The Material Renaissance
Costs and Consumption in Italy, 1300-1650

Database manual

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Database version 2.2.0

Database version 2.2.0 issued 01/09/02

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Contents

Setting up the database

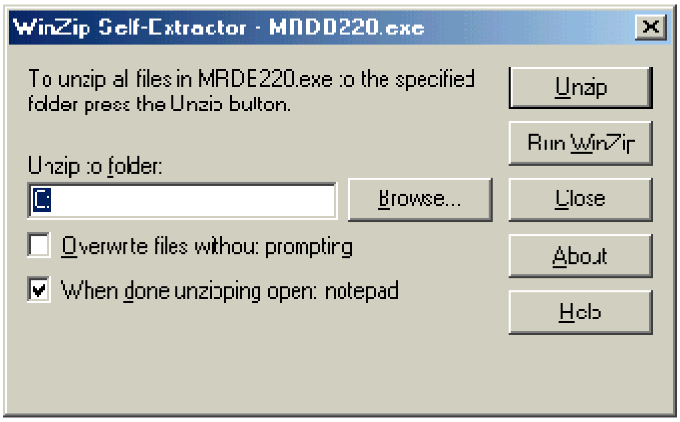
Software required

In order to run the database, you will need to have Microsoft Access 97 already installed on your computer. *The database will not run correctly on other versions of Access.* If you do not have this program, it forms part of the Microsoft Office 97 suite of programs. You should obtain a copy of this, and follow the instructions for installing Office 97 before installing a copy of the database.

In order to send and receive updates to and from the main database, you will need a File Transfer Protocol (FTP) client such as WS-FTP. Instructions are included in this manual for setting up WS-FTP to connect to the Sussex FTP site from which the database is updated. You may use other programs (such as Microsoft Explorer) to do this, but you will have to configure it yourself. WS-FTP is available as freeware from various websites, including the U.K. Mirror site at http://tucows.mirror.ac.uk/preview/195136.html

Installing the database

The database is distributed as a self-extracting Zip file, MRDB220.EXE. To install the database, double-click on the file MRDB220.EXE. You will be presented with the dialog box shown in **Figure 1**.



You should tick the box labelled 'Overwrite files without prompting', and then press the button labelled 'Unzip'. Please note, however, that any data you have entered into the previous version of the database will be lost unless you have saved a copy of the file C:\MATRENDB\MATREN.MDB elsewhere on your computer. It is strongly recommended that you do this to prevent accidentally losing your data.

Figure 1 Material Renaissance database installation dialog box

Computer settings

The database has been designed to run on a computer with a screen resolution of 600 x 800 pixels. If you run it on a smaller screen, you will have to scroll up and down to see the whole form. If you run it on a larger screen, some of the navigation buttons will not work properly. To check or change your screen resolution:

1. From the Start Menu, choose 'Settings', then 'Control Panel'
2. In the Control Panel, open 'Display'
3. Choose the tab marked 'Settings' - you will be presented with a dialog box which looks at least roughly like **Figure 2** (it will vary depending upon which version of Windows you have on your computer)

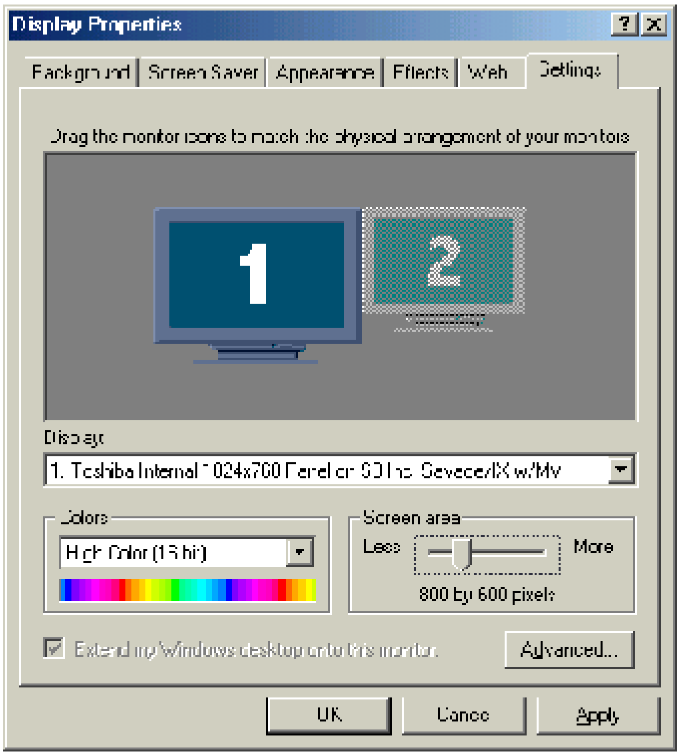


Figure 2 Windows Display Properties dialog box

4. In the area marked 'Screen Area', use the slider to choose a setting of 800 x 600 pixels.
5. Press the button marked 'Apply'
6. Press the button marked 'OK'

You may, at stages 5 or 6, be asked to test the new settings: it's advisable to do this at least once, to make sure that the screen will work properly at this resolution.

Some systems may bring you to the 'Display' screen if you right-click on a blank area of the desktop, and then select 'Properties'. You should then proceed from step 3 above.

Opening the database

Once you have installed Access and the database files, you can open the Material Renaissance database in one of two ways:

1. Open Access and, in the 'Open Database' dialog (see **Figure 3**), select 'Open an existing database'. If you can see the file C:\MATRENDB\MATREN in the list of files, select it and press the 'OK' button. If you cannot see C:\MATRENDB\MATREN listed, then choose 'More Files ...' and press the 'OK' button.
2. Open the folder labelled 'Matrendb', and double click on the icon labelled 'Matren.mdb' or 'Matren'.

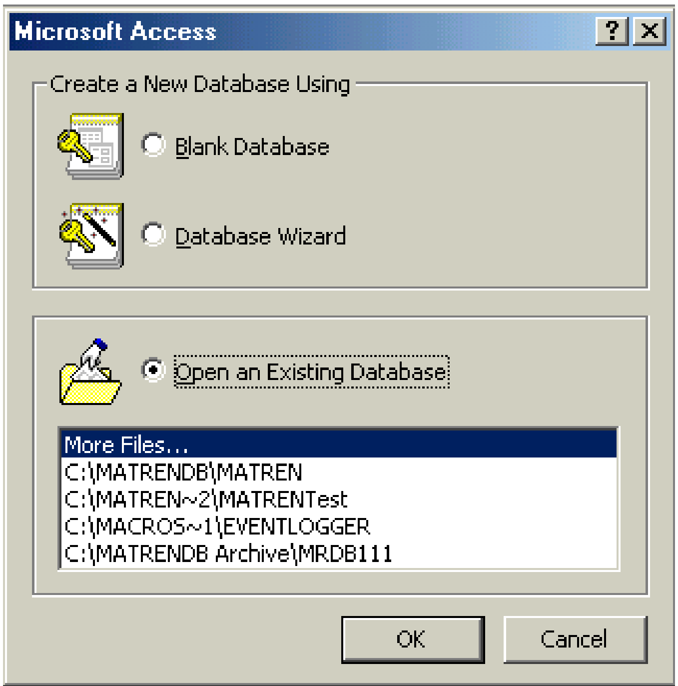


Figure 3 Access 97 Open Database dialog box

If you inadvertently open the database in Access 2000 or Access XP, *do not* convert the database into that version of Access, or you will not be able to share any entries you make with the rest of the project. Instead, choose to keep the database in Access 97 format. Remember, *the database will not run correctly in any version of Access other than Access 97.*

You will then be presented with the first screen of the Material Renaissance database.

Required files

The Material Renaissance database requires two files to operate properly, called MRINDIV.MDB and MATREN.MDB. The former contains information to identify the computer on which the database is running, and the latter contains the actual database itself. Both these files must be installed in the directory ('folder') C:\MATRENDB\ in order to prevent errors occurring which would prevent you from being able to enter data. If you encounter error messages when you first try and enter data into the database, first check the location of these two files and, if they are not in C:\MATRENDB\, move them to that folder.

Database structure

The Material Renaissance database incorporates several separate tables, linked together to allow the data within it to work together coherently. It is centred around four main tables:

- Exchanges
- Wages
- Prices
- People Management

The Exchanges table holds data about exchange rates.

The Wages table holds data about wages and living expenses paid to people; it distinguishes between wages which are specified (e.g. in a contract), and those which are actually paid. Both can be recorded, so that multiple payments towards one specified wage can be entered into the database.

The Prices table holds data about prices and other valuations of goods. For any one good, multiple valuations can be entered - for example, in auction records, for one lot the estimate, hammer price and price finally paid can all be recorded. In addition, multiple payments for one item, or the individual costs of various components of one item, can be recorded separately and totalled up by the database.

The People Management table works slightly differently from the other three: it exists to relate the various people mentioned in the different transactions recorded in those tables - very likely under varying names - with identifiable individuals, using a fixed form of their name. Thus, documentary references to Pietro di Cristoforo, Pietro Vannucci and Pietro da Perugia would all be linked to Perugino using the People Management table. Consequently, much of the information which you see in the People Management form will already have been entered into the other tables.

On occasion, the same kind of information is required several times for the same record (e.g. different published references to a particular document). The mechanics of Access mean that this information has to be held in a separate table, linked to the main table. These tables contain information on: Wages paid, Valuations, People, Places, Relationships between people and Published references. However, this distinction does not really affect the way in which you need to conceive of the database being structured - although it does have an impact on how the data is entered.

In addition, there are a series of tables which contain the standard terminology used to enter data into the main tables. The most significant of these are:

Places	(used in Exchanges, Wages and Prices)
Currencies	(used in Exchanges, Wages and Prices)
Units of measurement	(used in Prices)
Types of object being valued	(used in Prices)
Materials from which such objects are made	(used in Prices)
Types of labour for which wages are paid	(used in Wages)
Archival references	(used in Exchanges, Wages and Prices)
Published references	(used in Exchanges, Wages, Prices and People Management)

Further authority tables, which you are much less likely to use regularly, are:

Broad categories of object being valued	(used in Prices)
Type of valuation being recorded	(used in Prices)
Roles of people involved in the transactions being recorded	(used in Exchanges, Wages and Prices)
Relationships between people	(used in Exchanges, Wages and Prices)
Datasets	(used in Exchanges, Wages and Prices)
Contributors	(used in Exchanges, Wages and Prices)

Each of these tables holds the data within the database. You will enter and view data using forms, which provide a more straightforward interface between the data and users. (You will not be able to access the tables directly.) For each of the tables listed above, there is a corresponding form (which sometimes runs onto more than one page).

Logging on

Once the database has opened, you will be presented with a dialog box (**Figure 4**) which asks you to enter your initials and the dataset with which you will be working. By filling this in, you will enable the database to enter your initials and the dataset you are working with into new records automatically, avoiding you having to keep selecting them from a list each time you enter a new record. (For advice on entering information into fields with drop-down lists - like these - see the section on p. 18 below, entitled 'Entering data - drop-down lists and unauthorised entries').

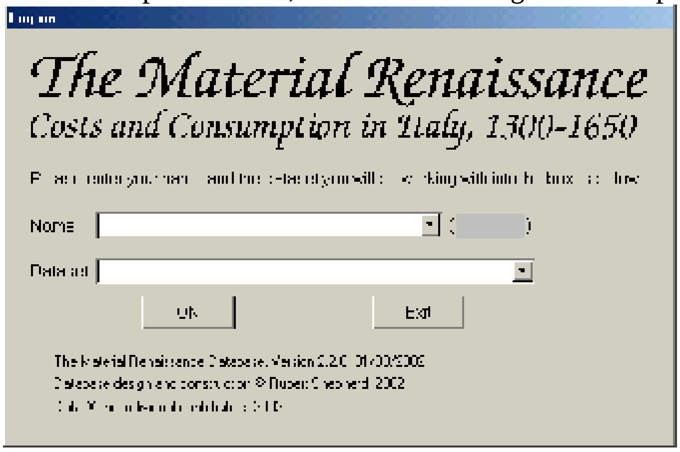


Figure 4 Log on dialog box

If you want to use a new dataset, leave that field blank and press 'OK'. Then go to the 'Subsidiary authorities' menu, choose 'Dataset'; and add the new dataset to the list. Close the database, re-open it, and the new dataset will appear as one of your choices in the log-on dialog box.

Once you have entered your name and the dataset with which you will be working, click on the 'OK' button. You will be shown a small dialog box confirming the entries you have made (**Figure 5**). Click on the 'OK' button to confirm your entries, or on 'Cancel' to go back and make another selection.

Once you have clicked 'OK', you will be taken to the main menu.

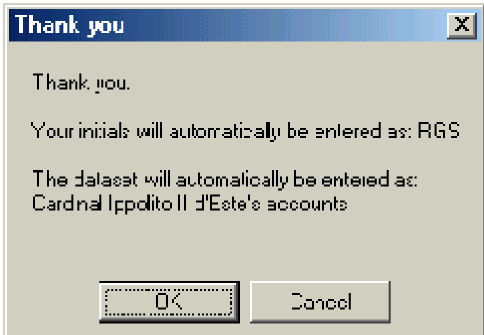


Figure 5 Log on acknowledgment dialog box

Moving between the forms

The different forms can be accessed through three menu screens. The first of these, the Main Menu, looks like this:

Figure 6 Main menu

Each option can be reached by clicking on the relevant button with your mouse, as follows:

Exchanges	Open the 'Exchanges' form to add data or view records
Wages	Open the 'Wages' form to add data or view records
Prices	Open the 'Prices' form to add data or view records
People	Open the 'People Management' form to add data or view records
Authorities	Go to the 'Main Authorities' menu for access to authority files
Search	Go to the 'Main Search' menu for access to search screens
	Exit the Material Renaissance database and close Access

The 'Authorities' button will take you to a further menu, the Main Authorities Menu, which looks like this:

Figure 7 Main authorities menu

As before, each option can be reached by clicking on the relevant button with your mouse, as follows:

Places	Open the 'Places' authority form to view or add entries
Object Types	Open the 'Object Types' authority form to view or add entries
Materials	Open the 'Materials' authority form to view or add entries
Labour Types	Open the 'Labour Types' authority form to view or add entries
Currencies	Open the 'Currencies' authority form to view or add entries
Units	Open the 'Units of Measurement' authority form to view or add entries
Archival Refs	Open the 'Archival References' authority form to view or add entries
Published Refs	Open the 'Published References' authority form to view or add entries
Subsidiary Auths	Go to the 'Subsidiary Authorities' menu for access to subsidiary authority files
	Return to the Main Menu

The 'Subsidiary Auths' button will take you to a further menu, the Subsidiary Authorities Menu, which looks like this:

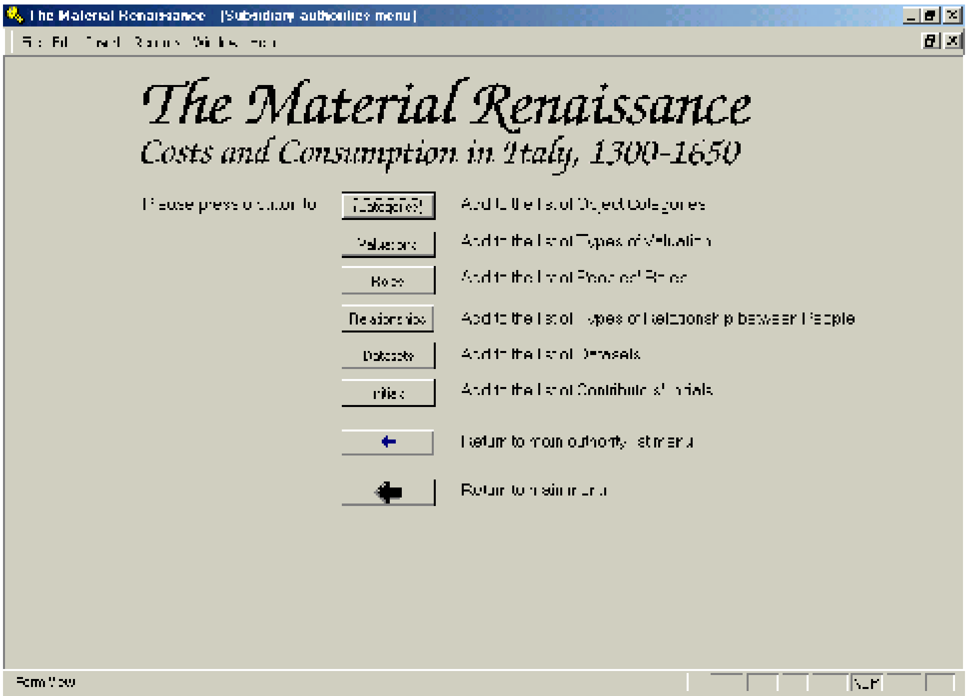


Figure 8 Subsidiary authorities menu

Once again, each option can be reached by clicking on the relevant button with your mouse, as follows:

Categories	Open the 'Broad Object Categories' authority form to view or add entries
Valuations	Open the 'Valuation Types' authority form to view or add entries
Roles	Open the 'Peoples' Roles' authority form to view or add entries
Relationships	Open the 'Relationships between People' authority form to view or add entries
Datasets	Open the 'Datasets' authority form to view or add entries
Initials	Open the 'Contributors' Names and Initials' authority form to view or add entries
	Return to the Main Authorities Menu
	Return directly to the Main Menu

The 'Search' button on the Main Menu will take you to a further menu, the Main Search Menu, which looks like this:

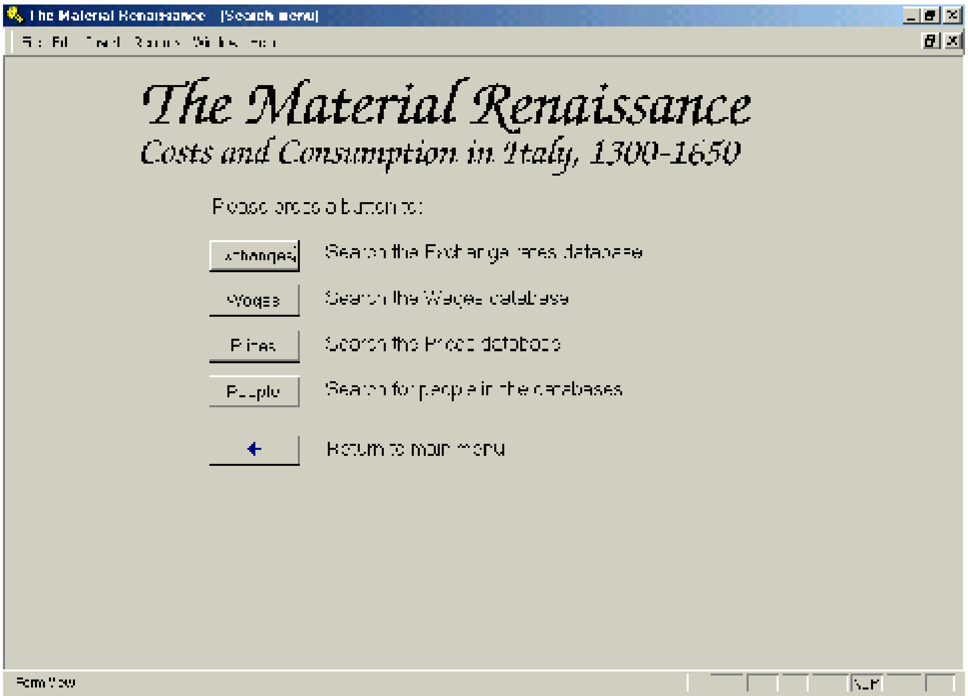


Figure 9 Main Search menu

Again, each option can be reached by clicking on the relevant button with your mouse, as follows:

Exchanges	Open the ‘Search - exchanges - general’ form to search for specific exchange rates
Wages	Open the ‘Search - wages - general’ form to search for specific wage rates
Prices	Open the ‘Search - prices - general’ form to search for specific prices or valuations
People	Open the ‘Search - people - general’ form to search for specific people
	Return to the Main Menu

Moving within the forms

The main forms (Exchanges, Wages, Prices and People Management) will allow you to view and edit all the records held on those forms. New records are always the last record on a form, added after the final existing record.

