

# How-to #2: Chapter structure

## Step 1: Components of the chapter

The chapter should be encoded in TEI/text/body, inside this element:

```
<div type="chapter"> </div>
```

We recommend that you copy-paste your transcription into the XML file one paragraph at a time (or in even smaller sections), so that you can make sure the file is well-formed and valid all the time. If you paste everything in at once, you'll have so many errors that it will be overwhelming. Don't worry about what things *look like* (italics, indents) yet; just focus on what they *are* (headings, paragraphs).

These are the most important elements you'll use:

```
<head>[The chapter title]</head>
```

Your chapter will probably have two headings (“Chap 1”, and then an explanatory heading below it). Use a separate `<head>` element for each one.

`<p>` The rest of the chapter will normally be divided into paragraphs. Encode these using the `<p>` tag.

Linebreaks are encoded with the `<lb/>` tag. Note that it's empty and self-closing.

```
<lg>[A line-group or stanza]</lg>
```

There is one instance of a block of three lines of poetry. If this occurs in your chapter, use `<lg>` to encode it.

```
<l>[A poetic line]</l>
```

Each line in a line-group should be wrapped in an `<l>` tag.

## Step 2: Page breaks

`<pb/>` Indicates the beginning of a new page. You can encode the page number using the `@n` attribute:

```
<pb n="6">
```

## Step 3: Forme works

Forme works are the things that appear at the top and bottom of pages, but are not part of the text, including running titles, page numbers, catchwords and signatures. Encode these *exactly where they appear in the flow of*

*the text*, using the `<fw>` tag, using an appropriate `@type` attribute. Always put page numbers before running headers:

```
<fw type="pageNum">7</fw> <fw type="header">The Guls Horne-booke.</fw>
```