



Records of Early English Drama

Handbook for Editors

Revised by Sally-Beth MacLean (1990)

Originally compiled by A.F. Johnston and S.-B. MacLean
(1980)

Introduction

Records of Early English Drama is a research and editorial project established to locate, transcribe, edit, and publish systematically the surviving evidence of public performance in Great Britain up to 1642. REED is a co-operative enterprise uniting the efforts of North American, British, and other scholars with the work of the staff of editors, palaeographers, bibliographers, and typesetters in Toronto who are specially trained to help the individual editor.

Since the founding of REED in February 1975, we have been working out in practice various editorial and administrative procedures that seem best suited to our collections and organization. This handbook is designed to bring together basic information for editors of REED volumes. The text of the handbook is printed on page rectos only, with blank versos provided for additional information which editors may wish to note for their own use.

It is essential that the guidelines be followed. Over thirty scholars are now at work on REED editions. Failure to meet deadlines or to follow recommended procedures may result in unnecessary delays in the editorial and publishing schedule.

For further information contact Records of Early English Drama, 150 Charles Street West, Toronto, Ontario, Canada M5S 1K9, (416) 585-4504.

ORGANIZATION AND FINANCIAL SUPPORT

Two groups of scholars provide the general direction of the REED project. The editorial advisory board is made up of senior scholars from Great Britain, the United States, and Canada. The REED advisors were most helpful in the early years of the project, providing much needed advice from their cumulative wisdom. The effective legislative body of REED is the executive board which meets once a year. All but three of the executive board members are Canadians. The executive board oversees the research and editorial work of REED and approves editions and annual budgets. A small executive committee made up of members of the executive board meets once or twice a year as required.

Although REED's main office is in Toronto, there is an American office at the University of California, Berkeley, administered by Alan Nelson, Department of English, University of California, Berkeley, California 94720, and a British office at the University of Leeds administered by Peter Meredith, School of English, The University of Leeds, Leeds, LS2 9JT.

In England, REED has also developed a co-operative association with the Centre for Urban History at the University of Leicester. Its director, Peter Clark, is a member of the executive board.

The Centre for Medieval Studies, University of Toronto, provides the channel through

which REED has access to the Office of Research Administration of the University of Toronto and thus to the full benefit of university support. More immediate and visible support comes from Victoria College where the REED office is located. Victoria also provides funds for the reproductions of manuscripts. These reproductions will be deposited ultimately in Victoria's Centre for Reformation and Renaissance Studies. Erindale College, a suburban campus of the university, sponsors the REED Newsletter and in 1978 was the host of REED's first colloquium.

REED's publisher is the University of Toronto Press. Prudence Tracy, an editor with the Press, is a member of the executive board. The records volumes are designed in consultation with the Press, prepared in photo-ready copy by REED, and then printed, bound, and marketed by the Press. The Press also prints the Newsletter. Studies in Early English Drama (SEED) has been established as a monograph series associated with REED by the University of Toronto Press. Its general editor, J.A.B. Somerset of the University of Western Ontario, is a member of the REED executive board.

From time to time REED itself publishes and distributes such adjunct publications as the Proceedings of the First Colloquium or the Halliwell - Phillipps Scrapbooks.

REED also works co-operatively with the Poculi Ludique Societas, the early drama acting troupe associated with Toronto's Centre for Medieval Studies. REED has sponsored a number of important PLS productions, including the York Cycle (1977); the Castle of Perseverance (1979); the Toronto Passion Play (1981); the Chester Cycle (1983); and the Towneley Cycle (1985). Further productions are planned, to be based upon new evidence and repertoire linked with forthcoming REED volumes.

REED has been fortunate to have its first fifteen years of existence funded largely by government grants. In 1976, through the University of Toronto, REED was awarded a ten-year major editorial grant, one of the negotiated grants initiated by the Canada Council and taken over by the Social Sciences and Humanities Research Council of Canada in 1978. In 1986, REED was given a further, major research grant by the SSHRCC. The US National Endowment for the Humanities has provided steady support from 1979 for American editors and office staff through grants for individual research and for operating costs of the project. The University of Toronto's support for REED was given special confirmation in 1986 when the project was awarded a generous five-year grant from the University of Toronto's Connaught Fund.

Although REED will continue to apply for government grants, efforts are now being directed towards fund-raising in the private sector, in order to secure its ongoing future as a research resource centre. Two committees, for North America and Britain, have been set up to direct fund-raising initiatives.

All royalties from REED editions are returned to the project to help with future research and administrative costs.

REED AND THE INDIVIDUAL EDITOR

One prospective editor for a REED edition sent a note declining to become involved, complaining that the project was 'altogether too dull and clerkly' for him. Not everyone is suited to this kind of research. The work demands, on the one hand, patience and scrupulous care and, on the other, sufficient enthusiasm and curiosity about the past to sustain one through legal proceedings written in Latin formulae, civic minute books concerned primarily with vagrancy or weights and measures, churchwardens' accounts obsessed with leaky roofs, and the seemingly endless recording of formulaic expenses all written in crabbed hands on faded and unloved manuscripts.

Prospective editors should approach the REED director or executive editor in person or by mail. An enquiring editor is asked to fill out a special curriculum vitae, a form devised to reflect the kinds of skills needed for REED work, such as knowledge of Latin, palaeography, local history, and medieval or renaissance drama. If the applicant seems to have sufficient qualifications, the executive editor will suggest possible research areas that suit the applicant's interests and expertise.

Once a research task has been defined and some preliminary bibliographical research undertaken, the prospective editor is asked to submit a written outline of the proposed project to the executive board. This proposal should outline the prospective editor's plans for executing the research in the record repositories. If the executive board agrees that the project should be pursued further, the editor should begin work on original manuscripts. Editors are encouraged to apply to funding agencies for research and travel subsidies. The REED office can suggest possible sources for individual funding and will also provide letters of support. There are no longer funds set aside in REED's annual budget for research travel grants.

After an initial period of research with original material, a report should be submitted to the Toronto office with sample transcriptions and reproductions of sufficient manuscript material to reflect the variety and complexity of the task to be undertaken. If, after palaeographical and other checks, the work seems promising, the prospective editor will be invited to submit a formal proposal for an edition to the REED executive board.

Once the proposal is approved, the editor will proceed with the research in consultation with the executive editor. During the research period, the editor should arrange for permission from the holders of the manuscripts to publish the material.

When the research is complete, the transcriptions, with notes and reproductions of the manuscripts, should be submitted to the executive editor. With this submission the editor is asked to provide an estimate of the number of pages of text the edition will be, how much

translation will be involved, and what appendixes are proposed. At a mutually agreeable time after the palaeographical check has been completed, the editor will come to Toronto at REED's expense to work with the staff over the details of the text and apparatus. After an agreed-upon interval, the editor should submit the introduction and appendixes for in-house assessment.

When an edition is ready, it will be sent for appraisal to at least two external readers chosen by the University of Toronto Press in consultation with the executive editor. The readers' reports will be reviewed by the editor, the Press, and the REED executive editor. Necessary changes will be made at this time. When the changes are made, the executive editor will ask the executive board to give formal approval to move the volume into final production. At that time, contractual arrangements will be entered into between the Press and REED. Until the final approval is given by the executive board and the contract signed, both the editor and REED are free to end the relationship at any time.

Records of Early English Drama involves many different scholars working on many different sets of documents. We are also under constraints of both time and money from the major granting agencies. An editor should, therefore, realize that his or her work must be coordinated with the work of many others both during the research period and after the edition had been submitted to the Toronto office. The work should be undertaken within a timetable worked out with the executive editor and all submission deadlines should be met. Annual progress reports should be submitted to the Toronto office each year at a time appointed, before the annual meeting of the executive board.

Bibliographical Support

REED bibliographers give both general and specific research support to editors. To avoid duplication of effort by individual editors, bibliographers have searched standard historical bibliographies, major library catalogues, and important works such as the Historical Manuscripts Commission publications and the Public Record Office Lists and Indexes for printed and manuscript references to all locations. These references are on file, sorted by location, at the REED office and are regularly updated.

Bibliographers give specific assistance to editors in three stages:

1) Research support: After an area of research is agreed on, the bibliographers will send the prospective editor a package of materials from office files relevant to the area. The package will include copies of REED correspondence with local record repositories, a list of local history serials, and file cards for manuscripts, books, articles, and guides to archives. A list of sources used in compiling the cards and a key to their abbreviations will accompany this material.

It is the editor's responsibility to pursue these references and to compile a more extensive list of printed works and manuscripts during the course of research. The editor is advised to compare his or her own transcriptions with any that have appeared in print, for alternate readings or omissions.

2) Special searches: REED bibliographers will also assist the editor with special problems such as tracking down the location of obscure manuscripts. The speed and efficiency of this assistance of course depend on the resources available in Toronto.

3) Preparation of select bibliography: The editor should submit, with his or her final collection, lists of all printed works and manuscripts examined during research. On the list of printed works examined, the editor should mark those items to be included in the select bibliography for the edited collection. The select bibliography is reserved for books and articles containing original transcriptions which will be superseded by the editor's volume, and any other essential reference works. Photocopies should be taken of each title page at REED's expense and submitted with the bibliography to speed checking. Photocopies of printed transcriptions should also be provided for use during spotchecks of inclusiveness of the text.

Works listed below are essential bibliographies recommended to editors. Those items marked with asterisks have been examined in the preparation of bibliographical material that will be sent to each editor. At some time, an editor will want to double check these bibliographies for further items that may have been overlooked by the REED bibliographers.

Research Bibliographies

1) General

Annual Bibliography of British and Irish History. G.R. Elton and D.M. Palliser (gen eds), The Royal Historical Society (London, 1975–).

*Bibliography of Historical Works Issued in the United Kingdom, 1957–70: William Kellaway (comp) (London, 1962–72); 1971–5: Rosemary Taylor (comp) (London, 1977).

Howard-Hill, T.H. Index to British Literary Bibliography. 8 vols (Oxford, 1969–).

*Writings on British History, 1901–74. H.H. Bellot, Alexander Taylor Milne, Donald James Munro, John Merriman Sims/Phyllis M. Jacobs, and Heather J. Creaton/Charles H.E. Philpin (comps) (London, 1937–86).

2) Period

*Davies, Godfrey (ed). Bibliography of British History: Stuart Period, 1603–1714. 2nd ed. Mary Frear Keeler (rev) (Oxford, 1970).

*Graves, Edgar B. (ed). A Bibliography of English History to 1485 (Oxford, 1975).

*Read, Conyers (ed). Bibliography of British History: Tudor Period, 1485–1603. 2nd ed (Oxford, 1959).

3) Local

*Gross, Charles. A Bibliography of British Municipal History Including Guilds and Parliamentary Representation. 2nd ed, preface G.H. Martin (Leicester, 1966).

Humphreys, Arthur L.A Handbook to County Bibliography, Being a Bibliography of Bibliographies Relating to the Counties and Towns of Great Britain and Ireland (1917; rpt London, 1974).

*Martin, G.H. and Sylvia McIntyre. A Bibliography of British and Irish History. Vol 1: General Works (Leicester, 1972).

4) Drama

Dietrich, Julia C. 'Folk Drama Scholarship: The State of the Art,' Research Opportunities in Renaissance Drama 19 (1976), 15–32.

*Lancashire, Ian. 'Annotated Bibliography of Printed Records of Early British Drama and Minstrelsy,' REED Newsletter 1978: 1 (for 1976–7); 1980: 1 (for 1978–9); 1982: 1 (for 1980–1); 1984: 2 (for 1982–3).

Penninger Frieda Elaine. English Drama to 1660 (excluding Shakespeare): a Guide to Information Sources. American Literature, English Literature, and World Literatures in English Information Guide Series 5 (Detroit, 1976).

*Stratman, Carl J. Bibliography of Medieval Drama. 2nd ed. 2 vols (New York, 1972).

5) Indexes to Journals

Gomme, George Laurence (ed). Index of Archaeological Papers 1665–1890 (London, 1907). Annual supplements to 1909/10.

Houghton, Walter E. (ed). The Wellesley Index to Victorian Periodicals 1824–1900: Tables of Contents and Identifications of Contributors with Bibliographies of their Articles and Stories. 3 vols (Toronto, 1966–79).

*Mullins, E.L.C. (comp). A Guide to the Historical and Archaeological Publications of Societies in England and Wales, 1901–1933 (London, 1968).

Poole's Index to Periodical Literature. 1802–81, with 5 supplements to 1 January 1907. Rev ed. 6 vols (Gloucester, Mass., 1938, 1958).

6) Indexes to Record Series

Matheson, Cyril. A Catalogue of the Publications of Scottish Historical and Kindred Clubs and

Societies...1908–1927, with a Subject-Index (Aberdeen, 1928).

Mullins, E.L.C. Texts and Calendars: an Analytical Guide to Serial Publications. Royal Historical Society Guides and Handbooks, no 7 (London, 1958).

–. Texts and Calendars II: An Analytical Guide to Serial Publications 1957–1982. Royal Historical Society Guides and Handbooks, no 12 (London, 1983).

Terry, Charles Sanford. A Catalogue of the Publications of Scottish Historical and Kindred Clubs and Societies...1780–1908, with a Subject Index. Aberdeen University Studies, no 39 (Aberdeen, 1909).

7) Indexes to Theses

Aslib [Association of Special Libraries & Information Bureaux]. Index to Theses Accepted for Higher Degrees in the Universities of Great Britain and Ireland (London, 1953 [for 1950–1]–).

Bell, Peter S. Dissertations on British History, 1815–1914: an Index to British and American Theses (Metuchen, N.J., 1974).

*Bilboul, Roger R. and Francis L. Kent (eds). Retrospective Index to Theses of Great Britain and Ireland 1716–1950. Vol 1: Social Sciences and Humanities (Oxford, 1975).

Canadian Graduate Theses in the Humanities and Social Sciences 1921–1946. Canadian Bibliographic Centre (Ottawa, 1951).

Canadian Theses. National Library of Canada. Vol 1: 1947–60 (Ottawa, 1973). Issued annually 1960–.

Dissertation Abstracts International: Abstracts of Dissertations Available on Microfilm or as Xerographic Reproductions [formerly Microfilm Abstracts and Dissertation Abstracts]. Vol 1 (1938–).

Jacobs, P.M. (comp). History Theses 1901–70: Historical Research for Higher Degrees in the Universities of the United Kingdom (London, 1976).

8) Computer Search Services

North American editors should also be aware of computer search service provided by many libraries. Most of these services search databases which are available in print (eg, Dissertation Abstracts International, Historical Abstracts, and the MLA Bibliography), but the computer is also capable of rapidly searching out complex topic combinations which would be difficult to search manually with indexes. Cost varies according to the complexity of the subjects and the size of the database searched, but research time saved may outweigh the cost.

Principles of Selection

One of the most difficult problems facing a REED editor is what to transcribe and what merely to note. The following guidelines are intended to give some help. Ultimately, however, each location or set of records has its own unique character. What is appropriate for one location may not be for another. The executive board, recognizing this fact, has agreed that the final decision on the materials included in individual volumes is to be made by the executive editor in consultation with the volume editor.

DRAMA

Central to REED's concern is that elusive art form 'the play.' All references to plays must be transcribed. We are interested in who produced, directed, acted, wrote, paid for, staged, costumed, saw, and suppressed them. The context of the drama is important. Although it is clearly impossible to print in full every document examined, we can include entries that illuminate the circumstances in which plays were performed. The York volume, for example, prints the full details of each 'shopping list' for the civic feast at the time of the Corpus Christi play because it is possible to deduce the size of the mayor's party and therefore the audience of the play from the list. Some details, such as biographical information about performers or producers, are more suitable for notes, but should be transcribed at the outset.

Include

Plays, pageants, playwrights,
playhouses, pageant houses,
players

Fools, jugglers, itinerant
entertainers

Mummings, disguisings,
masques, Robin Hood
plays, plough plays

Liturgical plays, boy
bishops

Exclude

Play-texts

Sepulchre watches, church
furnishings and lists of

vestments unless directly linked to play production

MUSIC

Variable terms such as 'histrio', 'mimus', and 'ministrallus' were used in the medieval period to describe entertainers as well as musicians. Because it is often impossible to distinguish an actor from a musician, all references to the secular performance of music should be included.