The authority forms will only let you add new records, not edit existing ones. In most of the authority forms, you have a drop-down box at the head of the form which will allow you to go to a particular record to view it. Records in these forms are sorted by the authority term they hold, in alphabetical order.

To move between records, use the navigation buttons at the bottom of the screen. These work as follows:

First	Go to first record in form
Previous	Go to previous record in form
Next	Go to next record in form
Last	Go to last record in form
New	Go to a new (blank) record
Copy	Copy the current record into a new record (see below)

You should try and avoid moving out of a newly-opened record in the Wages and Prices forms without first entering some data. If you try and move to another record without first moving the cursor from the ‘Entered by:’ field to the ‘Date entered:’ field, you may well get an error message or find that the database locks up.

You will notice that different areas of the form have different-coloured backgrounds. These mark groups of repeating fields (‘subforms’), where the same kind of information can be entered more than once in each record. The navigation buttons at the foot of each group of repeating fields allow you to move backwards and forwards through the groups of repeating fields which relate to the particular record on the main form at that time.

 Go to first record in form
 Go to previous record in form
 Go to next record in form
 Go to last record in form
 Go to a new (blank) record

A yellow background within a grey form indicates a subform within a main form (**Figure 10**).

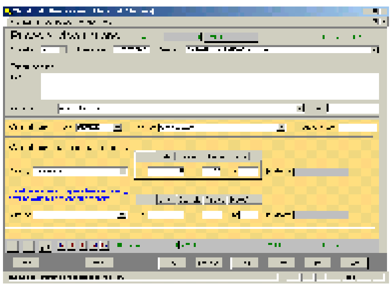


Figure 10 A subform (yellow) in a main form (grey)

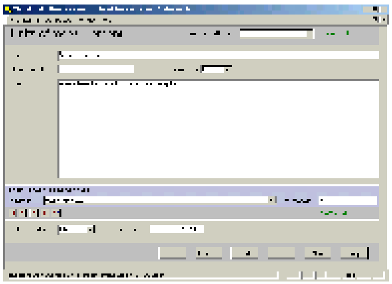


Figure 11 A subform (blue) within a main form (grey)

A blue background within a grey form also indicates a subform within a main form (**Figure 11**).

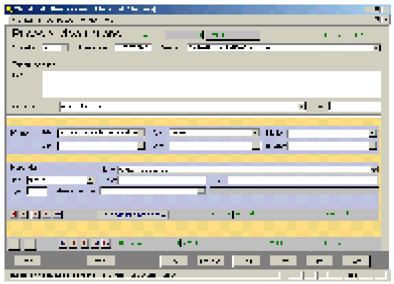


Figure 12 Two subforms (blue) within a subform (yellow) within a main form (grey)

A blue background within a yellow form (which is itself within a grey form) indicates a subform within a subform within a main form (**Figure 12**).

In order to move from one field in a form to the next field, you can use your mouse to click in the next field - or use the Tab key to move forwards to the next. To move backwards, to the previous field, you can use your mouse, or Shift+Tab. If you are within a subform, you can use your mouse to move to the next (or previous) fields, and to move on out of the subform and back into the main form. However, if you are within a subform, you will only be able to cycle through the fields *within* the subform using the Tab and Shift+Tab keys. To 'escape' from the subform, use Ctrl+Tab to go forwards, and Ctrl+Shift+Tab to go backwards.

You will also see that the main forms have been divided into separate 'pages', in order to accommodate all the data they might hold. You can move from page to page by pressing the buttons on the bottom left of the screen; until you're familiar with the database, it's worth checking all the pages for each record you enter, to ensure that you haven't omitted a particular field.

In particular, in the subforms in the Wages and Prices forms you *must* fill in the date information before trying to leave the subform or open another record in the subform, or you will get an error message and the database may lock up.

If you use the button at the bottom of the screen to copy the current record into a new record, please remember that this will only copy fields on the main form, but not in any subforms which that main form contains.

Figure 13 A 'greyed out' field above a normal field

You will also see that some fields are 'greyed out': instead of a white background and a recessed appearance, they lie flat on the screen and have a grey background (**Figure 13**). If you try to enter data into these fields, you will find that you cannot. This is intentional: these are fields which either simply repeat data entered elsewhere, or display data which has ben calculated automatically within the database. In either case, making any changes to the data in these fields would cause significant problems; hence, it is impossible.

Finally, to close a form, you should use the standard Windows 'close' button  on the top right of the form, just below the button to close Access itself.

Entering data - which data go into which field?

The data to be entered in each field of the database is described in this manual. However, you will also find that a brief reminder of what you should be entering into each field is provided in the bottom left corner of the screen when the cursor is in that field. For example, **Figure 22** shows you the prompt for the 'State' field in the Places subform: "The state in which the place is found (e.g. Venice, Papal States, Tuscany)".

Entering data - drop-down lists and unauthorised entries

If you look at the ‘normal’ field in **Figure 13**, you will see that it has a small downwards-pointing arrow just to the right of the white field. This indicates that you can choose from a list of pre-defined options when entering data into this field. If you click on the arrow, the list will drop down from the field (it may pop up instead). You can use your mouse to select one of the options by clicking upon it. You will find the same drop-down lists on many of the fields in the different forms in the database. They remove the need for you to type the text in directly, helping cut down on typos in the data.

You will also find that, if you type in a value which is not in the drop-down list, you will be presented with an error message. These come in two forms. The first, which looks like **Figure 14**, simply tells you that you must enter a value from the drop-down list. You cannot do anything about this; you must select a value from the drop-down list.

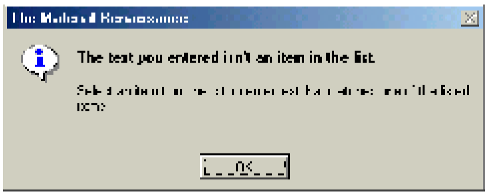


Figure 14 Dialog box which appears when you have typed in an entry which is not established in a drop-down list

The second form of error message varies depending upon the precise list of approved terms the drop-down list is based upon. **Figure 15** shows the dialog box with which you will be presented if you try entering a currency which has not already been established.

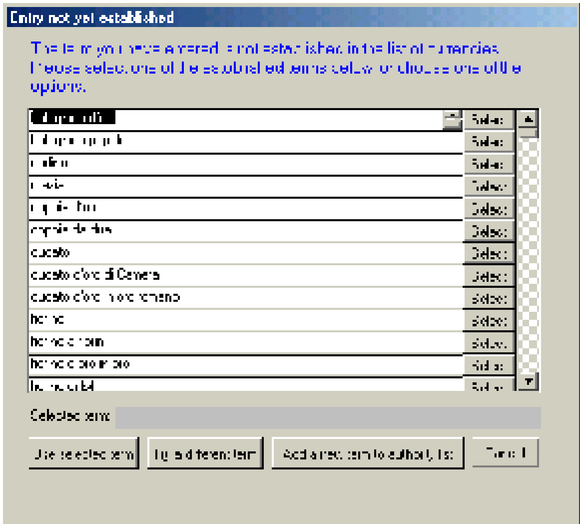


Figure 15 Dialog box which appears when you have typed in an entry which is not established in a drop-down list, allowing you to select an established term (example shown is for currencies)

As you can see, this presents you with a variety of choices:

Clicking on the ‘Cancel’ button will return you to the form where you typed in the unestablished entry.

Clicking on the ‘Add a new term to the authority list’ button will take you to the form for entering a new term into the relevant authority list, and type the term you tried entering into the relevant space on that form. First

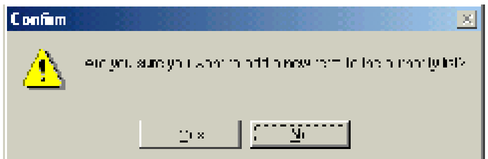


Figure 16 Dialog box requesting confirmation before adding a new term to an authority list

of all, however, it will confirm that you really want to do this with the dialog box illustrated in **Figure 16**.

Clicking on the 'Try a different term' button will take you back to the form where you typed in the unestablished entry.

Clicking on the 'Use selected term' button allows you to select a term from the long list of already-established terms in this dialogue box. *You must select a term before you click on this button.* If you don't, you will be reminded with the dialog box shown in **Figure 17**. If this happens, click on the 'OK' button and select an established term.

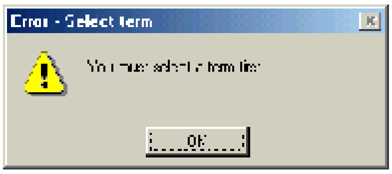


Figure 17 Dialog box reminding you to select a term before clicking on the 'Use selected term' button

To do this, simply use the scroll bar to find the term you wish to use (they will be in alphabetical order), and then click on the little 'Select' button by the term. The term you have selected will then be shown in red, just above the main line of buttons, as in **Figure 18**. Once you're happy with the term you've selected, click on the 'Use selected term' button and the term you've selected will be copied into the field where you originally typed the unestablished term.

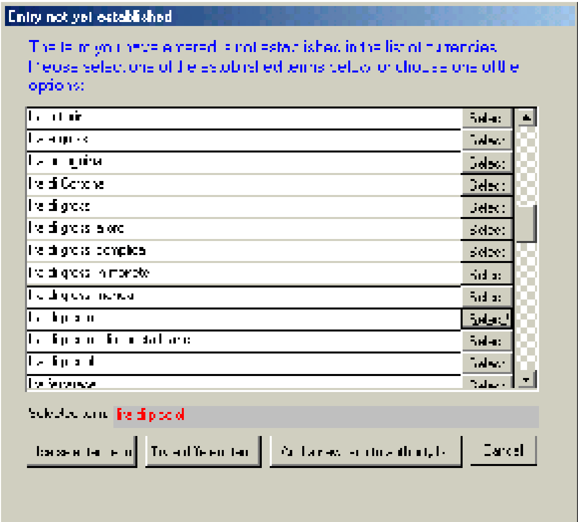


Figure 18 Dialog box which appears when you have typed in an entry which is not established in a drop-down list, once you have selected an established term (example shown is for currencies)

You should now be able to leave the field to which you've added the new field; if you get the 'Entry not yet established' dialog box again, you will find that the new term is now available in the list. Click on the little 'Select' button next to the new term to select it, then click on the 'Use selected term button', and you will be able to leave the field in question without receiving an error message again.

The procedure when you have typed in a place which is not yet established in the database is identical, although you will be presented with a slightly different dialog box to allow for the several different fields which comprise a single established place. Thus, the places dialog box (with a record selected to be entered into the form) looks like **Figure 19**:

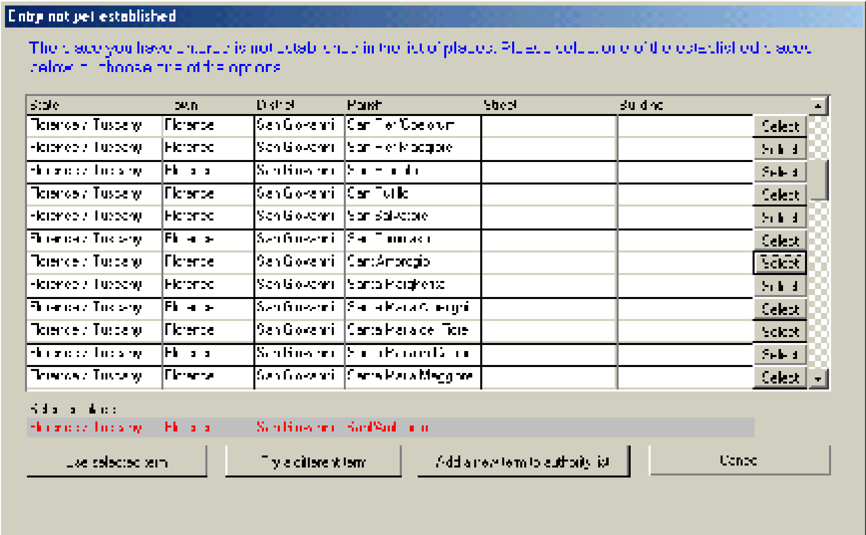


Figure 19 Dialog box which appears when you have typed in a place which is not established in a drop-down list, once you have selected an established place

Entering data - common subforms

Several of the subforms appear in more than one main form, and so it seems sensible to deal with them once only, before moving on to the individual forms.

When entering data, there are certain fields that *must* be completed if a particular form or subform is being filled in; failure to complete them will produce an error message. These are marked with an asterisk in the following instructions.

<u>Places</u>

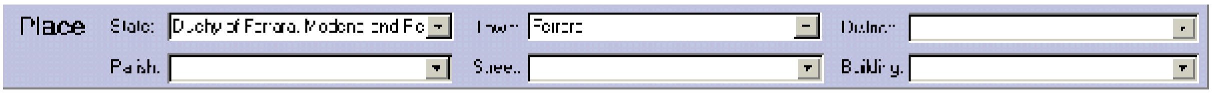


Figure 20 Places subform

The places subform is used to record the places where particular transactions took place, or the addresses associated with the individuals involved in transactions. You should enter text into each field, preferably using the drop-down lists to select from the places which have already been established in the database. In each case, enter as much information as the document provides. If the 'narrower' information (district, parish, street or building) does not appear in the document, then do not enter it. However, if the document specifies a street or building, you must ensure that you also enter the district (if applicable) and parish in which that street or building was to be found. (This is to enable data to be collated by neighbourhood.)

All the fields on this form use drop-down lists to ensure that you only enter places which have already been established within the database. See the section on 'Entering data - drop-down lists and unauthorised entries' on p. 18 above for information on how to use these lists, and what to do if you try and enter a place which has not already been established.

Enter data into each field as follows:

**State*: The state in which the particular place is found.

Town: The town or city in which the particular place is found, in its anglicised form (e.g. Florence, Ferrara, Venice, Rome).

District: The district - i.e. *quartiere*, *sestiere*, *rione*, etc. - in which the particular place is found, in its Italian form. Do not abbreviate San, Santa, etc. (e.g. Castello, San Giovanni, Santa Croce).

Parish: The parish in which the particular place is found, in its Italian form. Do not abbreviate San, Santa, etc. (e.g. Duomo, San Lorenzo, San Marco).

Street: The street, piazza, road, etc. in which the particular place is found, in its Italian form. Do not abbreviate San, Santa, etc. (e.g. Stra San Donato, Via Larga, Piazza San Marco).

Building: The particular building described in the document. It would be as well to keep the description in the document (standardizing orthography and expanding abbreviations), unless you are certain you can identify the building. You can always come back and change the entries if you discover that two different entries in fact refer to the same building.

People

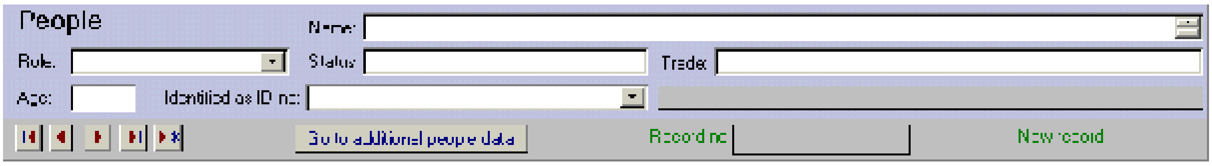


Figure 21 People subform

The People subform is used to record information about the different people who may be involved in a particular transaction. It should be used to enter information pertaining to that person's involvement in the particular transaction in question, and should not be used to enter general information about the person - this can be incorporated using the 'People Management' form (see below).

