

EN426
Dr. Howe

Schema: from Greek *skhēma* 'form, figure.'

In psychology and cognitive science, a **schema** (plural schemata or **schemas**) describes an organized pattern of thought or behavior that organizes categories of information and the relationships among them. (Wikipedia)

A database **schema** of a database system is its structure described in a formal language...and refers to the organization of data as a blueprint of how a database is constructed.... (Wikipedia)

An XML **Schema** describes the structure of an XML document. (W3 Schools)

Our goals are simplicity, objectivity, usability, and scalability; ultimately, we want people to use this volume to read *Clarissa*, and use it as well as a reference point to find letters across editions (to cross-reference). So, standardization is key! We need a schema to guide our postings.

To access our DIGITAL CLARISSA, go to <http://commons.marymount.edu/clarissa> and Log In using your Marymount ID and password. If you have never used Wordpress before, come and see me!

SOURCE:

- We need a reliable source, not Project Gutenberg's who-knows-when edition!
- Use C1 from Literature Online ([Marymount Library](#)-->Articles and Databases-->Literature and Language-->Literature Online; look up the keywords *Clarissa Richardson* and limit to prose primary source texts) to copy and paste your letters into Wordpress posts.

FORMAT/EDITING:

- When you copy/paste, make sure you remove the red text/page numbers, the anchors, and breaks that had been inserted with the red text/page numbers.
- Add an extra space between each paragraph so the final **design** is more legible or readable in WP.
- Right-align **DATES** and CLOSURE/SIGNATURE lines (this will be a default from the copy/paste, usually) so they read more like letters.
- Block quote any embedded or enclosed letters.

TITLE of the post:

- Use all caps, ARABIC numerals (this just struck me--because we aren't dividing into volumes--so that means we'll be using Ross's numbering schema!) instead of Roman numerals.

- Put a colon between the letter number and the to/from information.
- Do not include the date. Thusly:

LETTER 25: MISS CLARISSA HARLOWE, TO MISS HOWE

DATE:

- change the PUBLISHED ON date by clicking EDIT and adding the date in 1732 on which this letter falls. **YOU MAY NEED TO USE CONTEXT CLUES TO DETERMINE THIS!**
- if a ‘time of day’ is indicated, adjust the time of publication accordingly.
- if the letter spans multiple days, indicate that in a tag: **time span**
- if you cannot objectively determine the date, indicate that in a tag: **date uncertain**

CATEGORIES:

- choose when possible from EXISTING categories.
- use categories for TO and FROM information

TAGS:

- choose existing tags when possible
- check: is this letter in C1? Tag **C1**. Tag the volume and letter number in C1, like this: **C1.1.13** (C1, volume 1, letter 13)
- check: is the letter in C3? Tag **C3**. Tag the volume and letter number in C3, like this: **C3.1.29** (C3, volume 1, letter 29)
- check: is the letter in Ross? Tag **Ross**. Tag the letter number using Ross’s schema: L234 (letter 234)
- editorial footnotes: is there an editorial footnote that refers to a specific letter? Tag that letter number using Ross’s schema: **L4**
- footnotes: is there a footnote? tag **footnote** [note: some letters--notably, Lovelace’s letters--have footnotes that are *his*, not “the editor’s.” We’ll have to figure out what to do here!]
- letters &c inside letters: are there enclosed letters or other materials? Tag **enclosures**.
- clearly-defined key events: is there a single important event that happens in the letter? tag with a one-word note of the event: **confined** or **fire** or **rape** or... (use these SPARINGLY--our goals are objectivity and utility!)
- if the letter spans multiple days, indicate that in a tag: **time span**
- if you cannot objectively determine the date, indicate that in a tag: **date uncertain**
- **location**: if there is a location of writing noted, whether in the header OR IN THE TEXT ITSELF, indicate that in a tag: **Harlowe Place**
- if there are printer’s ornaments (asterisks, pointing hands, other tiny images) indicate that in a tag: **ornaments**