Include

Musical performances by secular musicians

Choristers in secular performances (eg, at civic plays)

Musical instruments for secular performances

Waits or town musicians – performances, payments, livery, instruments, housing

Exclude

Routine payments to secular musicians as singing men in church

Drummers and fife players in musters of militia

Church organs and other instruments used only for church services; fifes and drums in musters

Routine repair to waits' houses, pensions to their widows, and passing references to musicians in law suits, etc

CEREMONY AND CUSTOMS

Liturgical, civic, and parish ceremonies and customs require some of the most difficult decisions for a REED editor. In general, church processions, riding the bounds, royal entries, musters, church ales, etc, should only be included if there is clear evidence that they involved mimetic or musical activity. It is, worthwhile however, to note all occurrences of such customs for later

reference.

Include

Formal visits by royalty or nobility with spoken, sung, or acted presentations

Special civic processions and events with musical or mimetic elements (eg, St George ridings, Midsummer watches)

Communal ritual ceremonies with musical or mimetic elements – civic may games, pace-eggings, Hocktide gatherings, charivaris, church ales, lords of misrule

Dancing

Bull- and bear-baiting, cock-fighting, horse races, and other animal exhibitions for entertainment

Exclude

Bell-ringing unless part of formal visit celebrations

Purely liturgical ceremonies and processions inside or outside the church

Militia musters, riding of the bounds, and parish perambulations without dramatic or musical performances

Games of skill and chance

REPETITIVE ENTRIES

REED volumes are reference works. All entries concerning activities central to REED's interest, no matter how repetitive, should be transcribed in full. Remember that a user may be concerned with, for example, dramatic activity from 1490–1500 in several cities. All relevant material should be available to such a user.

Multiple drafts of a single entry, however, should not be printed in full; what seems the definitive version should be printed and others collated or mentioned in a note as circumstances warrant (see Guidelines for Transcription, item 15, 'Collation,' below).

A FINAL WORD

Entries can always be discarded; it is more difficult to find them a second time. Remember to note the exact details (with MS and folio number) of anything which may be useful for the text, introduction, or notes.

Dramatic, Ceremonial, and Minstrel History

1) Standard Works

Bentley, Gerald Eades. The Jacobean and Caroline Stage: Dramatic Companies and Players. 7 vols (Oxford, 1941–68).

Chambers, E.K. The Elizabethan Stage. 4 vols (Oxford, 1923).

– The Mediaeval Stage. 2 vols (London, 1903).

Lancashire, Ian. Dramatic Texts and Records of Britain: A Chronological Topography to 1558. Studies in Early English Drama 1 (Toronto, 1984).

Motter, T.H. Vail. The School Drama in England (London, 1929).

Murray, John Tucker. English Dramatic Companies 1558–1642. 2 vols (London, 1910).

Nichols, John. The Progresses and Public Processions of Queen Elizabeth.... 3 vols (London, 1823).

– The Progresses, Processions, and Magnificent Festivities of King James the First.... 4 vols (London 1828).

Nungezer, Edwin. A Dictionary of Actors and of Other Persons Associated with the Public Representation of Plays in England before 1642 (New Haven, 1929).

Wickham, Glynne. Early English Stages: 1300 to 1660. 3 vols in 4 pts (London, 1959–81). 2nd ed, vol 1 (London, 1980).

Withington, Robert. English Pageantry: an Historical Outline. 2 vols (Cambridge, Mass., 1918–20).

Woodfill, Walter L. Musicians in English Society from Elizabeth to Charles I (Princeton, 1953).

Young, Karl. The Drama of the Medieval Church. 2 vols (Oxford, 1933).

2) Folk Custom Reference Works

Baskervill, Charles Read. 'Dramatic Aspects of Medieval Folk Festivals in England,' SP 17 (1902), 19–87.

British Calendar Customs: England. A.R. Wright (comp), T.E. Lones (ed). Publications of the Folk-Lore Society, vols 97, 102, 106 (London, 1936, 1938, 1940).

British Calendar Customs: Scotland. M. Macleod Banks (comp). Publications of the Folk-Lore Society, vols 100, 104, 108 (London, 1937, 1939, 1941).

Cawte, E.C., Alex Helm, and N. Peacock. English Ritual Drama: a Geographical Index. Publications of the Folk-Lore Society, vol 127 (London, 1967).

Cawte, E.C., Alex Helm, R.J. Marriott, and N. Peacock. 'A Geographical Index of the Ceremonial Dance in Great Britain,' Journal of the English Folk Dance and Song Society 9, no 1 (1960), 1–41.

Cawte, E.C. Ritual Animal Disguise: a Historical and Geographical Study of Animal Disguise in the British Isles (Cambridge, 1978).

Chambers, R. (ed). The Book of Days: a Miscellany of Popular Antiquities in Connection with the Calendar Including Anecdote, Biography, & History, Curiosities of Literature and Oddities of Human Life and Character. 2 vols (London, 1863).

Hazlitt, W. Carew. Faiths and Folklore of the British Isles. 2 vols (London, 1905; rpt New York, 1965).

Phythian-Adams, Charles. Local History and Folklore: A New Framework (London, 1975).

Strutt, Joseph. The Sports and Pastimes of the People of England...from the Earliest Period to the Present Time. Edited with index by William Hone (London, 1838).

3) Ecclesiastical Reference Works

Blair, Lawrence. English Church Ales (Ann Arbor, Mich., 1940).

Frere, Walter Howard and William McClure Kennedy (eds). Visitation Articles and Injunctions of the Period of the Reformation. 3 vols. Alcuin Club Collections 14–16 (London, 1910).

Kennedy, W.P.M. Elizabethan Episcopal Administration. 3 vols. Alcuin Club Collections [25]–27 (London, 1924).

The Oxford Dictionary of the Christian Church. F.L. Cross and E.A. Livingstone (eds). 2nd ed (London, 1974).

Rodes, Robert E., Jr. Ecclesiastical Administration in Medieval England: The Anglo-Saxons to the Reformation (Notre Dame, 1977).

Tyrer, John Walton. Historical Survey of Holy Week: its Services and Ceremonial. Alcuin Club Collections, no 29 (London, 1932).

REED Facilities

The REED office in Toronto has various resources that can be of assistance to editors. Editors within easy reach of Toronto may wish to consult the research collection of books, offprints, and photocopied articles. The office also holds a full series of Ordnance Survey maps and the Institute of Heraldic and Genealogical Studies county maps showing parish boundaries.

The extensive collection of manuscript reproductions from many archives can be a useful resource for historians as well as REED editors. There are full runs of city chamberlains' accounts, early Tudor churchwardens' accounts, and the diocese of Salisbury ecclesiastical court records, as well as numerous part-runs. A database index to the collection is in progress and visitors will soon be able to access holdings by location name or archive class via the computer. In addition, bibliographic files of local history printed works and manuscripts may be consulted by using office card-files or the computer database.

The office is open for regular business hours (9–5 Monday to Friday), but it can be opened on weekends by special arrangement. Anyone interested in consulting the material, whether a REED editor or not, is welcome to do so.

Advice in Approaching Manuscript Repositories

Record offices and libraries are as individual as the records they contain. Some manuscripts of interest to REED are in such great libraries as the Bodleian Library in Oxford, Cambridge University Library, or the British Library. Many, however, are in local county or town record offices and some remain in private hands. North American researchers should make sure that they have the proper letters of introduction from their own universities, as well as from REED, in order to apply for readers' privileges in the major libraries and to establish the necessary bona fides in other locations.

Before visiting a library or record office, the researcher should do some preliminary investigation of the repository. Many have published guides to the general contents of their offices and some have been the subject of articles in Archives or the Journal of the Society of Archivists. Some North American libraries now have unpublished finding aids from a number of national and local record offices available on microfiche. This fiche reference work is titled The National Inventory of Documentary Sources in the United Kingdom (issued by Chadwyck-Healey); further repositories are added to the Inventory each year.

Researchers should always write ahead to make arrangements for their visits. Addresses, phone numbers, hours of service, and the names of archivists for all public offices may be found in Record Repositories in Great Britain and other general guides listed below. Researchers are advised to check in advance with the Public Record Office whether their documents should be consulted in the Chancery Lane office or at Kew. A limited number of manuscripts may reserved ahead at both the PRO and the British Library.

Special assistance may be required to gain access to manuscripts in private collections. County record office archivists are usually able to help with such approaches, which do involve some diplomacy. Remember that it is a privilege to be granted permission to use privately-held manuscripts and that time and facilities may be confined.