You can enter information about more than one person for each transaction, using the navigation buttons on the bottom left of the subform to move backwards and forwards between the different individuals for that transaction, and to bring up a new, blank record in which to enter another person.

Enter data into each field as follows:

**Name*: The person's name, *as recorded in the document* (including any peculiarities of spelling), but expanding any abbreviations where possible. This should include any patronymics, husband's name, place of origin, etc.: this field is not the place to interpret the information provided by the document, but instead to provide a detailed account of all the elements of a person's name. Providing as much information as possible in this field will greatly facilitate the process of reconciling documented individuals with named individuals using the People Management form.

**Role*: Enter the person's role in the transaction being recorded, selecting your entry from the drop-down list provided.

Status: This field records the person's status, as implied by an honorifics they are given (e.g. *ser*, *messer*, *maestro*, *illustrissimo ed eccelentissimo signore*). In this case, to ensure ease of searching, abbreviations should be expanded and spelling and orthography modernised (although no capitals should be used); but no other changes (e.g. to word order) should be made.

Trade: Enter the person's trade, as recorded in the document. Once again, to ensure ease of searching, abbreviations should be expanded and spelling and orthography modernised (although no capitals should be used); but no other changes (e.g. to word order) should be made.

Age: In the unlikely event that the person's age is recorded, enter it here, as a digit in whole years (e.g. `14`, `35`). This will help when reconciling documented individuals with named individuals using the People Management form.

Identified as ID no: Once the person entered into this form has been identified with a known person entered into the People Management form, they should be linked to that person by selecting the relevant Person ID number using the drop-down list in this field. (This will show both the ID numbers and the names of the people to which they have been attached: you won't have to remember the number on its own.) Once the person's ID number has been selected, their name will be displayed in the greyed-out box to the right of this field.

In addition, you can enter further information which may be recorded about the person *in the case of this particular transaction* by pressing the 'Go to additional people data' button. This will take you to a new form:

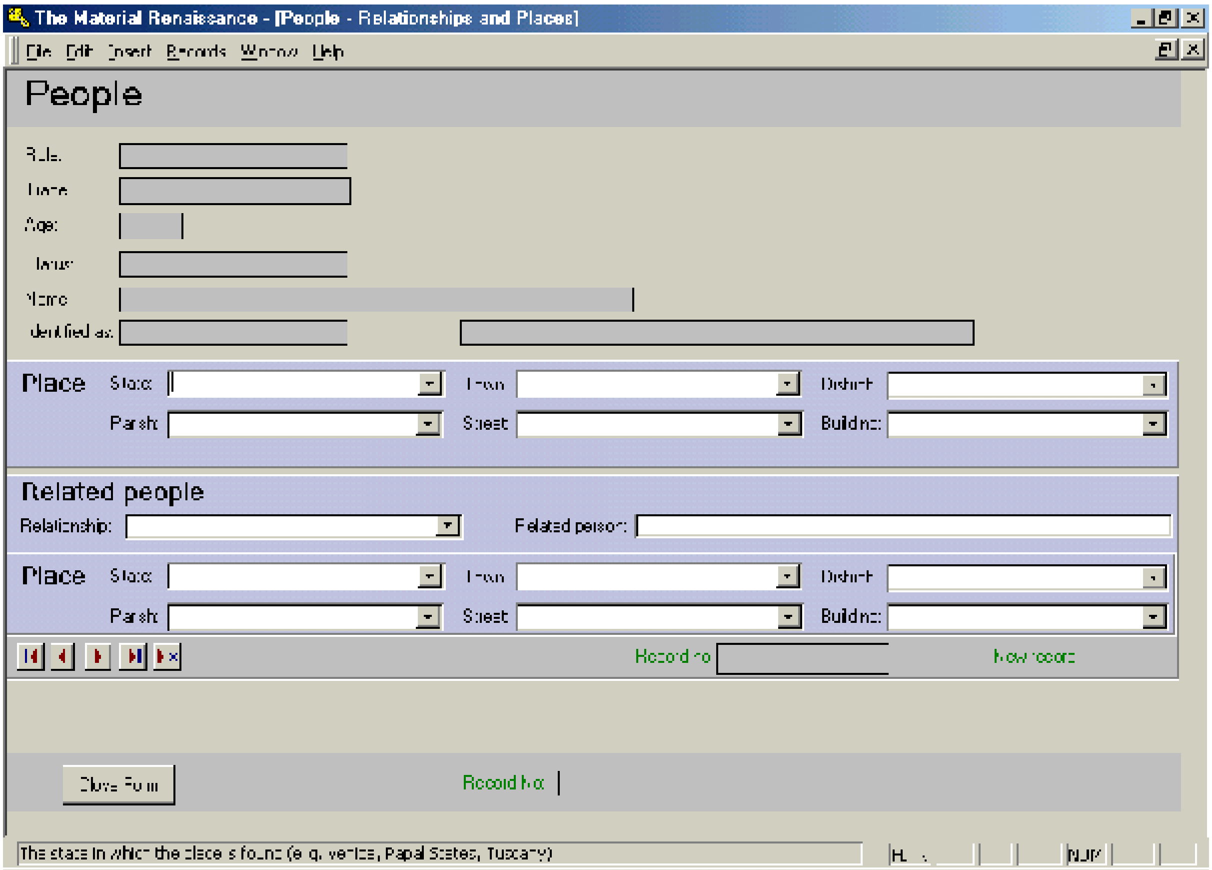


Figure 22 Form for additional people data

You can see that the top fields - Role, Trade, Age, Status, Name and Identified As - are greyed out; this is because they contain the data which you have already entered on the previous People subform. The information is repeated here as a reminder of the person you are dealing with.

These fields are followed by the Places subform; this is for you to enter the address of the person, using the standard conventions for the Places subform (see above).

Next comes the Related People subform; this is used to record the details of people who might be mentioned in connection with the person described in the document (for example, brothers, business associates, or widows' former husbands). The subform contains three elements:

**Relationship*: Use the drop-down list to select the relationship between the person listed above, and someone mentioned in the document in connection with that person.

**Related Person*: The related person's name, *as recorded in the document* (including any peculiarities of spelling), but expanding any abbreviations where possible. This should include any patronymics, husband's name, place of origin, etc.

Places subform: Enter the address of the related person, using the standard conventions for the Places subform (see above).

You can enter information about more than one related person for each main person, using the navigation buttons on the bottom left of the subform to move backwards and forwards between the different related people, and to bring up a new, blank record in which to enter another related person.

When you have finished entering data into the People form, click on the ‘Close’ button in the bottom left of the form to return to the People subform.

Published References

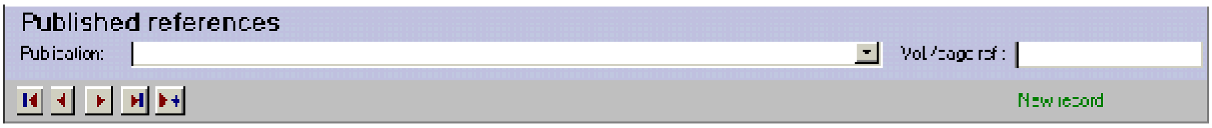


Figure 23 Published References subform

The Published References subform is used to record published references that relate to the particular document or item being entered into the main form.

You can enter information about more than one reference for each document or item, using the navigation buttons on the bottom left of the subform to move backwards and forwards between the different individuals for that transaction, and to bring up a new, blank record in which to enter another person.

Enter data into each field as follows:

**Publication*: The author and short title of the reference in question (see the section on entering data into the Published References Authority form, below, for further information.)

Vol./page ref.: The precise volume number (if relevant) and the page number(s) of the particular reference to the document/item in question. Precision should be preferred to brevity, thus: vol. 2, pp. 73-6 rather than “2 / 73-6”. In other words, always preface a volume number with vol. and a page reference with p. or pp., as appropriate. Other abbreviations which may be used: pl. (plate), fig. (figure), no. (number); for table, use table. If several pages are entered which are not consecutive, use commas and/or an ampersand (&) to specify them, thus: pp. 1-3, 7, 18, & 22-5.

Entering data - common combinations of fields

As with subforms, there are several similar groups of fields which effectively appear in more than one main form. Thus, although the actual field names may vary from form to form, the basic principles behind entering the data will remain the same, and so it seems sensible to deal with them once only, before moving onto the individual forms.

<u>User and dataset</u>

Figure 24 Fields for entering user and dataset information

These fields are used to enter your initials, the date you are entering the information, and the dataset to which this particular item belongs.

**Entered by*: This should automatically contain your initials. If it does not, use the drop-down list to select your initials. Please ensure that the cursor starts in this field in the Exchanges, Wages and Prices forms: when the cursor is moved out of the field, a series of calculations are performed which are required to make the database work properly.

**Date entered*: This should automatically contain today's date. If it does not, the quickest way to enter today's date is to press Ctrl+; (i.e. the Ctrl key and the semi-colon key at the same time). Failing that, then enter the date in the format DD/MM/YY - so 26 November 2001 would be 26/11/01.

**Dataset*: Use this field to enter the dataset of which this particular exchange forms a part. Select this using the drop-down list.

<u>Document</u>

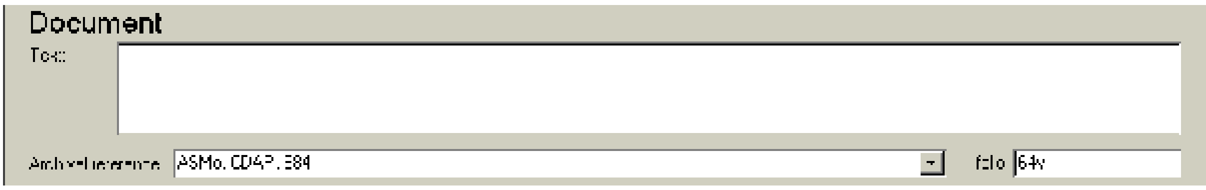


Figure 25 Fields for entering information about the document being recorded

These fields are used to describe the actual document which provides the information being entered onto the database. (By 'document', we mean each entry from a larger collection which relates to a single transaction. Thus, an entry from a register of payments counts as a document for the database; the whole register does not, being considered a collection of individual documents for our purposes.)

Text: Enter a transcription of the text of the document here. This should be entered using the transcription standards already established by Reinhold, included as Appendix I, below, and also available on the project website at http://www.sussex.ac.uk/Units/arthist/matren/private/transcription.shtml.

Archival reference: This field is used to contain the shelf-mark of the document being recorded, and takes the rough form of Archive, fonds, document title /number. These are given in abbreviated form, so the example given in **Figure 25**, ASMo, CDAP, 884, stands for “Archivio di Stato di Modena, Camera Ducale, Amministrazione Principi, vol. 884”. (The full version is entered only once, in the Archival References Authority form.) Select the correct entry from the drop-down list.

folio: Enter the folio number of the document being entered in this field, without any prefix, and followed immediately by ‘r’ for ‘recto’ and ‘v’ for ‘verso’, thus: 64v (for “folio 64 verso”. If a document is paginated rather than foliated, prefix the page number with ‘p.’ or ‘pp.’ as appropriate (e.g. p.64); if it uses running numbers, then use ‘no.’ or ‘nos’ as appropriate (e.g. no. 64). If a document is not foliated, paginated, or otherwise numbered, then enter [n.p.], to make it clear that you have not forgotten to record the folio number.

Moneys

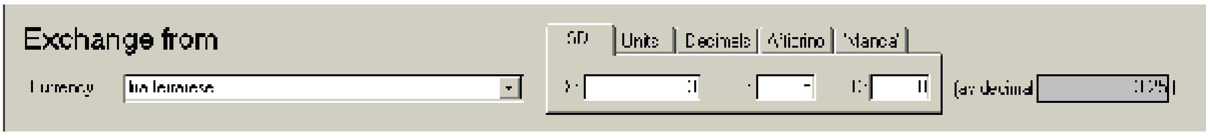


Figure 26 Fields for entering currencies (example taken from page 1 of the Exchanges form)

The way figures are entered varies depending upon the way that the money they are reckoned in is subdivided; the different forms of sub-division that have currently been established are indicated by the tabs labelled ‘LSD’, ‘Units’, ‘Decimals’, ‘Affiorino’ and ‘Manca’ above the boxes for the actual figures. The set of fields required by each money is displayed automatically, depending upon the money which has been entered into the ‘Currency’ field. Thus, if you feel you need to change the fields that are displayed after having selected the currency, there is either a problem with how that currency has been entered into the database, or you need to check your information about that currency. In either case, *do not change the fields that are displayed, but contact the database manager immediately*. Failure to do this will result in all sorts of problems with the calculations that are performed within the database.

Data should be entered into the individual fields as follows:

**Currency*: Select a money from the drop-down list.

In all the fields for amounts, you should only enter digits - without any letters or abbreviations for the moneys. (These have been included in the examples below for clarity; you will find that the database will only let you enter digits.)

LSD: Used for moneys that comprise 20 *soldi* each of 12 *denari* (i.e. 240 *denari* in total) - the majority of silver-based moneys of account:

£: That part of the sum which is made up of whole *lire*. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. If the sum is less than £1, then *do not enter anything in this field*.

S: That part of the sum which is made up of whole *soldi*. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. Any number higher than 19 should be divided up into *lire* and *soldi* (e.g. 20*s.* becomes £1; and 75*s.* becomes £3 15s.). If the total sum is less than 1*s.*, then *do not enter anything in this field*. However, if the total sum is a round number of *lire*, then enter a 0 in this field, thus: £10 should be entered as £10 0s. 0*d.* If the total sum is expressed as *lire* and *denari* only, you should also enter a 0 in this field, thus: £10 3*d.* should be entered as £10 0*s.* 3*d.*

**D*: That part of the sum which is made up of *denari*. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. Any number higher than 11 should be divided up into *soldi* and *denari* (e.g. 15*d.* becomes 1*s.* 3*d.*; and 459*d.* becomes £1 18*s.* 3*d.*). If the total sum is a round number of *lire*, or of *lire* and *soldi*, then enter a 0 in this field, thus: £10 should be entered as £10 0*s.* 0*d.*; and £10 3*s.* should be entered as £10 3*s.* 0*d.* *This field must be filled in if the currency divides as 'LSD'.*

Units: Used for moneys that exist only as whole units - for example cash florins or ducats:

**Fl / Du / etc.*: The total sum. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. *This field must be filled in if the currency divides as 'Units'.*

Decimals: Used for moneys that comprise a larger unit made up of 100 smaller units - similar to modern decimal currencies. The discussion below will use $ and cents as a clear example, distinguishable from *lire*:

Units: That part of the sum which is made up of whole larger units. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. If the sum is less than 1 of these larger units, then *do not enter anything in this field*.

**1/100*s: That part of the sum which is made up of hundredths. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. Any number higher than 99 should be divided up into larger and smaller units(e.g. 100c. becomes $1; and 175s. becomes $1.75). If the total sum is a round number of larger units, then enter a 0 in this field, thus: $10 should be entered as $10.0. *This field must be filled in if the currency divides as 'Decimals'.*

Affiorino: Used for moneys that comprise 29 *soldi* each of 12 *denari* (i.e. 348 *denari* in total) - notably the Florentine *lira a fiorini* and *fiorino a fiorini*. The examples below will use '*lira*' to describe the largest unit:

£/Fl: That part of the sum which is made up of whole *lire*. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. If the sum is less than £1, then *do not enter anything in this field*.

S: That part of the sum which is made up of whole *soldi*. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. Any number higher than 28 should be divided up into *lire* and *soldi* (e.g. 29*s.* becomes £1; and 75*s.* becomes £2 17s.). If the total sum is less than 1s., then *do not enter anything in this field*. However, if the total sum is a round number of *lire*, then enter a 0 in this field, thus: £10 should be entered as £10 0*s.* 0*d.* If the total sum is expressed as *lire* and *denari* only, you should also enter a 0 in this field, thus: £10 3*d.* should be entered as £10 0*s.* 3*d.*

**D*: That part of the sum which is made up of denari. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. Any number higher than 11 should be divided up into soldi and denari (e.g. 15*d.* becomes 1*s.* 3*d.*; and 539*d.* becomes £1 15*s.* 11*d.*). If the total sum is a round number of lire, or of lire and soldi, then enter a 0 in this field, thus: £10 should be entered as £10 0*s.* 0*d.*; and £10 3*s.* should be entered as £10 3*s.* 0*d.* *This field must be filled in if the currency divides as 'Affiorino'.*

'Manca': Used for moneys that are one *denaro* short of the usual total of 20 *soldi* each of 12 *denari* (i.e. 239 *denari* in total) - specifically, the Venetian *lira di grossi manca*. In the examples below, I will use the terminology of *lire*, *soldi* and *denari* (rather than *grossi*), for the sake of brevity:

£: That part of the sum which is made up of whole *lire*. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. If the sum is less than £1, then *do not enter anything in this field*.

