

# How-to #5: Adding metadata

Most TEI files are divided into two distinct sections:

<teiHeader> : *metadata*

<text> : *the text of the work*

Metadata is information *about* the text. Some of that information may also be *in* the text, but some of it won't.

## Step 1: Give your file an @xml:id

The @xml:id attribute on the root <TEI> element should be the same as the filename, but without the .xml extension. So if your file is called **gulls\_chapter\_01.xml**, then the @xml:id value should be **gulls\_chapter\_01**.

## Step 2: Add title and author

- Type the title (in title case) in the <title> element.
- Type the author's surname and forenames in the appropriate places.
- Open the personography.xml file and search (Control + F or Command + F) for the author of your poem. You should find a <person> element with a unique @xml:id.
- Use that id in the @ref attribute on the <author> element. So, for example, if you find an author with the @xml:id "au\_494", then the author element should look like this:

```
<author ref="../personography.xml#au_494">
```

What is purpose of this, and how does it work?

## Step 3: Add yourself

Beneath the author, you will see a <respStmt> element. This is where you record the fact that you marked up this chapter:

- Find yourself in the personography.
- Take your xml:id from the personography, and add it to the @ref attribute on <persName>.

## Step 4: Add the bibliographical source information

In the <sourceDesc> element, add the information about the original publication of the poem.

- Periodical title and volume
- Page(s) where the poem appears
- Publisher (search for this information in the personography.xml file)

- Publication place
- Date