Researchers should always carry pencils, erasers, a measuring tape in millimetres, and, if desired, a magnifying glass. We also recommend taking a copy of Cappelli's Dizionario di Abbreviature Latine ed Italiane; Cheney's Handbook of Dates for Students of English History; R.E. Latham's Revised Medieval Latin Word-List; and a pocket Latin-English dictionary, although many offices will have these books on the shelf. Other palaeographical aids are listed below following the Guidelines for Transcription.

On arrival in a record office, researchers should first make themselves known to the archivists who will be able to put them in touch with such people as local experts on churchwardens' accounts. Second, researchers should find out where the local history books for the area are kept. It may be that local periodicals are housed, for example, in a public library

where they can be consulted when the record office itself is closed.

A researcher should assess all the pre-1642 holdings in the record office. Not all will contain material for REED, but all must be considered. Do not rely upon someone else's assessment of which records will be relevant.

The following classes of archives are especially pertinent to REED interests:

CIVIC

Assembly rolls or council minute books

Financial accounts (eg, chamberlains' or bailiffs' accounts)

Borough civil court books (eg, mayors' court or leet books)

Customals (eg, Bristol's Little Red Book)

Annals/chronicles

Other civic documents such as mayors' correspondence, freemen's rolls, deeds, leases, surveys, petitions, indentures, and inventories.

GUILD

Accounts

Memorandum books

Charters

Ordinances

Apprenticeship indentures, deeds, or other single documents

SCHOOL

Accounts

Governors' minute books

Statutes

Correspondence

PARISH

Churchwardens' accounts

Vestry minute books

Parish registers (to be scanned for memoranda)

DIOCESAN

Bishops' registers

Diocesan statutes

Metropolitan and diocesan visitation articles and injunctions

Consistory and commissary court records (especially presentments and depositions)

Cathedral dean and chapter accounts

Cathedral chapter act books

Cathedral memoranda and correspondence

MONASTIC

Priors' or abbots' accounts

Obedientiaries' accounts

Priors' or abbots' journals and letter books

FAMILY

Household accounts

Correspondence

Journals/diaries

Inventories

COUNTY

Quarter session order books and minutes

Quarter session rolls and bundles (eg, presentments, bonds, petitions)

Evidence may also be found in travellers' accounts (eg, Leland's Itinerary) or early antiquarian histories (eg, Stow's Chronicle), many of which appear in early printed editions available on STC microfilm. A researcher should keep in mind that it is REED's policy to publish antiquarian transcriptions if an original document has been lost.

References in printed sources may reveal the existence of allusions to drama or music in other papers such as wills or manorial court records. Such leads should be followed but the

researcher need not read every will or manorial roll. Experience has shown that relatively little evidence for REED can be found in such documents, which survive in voluminous quantities.

Researching in records is detective work, piecing together evidence from many sources. The most accessible evidence for dramatic or musical activities is found in financial accounts. A researcher should begin there and then move to other documents belonging, for example, to a corporation. The search will often go beyond local record offices. A judicial dispute can sometimes be followed to higher courts such as the Star Chamber; records of these courts are held at the Public Record Office.

The search may also lead to documents still in private hands. Some boroughs, guilds, and families still hold their own records. Although the Lambeth Council passed a decree in 1974 that all ecclesiastical records should be stored under secure and proper climatic conditions, not all have yet been deposited in local record offices. Researchers should write to the vicars of ancient parishes which have not yet deposited their records to inquire whether any have survived.

It is useful to make a county list of local ancient boroughs, parishes, schools, and important monasteries and families for quick reference when visiting record offices. County archivists should be able to suggest other repositories to contact for manuscripts that have not been deposited in centralized archives. Researchers should keep a list of all manuscripts searched which did not prove fruitful. This list should be submitted to REED along with the final transcriptions.

General Guides

Emmison, F.G. Archives and Local History. 2nd ed (Chichester, 1974).

Foster, Janet, and Julia Sheppard. British Archives: A Guide to Archive Resources in the United Kingdom (Byfleet, Surrey, 1982).

Hall, Hubert. A Repertory of British Archives. Part I. England (London, 1920).

Harcup, Sara E. Historical, Archaeological and Kindred Societies in the British Isles. Institute of Historical Research (London, 1965).

Record Repositories in Great Britain. 7th ed. Her Majesty's Stationery Office (London, 1982).

Stephens, W.B. Sources for English Local History. 2nd ed (Cambridge, 1981).

National and Private Archives

Baillie, H.M.G. 'The Use of the Resources of the Historical Manuscripts Commission,' Journal of the Society of Archivists 3 (1965–9), 462–6.

British National Archives. Her Majesty's Stationery Office, Government Publications Sectional List, no 24. Rev ed (London, 1985).

Guide to the Contents of the Public Record Office. 3 vols (London, 1963–8).

Publications of the Royal Commission on Historical Manuscripts. Her Majesty's Stationery Office, Government Publications Sectional List, no 17. Rev ed (London, 1976).

Ranger, Felicity. 'The National Register of Archives, 1945–1969', Journal of the Society of Archivists 3 (1965–9), 452–62.

Guides to Diocesan Archives

Councils & Synods with Other Documents Relating to the English Church. 2 vols in 3 pts (Oxford, 1964–).

Gibson, J.S.W. (comp). Wills and Where To Find Them (Chichester, 1974).

Owen, Dorothy M. The Records of the Established Church in England Excluding Parochial Records. Archives and the User, no 1 (London, 1970). Supplement in Archives 10 (1971–2), 53–6.

The Pilgrim Trust. Survey of Ecclesiastical Archives in the Dioceses of Canterbury and York (1952). Typescript available in the BL, Bodleian, Institute of Historical Research, PRO, Historical Manuscripts Commission, and on microfilm at the REED office.

Smith, David M. Guide to Bishops' Registers of England and Wales: A Survey from the Middle Ages to the Abolition of the Episcopacy in 1646 (London, 1981).

Guides to Local Archives

Blair, Lawrence. A List of Churchwardens' Accounts (Ann Arbor, Mich., 1939).

Emmison, F.G. Archives and Local History. 2nd ed (Chichester, 1974).

– and Irvine Gray. County Records (Quarter Sessions, Petty Sessions, Clerk of the Peace and Lieutenancy). *Helps for Students of History*, no 62. Rev ed (London, 1961).

Steel, D.J. General Sources of Births, Marriages and Deaths before 1837. National Index of Parish Registers, vol 1 (London, 1976).

Tate, W.E. The Parish Chest: a Study of the Records of Parochial Administration in England. 3rd ed (Cambridge, 1969).

–.'Some Sources for the History of English Grammar Schools,' British Journal of Educational Studies 1 (1953), 164–75; 2(1953), 67–81; 3 (1954), 145–65.

West, John. Town Records (Chichester, 1983).

–. Village Records (London, 1962).

In the Record Office

GUIDELINES FOR TRANSCRIPTION

Although each set of documents provides its own particular problems, we suggest that the following guidelines should be adhered to as far as possible when making a transcription. These guidelines are intended to facilitate the conversion of pencil transcripts to final copy.

1) Text: The text should be transcribed in toto. Lengthy recurring formulae need not be repeated and may be replaced by three dots and identified in a footnote. If an entire manuscript page has not been transcribed, ellipsis dots should be used. When an entry has been extracted from within a longer passage, three dots should be added before and after to indicate omission of irrelevant material. Where the excerpt appears on a line or lines of its own, three dots should be placed on separate lines above and below the entry.

2) Entry Heading: The transcription of a manuscript passage should be preceded by its date, the reference by name, repository, and shelf mark to the manuscript in which it occurs, the foliation (eg, 'f 2r' for recto, 'f 2v' for verso), pagination, or membrane (eg, 'mb 2,' 'mb 2d' for dorse), and the day and month of the entry or account, if known, in brackets. The beginning of each new page within an entry should be indicated by a vertical stroke |. Where multiple numberings appear, one system must be chosen and followed consistently throughout the manuscript transcriptions, and that choice be noted in the general description of the document. Where no numbering is available, an editorial numbering system enclosed by square brackets may be adopted (eg, 'f 3[a],' 'mb [2d]'). Finally, routine formulaic headings in accounts should be modernized and enclosed in brackets (eg, 'External expenses').