S: That part of the sum which is made up of whole *soldi*. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. Any number higher than 19 should be divided up into *lire* and *soldi* (e.g. 20*s.* becomes £1; and 75*s.* becomes £3 15*s.*). *In addition, the sum of 19*s. *11*d. *(or 239*d.*) must be entered as £1 0*s. 0d. If the total sum is less than 1*s.*, then *do not enter anything in this field*. However, if the total sum is a round number of *lire*, then enter a 0 in this field, thus: £10 should be entered as £10 0*s.* 0*d.* If the total sum is expressed as *lire* and *denari* only, you should also enter a 0 in this field, thus: £10 3*d.* should be entered as £10 0*s.* 3*d.*

**D*: That part of the sum which is made up of *denari*. This should be entered as a whole number (no decimals or fractions), without any other text or punctuation. Any number higher than 11 should be divided up into *soldi* and *denari* (e.g. 15*d.* becomes 1*s.* 3*d.*; and 459*d.* becomes £1 18*s.* 4*d.*). If the total sum is a round number of *lire*, or of *lire* and *soldi*, then enter a 0 in this field, thus: £10 should be entered as £10 0s. 0d.; and £10 3s. should be entered as £10 3s. 0d. *This field must be filled in if the currency divides as 'Manca'.*

Payments in cash & kind

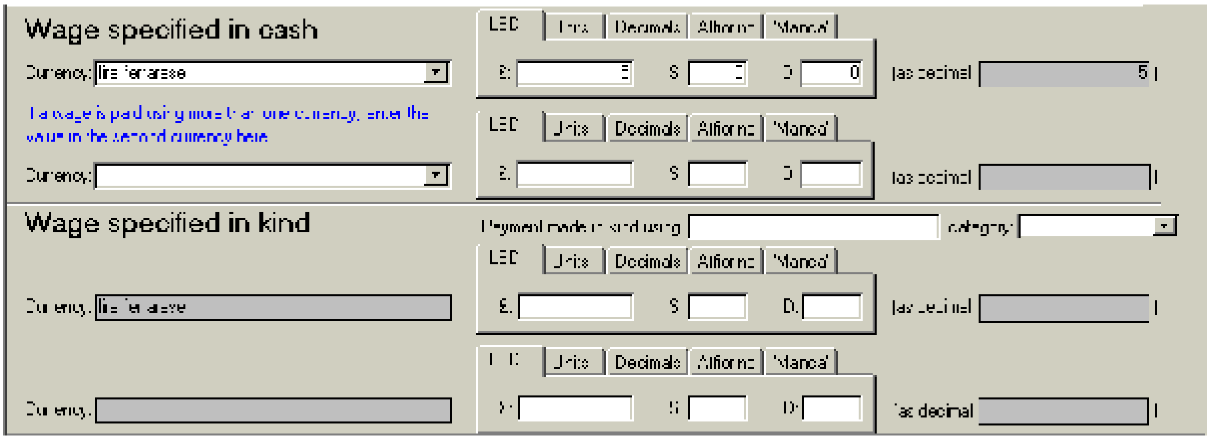


Figure 27 Fields for entering payments in cash and in kind (example taken from page 1 of the Wages form)

In fact, the potential complexities of most transactions means that the wages specified, wages paid and valuations can all be recorded using several different forms of payment. The combination of fields which allows this to take place is shown in **Figure 27**. (I will refer to 'valuation' consistently below; this should be taken to mean 'wage' as well.) There are two basic principles at work here:

1. A valuation may be given in more than one money. This is often the case when a large sum cannot be paid in gold coins alone, and so a smaller sum is paid in silver coins to make up the precise amount. Thus, each kind of payment can be recorded in two different moneys. (However, if an *exchange* is specified using two different moneys, we are unable to establish the proportion of the money exchanged which should equate to each of the two different moneys; in other words, we cannot work out an exchange rate. This means that the database cannot record exchanges which involve more than two moneys at the same time.)
2. A valuation may be made in cash, in kind, or in a combination of cash and kind. Thus, the database has been set up with separate fields to record valuations in kind as well as cash, and to calculate a total valuation if this is made in cash and kind together. However, the database can only record valuations in kind if the monetary equivalent of the valuation in kind is known; it cannot record valuations involving a valuation in kind which has no specified monetary equivalent.

Despite all this, I expect the vast majority of transactions to be recorded relatively easily, as they will involve a valuation in cash in a single currency.

These considerations affect how you enter different types of valuation into the database:

Valuation in cash only - 1 money

Enter the money in the first 'Currency' field, and the amount in the fields immediately following. Leave the second 'Currency' field and the fields for the amount which follow it blank; and leave all the 'Valuation in kind' fields blank (the 'Currency' fields will automatically show what you have entered in the 'Valuation in Cash' currency fields; they can be ignored).

Valuation in cash only - 2 moneys

For the first money, enter the money used in the first 'Currency' field, and the amount in the fields immediately following. Then enter the second money used in the second 'Currency' field, and the amount in the fields immediately following. Leave all the 'Valuation in kind' fields blank (the

'Currency' fields will automatically show what you have entered in the 'Valuation in Cash' currency fields; they can be ignored).

Valuation in kind only - 1 money

Enter the form the payment takes - e.g. 2 salami, 3 braccia of brown velvet - in the field 'Payment made in kind using'.

Using the drop-down list, enter the broad category into which the form taken by the payment fits - e.g. food, textile - in the field 'Category'. This will help search for payments made in kind using broad categories of goods.

You will see that the field for the money used for valuations in kind is greyed out. This is because, when entering valuations made in cash and in kind, the moneys must be the same for the calculations carried out by the database to be meaningful. This means that you enter the money used in the first 'Currency' field in the 'Valuation in cash' section of the form. However, you leave the fields for the amount in the 'Valuation in cash' section blank, and instead enter the amount in the fields immediately following the first 'Currency' field in the 'Valuation in kind' section. Leave the second 'Currency' field blank, as well as both sets of fields for giving the amount in the second money (i.e. both 'Valuation in cash' and 'Valuation in kind').

Valuation in kind only - 2 moneys

Once again, enter the form the payment takes in the field 'Payment made in kind using', and the category into which this fits in the field 'Category'.

As before, you enter the money used for the valuation in kind in the 'Currency' fields in the 'Valuation in cash' section of the form, but you leave the fields for the amounts in the 'Valuation in cash' section blank, and instead enter the amounts in the fields immediately following the 'Currency' fields in the 'Valuation in kind' section.

Valuation in cash and in kind combined - 1 money

In order for the database's calculations to be meaningful, the moneys used in a combined payment in cash and in kind have to be the same: i.e., the first money must be the same in cash and in kind, and the second money (where applicable) must be the same in cash and in kind. This means that each money need only be entered once, in the 'Valuation in cash' section.

So, enter the money in the first 'Currency' field in the 'Valuation in cash' section, and the amount of the valuation in cash in the fields immediately following. Leave the second 'Currency' field and the fields for the amount which follow it blank.

Enter the form the payment takes - e.g. 2 salami, 3 braccia of brown velvet - in the field 'Payment made in kind using'.

Using the drop-down list, enter the broad category into which the form taken by the payment fits - e.g. food, textile - in the field 'Category'. This will help search for payments made in kind using broad categories of goods.

Enter the amount of the valuation in kind in the fields immediately following the greyed-out first 'Currency' field in the 'Valuation in kind' section. Leave the fields which follow the second greyed-out 'Currency' field in the 'Valuation in kind' section blank.

Valuation in cash and in kind combined - 2 moneys

Once again, the moneys used for the parts of the valuation in cash and in kind must be identical, and so you enter them only once, in the 'Currency' fields in the 'Valuation in cash' section of the form. These are immediately followed by the relevant amounts. The relevant amounts for the valuation in kind are added in the relevant fields immediately following the greyed-out 'Currency' fields in the 'Valuation in kind' section of the form.

As before, enter the form the payment takes in the field 'Payment made in kind using', and the category into which this fits in the field 'Category'.

Dates

Figure 28 Fields for entering dates (example taken from page 2, part 2 of the Prices form)

These fields are designed to account for imprecise dates found in documents - for example, undated entries found between two dated entries in a register. The date as it appears in the document is recorded in the first field, and the earliest and latest possible dates which this date might possibly be in the two following fields. In the case of a document with a precise date, then the earliest and latest dates will be the same.

**Date in document*: Enter the date the transaction took place here, *as recorded in the document* (including any peculiarities of spelling), but expanding any abbreviations where possible. However, 'old style' dates should be converted to 'new style' (i.e. with the New Year falling on 1 January). If the date simply takes the name of a saint's day, for example, then simply give the saint's day. However, if a year is not given but can clearly be inferred from the document in question, add the year in square brackets. For example: festa di san Giovanni Battista [1423] If the document is undated, but a date range can be deduced from the document (e.g. from dated entries to either side of this one), then enter the first date, followed by two dashes, "--", followed by the second date: for example, 23 gennaio 1423 -- 3 marzo 1423.

**Earliest (date)*: This field, like the following one, is used to enter precise dates that the database can actually understand. Where the date can be resolved into a single day, then both entries will be the same; when it can only be resolved into a range, then this field contains the earliest possible date for the document. The easiest format in which to enter the date is 'DD/MM/YYYY', so that "24 June 1423" would be entered as 24/06/1423. Precisely how the date will appear in the field will depend upon the niceties of how your version of Access is set up. In the examples given above, the dates would be resolved into this field as follows:

"festa di san Giovanni Battista [1423]" 24/06/1423
"23 gennaio 1423 -- 3 marzo 1423" 23/01/1423

**Latest (date)*: This field, like the previous one, is used to enter precise dates that the database can actually understand. Where the date can be resolved into a single day, then both entries will be the same; when it can only be resolved into a range, then this field contains the latest possible date for the document. The easiest format in which to enter the date is 'DD / MM / YYYY', so that "24 June 1423" would be entered as 24/06/1423. Precisely how the date will appear in the field will depend upon the niceties of how your version of Access is set up. In the examples given above, the dates would be resolved into this field as follows:

"festa di san Giovanni Battista [1423]" 24/06/1423
"23 gennaio 1423 -- 3 marzo 1423" 03/03/1423

Entering data - form by form

<u>Exchanges</u>

The ‘Exchanges’ form is used to enter information about exchange rates. It is reached by pressing the button marked ‘Exchanges’ on the Main Menu. It is divided into two pages.

The following fields are common to both pages (see **Figure 29**):

Entered by*, **Date entered*,Dataset*: Enter your initials, the date and the name of the dataset, as explained in the section on ‘Entering data - common combinations of fields: User and dataset’ on p. 25 above.

Document: Enter the transcription and reference for the document which contains this particular exchange here, as explained in the section on ‘Entering data - common combinations of fields: Document’ on p. 25 above.

Page 1

The database is constructed so that, when entering an exchange, we can record both the exchange rate specified and the total sum exchanged (which will help us gauge whether there was a significant variation in exchange rates depending upon the amount exchanged). The information should be divided up as follows:

If an exchange rate is specified, together with a total quantity exchanged, then enter
- Money sold in the quantity specified by the exchange rate in the ‘Exchange from’ section.
- Money bought in the quantity specified by the exchange rate in the ‘Exchange to’ section.
- The total amount of money sold in the ‘Total sum exchanged’ section.

If only a total quantity exchanged is specified with no rate, then the sum exchanged counts as the exchange rate, and data should be entered thus:
- The total amount of money sold in the ‘Exchange from’ section.
- The total amount of money bought in the ‘Exchange to’ section.
- The total amount of money sold is repeated in the ‘Total sum exchanged’ section.

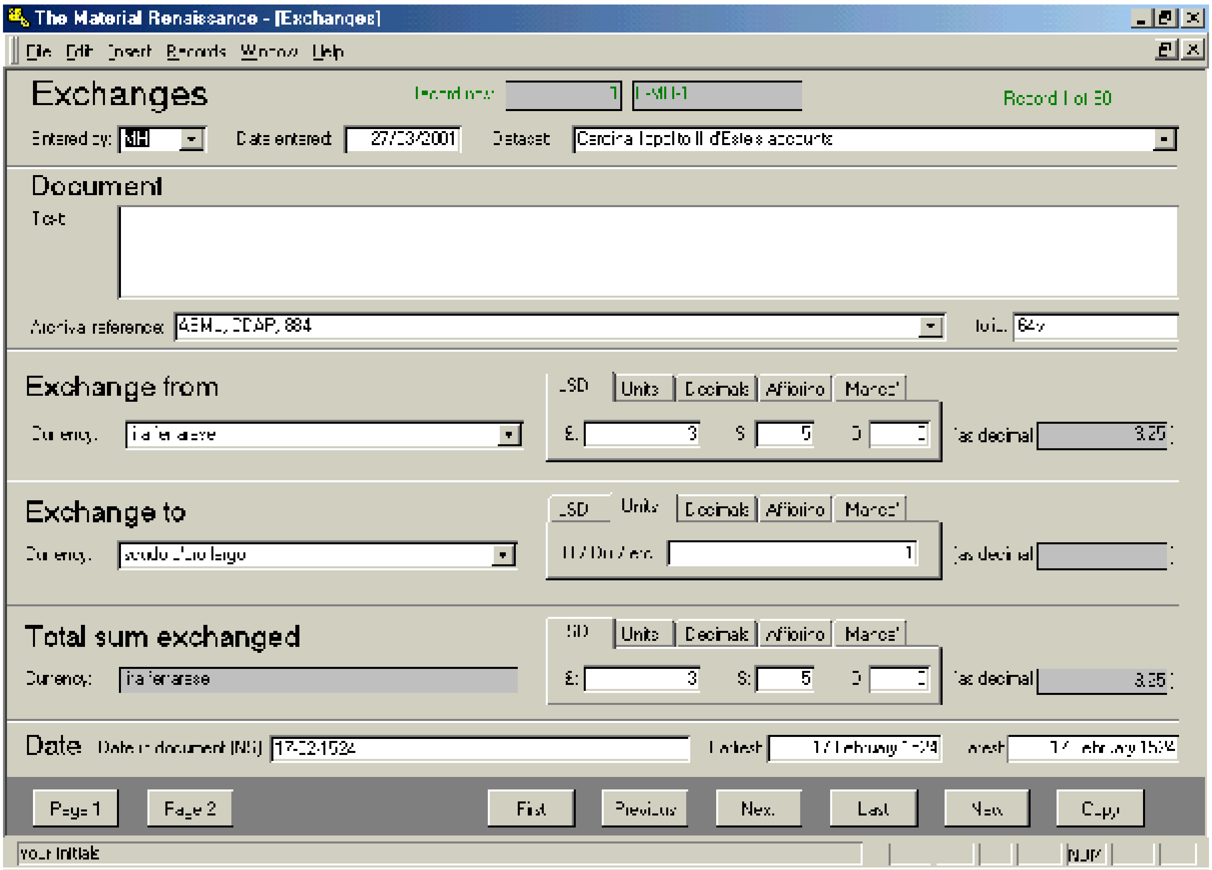


Figure 29 Exchanges form - page 1

**Exchange from*: Enter the type of money sold and the amount sold in the relevant fields, using the drop-down box to specify the money, as explained in the section on 'Entering data - common combinations of fields: Moneys' on p. 26 above. If an exchange rate is given in the document, use the amount specified in the exchange rate. If no exchange rate is given, use the total amount sold.

**Exchange to*: Enter the type of money bought and the amount bought in the relevant fields, using the drop-down box to specify the money, as explained in the section on 'Entering data - common combinations of fields: Moneys' on p. 26 above. If an exchange rate is given in the document, use the amount specified in the exchange rate. If no exchange rate is given, use the total amount bought.

**Total sum exchanged*: The type of money sold will be entered automatically into the greyed-out 'Currency' field. The amount you have entered in the 'Exchange from' section will also be entered automatically into the following fields. If the document does not provide an exchange rate and you entered the total amount sold under 'Exchange from', you can leave these entries as they are and move on to the next section. However, if you entered data relating to an exchange rate, you will need to enter the total amount sold into these 'Total sum exchanged' fields, taking care to follow the guidelines on entering moneys in the section on 'Entering data - common combinations of fields: Moneys' on p. 26 above.

**Date*:	Enter the date on which the exchange took place into these fields, as explained in the section on 'Entering data - common combinations of fields: Dates' on p. 31 above.

