2017 Smathers Libraries Strategic Opportunities Grant
The Howe TEI Project: Text Encoding Manuscripts of American Authors
Project Proposal Narrative

This proposal seeks $4,994 in Strategic Opportunity Program funds to digitize and encode the texts within the sub-collection *Manuscripts of American Authors*. Beyond the simple digitization of these texts, this project will re-establish a culture of TEI (Text Encoding Initiative) at the University of Florida, build and foster a community of students and scholars who can create impactful future digitization projects of this type, and increase the visibility of Smathers Libraries collections to a global audience.

The goals of the Howe TEI Project are 1) to make it easier for students and scholars both to access the manuscripts of the Parkman Dexter Howe Collection and to conduct meaningful research on these priceless pieces; 2) showcase the valuable items in the Special and Areas Studies Collections (SASC); 3) provide a model for future TEI projects at UF; and, 4) promote interest in the digital humanities. The main project objective is to create a SASC website which can function alongside the UFDC to display scans of the documents in the *Manuscripts of American Authors* sub-collection and the accompanying encoded text, commentary, and metadata. In terms of activities, the PI will work with the Co-PI and the DPS Department to create scans of the 287 pages of the sub-collection. An OPS student worker will be hired to work with the PI to encode the text of the manuscripts using the TEI guidelines and Oxygen XML Editor, and to create a SASC website to display these markups. A TEI club will also be formed to present the progress of the project and foster the interest in TEI activities at UF.

Significance of the Project and its Contents

TEI, the Text Encoding Initiative, is a consortium of scholars and academic institutions that maintains a set of guidelines for creating texts in digital form. TEI has been used since 1994 by libraries and other centers of intellectual growth for a variety of digital humanities projects focused on creating a greater ease of access and research for academic materials.⁠¹¹ TEI markups of texts can make them easier to read and understand on a deeper, more detailed level by a wider, more global audience.⁠²²

The *Manuscripts of American Authors* sub-collection consists of eight manuscripts by the famous nineteenth-century authors Longfellow, Stowe, Whittier, Emerson, Lowell, Holmes, Bryant, and Sumner. These priceless hand-written copies of their work are currently bound together under one cover and sit unexamined in the Parkman Dexter Howe Collection of the Rare Books division of SASC. This sub-collection is little-known and thus rarely used in spite of the fact that it has incredible value, since it contains original hand-written documents of some of the most important American authors of the nineteenth century. The Howe TEI Project will impact the use of this sub-collection directly because it will not only electronically preserve these priceless items, but it also aims to make the manuscripts more accessible and easier to study by making digital scans and text analysis conveniently available online for students and scholars worldwide.

The Howe TEI Project supports the mission and strategic directions of the library because it will facilitate research not only among UF patrons, but for researchers across the nation and world. It will also have impact on the next generation of UF students, faculty, and staff by laying a foundation here at UF for future projects of this sort. It has the potential to hit all four categories of the libraries’ strategic directions: 1) the project will provide new integrated technology by connecting digitized scans from UFDC with an accompanying SASC website using the Versioning Machine 5.0 to bring TEI text alongside images of original documents; this project is also expected to coincide with the cataloging effort for the Parkman Dexter Howe Collection expected to take place this year; 2) the project as a whole will provide creative and dynamic content that can be explored in multiple layers because of the combination of scans, text markup, metadata, and scholarly notes; 3) the project’s ultimate goal is to form a new digital collection; and 4) the leadership and community that will form as a result of the project will create transformative collaboration lasting for years to come as more of the UF community becomes involved in TEI.

Innovation

This project will put UF on par with other universities that have such projects at their libraries. Although some UF students and faculty have shown interest in TEI in the past and have experimented