3) Manuscript Layout: The manuscript's word division, paragraphing, and general arrangement of text should be kept. Precise lineation need not be duplicated in continuous prose and accounts, but should be preserved in all other extracts. While it is not essential to preserve precise lineation within an account entry, it is important to make clear that entries written on a single line or group of lines, and set off from other such entries by spacing, special punctuation, or manuscript format, are treated as single entries, and not as items within a paragraph of run-on accounts.

4) Marginalia: All marginal headings should be transcribed according to their position in the manuscript. Marginal drawings, whether doodles or functional (eg, pointing hands), should be

noted, but crosses or other symbols which appear frequently in accounts and have some administrative significance should be reproduced as they occur. Post-seventeenth century marginalia may be omitted from the text itself, but should be included in textual notes and identified, where an antiquarian's handwriting is recognized.

5) Spelling: The spelling of the original, including thorn (þ), eth (ð), yogh (ȝ), and the digraphs (æ, œ), should be retained. The forms u for v (and vice versa), i for j (or final j for i in roman numerals, as in 'iij'), and y for þ should be preserved. When the graph ȝ is used to indicate a /z/ sound, it should be transcribed as z. No distinction should be made in transliterating familiar alternative forms of the same letter (eg, long and short s or the different forms of r). Minuscule i/j should be dotted. Figures and numerals should be given in their manuscript form (eg, arabic and roman numerals should be distinguished).

6) Capitals: The manuscript capitalization should be retained. Always keep ff; transcribe the standard and elongated forms of I uniformly as I. Post-seventeenth century elongated forms of I may be transcribed where appropriate as J. Where it is difficult to distinguish majuscule from minuscule letters, the editor should decide how they are to be represented, transcribe them consistently, and record the difficulty in an endnote. Ornamental or very large capitals should be transcribed as regular capitals. Reference to ornamental capitals which are a regular feature in a manuscript should be made in the general description of the document. When ornamental or very large capitals occur infrequently in a manuscript, they should be footnoted individually.

7) Pointing: The punctuation of the manuscript should be preserved and no editorial punctuation added. Unusual punctuation marks should be normalized: for example, the virgule or double virgule as / and // respectively; capitulum ¶ or ¶ as ¶; the paragraphus ¶ or ¶ as ¶; carets as ^; all versions of the inverted semicolon as ;; braces as }. Braces need only be retained where they are an essential feature of the layout. Diacritics used to distinguish y from þ and u from n need not be reproduced, nor should line fillers.

8) Abbreviations: These should normally be expanded, with the supplied letters italicized, and with superior letters lowered to the line (eg, 'w^h' as 'with'). Superior letters with numerals (eg, 'x^o' or 'xxijth') should, however, be preserved. Abbreviated forms should be expanded according to scribal practice, where that is consistent, or to modern British spelling, where scribal practice cannot be ascertained. The same principle should be followed in expanding abbreviations in Anglo-Norman and Latin, using modern French or standard classical Latin forms where scribal practice cannot be ascertained. A number of abbreviations still in common use (eg, 'Mr,' 'lb,'

'etc' or '&c,' and 'viz') or ones cumbersome to expand, such as those typical of weights and measures, money, and accounts (eg, 'li,' 's,' 'd,' 'di,' 'qu,' 'ob,' and 'sol' or 'solut') should be kept. Any mark of punctuation used to indicate abbreviation of these forms should be transcribed as a period. Expansion of some place names and surnames may cause difficulty where there is no evidence of scribal spelling or modern equivalent. In such cases, retain the manuscript form unexpanded and explain the problem in an endnote. Similarly, ambiguous forms (eg, 'ministra^D' in Latin accounts) should be kept in their abbreviated state with an apostrophe to represent any mark of suspension. Abbreviations for 'and' and 'et' (eg, t , C , and e) should be uniformly transcribed as '&.' 'Xp' and 'xp' should be consistently expanded as 'Christ' and 'christ' respectively, and 'Ihs' as 'Iesus.' Superfluous brevigraphs (eg, 'H' and '-oun^D') and otiose flourishes need not be transcribed but may be collectively noted; superfluous marks can only be determined by analogy with the rest of the scribal text.

9) Damaged Text: Letters or words obliterated, damaged, or lost should be enclosed within diamond brackets <>, with an indication by dots of the number of lost letters. Where large obliterations or gaps occur, a note should give the estimated number of missing letters or a measurement in millimetres. Blank spaces in the original where writing might be expected should be indicated by the word 'blank' within italicized parentheses.

10) Cancellations: Cancellations, erasures, and other kinds of deletions should be placed within square brackets [] and transcribed where possible. Overwritten letters or words cannot be indicated easily in the text by editorial symbols and should therefore be identified in textual notes. If, through erasure, writing over, or striking out, a cancellation is illegible, that fact should be indicated according to section 9 above.

11) Interlineations: Interlineations, whether of letters, words, or numbers, should be included in their appropriate place in the text, and enclosed in upper half brackets [] where above the line, and in lower half brackets [] where below the line. The caret mark, if used, should always be retained and placed immediately in front of the first half bracket.

12) Interpolations: Interpolations by a different hand, either contemporary or later, should be preceded and followed by a small raised circle (eg, '°festo°'). Post-seventeenth century glosses should be noted but omitted from the text itself.

13) Emendations: Textual emendations should be made only in textual notes with one exception. Where a scribe has omitted or added an extra minim, the correct number of minims

should be rendered in the text and the scribal error footnoted. Antiquarians sometimes omitted marks of abbreviation in transcribing from original Latin documents. When transcribing Latin from an antiquarian manuscript, retain abbreviated forms without brevigraphs in the text, but provide correct expansion of the words in textual notes.

14) Manuscript Peculiarities: Any special features of the text requiring comment (eg, change of hand or ink, displaced leaves, manuscript damage, odd numeration) should be included either in the general description of a document or in the textual notes.

15) Collation: When more than one version of a passage occurs in one or more manuscripts, all versions should be transcribed and carefully compared. A base text should then be chosen and the reasons for its selection explained in an endnote. All substantive variants from other versions of the text should be collated and placed immediately below the extract; minor differences in capitalization, form of abbreviation, orthography, word division, and punctuation may be ignored.

16) Antiquarian Records: Where no original manuscripts of certain relevant material survive, the editor may have to rely upon antiquarian transcriptions in manuscript or printed form. Antiquarian sources should always be identified by the following symbols opposite their headings: 'A' (for antiquarian compilation of a single set of documents) or 'AC' (for antiquarian collections of material from diverse sources). Transcriptions of antiquarian manuscripts may be done according to the above guidelines for treatment of original manuscripts, noting especially section 13.

Printed antiquarian sources should be copied, together with the year and general title of the extract, followed by the author's name, short title, and page number of the printed source. Where foliation or pagination of the original manuscript is known, it should be added in parentheses to the heading. Ellipsis dots should be used to indicate the position of the extract on the printed page according to section 1 above. Layout, spelling, capitalization, and punctuation should be duplicated precisely. Additions by the author or printer, such as italicization, footnote numbers, or parenthetical comments may be excluded and noted either under Editorial Principles or in textual notes. Abbreviated forms, emendations, and collations should be dealt with according to sections 8, 13, and 15.

Paleographical Primers

Buck, W.S.B. Examples of Handwriting 1550–1650 (London, 1973).

Emmison, F.G. How To Read Local Archives 1550–1700 (London, 1967).

Gooder, Eileen A. Latin for Local History: an Introduction. 2nd ed (London, 1978).

Grieve, Hilda E.P. Examples of English Handwriting 1150–1750. Essex Record Office Publications, no 21 (Essex, 1954).

Newton, K.C. Medieval Local Records: a Reading Aid. Helps for Students of History, no 83 (London, 1971).

Rycraft, Ann (comp). English Mediaeval Handwriting. 2nd ed. Borthwick Institute of Historical Research, Wallet 3 (York, 1973).

– Sixteenth and Seventeenth Century Handwriting. 3rd ed. Borthwick Institute of Historical Research, Wallets 1, 2 (York, 1972).

– Sixteenth and Seventeenth Century Wills, Inventories and Other Probate Documents. Borthwick Institute of Historical Research, Wallet 4 (York, 1973).

Simpson, Grant G. Scottish Handwriting 1150–1650: an Introduction to the Reading of Documents (Edinburgh, 1973).

Smith, D.M. (comp). Medieval Latin Documents, series 1: Diocesan Records. Borthwick Institute of Historical Research, Wallet 6 (York, 1979).

Standard Works

Dawson, Giles E. and Laetitia Kennedy-Skipton. Elizabethan Handwriting 1500–1650: a Guide to the Reading of Documents and Manuscripts (London, 1968).

Denholm-Young, Noel. Handwriting in England and Wales. 2nd ed (Cardiff, 1964).

Hector, L.C. The Handwriting of English Documents. 2nd ed (London, 1966).

Jenkinson, Hilary. The Later Court Hands in England from the Fifteenth to the Seventeenth

Century. 2 vols (Cambridge, 1927).

Johnson, Charles and Hilary Jenkinson. English Court Hand A.D. 1066 to 1500. 2 vols (Oxford, 1915).

Parkes, M.B. English Cursive Book Hands 1250–1500. Oxford Paleographical Handbooks (Oxford, 1969).

Petti, Anthony G. English Literary Hands from Chaucer to Dryden (Cambridge, Mass., 1977).

Tannenbaum, Samuel A. The Handwriting of the Renaissance (New York, 1930).

Wright, Andrew. Court-Hand Restored or, the Student's Assistant in Reading Old Deeds, Charters, Records, etc.... 10th ed. Charles Trice Martin (ed) (London, 1912).

Wright, C.E. English Vernacular Hands from the Twelfth to the Fifteenth Centuries. Oxford Paleographical Handbooks (Oxford, 1960).

Manuals of Abbreviation

Cappelli, Adriano. Dizionario di Abbreviature Latine ed Italiane. 7th ed (Milan, 1979).

Chassant, L.-A. Dictionnaire des abréviations latines et françaises ... (Paris, 1884, rpt Hildesheim, 1970).

Martin, Charles Trice (comp). The Record Interpreter: a Collection of Abbreviations, Latin Words and Names Used in English Historical Manuscripts and Records. 2nd ed (London, 1910).

Pelzer, Auguste. Abréviations latines médiévales: Supplement au Dizionario di Abbreviature Latine ed Italiane de Adriano Cappelli. 2nd ed (Louvain, 1966).

DATING

It is essential that the dating of all transcripts be done as carefully as possible. Most single documents such as letters are clearly dated: wills contain the dates when they were made.

Editors should also include probate dates for wills wherever possible. Entries in minute books usually have not only the year date but also some indication of the day of the meeting. If a meeting date is missing from a minute book, it is sometimes possible to deduce the approximate date from clues found in surrounding folios. For example, if a manuscript is dated chronologically and the relevant entry is on folio 92, and folio 91 has a date of Corpus Christi, while folio 93 has a date of Midsummer in the same year, the range of date is limited. Completely undated entries, such as memoranda jotted down in a chronological sequence, may contain names of individuals or mayors who may be identified in freemen's or mayoral lists. Dating an entry by the hand of a municipal clerk is also possible sometimes.

The greatest difficulties in dating occur with accounts. The usual date given by an accountant (if any precise date is given) is the date of payment, not the date of the event paid for. Sometimes expenses for a major feast (eg, Shrovetide, Corpus Christi, Midsummer, Christmas) will be accounted for together and named. Sometimes in a miscellaneous list such an entry as 'Paid to the minstrels on Lammass Day' will appear. More often miscellaneous entries can only be dated by the date when the payment was recorded. Since most dates will be the dates of payment, each collection should be organized consistently by date of payment, not date of event. The date of the event can be noted in the editorial apparatus. Where accounts run weekly, the editor must determine from internal evidence when the week begins and ends (eg, Sunday–Saturday).

Further difficulties are caused by accounting years, which are often peculiar to a given set of accounts. Many accounts run from Michaelmas to Michaelmas, others from a patron saint's day. The first task of a researcher working with accounts is to establish the accounting year. Because the year may change without notice, it is essential to check the headings of accounts routinely and advisable to order reproductions of folios, pages, or membranes relevant for dating as well as those with the entries transcribed.

The dating of ecclesiastical or quarter session court cases presents different problems. The date of the court hearing is more consistently given than the date of the offence. For this reason, ecclesiastical court cases should be dated by the editor according to the year and month when the hearing occurred. The date of the offence, where known, may appear in the text transcribed, but if not, should be supplied in a textual note.

For each document copy down all information that will provide clues to precise dating. Most documents contain a regnal year; many will give internal dates from movable feasts (eg, Easter, Whitsun, Corpus Christi) or fixed feasts (eg, St Blaise, St George, Christmas). During the time spent in the record office, the editor should convert the dates uniformly to normal twentieth-century usage. Thus, the dates on accounts running from Michaelmas to Michaelmas 5–6 Henry VIII would be converted as 29 September to 28 September 1513–14; Corpus Christi

4 Henry VII as 18 June 1489; Lammas Day 7 Richard II as 1 August 1383. Problems will become apparent as the dates are converted. Some, but not all, can be solved by reference to C.R. Cheney's Handbook of Dates. Saints' days, for example, can sometimes be confused. St John's day could be the feast of St John the apostle (27 December), St John before the Latin Gate (6 May), or St John the Baptist (24 June). Dates can often be fixed through clues found in surrounding entries or related documents in the record office that have no other relevance to REED. Such help will not be as readily available when the editor returns home.

Although the decision about the details of the final arrangement of an edition comes relatively late in the process, the sine qua non is a consistent pattern of dating that is as full as possible for every document. There will always be problems that necessitate conjectural dating, but many puzzles can be solved by detective work: accountants sometimes miss years or account for two years in one; sudden variations in standard sums may indicate that the accounting year has changed; sometimes accountants use the back of a paper book for 'rough' accounts and enter the 'fair copy' in the front. Be prepared for the unusual. Some material will never conform to chronological arrangements. Undated or eccentrically dated material may have to be placed in appendixes to the edition.

Guides to Dating

Cheney, C.R. (ed). Handbook of Dates for Students of English History. Royal Historical Society Guides and Handbooks, no 4. Rev ed (London, 1970).

Powicke, Sir F. Maurice and E.B. Fryde (eds). Handbook of British Chronology. 2nd ed (London, 1961).

DOCUMENT DESCRIPTIONS

The introduction to each REED volume contains descriptions of all the documents from which it has been compiled. The raw material for these descriptions can only be acquired by careful examination of the documents at their repositories.

Codices

- 1) Location (city); repository (archive); designation (shelf mark or box number)
- 2) Date(s)
- 3) Language(s)

- 4) Material (parchment or paper)
- 5) Number of leaves, including fly-leaves (eg, ii + 49 + i)
- 6) Dimensions of leaves in millimetres (height x width): measure the text area of each leaf if consistent. Note if some leaves have two or more columns.
- 7) Foliation/pagination: give approximate period of numbering(s) (contemporary with MS or modern). If the MS is unfoliated, ask the archivist whether someone could number it. If permission is not granted, count the leaves carefully to supply an editorial numbering system for your transcripts.
- 8) Decoration: note any illuminated or flourished initials, use of different coloured inks, elaboration of borders.
- 9) MS condition: examine in detail and note the make-up of the MS (eg, paper booklets bound together, single leaves, quarto gatherings, etc), but do not undertake extensive collation unless it is needed for a proper understanding of the nature or date of an excerpt being edited. Note any damage and repair, interleavings, paste-ons, signatures, and catchwords.
- 10) Binding: note material (colour, type, age), any decoration, title and its position (board or spine).

Rolls

- 1) Location (city); repository (archive); designation (eg, shelf mark or box number)
- 2) Date(s)
- 3) Language(s)
- 4) Material (parchment or paper)
- 5) Number of membranes and how attached (eg, serially or attached at the top). If they are attached at the top, is this the original format or the result of repair?
- 6) Dimensions of individual membranes and text area in millimetres (height x width). Where the dimensions vary considerably, measure the largest and smallest. Note if text is written in more than one column.
- 7) Order of writing: if the roll is written on two sides, note whether the writing on the dorse begins on the reverse of the first or of the last membrane of the roll.
- 8) Decoration
- 9) Note any modern wrapping.

Single documents

- 1) Location (city); repository (archive); designation (shelf mark or box number)

- 2) Date(s)
- 3) Language(s)
- 4) Material (parchment or paper)
- 5) Nature of document (eg, indenture, quitclaim, deed, letter, proclamation, etc)
- 6) Dimensions and text area in millimetres (height x width). If the document is an indenture, measure depth of indentations.
- 7) Endorsements: note any endorsements. Is the hand the same as that of the text?
- 8) Decoration
- 9) Seals: note if seals are still attached. Identify if possible; if not, describe the device.

Printed Books

- 1) Full title as it appears on the title page with different type-faces indicated and vertical lines to mark line-ends. Indicate single or double rules in position and identify printers' devices (from McKerrow).
- 2) Colophon: as it appears on the final page (identify the page number).
- 3) Type-face(s)
- 4) Decoration: woodcuts, printers' devices. Identify where relevant by reference to Hodnett, McKerrow, etc.
- 5) Full entry in Stationers' Register and STC number

Guides for Document Descriptions

Diehl, Edith. Bookbinding: its Background and Technique. 2 vols (New York, 1946).

Haselden, R.B. Scientific Aids for the Study of Manuscripts (Oxford, 1935).

Hodnett, Edward. English Woodcuts 1480–1535 (Oxford, 1935; rpt with additions and corrections, Oxford, 1973).

Ivy, G.S. 'The Bibliography of the Manuscript-Book,' The English Library before 1700: Studies in its History. Francis Wormald and C.E. Wright (eds) (London, 1958), 32–65.

McKerrow, Ronald B. An Introduction to Bibliography for Literary Students (1927; rpt Oxford, 1967).

– Printers' & Publishers' Devices in England & Scotland 1485–1640. Illustrated Monographs of the Bibliographical Society, no 16 (London, 1913; rpt Oxford, 1949).

Middleton, Bernard C. A History of English Craft Bookbinding Technique. 2nd supplemented ed (London, 1978).

REPRODUCTION OF MANUSCRIPTS

It is REED policy to have all transcriptions checked by someone other than the editor. Wherever possible, a REED palaeographer does all the checking and then discusses proposed alternative readings with the editor. It is necessary, therefore, for the editor to arrange for reproduction of each entry to be edited. REED will assume the financial responsibility for this. The individual editor is free to use the reproductions until they are submitted to the REED office with transcriptions. They remain in the office while the volume is in production and are available subsequently for the use of other scholars.

Many record offices have a photocopy machine somewhere on the premises. Isolated entries can often be reproduced that way. It is very important to supply identification slips with MS, date, and folio, page or membrane number for each entry individually photocopied or microfilmed. Manuscripts which have many relevant entries, such as account books, should be microfilmed in their entirety. In some instances (especially at the British Library), microfilm of a MS may already exist and can be ordered inexpensively. Occasionally a photograph may be considered necessary to produce a legible reproduction.

Our needs are strictly practical. We need legible reproductions of the manuscripts. Our resources are not unlimited. In every instance, consult with the archivist and choose the cheapest method that will produce satisfactory results. Before placing a large order (over \$100 Can), write to the executive editor for authorization.

In some cases, especially with manuscripts in private hands or in small repositories, there is no photocopy machine or established procedures for microfilming. REED has developed a system that can be used in such circumstances (where permission is granted). The basic equipment required is a single lens reflex 35 mm camera and black and white film. Use 50 ASA film (for finer definition) if record office lighting is passable to good; if the record office has poor light or no place to mount the tripod, choose a fast film such as 400 ASA. This film processed (but not printed or cut) produces a strip similar to a negative microfilm. REED owns a Konica camera, macro lens, and tripod. More detailed instructions for its use are kept with the camera, now in storage in England. Arrangements can be made for editors to have access to this equipment.

If it is impossible to arrange for any type of reproduction, a check in situ by an English research assistant will be commissioned by the REED office.

Palaeographical Checking

No matter how careful the editor has been in making transcriptions, some errors and palaeographical puzzles will remain. The purpose of the palaeographical check is to correct the remaining errors and to provide consultation on problems. The editor will submit transcriptions to the REED office with all manuscript reproductions; these should be in exactly the form prescribed. Although some changes will probably be necessary, it is important to avoid having to make major corrections of format and policy. At this stage all transcriptions from the same document should be kept together and arranged in the order in which they appear on microfilm. It is also useful to have photocopies arranged in an order that follows that of the transcripts. All manuscript reproductions should be carefully labelled. Clues to help the checker in locating the transcribed entries on the manuscript copies (such as pencilled-in arrows) are also helpful.

All transcriptions will be checked for accuracy and faithfulness to the manuscript layout. The palaeographer's corrections, queries, and suggestions will be written in pencil in the left margins of pages. When the transcriptions are returned, the editor should go over all the corrections with reference to the manuscript reproductions. Problems in general policy and specific readings should be discussed by the editor and the palaeographer. The final decision on matters of transcription is the responsibility of the editor. When all agreed-upon revisions have been made, the editor should resubmit the transcripts with corrections, which will be double-checked by the palaeographer.

Apparatus of Records Volumes

ACKNOWLEDGMENTS

The acknowledgments section allows the editor to express gratitude to individuals and institutions that have helped during research and preparation of the volume. Although the acknowledgments are largely a matter of personal choice, it is important that specific mention be made of every record repository or private owner that granted permission to use documents in the volume.

INTRODUCTION

There are several standard sections to the introduction of REED volumes, although individual records editions may require further topics for discussion. Common to most volumes are an outline of the city or county's historical development, a brief guide to dramatic, musical, and ceremonial activity of the city or county, the descriptions of documents used, and a statement of editorial procedures. The following points should be considered in drafting each section:

1) Historical Background A historical sketch of important stages in the city or county's political, economic, and social development is useful. As with section (2) below, the editor should be circumspect about controversial statements. The preferred basis for any historical introduction is the documents themselves rather than secondary sources. For key towns, some indication of civic administrative structure, the relationship of church and town, and the separate functions and terms of office of key officials is helpful in making sense of the documents described in section (3) below. Notes to the introduction should be as brief as possible and in most cases limited to citations.

2) Dramatic, Musical, and Ceremonial Activities The greatest assistance to researchers from a variety of backgrounds is a concise guide to entertainment activities in the city or towns concerned and a highlighting of key events or documents in the volume. This section is not designed to rehearse the editor's theories on the nature of pre-1642 dramatic staging. References to ephemeral debates of contemporary scholars should be avoided.

3) The Documents Original and antiquarian sources should be discussed independently. Under these two major headings, documents may be grouped according to general classifications such as civic, ecclesiastical, guild, household, or miscellaneous records. Each manuscript, roll,

or book used in the text should have a short paragraph synopsis of technical details such as the location, dates, and foliation or pagination. All points necessary for inclusion in these paragraphs are itemized in the REED guidelines for document description (see above). Discussion of contents, authorship, provenance, or general problems of manuscript condition precedes the technical description of each manuscript, roll, or printed book.

3) Editorial Procedures Principles of selection, dating, and methods of transcription are incorporated in this section. REED guidelines for these three subjects may form the nucleus for the discussion of editorial procedures, but specific problems or necessary divergence from the REED guidelines also require comment.

SELECT BIBLIOGRAPHY

There are three basic principles of selection for REED volume bibliographies:

1) to include all books and articles containing primary transcriptions of records edited in the volume concerned. This is intended to be a concise method of acknowledging transcriptions by previous scholars. Paraphrases, quotations from another scholar's manuscript or published transcriptions, and translations do not fall into this category.

2) to include reference works frequently consulted and considered essential by the volume's editor (eg, publications in the Victoria County History series and printed transcripts of freemen's lists come under this heading).

3) to include any published facsimile of a manuscript or printed work that contains a record edited in the REED volume concerned.

Note that these principles of selectivity allow some flexibility to the individual bibliographies. There will also be a number of works referred to in the introduction and endnotes which have no proper place in the select bibliography. Full details of publication for these works should be provided where they occur in the text.

MAPS

Each volume will have at least two maps. The editor should recommend one antiquarian map of the city or county dating from the period during which the records were written; this map will

provide a 'contemporary' sixteenth or seventeenth century view. The second map should be either a modern drawing of the city street plan, identifying key sites referred to in the records or a modern drawing of the county, identifying principal features such as rivers, and all locations named in the records. It is preferable for the editor to suggest a simple map of the city as a basis for the REED map which can be designed by a cartographer in Toronto. Orders for all map facsimiles and requests for reproduction rights will be handled by the REED office.

TEXT

The records are printed in chronological order by year. Within a year, they are usually sorted by category according to the hierarchy established in The Documents section of the introduction. Thus, civic records precede ecclesiastical and guild records, and original documents have pride of place over antiquarian sources. Where extracts from one set of records are dated precisely by day and month, they should be arranged according to date, regardless of foliation or pagination order. Documents with no date at all should follow the text in an appendix (see section on Dating above).

The diversity of locations and sources for county records presents more complex problems in organization. County records volumes will have two or more of the following major divisions: Boroughs and Parishes; Monasteries; Households; Diocese; County.

Within the Boroughs and Parishes or Monasteries division, records should be sorted according to the location they refer to, in alphabetical order. Under each location, entries will then be arranged chronologically along the same pattern established in REED's civic volumes. Thus, in the Devon collection, records from the parish of Ashburton were printed as a chronological unit, preceding the numerous entries from varied civic and ecclesiastical sources for the important borough of Exeter.

The Households sections differs only in its style of heading. Important families sometimes had more than one residence in a county and occasionally it has proved difficult to identify the exact location for family entertainments. Households will therefore be sorted alphabetically by family name, with chronological arrangement of records within each household. Information about the location of these households should be provided in the introduction and notes, as appropriate.

Many ecclesiastical records refer to specific parishes in a county and may be sorted under the correct location within the Boroughs and Parishes section. Other documents such as statutes or visitation articles relate to a diocese as a whole; these must be placed in chronological order in the Diocese section. Some counties fell within the jurisdiction of two or more dioceses; dioceses should always be specifically named and, where necessary, sorted

alphabetically.

Similarly, there are county or quarter session records which cannot be pinpointed to a particular location. Such general regulations, usually from county justices of the peace, should be grouped in chronological order within the County section.

TEXTUAL NOTES

Textual notes are printed on the same page as the text to which they refer and should be as brief as possible. Textual notes are required to clarify scribal errors; to supply measurement of manuscript damage or readings from earlier printed sources; to identify people, places, or dates alluded to in an extract; to explain alterations made to the text in antiquarians' transcriptions. Any manuscript problem needing detailed discussion should be relegated to an endnote.

ENDNOTES

The purpose of the notes following the text is to provide information essential to understanding specific records. The endnotes might deal with such matters as the nature of damage to a manuscript page; the reasons for choosing a base text in collating several manuscripts; explanation of the editor's interpretation of a difficult scribal letter or word form; factual information about a special event referred to in an extract; biographical details about persons in the text, usually at first appearance of their names. The endnotes, like the introduction, are largely factual and explanatory rather than speculative. Conciseness and clarity are prized here as elsewhere in the volume apparatus.

APPENDIXES

Undated documents are printed in an appendix according to the order established in the document descriptions of the introduction. Antiquarian records which are suspect for some reason, although they contain relevant evidence of dramatic, ceremonial, or minstrel activity, are more safely placed in an appendix. In general, subsidiary information considered by the editor to be useful to a researcher in the area concerned may be placed in the appendixes.

TRANSLATIONS AND GLOSSARIES

Special assistance is available to the editor in preparation of these sections of the apparatus. Although it is always optional for the editor to make the translations and glossaries for his or her

volume, the work can be done by members of the REED staff upon request, if the editor does not feel qualified to do so.

Translations

All documents in a language other than English are to be translated. Translations should be literal rather than literary; they are to be used by the researcher as a means to read the original records, not as a substitute for them. All words should be translated: where English words or phrases appear in a passage in Latin or Anglo-Norman, they should be modernized in spelling or translated where no modern equivalent exists. When a sentence or more of English intervenes in an otherwise Latin or Anglo-Norman extract, the English section need not be repeated, but three dots should indicate the ellipsis. Place names and Christian names should be modernized, but surnames, which frequently have no sure equivalent in modern English, should be retained in their original form. Occasionally, words may have to be supplied to make sense of difficult translations, but these additions should always be enclosed by parentheses.

Glossaries

1) Latin: Words are included in the Latin glossary if they are not to be found in Lewis and Short's Latin Dictionary, the standard reference work for classical Latin. Words listed by Lewis and Short which have had a change or restriction of meaning in medieval Latin are also cited. The following medieval spelling variations of classical Latin words need not be glossed:

ML c for CL t before i

ML cc for CL et before i

ML d for CL t in a final position

ML e for CL ae or oe

ML ff for CL f, especially in an initial position

ML addition of h

ML omission of CL h

ML n for CL m before m or n

intrusion of ML p in the CL consonant cluster mn or ms

ML doubling of CL single consonants and singling of CL double consonants

Headwords should be given in the standard classical form – ie, nouns are listed by nominative, genitive, and gender; adjectives by the terminations in the nominative singular; and

verbs by their principal parts. Should the standard classical form not appear, the word should be glossed under its most common spelling.

Anomalous inflectional forms are to be dealt with in one of two ways: they are listed separately and cross-referenced to the main entry; or, if they follow the headword alphabetically, they are listed under that headword. English words which occur in Latin or Anglo-Norman passages are listed in the English glossary, but words not easily recognized as English should be listed alphabetically in the Latin glossary with the cross-reference code 'EG' (English Glossary).

2) Anglo-Norman: All words or phrases which might be unfamiliar to a reader of modern French should be glossed. The headword should be the most frequently occurring spelling of the word. Some words which begin with 'd' or 'l' do so as a result of elision of preceding 'de' or 'le/la' with their initial vowels. Such words should be listed under the initial vowel. All variant spellings should be given, either under the headword if no other words intervene, or separately with a cross-reference to the main entry.

3) English: This glossary should include words in the text which are out of modern usage or whose meaning has changed; technical terms such as those used in carpentry, armour, or cuisine; exceptionally odd spellings of otherwise easily understood words; and words whose meanings are not clear from the immediate context. However, it should be assumed that the reader will be familiar with common spelling alternations of Middle and Early Modern English. Forms that are interesting from a purely morphological or phonological point of view should be omitted.

Norman Davis's glossary in J.A.W. Bennett and G.V. Smithers (eds), Early Middle English Verse and Prose, 2nd ed (Oxford, 1968) can be used as a model for the listing of forms. Spellings of the same form should be listed in alphabetical order. Headwords are those which come first according to this order, except when adherence to it would result in precedence of an especially rare or odd form. Alternate spellings should be cross-referenced when they are separated from the headword by more than two intervening entries. Etymologies need not be given. The compiler of the glossary should note the dictionaries used, including volumes of the MED which were available at the time and any publications of the English Dialect Society.

In all glossaries, manuscript capitalization should be ignored. The first three occurrences of each word are given with page and line numbers separated by an oblique stroke. If the word appears in a marginal heading, this should be indicated by a lower case 'm' following the page

and line reference. Glossaries are made up with the assistance of computerized concordances for each language which list the words together with context passages of eighty characters in order of appearance in the text. Concordances generated in the REED office will be supplied to editors doing their own glossaries.

Latin Dictionaries

Du Cange, Charles du Fresne. Glossarium Mediae et Infimae Latinitatis. 6 vols (Paris, 1733).

Latham, R.E. Dictionary of Medieval Latin from British Sources. Fascicule 1, A–B (London, 1975).

– Revised Medieval Latin Word-List from British and Irish Sources (London, 1965).

Lewis, Chariton T. and Charles Short. A Latin Dictionary (Oxford, 1879).

Anglo-Norman Dictionaries

Godefroy, Frédéric. Dictionnaire de l'ancienne langue française et de tous ses dialectes du ix^e au xv^e siècle. 10 vols (Paris, 1880–1902).

Greimas, A.J. Dictionnaire de l'ancien français jusqu'au milieu du xiv^e siècle. 2nd ed (Paris, 1968).

Keiham, Robert. A Dictionary of the Norman or Old French Language (London, 1779).

Stone, Louise W. and William Rothwell (gen eds). Anglo-Norman Dictionary. Fascicule 1: A–Cyvere. Publications of the Modern Humanities Research Association, vol 8 (London, 1977).

English Dictionaries

Kurath, Hans and Sherman M. Kuhn. Middle English Dictionary. Fascicules A.1–N.3 (Ann Arbor, 1952–79).

Oxford English Dictionary

INDEX

The index is intended to be an effective research guide to the records. The index should be as comprehensive and accurate as possible if it is to be useful to scholars with a wide variety of interests. For ease of reference, subject headings and names of persons and places are sorted together rather than divided into separate indexes. The editor is expected to assist in compiling the subject entries for the index; REED staff will organize the persons and place names.