Page 2

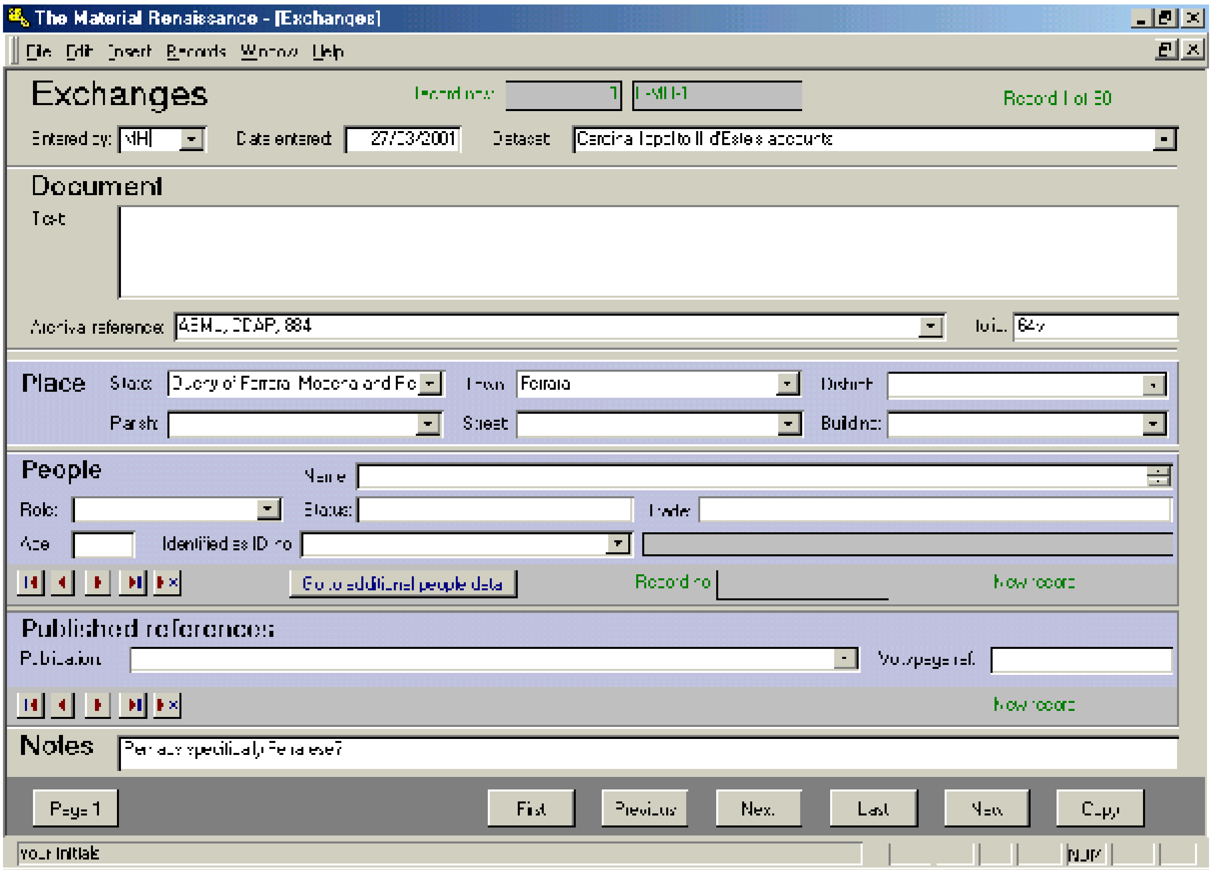


Figure 30 Exchanges form - page 2

Place:	Enter the details of the place where the exchange actually took place, if this is recorded or known, into this section of the database. Follow the guidelines laid down in the section 'Entering data - common subforms: Places' on p. 21 above.
People:	Enter the details of all the people involved with the exchange, if this is recorded or know, into this section of the database. Follow the guidelines laid down in the section 'Entering data - common subforms: People' on p. 22 above.
Published references:	Enter the details of any publications which refer to or publish this document into this section of the database. Follow the guidelines laid down in the section 'Entering data - common subforms: Published References' on p. 24 above.
Notes:	If you have any further information which you wish to add, enter it here. This field must not be used for information which should be added elsewhere in the database. As the database cannot search this kind of field, it should not be used for information which you will need to search for. Instead, use it for information which elaborates upon the document.

Wages

The 'Wages' form is used to enter data about wages, salaries, and payments for living expenses. For simplicity's sake, all three kinds of payment are referred to as 'wages' below. The form is reached by pressing the button marked 'Wages' on the Main Menu. It is divided into three pages; the second page is again divided into three subsidiary pages.

You should try and avoid moving out of a newly-opened record in the Wages form without first entering some data. If you try and move to another record without first moving the cursor from the 'Entered by:' field to the 'Date entered:' field, you may well get an error message or find that the database locks up.

The database is constructed so that, when recording a wage, we can record both the wage which is specified (for example, in a contract or other agreement), as well as any actual, separate payments which went towards fulfilling the agreement to pay the specified wage. This will also allow us to examine whether the wages that were actually paid to people bore any relation to the wages which were specified, and to catch examples of sharp practice on the part of employers or employees. The information should be divided up as follows:

If a wage is specified, but no payments are recorded, then enter
- The document details in the 'Document' section in the 'Wage specified' area of the form (page 1 of the form)
- The wage specified in the 'Wage specified in cash' and/or 'Wage specified in kind' section (page 1 of the form).

If a wage is specified, and one or more payments are recorded, then enter
- The document details for the wage which is specified in the 'Document' section in the 'Wage specified' area of the form (page 1 of the form).
- The wage specified in the 'Wage specified in cash' and/or 'Wage specified in kind' section (page 1 of the form).
- The document details for each payment in a separate 'Document' section in the 'Wages actually paid' area of the form (page 2 of the form).
- Each payment in a separate 'Wages actually paid' section of the form, using the 'Wages actually paid in cash' and/or 'Wages actually paid in kind' section (page 2 of the form).

If a wage is not specified, but one or more payments are recorded, then *for each payment* enter
- The document details for the wage which is actually being paid as a wage specified in the 'Document' section in the 'Wage specified' area of the form (page 1 of the form).
- The wage which is actually being paid as a wage specified in the 'Wage specified in cash' and/or 'Wage specified in kind' section (page 1 of the form).
- The document details for that payment *only* in the 'Document' section in the 'Wages actually paid' area of the form (page 2 of the form)
- That payment *only* in the 'Wages actually paid' section of the form, using the 'Wages actually paid in cash' and/or 'Wages actually paid in kind' section (page 2 of the form).

The following fields are common to all three main pages of the form (see **Figure 31**):

**Entered by*:, **Date entered*:, **Dataset*: Enter your initials, the date and the name of the dataset, as explained in the section on 'Entering data - common combinations of fields: User and dataset' above.

Document: If the document specifies a wage, rather than recording its payment, enter the transcription and reference for the document here, as explained in the section on ‘Entering data - common combinations of fields: Document’ above.

Page 1

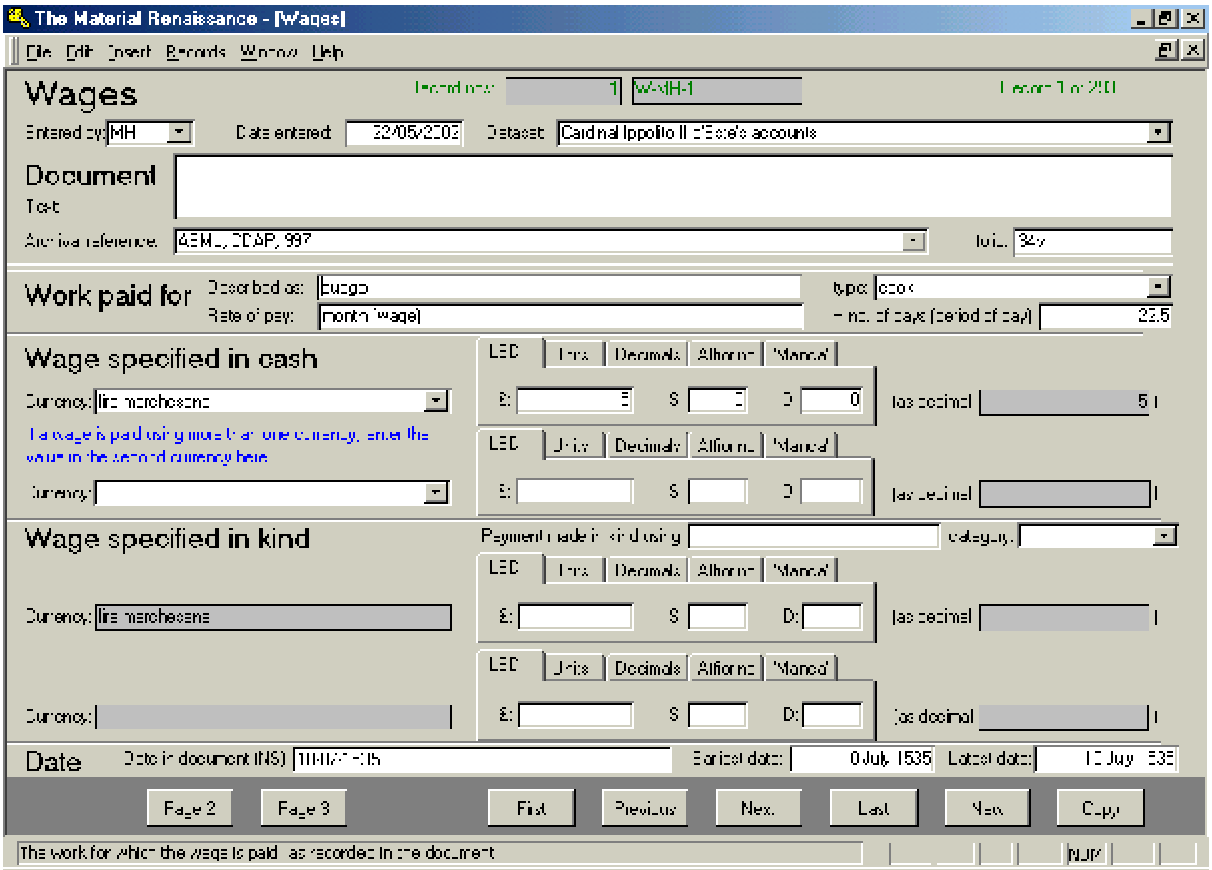


Figure 31 Wages form - page 1

This page of the form is used for entering information about wages specified, rather than wages actually paid.

**Work paid for - Described as*: Enter the job or type of work which is being paid for, as it appears in the document, in the form in which you have transcribed it. If this does not appear in the document, but can clearly be inferred from elsewhere, include it in square brackets, thus: “[castaldo]”.

Type: Use the drop-down list to select the standard term for this particular kind of job or type of work. You will be able to save the record without filing it in, in case you have to check exactly what the original text means; but this is the field on which the database will search for particular types of work, so it is in your interests to ensure that it is properly filled in before you submit your data.

**Rate of pay*: Enter the period for which the wage has been specified, using words or words and numbers, and specifying whether it is a wage/salary or for living expenses using round brackets, thus: year (wage); year (expenses); 2 months (wage); 3 days (expenses), etc. If a rate per day is given, then enter this as day (wage) or day (expenses).

**= no. of days (period of pay)*: Enter the total number of days which this period will cover; list a rate per day as 1. Bear in mind that wages will only cover working days within the period, whilst expenses will probably cover all days within the period. Use your own knowledge and judgement to assess the number of working days in any given period, bearing in mind Sundays and festivals.

**Wage specified in cash / kind*: Enter the *total* wage which has been specified into these fields. If a rate per day has been given, then enter the wage which will be paid per day (making sure that the 'Rate of pay:' has been entered as day (wage) or day (expenses) and the 'no. of days:' is given as 1. Take care to follow the guidelines on entering moneys and payments in cash and kind given in the sections 'Entering data - common combinations of fields: Moneys' on p. 26 and 'Entering data - common combinations of fields: Payments in cash & kind' on p. 29 above.

**Date*: Enter the date on which the wage was specified into these fields, as explained in the section on 'Entering data - common combinations of fields: Dates' on p. 31 above.

Page 2

Page 2 of the form contains the subform used to enter information about actual payments of wages. Because one wage can be specified for a long period (say a year), but it may well be paid as a series of smaller payments (say every week), any number of wage payments can be entered for a single wage specified. Use the small buttons marked with arrows at the foot of the yellow subform to add new payments and move between existing payments for any particular wage specified (see 'Moving within the forms' on p. 15 above for an explanation of what each button means). You *must* fill in the date information before trying to leave the subform or open another record in the subform, or you will get an error message and the database may lock up.

The following fields are common to all three parts of page 2 (see **Figure 32**):

Document: If the document records a payment, rather than specifying a wage to be paid, enter the transcription and reference for the document here, as explained in the section on 'Entering data - common combinations of fields: Document' on p. 25 above.

Page 2, part 1

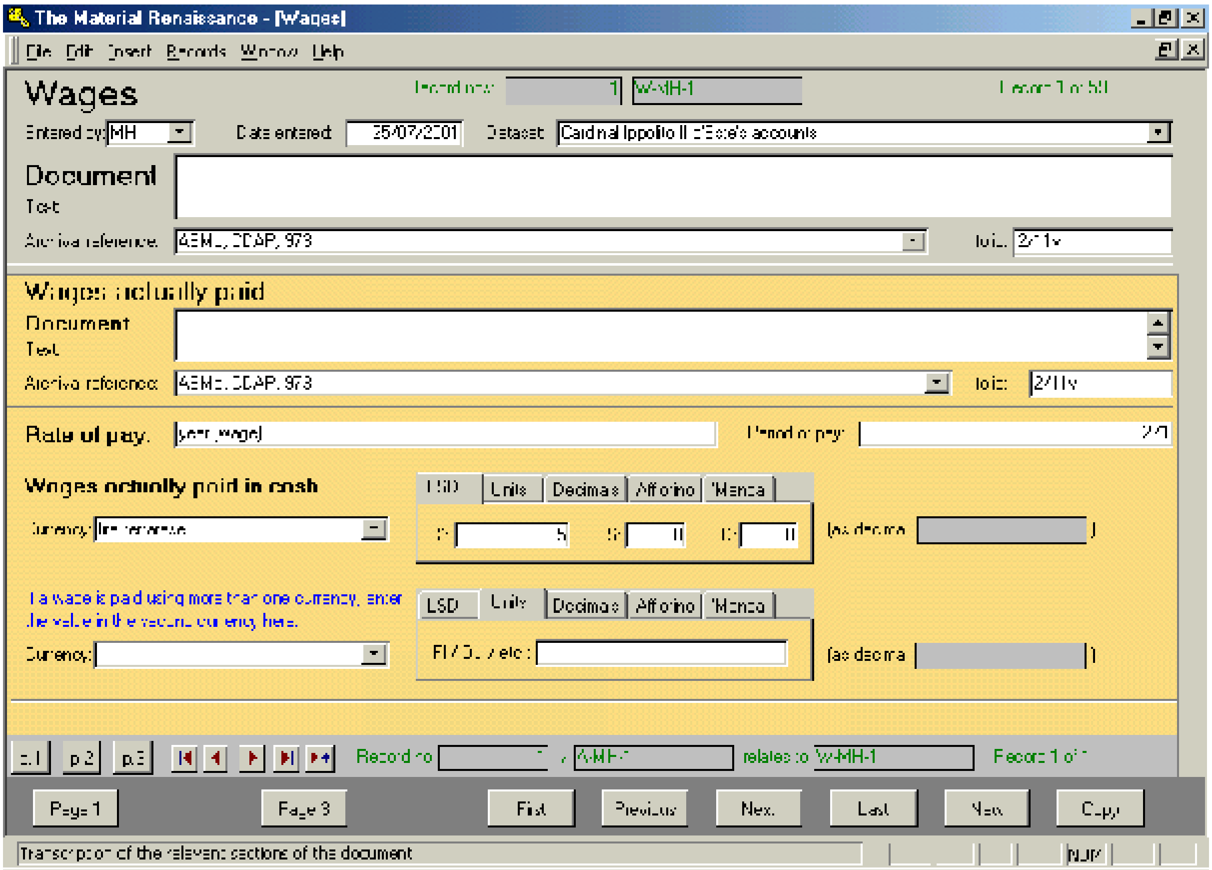


Figure 32 Wages form - page 2, part 1

Part 1 of the subform contains the spaces for you enter the details of the rate of pay, and of any wages which are paid in cash.

**Rate of pay*: Enter the period for which the wage or expenses were paid, using words or words and numbers, and specifying whether it is a wage / salary or for living expenses using round brackets, thus: year (wage); year (expenses); 2 months (wage); 3 days (expenses), etc.

**Period of pay*: Enter the total number of days which this period will cover. Bear in mind that wages will only cover working days within the period, whilst expenses will probably cover all days within the period. Use your own knowledge and judgement to assess the number of working days in any given period, bearing in mind Sundays and festivals.

Wage actually paid in cash: Enter the wage which has been paid into these fields. Take care to follow the guidelines on entering moneys and payments in cash and kind given in the sections 'Entering data - common combinations of fields: Moneys' on p. 26 and 'Entering data - common combinations of fields: Payments in cash & kind' on p. 29 above.

Page 2, part 2

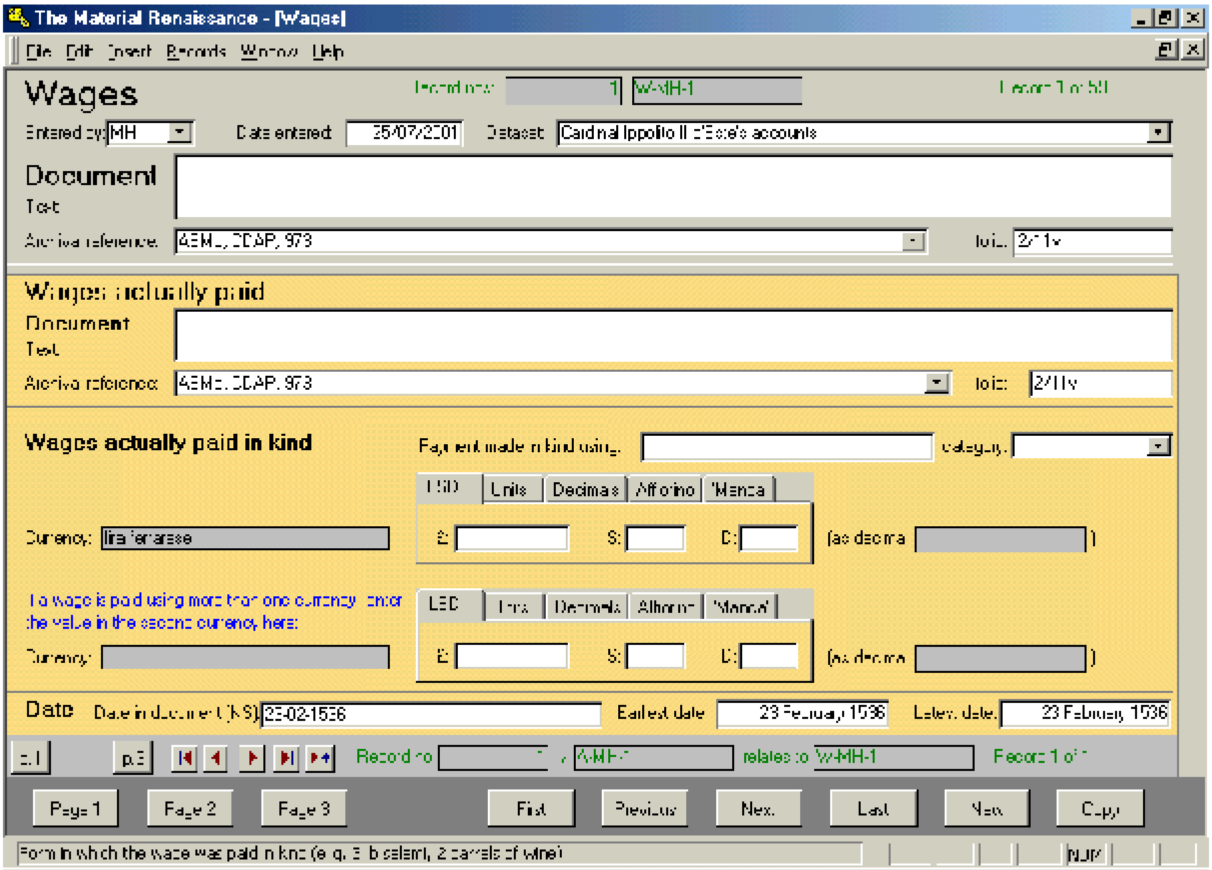


Figure 33 Wages form - page 2, part 2

Part 2 of the subform contains the spaces for you to enter the details of any wages which are paid in kind, and the date of the payment.