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¹ See [http://www.tei-c.org/index.xml](http://www.tei-c.org/index.xml) for more information on the TEI consortium.
² See [http://www.uflib.ufl.edu/spec/ingraham/expedition/frontmatter.htm](http://www.uflib.ufl.edu/spec/ingraham/expedition/frontmatter.htm) as an example.
with it with some success, the interest in TEI seems to fade once projects are completed. Years ago Miller Krause, a former graduate student and now Ph.D. graduate of the UF Classics Department, took it upon himself to start his own TEI project while completing his studies at the University of Florida. He used his CLAS website to display the scans of a Latin document, its metadata, and other helpful notes. Krause’s project is a short version and a bare bones version of what the Howe TEI Project team seeks to achieve through this TEI project. When Miller graduated, he left UF, taking his enthusiasm for TEI with him. Blake Lando, the former Librarian of Classics, Philosophy, and Religion, had a similar enthusiasm for TEI, and was able to help Suzan Alteri, the curator of the Baldwin Collection, create a project with it. But when he retired, again a great resource for TEI at UF was lost. Alteri’s project, which focused on the Brothers Grimm sub-collection, gave members of the Digital Humanities Library Group (DHLG) material with which to test the skills they learned from the Intensive Digital Humanities Training Program, but the sub-collection did not make it online as a completed TEI project. Another project, led by John Nemmers, created a website with TEI for SASC related to the 1892 Everglades Exploration Expedition which did make it online is available here, and this will be discussed below.

Thus, TEI has been at the center of some great projects at UF over time, but it seems it has had difficulty finding continuity and community because of a lack of leadership. There are plenty of people on campus who are interested in the digital humanities, especially in the Digital Humanities Working Group (DHWG), the Digital Humanities Graduate Certificate program, and Smathers’ own DHLG. But no one has stepped up to maintain TEI with a constant presence. With this project the PI will pick up where Blake left off and become a new leader and library resource for TEI and establish new interest in TEI on campus.

The PI has begun to take action on this goal. In August 2017 she completed a month long course in TEI through the Library Juice Academy to get official training. In September she began making arrangements with Cynthia Digby, the Training Program Manager for Smathers Libraries, to teach courses on TEI to other library faculty and staff. The first course was taught on October 10th and a second course will be offered at a later date. These courses are meant to give a basic introduction to TEI. If this grant is awarded, it will add to this new culture of TEI on campus. As the next step in the process, and to continue the learning opportunities of those who attend the training sessions, the PI will form a TEI club which will meet monthly to discuss new topics, projects, and challenges. Participants will have opportunities to give short presentations on projects and get feedback from their colleagues. The progress of the Howe TEI Project will be presented at these meetings to aid in the learning process of all members, provide a model of the development of a TEI project for others to use, and to get valuable comments. In this way the project will open the door for future projects of this sort at UF and will lay the foundations for librarians to display collections in a new digital format while making it easier for scholars and students to access all information available to conduct informed research on collections.

The Howe TEI Project itself has room to grow. It has the potential to encourage further work in TEI for the rest of the Howe Collection, which contains 295 manuscripts from various authors. This project will put the framework in place so that other important manuscripts can easily be added later.

The Howe TEI Project also has the potential to inspire other projects. One future book which might develop from this work involves the Latin texts of the history of Florida, an idea inspired by the work of Miller Krause on the De Gourgues history. This project will translate the Latin version of the Le Moyne history into English, which by itself is valuable since the only readily available English translation currently dates to the nineteenth century; but as a whole the user of this digital book will be able to see a scan of the manuscript, a TEI markup of it in Latin, an English translation, and a commentary all in one convenient place for easy reading by Latin students, teachers, researchers, and any Florida history buffs. Thus, the Howe TEI Project will be innovative at the University of Florida because it will help build a strong TEI community and leadership, it will lay the foundation for further work in the Parkman Dexter Howe Collection, and it will establish a momentum for other projects to follow in the future.

Similar Initiatives

3 http://users.clas.ufl.edu/miller.krause/tei/gourguesius.html
5 http://www.uflib.ufl.edu/spec/ingraham/expedition/index.htm
Because the Howe TEI Project focuses on a sub-collection of nineteenth century American literature, it will be right at home among the various projects showcased on NINES, Networked Infrastructure for Nineteenth-Century Electronic Scholarship.\(^6\) In addition to featuring top websites with TEI and other digital projects, it offers guidelines for new projects, communities for scholars, and a peer review framework for digital humanities projects. While creating the Howe TEI Project, the PI will ensure that it follows the NINES best practices, and upon completion, will submit the project to NINES for peer review.\(^7\)

One project which would serve as an excellent model for the Howe TEI Project is the Rossetti Archive.\(^8\) This project promotes the study of the work of Dante Gabriel Rossetti, and provides scans of original documents, commentary, notes, descriptions, and TEI transcriptions of his documents on a well-organized, user-friendly, and aesthetically pleasing website. The manuscripts from the *Manuscripts of American Authors* sub-collection would fit this sort of framework well, and if the project expands later to encompass other materials from the Howe Collection, this framework would be able to easily accommodate those additions.

