathedral' or 'St George's Chapel'.

For **chapels** in institutions or other buildings (such as royal palaces, inns of court, university colleges, etc.), give the name of the chapel with its associated place and then add or select the institution it is contained within. For example, *Place Name: Gray's Inn Chapel, Contained within: Gray's Inn*; or *Place Name: Whitehall Palace Chapel Royal, Contained within: Whitehall Palace*.

Nonconformists' meetinghouses often were named based on the street where they were located. In London, the meetinghouses often were identified by two streets, the street where they were located and an adjacent major street (such as Hare Court, Aldersgate Street), or by the name of the building and the street (such as Girdlers' Hall, Basinghall Street). In these cases, include both streets, or the name of the building and the street as the name of the meetinghouse. Do not enter the street (i.e. Aldersgate Street or Basinghall Street) as a separate place that contains the meetinghouse.

For a **settlement**, please include its county or province, etc. because it is not unusual for settlements in different counties to have the same name.

Sermon Titles

If a sermon is given a title in the manuscript, please enter this as its title in the database, keeping the original spelling, but expanding contractions.

If the **sermon is not given a title**, then you should provide a title. The preferred format for descriptive titles is 'Sermon on [Biblical text]'. We do not specify the sermon type of a sermon (Sermon, Sermon notes, etc.) in a descriptive title for a sermon.

If there is **more than one sermon** in the manuscript on the **same Biblical text**, please number the sermons in the title, i.e. 'Sermon 1 on...', 'Sermon 2 on...'

If there is **more than one version of the same sermon** in a manuscript, please indicate this in the title, i.e. 'First draft of sermon on...', 'Notes for sermon on...', 'Outline for sermon on...', 'Final draft of sermon on...', etc.

If the **Biblical text of the sermon is unknown**, provide some other description of the sermon or use the title 'Sermon on unidentified text'.

Shelfmarks

Please use the standard format for each repository when entering shelfmarks. For example, for the British Library: Add MS 10600 or Sloane MS 598; for the Bodleian: MS. Rawl. E. 163, MS. Eng. d. 2407 or MS. Sancroft 42.