Wage actually paid in kind: Enter the wage which has been paid into these fields. Take care to follow the guidelines on entering moneys and payments in cash and kind given in the sections 'Entering data - common combinations of fields: Moneys' on p. 26 and 'Entering data - common combinations of fields: Payments in cash & kind' on p. 29 above.

**Date*: Enter the date on which the payment was made into these fields, as explained in the section on 'Entering data - common combinations of fields: Dates' on p. 31 above.

Page 2, part 3

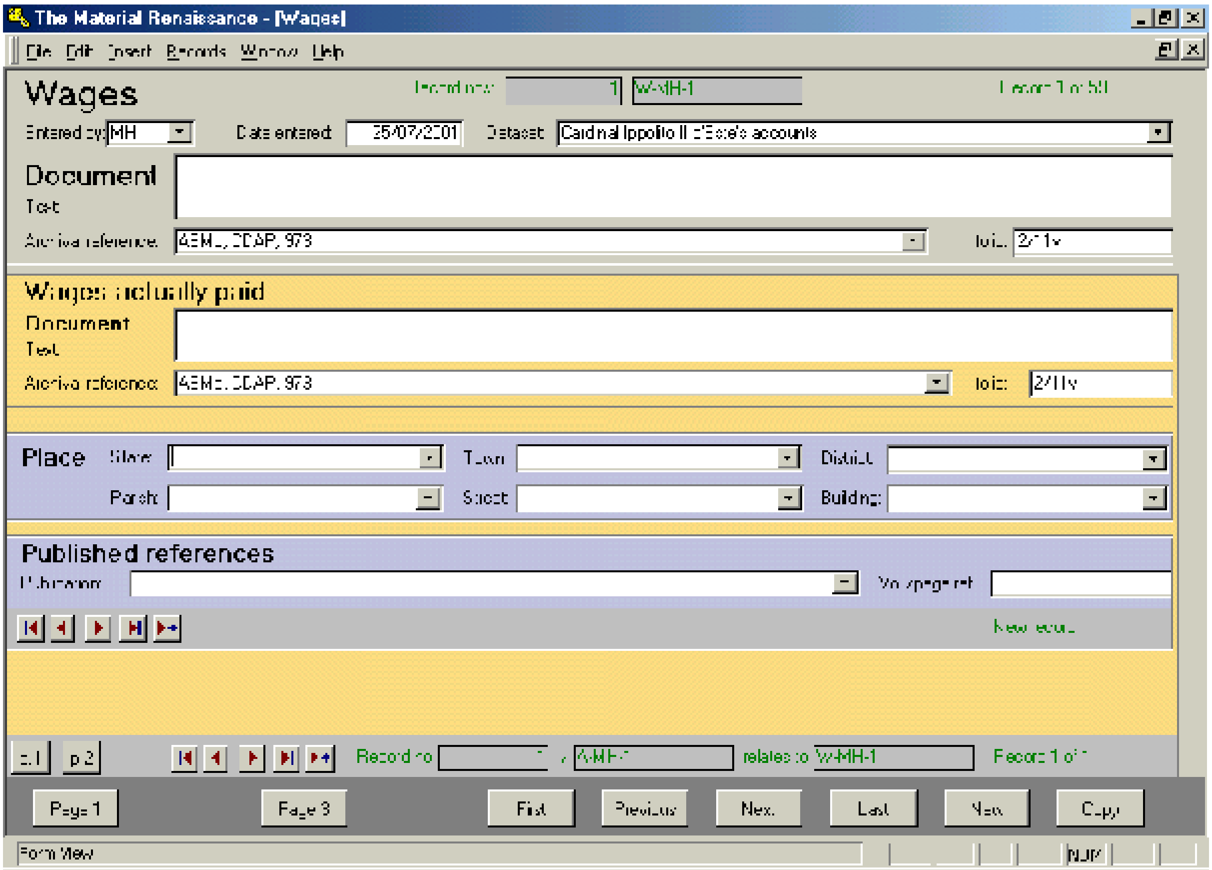


Figure 34 Wages form - page 2, part 3

Part 3 of the subform lets you record the place where the wage was paid, and any published references to the payment.

Place: Enter the details of the place where the wage was actually paid, if this is recorded or known, into this section of the form. Follow the guidelines laid down in the section 'Entering data - common subforms: Places' on p. 21 above.

Published references: Enter the details of any publications which refer to or publish this document into this section of the form. Follow the guidelines laid down in the section 'Entering data - common subforms: Published References' on p. 24 above.

Page 3

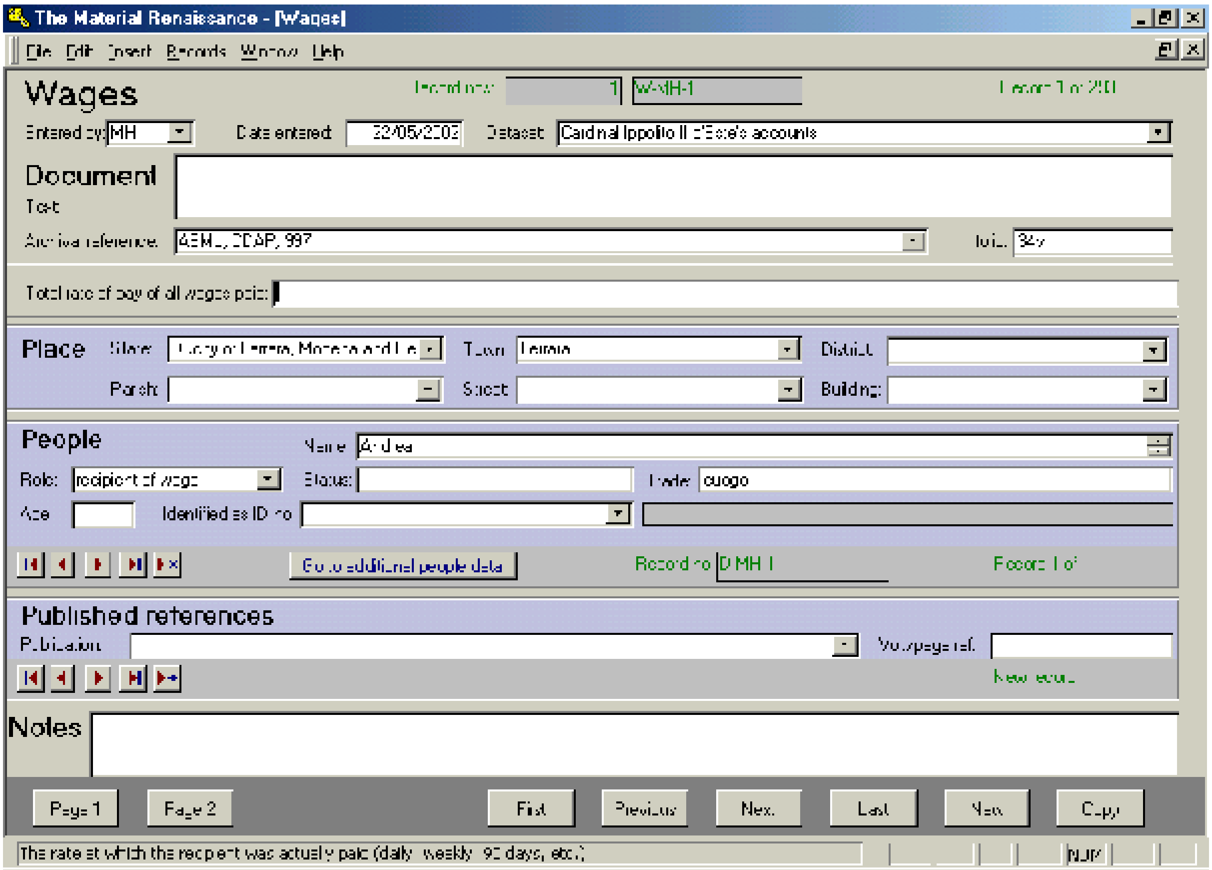


Figure 35 Wages form - page 3

Page 3 of the form provides spaces for recording the total period covered by all the payments you have just entered, the place where the wage was specified, any people involved in specifying or paying the wage, any published references to the specification of the wage, and any notes you may wish to add.

Total rate of pay of all wages paid: Enter the total period covered by the payments which you have just entered, using words or words and numbers, and specifying whether it is a wage / salary or for living expenses using round brackets, thus: year (wage); year (expenses); 2 months (wage); 3 days (expenses), etc. (Note that you will not need to enter a precise figure in a 'Period of pay' field here, as this will be calculated by the database from the figures you have entered.)

Place: Enter the details of the place where the wage was specified, if this is recorded or known, into this section of the database. Follow the guidelines laid down in the section 'Entering data - common subforms: Places' on p. 21 above.

People: Enter the details of all the people involved with the specification and payment of this wage, if this is recorded or known, into this section of the database. Follow the guidelines laid down in the section 'Entering data - common subforms: People' on p. 22 above.

Published references: Enter the details of any publications which refer to or publish this document into this section of the database. Follow the guidelines laid down in the section 'Entering data - common subforms: Published References' on p. 24 above.

Notes: If you have any further information which you wish to add, enter it here. This field must not be used for information which should be added elsewhere in the database. As the database cannot search this kind of field, it should not be used for information which you will need to search for. Instead, use it for information which elaborates upon the document.

Prices

The 'Prices' form is used to enter data about prices and other valuations. For simplicity's sake, these are all referred to as 'valuations' below. The form is reached by pressing the button marked 'Prices' on the Main Menu. It is divided into three pages; the second page is again divided into three subsidiary pages.

You should try and avoid moving out of a newly-opened record in the Wages form without first entering some data. If you try and move to another record without first moving the cursor from the 'Entered by:' field to the 'Date entered:' field, you may well get an error message or find that the database locks up.

The database is constructed so that we can record more than one valuation for any object. To take the most extreme version, an item sold at auction might be given an estimated value before the sale, an agreed price at the sale, and then finally be exchanged for a different price after - say - a delay in payment. This will allow us to compare how different forms of valuation for the same object (or kind of object) might vary.

The following fields are common to all three main pages of the form (see **Figure 36**):

**Entered by*:, **Date entered*:, **Dataset*: Enter your initials, the date and the name of the dataset, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Document: If the document specifies a wage, rather than recording its payment, enter the transcription and reference for the document here, as explained in the section on 'Entering data - common combinations of fields: Document' on p. 25 above.

Page 1

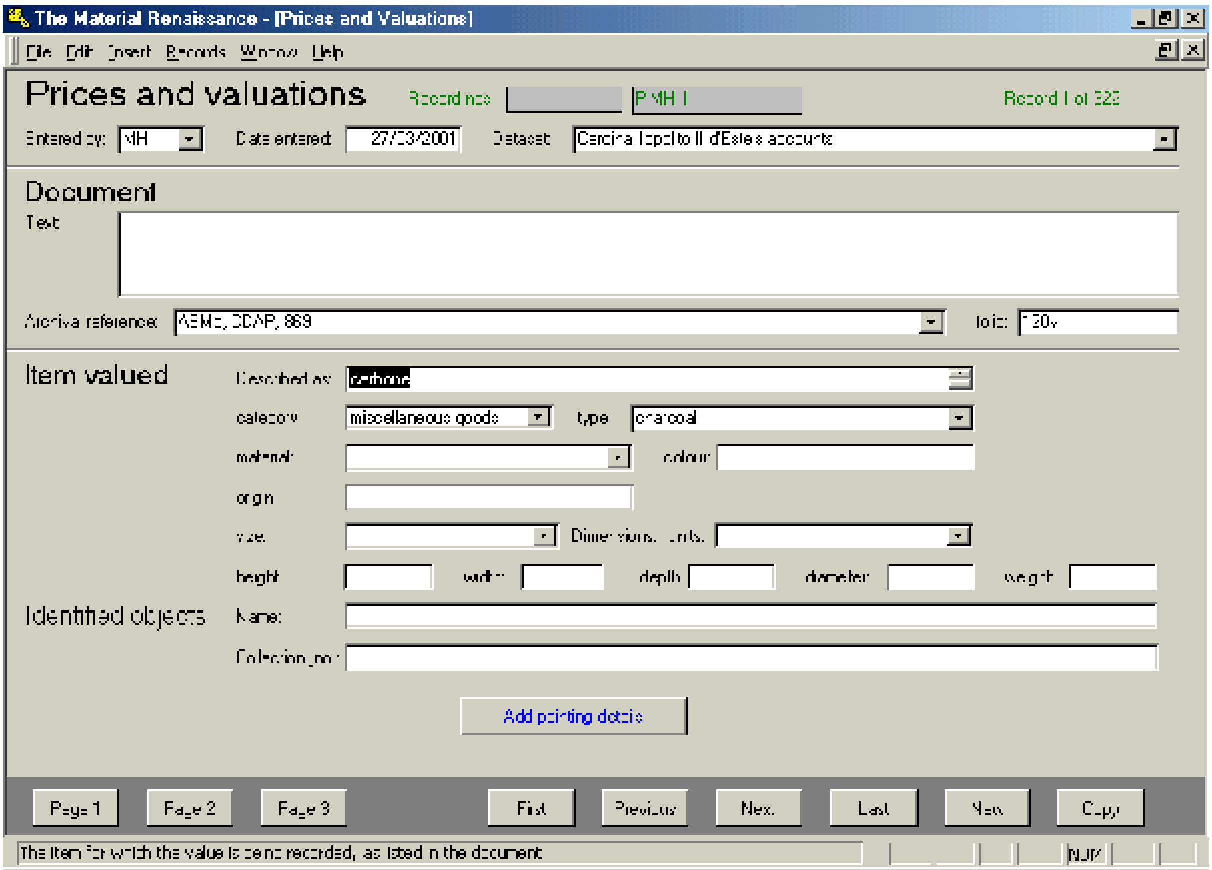


Figure 36 Prices form - page 1

The first page of the form provides spaces to record the kind of object being valued.

**Item valued - Described as*:	Enter the description of the item being valued, as it is found in the document, in the form in which you have transcribed it, e.g. seta verde - br. 2.
**category*:	Use the drop-down list to select the broad category into which this particular item falls. If you are entering a document relating to a painting, choose the category artworks.
**type*:	Use the drop-down list to select the standard term for this particular item. This is the field on which the database will search for particular kinds of item. If you are entering a document relating to work to be done on a painting, choose the term which includes all the work which is included in this particular valuation - e.g. painting (painting and gilding), painting (materials) or, where nothing is specified in greater detail, painting (work on).
material:	If the item is made of a particular kind of material (e.g. wood, silk, glass, bronze), use the drop-down list to select the material in question. Where an object is made of more then one material, enter the one which seems more significant to you.
colour:	If the item's colour is recorded, enter it here. Use English words where possible, but for colours where there is no precise English

equivalent (e.g. turchino, pavonazzo, morello), then enter the Italian word in its most modern form.

origin: If the item is described as being from a particular place, then enter the English name for that place here. E.g. Turkey (a carpet), Cremona (a hat) or Spain (gloves). This field should only be used when the place is specified as a way of describing the item's origins, an not when it is simply a description of the item's style or type.

size: If the item's size is described vaguely, use the drop-drown list to choose small, medium or large.

Dimensions: units: If the individual item's dimensions are given, then record them in the following fields. N.b., *these fields are only for recording the dimensions of unique objects; objects which are sold in bulk or in multiple units (e.g. grain, cloth, hay) should have the units in which they are sold recorded on page 2 of the form*. Use the drop-down list to select the unit of measurement used in the original document.

height: Enter the object's height here, as a decimal of the unit you have just selected. Thus a 1½ *piede*-high statue measured in Rome would be entered as piede romano 1.5.

width: Enter the object's width here, as a decimal of the unit you have just selected.

depth: Enter the object's depth here, as a decimal of the unit you have just selected.

diameter: Enter the object's diameter here, as a decimal of the unit you have just selected.

weight: Enter the object's weight here, as a decimal of the unit you have just selected.

Identified objects - Name: If the item being valued is an identifiable object in its own right (e.g. a painting or manuscript), or forms part of an identifiable object (e.g. a doublet recorded in various documents or a particular building), enter its name here. For example: Pesellino, Trinity Altarpiece; Bible of Borso d'Este; Giovanni Capponi's green doublet; Palazzo di San Francesco, Ferrara.

Collection no.: If the identified object is part of a collection, and has an inventory number, than enter it here, in the order town, collection, number. To take the first two examples just given, Pesellino's *Trinity Altarpiece* would be London, National Gallery, NG 727, 3162, 3230, 4428, 4868 & L15 (it's in bits); and Borso d'Este's bible would be Modena, Biblioteca Estense, Ms. V.G. 13 = Lat.423.

For those members of the project who are investigating what factors influence the cost of paintings, there is an additional screen to add details about the components of a picture which may or may not be being valued. This can be reached by pressing the 'Add painting details' button at the foot of this page.

Painting details

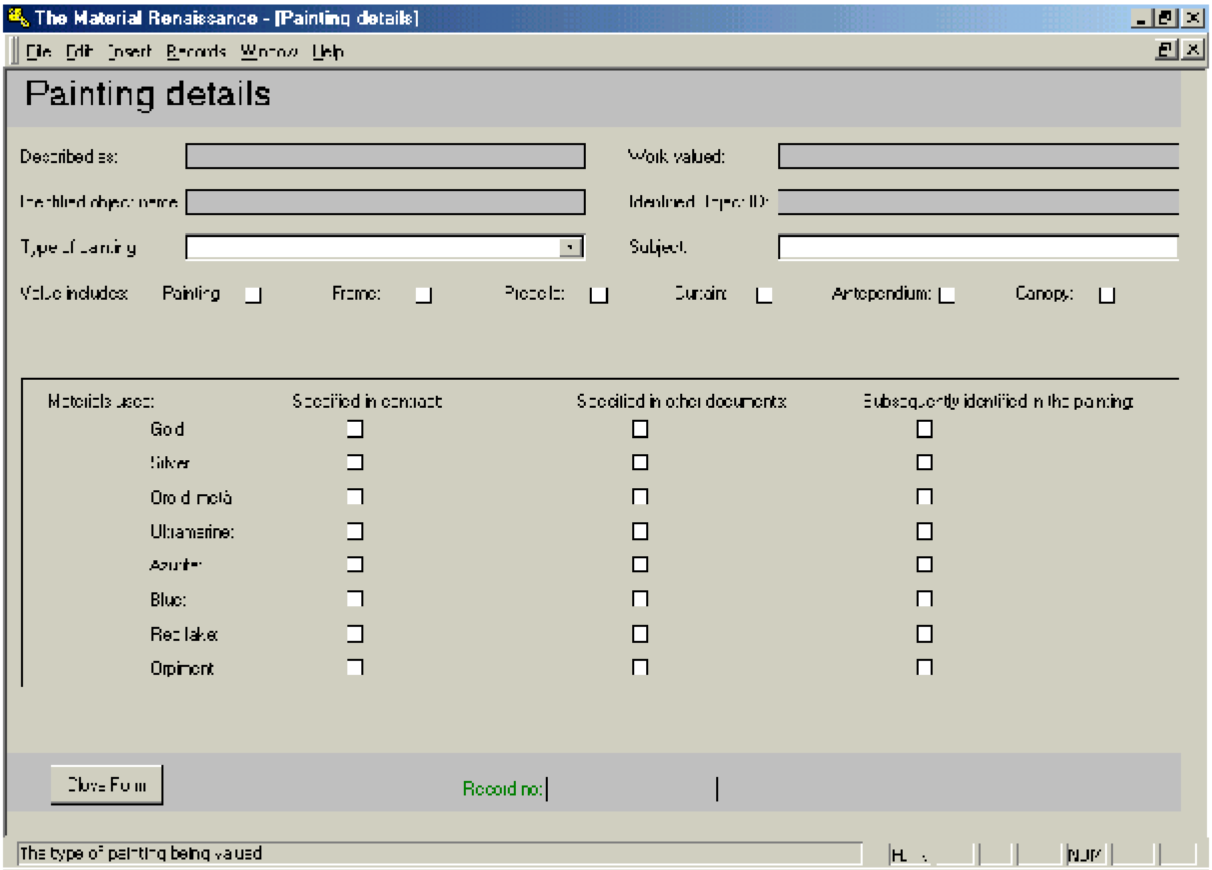


Figure 37 Painting details form

The basic information which has already been entered onto page 1 of the 'Prices' form is carried over onto this form, where it appears in the greyed out fields ('Described as', 'Work valued', 'Identified object name', 'Identified object ID') at the top of the form. These cannot be altered on this form.

Type of painting: Use the drop-down list to select the broad category which describes this painting.

Subject: Enter a description of the painting's subject-matter here (e.g. Virgin and Child with SS Dominic and Jerome; Portrait of Leonello d'Este).

Value includes: This line is used to check off those parts of the painting which are included in the valuations being recorded here. Click with the mouse to place a check-mark in each box which applies. (Another click will un-check any box which has been checked in error.)

Painting: Check this box if the valuations being recorded include making or providing the main painted surface.

Frame: Check this box if the valuations being recorded include making or providing the frame.

Predella: Check this box if the valuations being recorded include making or providing a predella.

Curtain: Check this box if the valuations being recorded include making or providing a curtain.

Antependium: Check this box if the valuations being recorded include making or providing an antependium.

Canopy: Check this box if the valuations being recorded include making or providing a canopy.

Materials used - Specified in contract / Specified in other documents / Subsequently identified in the painting: This area is used to check off potentially expensive materials which may have been used in creating the painting. In each case, distinguish between materials which are actually specified in the contract, materials which we know were specified in other documents concerning the object's creation, and materials which we only know are present due to later investigations. Click with the mouse to place a check-mark in each box which applies. (Another click will un-check any box which has been checked in error.)

Gold: Check these boxes if the painting in question incorporates gold (either as leaf or as shell-gold).

Silver: Check these boxes if the painting in question incorporates silver.

Oro di metà: Check these boxes if the painting in question incorporates *oro di metà*.

Ultramarine: Check these boxes if the painting in question incorporates ultramarine.

Azurite: Check these boxes if the painting in question incorporates azurite.

Blue: Check these boxes if the painting in question incorporates an unspecified blue pigment (n.b. if named blue pigments like smalt or indigo are incorporated, do not check this box).

Red lake: Check these boxes if the painting in question incorporates a red lake.

Orpiment: Check these boxes if the painting in question incorporates orpiment.

To close this form and return to the main Prices form, click on the button labelled 'Close Form' in the bottom left-hand corner.

Page 2

Page 2 of the form contains the subform used to enter information about each valuation to which the object in question has been subjected. Use the small buttons marked with arrows at the foot of the yellow subform to add new valuations and move between existing valuations for any particular object (see 'Moving within the forms' on p. 15 above for an explanation of what each button means). You *must* fill in the date information before trying to leave the subform or open another record in the subform, or you will get an error message and the database may lock up.

Page 2, part 1

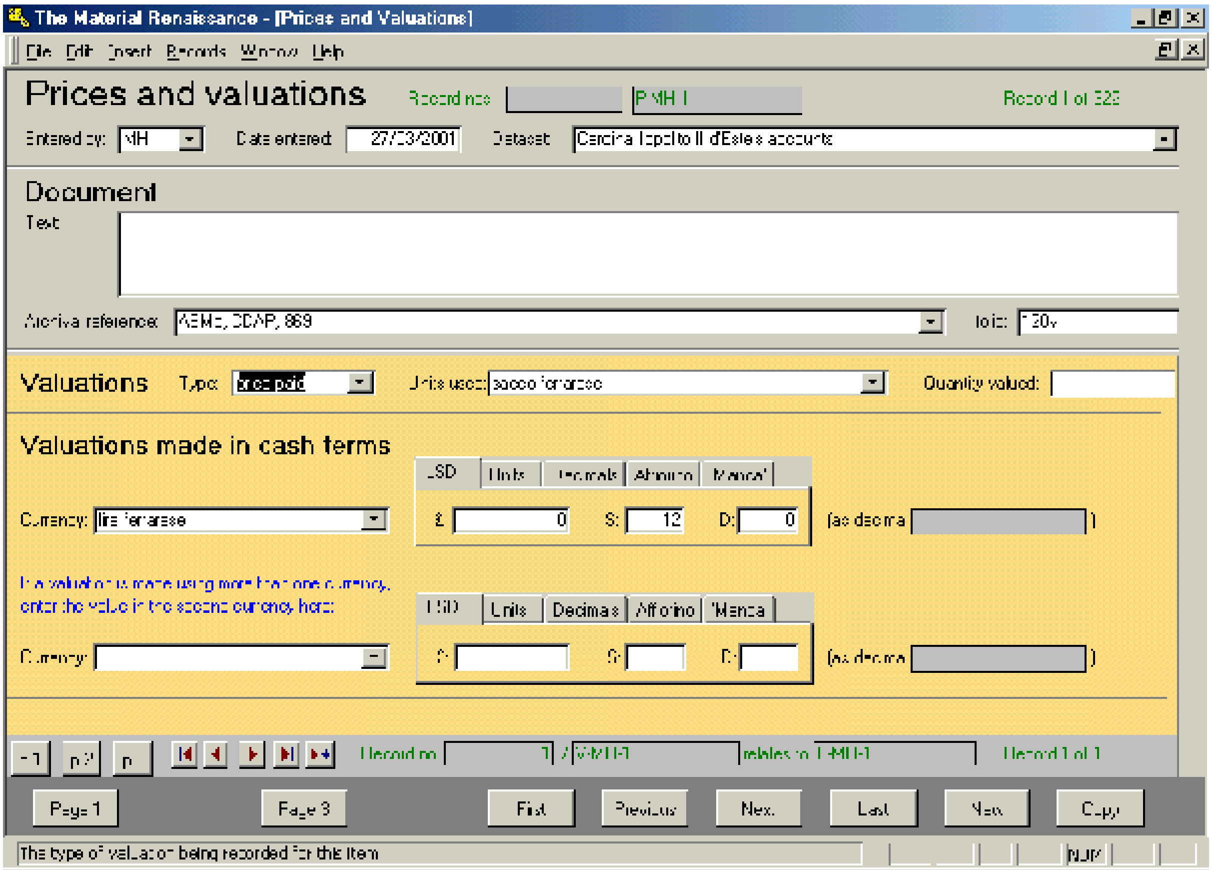


Figure 38 Prices form - page 2, part 1

The first part of the subform provides space to enter the type of valuation being made, and the way in which objects valued in bulk or in multiple units are measured; and to enter valuations made in cash terms.

**Valuations - Type*:*	Use the drop-down list to select the particular type of valuation you are recording.
**Units used*:*	Use the drop-down list to record the unit which is being used to measure the item being valued. The list includes entries such as pair, dozen or cartload for goods sold in groups or in imprecise units. If a single object is being sold, select item.
**Quantity valued*:*	Enter the number of units being valued. If you have entered a multiple such as ‘dozen’ as the unit, then enter 1 for 1 dozen (i.e. 12) objects, 2 for 2 dozen (i.e. 24), etc. If goods are valued singly (i.e. you have entered ‘item’ as the unit), then enter the total number of goods being valued here.
Valuations made in cash terms:	Enter the *total* value which has been given to the goods into these fields. If a price per unit has been specified, make sure you multiply it up by the total number of units being valued before you enter it. Take care to follow the guidelines on entering moneys and payments in cash and kind given in the sections ‘Entering data - common combinations of fields: Moneys’ on p. 26 and ‘Entering

data - common combinations of fields: Payments in cash & kind' on p. 29 above.

Page 2, part 2

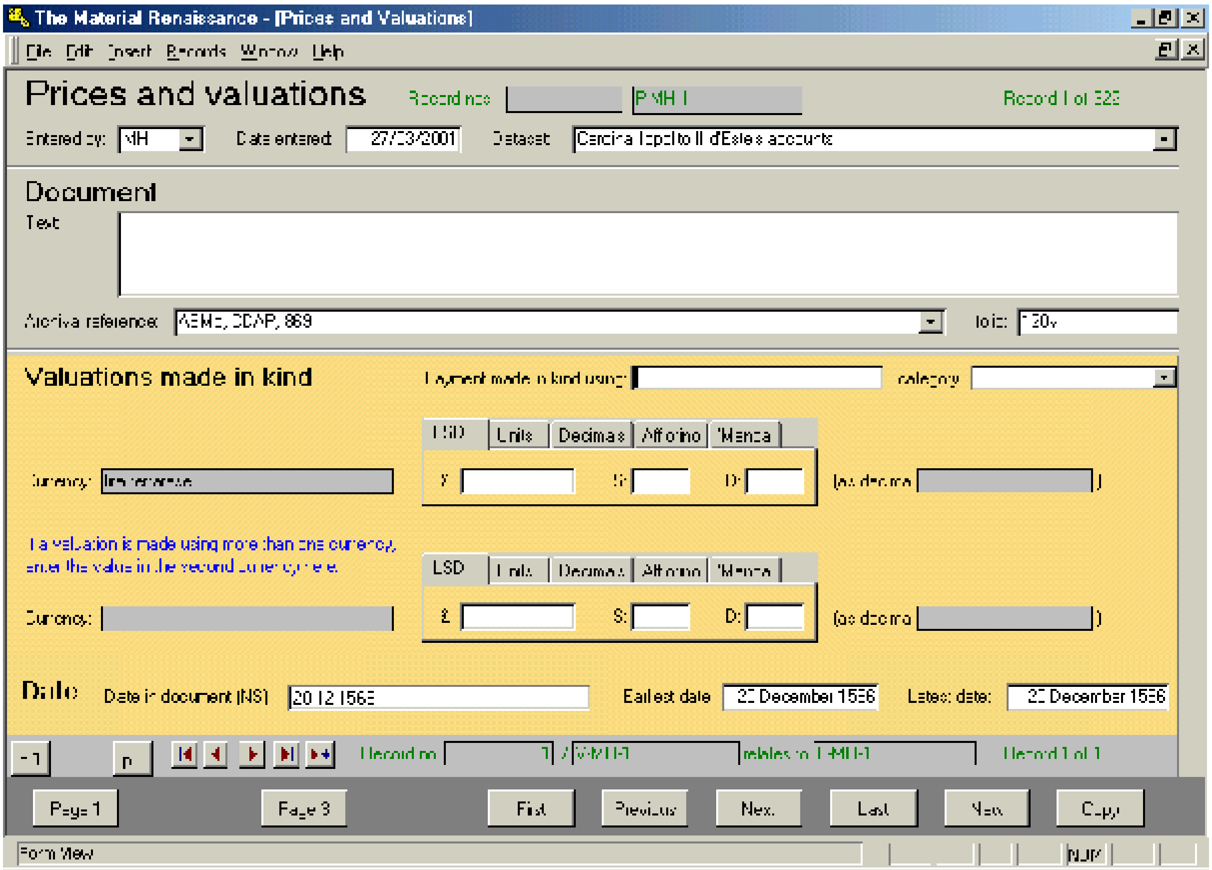


Figure 39 Prices form - page 2, part 2

Part 2 of the subform contains the spaces for you to enter the details of any valuations which are made in kind, and the date of the valuation.

Valuations made in kind: Enter the valuation which has been made into these fields. Take care to follow the guidelines on entering moneys and payments in cash and kind given in the sections 'Entering data - common combinations of fields: Moneys' on p. 26 and 'Entering data - common combinations of fields: Payments in cash & kind' on p. 29 above.

**Date*: Enter the date on which the valuation was made into these fields, as explained in the section on 'Entering data - common combinations of fields: Dates' on p. 31 above.

Page 2, part 3

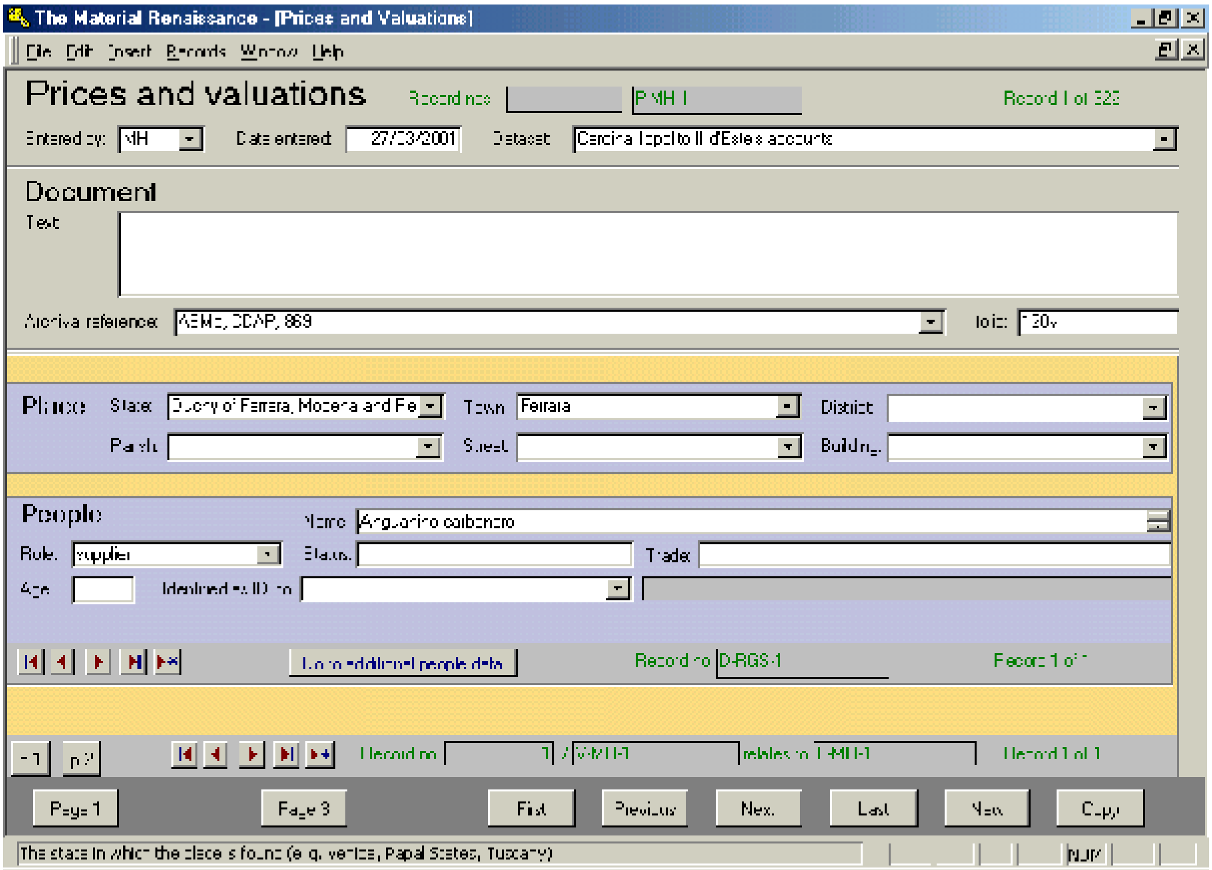


Figure 40 Prices form - page 2, part 3

Part 3 of the subform lets you record the place where the valuation was made, and any people involved in the valuation.