Another exemplar, one from the Smathers Libraries, is John Nemmers’ project on the 1892 Everglades Exploration Expedition.\(^9\) For this project Nemmers used TEI and the Versioning Machine 5.0 to create a SASC website to display three digital texts from the James E. Ingraham Papers and the Chase Collection of SASC. Here, too, original documents are nicely displayed alongside TEI versions of the text which provide further notes and resources for the reader. John’s project shows that the UF Libraries already have the resources for hosting such projects and demonstrates how a website with TEI can link with UFDC to create a fuller appreciation of a collection.

Nemmers and Alteri will certainly be knowledgeable resources to the team members as they compose the TEI texts and combine the various pieces of the project into one coherent whole. However, Tryon’s article on the Rosarium Project\(^10\) and Rankin’s and Lee’s article on the McGill Library Chapbook Project\(^11\) also will act as valuable guides throughout the project since both of these articles provide case studies that describe the process, including digitization, encoding, design, phases, workflow, and challenges.

### Required Resources

The Howe TEI Project will require the time and talents of the Digital Production Services (DPS) team. Terry Phillips will arrange for the transportation of the manuscripts to DPS. The Co-PI and Laura Perry will oversee the DPS team as they make scans of the manuscripts, upload these scans to the UFDC, and add the appropriate metadata. Fletcher Durant will review the manuscripts before digitization. Matt Kruse will prepare the manuscripts for digitization. Jane Pen will oversee quality control and the uploading of the materials. The PI and Sam Huang of SASC will hire, train, and supervise an OPS worker (preferably a graduate student from the English Department recommended by Professor John Cech) to create the TEI documents and the website. The PI, Co-PI, and OPS worker will host TEI club meetings three times during the project to demonstrate its progress. Other faculty and staff (see timeline below) may be involved briefly during other parts of the project. For example, Robert Phillips from Information Technology will be assisting the team if any technical issues occur. John Nemmers has offered to give assistance with the Versioning Machine 5.0 software.

### Project Timeline

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activities</th>
<th>Person(s) Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 2018</td>
<td>Transport manuscripts from SASC to DPS</td>
<td>T. Phillips</td>
</tr>
</tbody>
</table>

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\(^6\) [http://www.nines.org/](http://www.nines.org/)

\(^7\) [http://www.nines.org/about/scholarship/peer-review/](http://www.nines.org/about/scholarship/peer-review/)

\(^8\) [http://www.rossettiarchive.org/index.html](http://www.rossettiarchive.org/index.html)

\(^9\) [http://www.uflib.ufl.edu/spec/ingraham/expedition/index.htm](http://www.uflib.ufl.edu/spec/ingraham/expedition/index.htm)


<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Responsible Parties</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb.</td>
<td>Manuscripts examined before digitization</td>
<td>Durant</td>
</tr>
<tr>
<td></td>
<td>Manuscripts prepared for digitization</td>
<td>Kruse</td>
</tr>
<tr>
<td>March</td>
<td>Manuscripts prepared for scanning</td>
<td>Perry and her team</td>
</tr>
<tr>
<td></td>
<td>Scanning begins</td>
<td>Perry and her team</td>
</tr>
<tr>
<td></td>
<td>OPS worker hired</td>
<td>PI and Huang</td>
</tr>
<tr>
<td></td>
<td>OPS worker trained</td>
<td>PI, Huang, and OPS</td>
</tr>
<tr>
<td>April</td>
<td>Work on metadata begins</td>
<td>Perry and her team</td>
</tr>
<tr>
<td></td>
<td>OPS worker begins encoding</td>
<td>PI and OPS</td>
</tr>
<tr>
<td>May-July</td>
<td>Scans uploaded to UFDC</td>
<td>Perry and her team, Pen</td>
</tr>
<tr>
<td></td>
<td>OPS worker encodes</td>
<td>PI and OPS</td>
</tr>
<tr>
<td></td>
<td>All metadata in place</td>
<td>Perry and her team</td>
</tr>
<tr>
<td></td>
<td>TEI club meeting to show development of TEI</td>
<td>PI, Co-PI, and OPS</td>
</tr>
<tr>
<td>Aug.-Sept.</td>
<td>SASC website created</td>
<td>PI and OPS</td>
</tr>
<tr>
<td></td>
<td>OPS worker finishes encoding</td>
<td>PI and OPS</td>
</tr>
<tr>
<td>Oct.</td>
<td>All TEI documents uploaded to SASC website</td>
<td>PI, OPS, R. Phillips</td>
</tr>
<tr>
<td></td>
<td>TEI club meeting to show progress of TEI into website</td>
<td>PI, Co-PI, and OPS</td>
</tr>
<tr>
<td>Nov.</td>
<td>Other necessary info added to SASC website</td>
<td>PI and OPS</td>
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<tr>
<td></td>
<td>UFDC and SASC website linked together</td>
<td>PI, Co-PI, and OPS</td>
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<tr>
<td>Dec.</td>
<td>Project completed; Dissemination</td>
<td>PI and Co-PI</td>
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<tr>
<td></td>
<td>TEI club meeting to show final product</td>
<td>PI, Co-PI, and OPS</td>
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<tr>
<td></td>
<td>Final Report</td>
<td>PI and Co-PI</td>
</tr>
</tbody>
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**Copyright Concerns**

The sub-collection Manuscripts of American Authors is owned by the University of Florida as part of the Parkman Dexter Howe Collection housed in the SASC department of Smathers Libraries. No Copyright issues are anticipated since all works in the sub-collection date to the 19th century.

**Project Success and Impact**

The success of the Howe TEI Project will be reflected in these final products:

- The digitization and display of the manuscripts on UFDC to improve preservation and research
- The creation of TEI documents for the manuscripts
- The creation of a website for the display of TEI texts and other information about the manuscripts

The projected use of these final products is modest overall, but profound to the select people who study 19th century American authors. It is anticipated that this project will have a great impact on students and professors in the UF English Department and other experts in this field worldwide.

**Dissemination of the Project**

The Howe TEI Project team will disseminate the final project through posts on listservs, social media, colleagues in the English Department, and library newsletters. The PI also will aim to make a conference presentation about the inception, development, and completion of the project with the ultimate intention to publish an article.

**Long-term Financial Implications**

No long-term financial implications are expected for this project. The free software Versioning Machine 5.0 will be used to upload the TEI to the SASC website, so once the OPS student finishes work on the project, no further cost or maintenance is expected for the Libraries.

**Long-term Plan for Equipment and Supplies**

No equipment or supplies beyond what the libraries already have will be necessary for this project.
BUDGET NARRATIVE

Expenses

The only expense of the Howe TEI Project will be the hiring of the OPS worker. The team plans to offer $13.50 per hour to hire a student who ideally has some experience with TEI and/or American literature. Since the sub-collection is comprised of 287 standard sized pages of manuscript text of varying length and complexity of handwriting, and it is estimated that it will take approximately an hour to encode the average page of text, it will take 287 hours to encode the text. I would like to increase that number up to 297 to cover any unexpected challenges, so $4,009.50 would be needed to pay the OPS worker for the encoding. The OPS worker also will be expected to attend approximately 4 hours of training, for which they will be paid $54; they will be expected to help present the project at three two-hour meetings of the TEI club, for which they will be paid $81; and they also will be expected to help with the creation of the website and the uploading of data and documents to the site, which is estimated to take 40 hours, for which they will be paid $540.

