

MANUSCRIPT DESCRIPTION FORM

Reference no. _____

1. Manuscript Identification

1.1. Library*	1.1.1. Manuscripts no. *	1.2. Date*	
1.3. Material*	1.4. Dimensions*	1.5. Folios + flyleaves*	1.6. Parts

2. Textual Contents

2.1. Author*	2.1.1. Title of contents*	2.1.2. Generic title*
2.2. Summary description of contents*		

2.3. Presentation of the text in the codex.

2.3.1. Textual tables / ff*	2.3.2. Numbering of chapters / sections	2.3.3. Headings*
2.3.4. Marginal comments, catenae, etc. *	2.3.5. Interlinear comments / ff	
2.3.6. Corrections / interventions / ff*	2.3.7. Metrical texts written continuously*	2.3.9. Stichometry / ff
2.3.8. Opening formulas of titles		

3. Scribe Identification and Dating

3.1. Name of the scribe
3.2. Note / f*
3.3. Comments

4. Palaeographical Description

4.1. General characterization of the script*	4.2. Script style*
4.3. Capital letters in titles – initials	

5. Scribal / Codicographical Particularities

5.1. Opening prayers, colophons	
5.2. Instructions	5.3. Textual schematization
5.4. Position of letters – ruling*	5.5. Graphic devices / jeux graphiques
5.6. Orthography, punctuation, hyphen	
5.7. References symbols*/ Pronunciation symbols/ Markings/ Underlining	

6. Codicological Features

6.1. Structure of the codex		6.2. Quality and colour of the material*	
6.3. Watermarks, paper lines			
6.4.1. Text ink*	6.4.2. Title ink*	6.4.3. Initials ink*	6.4.4. Musical-notation ink
6.5.1. Total number of quires*		6.5.2. Quire composition*	
6.5.3. Method of quire numbering*		6.5.4. Location of quire numbers*	6.5.5. Later numbering
6.5.6. Type of reference		6.5.7. Beginning / end marks	6.5.8. Method of leaf arrangement
6.6. 1.Method of folios numbering*		6.6.2. Later numbering*	
6.7. Ruling*			
6.8. Pricking		6.9. Bookmarks	

7. Page Layout

7.1. Dimensions of written area*	7.2. Columns*	7.3. Lines*
7.4. Completion of the final line	7.5. Position of written area	
7.6. Position of writing frame	7.7. Position of initials*	

8. Decorative Elements

8.1.1. Title Decoration / ff*	8.1.2. Dividing ornaments / ff	8.1.3. Tailpieces / ff
8.2. Initials*		
8.3. Decorated front pages		

9. Binding

9.1.1. Type of binding*	9.1.2. Dating*	
9.2. Flyleaves	9.3. Binding	9.4. Board material*
9.5. Type of attachment	9.6. Board covering*	9.7. Clasps, fastenings
9.8.1. Additional metal fittings	9.8.2. Printed or embossed decoration*	
9.9. Spine inscriptions	9.10. Decoration or inscriptions on the edges	

10. Notes

10.1. Ownership notes / ff
10.2. Brief chronological notes / ff
10.3. Historical notes / ff*
10.4. Notes of miscellaneous content / ff
10.5. Earlier library records
10.6. Bibliological terms / ff

11. Condition

11.1. Damage and causes of damage*	
11.2. Repositioning / rearrangement of leaves	
11.3. Earlier attempts at restoration and conservation	
Description prepared by: *	Date: