



# AHDS Guides to Good Practice

## Creating and Documenting Electronic Texts:

### *A Guide to Good Practice*

by

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### Chapter 1: Introduction

- 1.1: Aims and organisation of this *Guide*
- 1.2: What this *Guide* does *not* cover, and why
- 1.3: Opening questions — Who will read your text, why, and how?

### Chapter 2: Document Analysis

- 2.1: What is document analysis?
- 2.2: How should I start?
- 2.3: Visual and structural analysis
- 2.4: Typical textual features

### Chapter 3: Digitization — Scanning, OCR, and Re-keying

- 3.1: What is digitization?
- 3.2: The digitization chain
- 3.3: Scanning and image capture
- 3.4: Image capture and Optical Character Recognition (OCR)
- 3.5: Re-Keying

### Chapter 4: Markup: The key to reusability

- 4.1: What is markup?
- 4.2: Visual/presentational markup vs. structural/descriptive markup
- 4.3: Implications for long-term preservation and reuse

### Chapter 5: SGML/XML and TEI

- 5.1: The Standard Generalized Markup Language (SGML)
- 5.2: The Text Encoding Initiative and TEI Guidelines
- 5.3: Where to find out more about SGML/XML and the TEI

## Chapter 6 : Documentation and Metadata

- 6.1 What is Metadata and why is it important?
- 6.2 The TEI Header
- 6.3 The Dublin Core Element Set and the Arts and Humanities Data Service

## Chapter 7: Summary

- Step 1: Sort out the rights
- Step 2: Assess your material
- Step 3: Clarify your objectives
- Step 4: Identify the resources available to you and any relevant standards
- Step 5: Develop a project plan
- Step 6: Do the work!
- Step 7: Check the results
- Step 8: Test your text
- Step 9: Prepare for preservation, maintenance, and updating
- Step 10: Review and share what you have learned



## Bibliography

## Glossary

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