<table>
<thead>
<tr>
<th>Activity</th>
<th>hours</th>
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<tr>
<td>Training</td>
<td>4</td>
<td>$54</td>
</tr>
<tr>
<td>Encoding</td>
<td>297</td>
<td>$4,009.50</td>
</tr>
<tr>
<td>Club Meetings</td>
<td>6</td>
<td>$81</td>
</tr>
<tr>
<td>Website work</td>
<td>40</td>
<td>$540</td>
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<tr>
<td><strong>Total OPS Salary:</strong></td>
<td></td>
<td><strong>$4,685</strong></td>
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<tr>
<td>Fringe</td>
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<td><strong>$309</strong></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>$4,994</strong></td>
</tr>
</tbody>
</table>

UF already has copies of the Oxygen software needed for this project, and the Versioning Machine 5.0 is free. DPS also has informed the team that there will not be a charge for scans since this sub-collection is so small (see appendix for e-mail confirmation).

PI’s Role

The PI will facilitate communication between all parties, including DPS, SASC, the OPS worker, Professor Cech, and all other individuals involved. She will hire, supervise, and train the OPS worker along with Sam Huang. She also will work with Sam Huang and DPS to create the metadata for the manuscripts. She will co-convene and lead TEI club meetings and will be responsible for any reporting and dissemination of the project. Finally, Daly will ensure that all parts of the project merge together correctly and proceed on schedule.

Co-PI’s Role

Chelsea Dinsmore will supervise the digital scanning of the manuscripts, the creation of metadata, and the uploading of the scans and metadata onto UFDC.

Cost Share

Chelsea Dinsmore, Laura Perry and Jane Pen from DPS will provide the cost share for this project with 1% of their time each for three months. Dinsmore and Perry will oversee the DPS team as they make scans of the manuscripts, upload these scans to the UFDC, and add the appropriate metadata. Pen will oversee quality control and the uploading of the materials.
Appendix: Letters of Support

Dear Megan:

I am writing in support of your TEI grant proposal to relaunch this important initiation in the Digital Humanities.

Over the past decades, with the increasing use of the internet as a research tool, it has become crucial for libraries to expand their outreach to students and scholars through these new, online avenues -- especially when it comes to directing attention to the rare and fragile materials in their collections.

The Parkman Dexter Howe Collection is a prime example of a resource that will remain unavailable to a broad audience of researchers without digitization. Arguably, this argument can be made for many of the works in Rare Books division of SASC and could well be the subject of a future, major grant proposal. But one has to begin the process somewhere to make these works readily available to both national and international audiences. And your excellent proposal is certainly a fine place to start.

Your initiative will help to give visibility to this superb collection that would otherwise languish in the shadows. I strongly support this proposal and hope that it is a harbinger of many more future TEI projects.

Yours sincerely,

John Cech
Professor of English
Director, Center for Children’s Literature and Culture
University of Florida

Hello Megan,

I am happy to express my support for your grant proposing to scan the Manuscripts of American Authors collection, which includes rare, handwritten manuscripts by luminaries such as Longfellow, Emerson, Stowe and Lowell. I believe as you have exerted, that these documents are largely inaccessible to scholars. These are unique resources from major writers, making this project quite innovative in my estimation. The grant that you are seeking would pay for these manuscripts to be made available online to digital humanists and other scholars of literature. Furthermore, encoding the scanned facsimiles using TEI will make the texts more readable, as I learned in the great TEI workshop that you led last week. I could see that the style of writing would be hard for some readers to interpret; having the embedded notes would both enrich the text but also assist students in reading and understanding the manuscripts as well.

I am also in support of creating a culture of TEI in the Libraries, to enrich our digital humanities program. I believe this project would help librarians and academic faculty and graduate students learn how to use TEI in their own scholarship by participating in the club and learning how you and your grants team approach programming these manuscripts.

Your project and grant proposal has my full support. Please let me know how I may assist you further.

Jana Smith Ronan
Chair, Library West
George A. Smathers Libraries
University of Florida, Gainesville, FL 32611
(352) 273-2623 jronan@ufl.edu
Dear Grants Committee,

I am writing to offer my full support for the proposed SOP project to digitize and encode the texts within the sub-collection *Manuscripts of American Authors*. In addition to adding valuable materials to our digital collections, the creation of additional TEI encoded content will add to the need for an interface or mechanism to display and otherwise expose such coded materials to users. This may serve as an additional catalyst to help us move the UFDC content platform forward.

Sincerely,

Chelsea

Chelsea Dinsmore
Director Digital Production Services
George A. Smathers Libraries
University of Florida
(352) 273-0369
chelseaz@ufl.edu