

Within the text:

- I. Person (cannot be nested – you cannot embed one person within another)
 - a. persName – the name by which someone is referred to. (i.e. Ben Franklin, Benjamin Franklin, B. Franklin, Franklin, Mr. Franklin)
- II. Place (can be nested)
 - a. placeName – an absolute or relative place name
 - b. geoName – a geopolitical place name
- III. Event
 - a. date – a date in any format
 - b. time – a time of day in any format
- IV. Annotations
 - a. cit – a cited quotation
 - b. note – a note or annotation

Creating references:

- I. Person
 - a. ref – A common reference for a person (i.e. bfranklin, BF)
 - b. forename – first name
 - i. first
 - ii. middle
 - c. surname – last name
 - i. maiden
 - ii. married
 - d. roleName – a name component indicating a particular role (i.e. printer)
 - e. addName – additional name
 - f. genName – a generational naming component (i.e. junior, senior)
- II. Place
 - a. district - the name of a subdivision
 - b. settlement – the name of a settlement – city, town or village
 - c. region – the name of an administrative unit such as a state, province or county
 - d. country – the name of a country
 - e. offset – a relative spatial expression (i.e. beyond, across, past)

Note – all annotations should bracket the thing being annotated. For example, if I wanted to annotate my name, as a person, I would write: <persName> Anelise Hanson Shrout </persName>. If I wanted to annotate my name as a person and link it to a common reference, I might write: <persName ref: AHS> Anelise Hanson Shrout</persName> or <persName ref:AHS> Anelise H. Shrout </persName>

Some examples:

Thomas Wilson Dorr:

```
<persName ref="#thomas_w_dorr">  
  <forename type="first">Thomas</forename>  
  <forename type="middle">Wilson</forename>  
  <surname>Dorr</surname>  
</persName>
```

Date:

```
<date when="1821-06-24">24 June 1821</date>
```

Person and place:

```
<persName ref="#jason_whitman">Jason Whitman</persName>, a close friend of the  
Dorr family was from <placeName ref="#nh">New Hampshire</placeName>
```