Place: Enter the details of the place where the valuation was made, if this is recorded or known, into this section of the form. Follow the guidelines laid down in the section ‘Entering data - common subforms: Places’ on p. 21 above.

People: Enter the details of all the people involved with this valuation, if this is recorded or known, into this section of the database. Follow the guidelines laid down in the section ‘Entering data - common subforms: People’ on p. 22 above.

Page 3

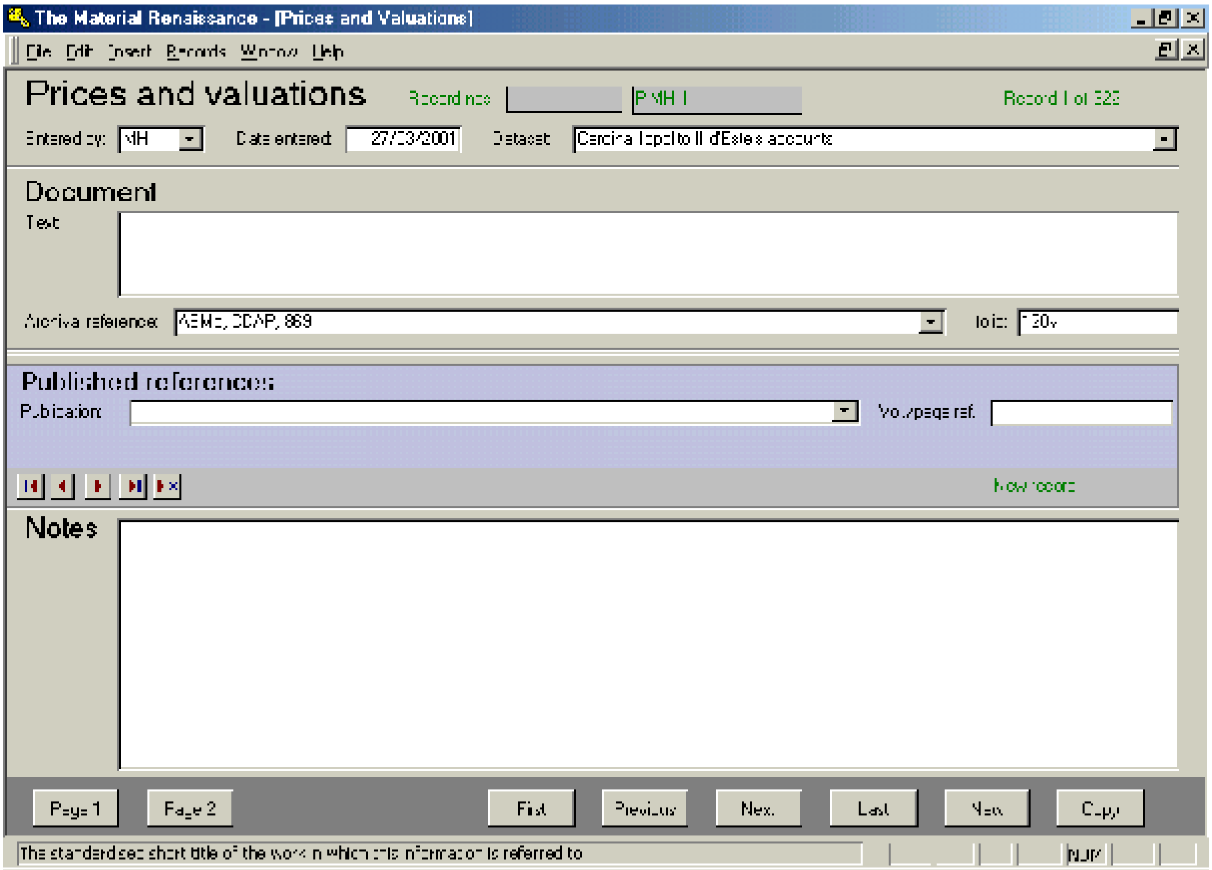


Figure 41 Prices form - page 3

Page 3 of the form provides spaces for recording any published references to the valuation, and any notes you may wish to add.

Published references: Enter the details of any publications which refer to or publish this document into this section of the form. Follow the guidelines laid down in the section 'Entering data - common subforms: Published References' on p. 24 above.

Notes: If you have any further information which you wish to add, enter it here. This field must not be used for information which should be added elsewhere in the database. As the database cannot search this kind of field, it should not be used for information which you will need to search for. Instead, use it for information which elaborates upon the document.

People Management

The People Management form is used to consolidate the various records held in the database which relate to people into one area which will hold records relating to identified people. It is reached by pressing the button marked ‘People’ on the Main Menu.

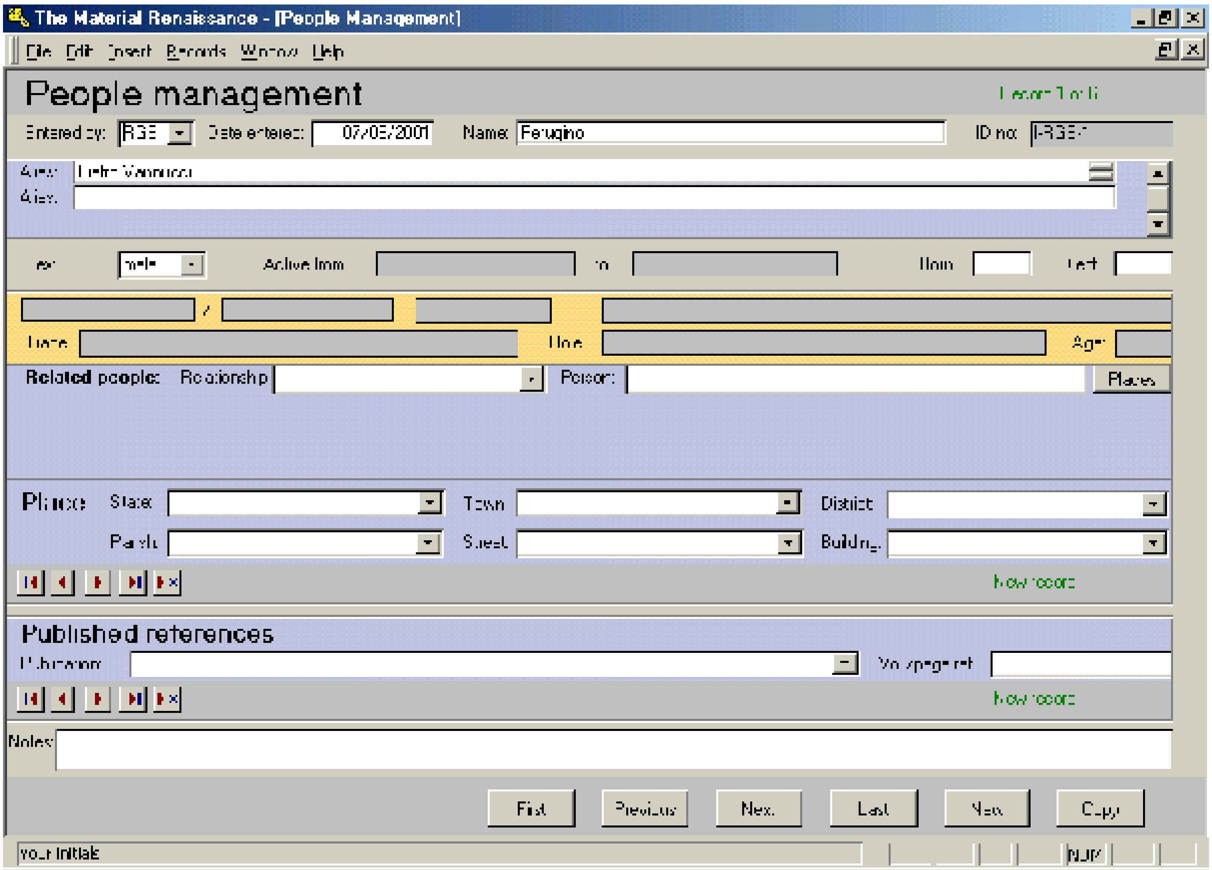


Figure 42 People management form

Many fields on this form are greyed out. This is because they take their data from the records in the Exchanges, Wages and Prices forms which have been linked, *from those forms*, to the records in the People Management form.

**Entered by:*, **Date entered*: Enter your initials and the current date, as explained in the section on ‘Entering data - common combinations of fields: User and dataset’ on p. 25 above.

**Name*: Enter the form of the name by which you want to refer to this person when you search for them and link records to them throughout the database. This should usually be the most recognisable form of that person’s name, but sufficiently detailed to distinguish them from other people with similar names. Enter the name in normal order, so: Giovanni di Paolo, Francesco Sansovino.

Alias: Enter any other names by which this person has also been know, as well as any variant spellings. In order for this to work properly, the first alias to be entered should always be identical to the main name you have entered in the ‘Name:’ field. (This will ensure that *all* names by which the person is known can be searched for at once.) Enter as many aliases as necessary; you can use the scroll bar at the side to move up and down through these records.

Sex: Use the drop-down list to enter the person's sex.

The 'Active from' and 'Active to' fields will be calculated automatically from the data entered elsewhere in the database that has been linked to this person. (And so they do not necessarily relate to dates of activity published elsewhere.)

Born: If you know this person's date of death, enter the year only, as a four-digit number. If the date requires qualifications, such as 'circa' or 'before', then omit it entirely.

Died: If you know this person's date of birth, enter the year only, as a four-digit number. If the date requires qualifications, such as 'circa' or 'before', then omit it entirely.

The next block of grey fields are held within a subform, together with the 'Related people' and 'Place' fields. These reproduce data held elsewhere in the database, relating to each transaction which involves this particular person. You can view all the records by using the small buttons marked with arrows beneath 'Place' to move backwards and forwards through the records (see 'Moving within the forms' above for an explanation of what each button means). Do not attempt to change the data in any of these fields: this should only be done in the 'Exchanges', 'Wages' or 'Prices' forms.

Published references: Enter the details of any publications which refer to this person into this section of the form. Follow the guidelines laid down in the section 'Entering data - common subforms: Published References' on p. 24 above.

Notes: If you have any further information about this person which you wish to add, enter it here. This field must not be used for information which should be added elsewhere in the database. As the database cannot search this kind of field, it should not be used for information which you will need to search for. It could, however, be used for a short biography, incorporating material extracted from records which do not relate to transactions held elsewhere in the database, such as guild matriculation registers.

Places

This form is used to establish the precise form in which different places are referred to elsewhere in the database. It is opened by pressing the 'Places' button on the Main Authorities Menu.

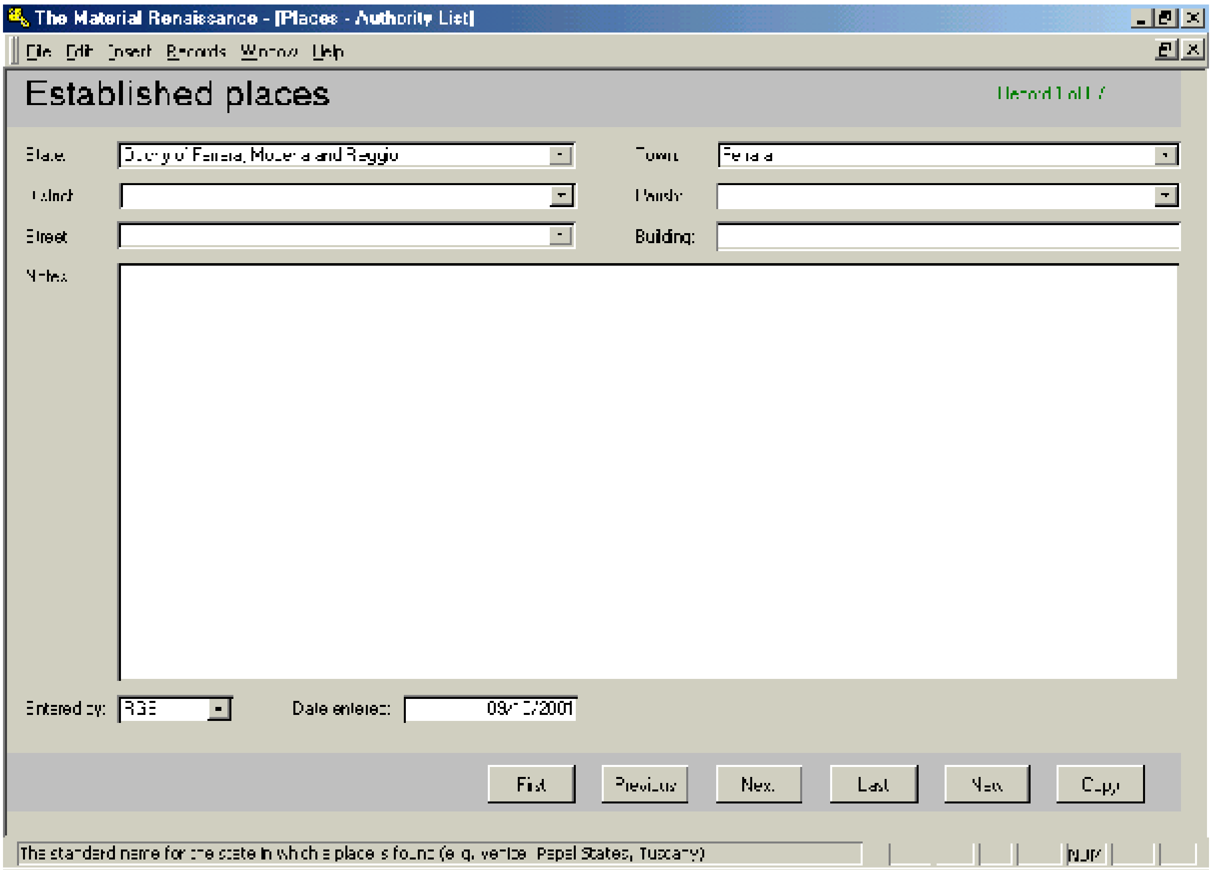


Figure 43 Places authority form

Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.* In each of the six fields used to define a place on this form, save for the last ('Building:'), you have the option of choosing from the drop-down list or adding a new entry. You should *always* check the drop-down list first, in order to avoid entering a parish (say) under two variant names whilst entering different streets within it. If this happened, a search for all places within a particular parish would not return all the records relating to that parish, because some would have been entered using the incorrect variant name.

**State*:	The state in which the particular place is found, in its anglicised form. Where possible, give it a fuller title than the name of its main city, in order to distinguish it from the actual city, thus: Republic of Venice, not "Venice"; Duchy of Ferrara, Modena and Reggio, not just "Ferrara". In many cases, states will have changed names over the course of their history; for now, use the name which was current for longest during the period covered by the project (i.e. 1300-1650). You must enter a state for a place; all other entries are

	optional, but as many of them as possible should be used in order to be as precise as possible.
Town:	The town or city in which the particular place is found, in its anglicised form (e.g. Florence, Ferrara, Venice, Rome).
District:	The district - i.e. *quartiere*, *sestiere*, *rione*, etc. - in which the particular place is found, in its Italian form. Do not abbreviate San, Santa, etc. (e.g. Castello, San Giovanni, Santa Croce). If a town is not divided up into regions like this, then ignore this field and enter the parish.
Parish:	The parish in which the particular place is found, in its Italian form. Do not abbreviate San, Santa, etc. (e.g. Duomo, San Lorenzo, San Marco).
Street:	The street, piazza, road, etc. in which the particular place is found, in its Italian form. Do not abbreviate San, Santa, etc. (e.g. Stra San Donato, Via Larga, Piazza San Marco).
Building:	The particular building described in the document. Keep the description in the document (standardizing orthography and expanding abbreviations), unless you are certain you can identify the building.
Notes:	If you have any further information which you wish to add, enter it here. This is the place to record any changes in boundaries, name or sovereign state, and the dates when they became effective.
**Entered by*:, **Date entered*:	Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Object Types

This form is used to establish the precise form in which different kinds of object are referred to in the Prices section of the database. It is opened by pressing the ‘Object Types’ button on the Main Authorities Menu.

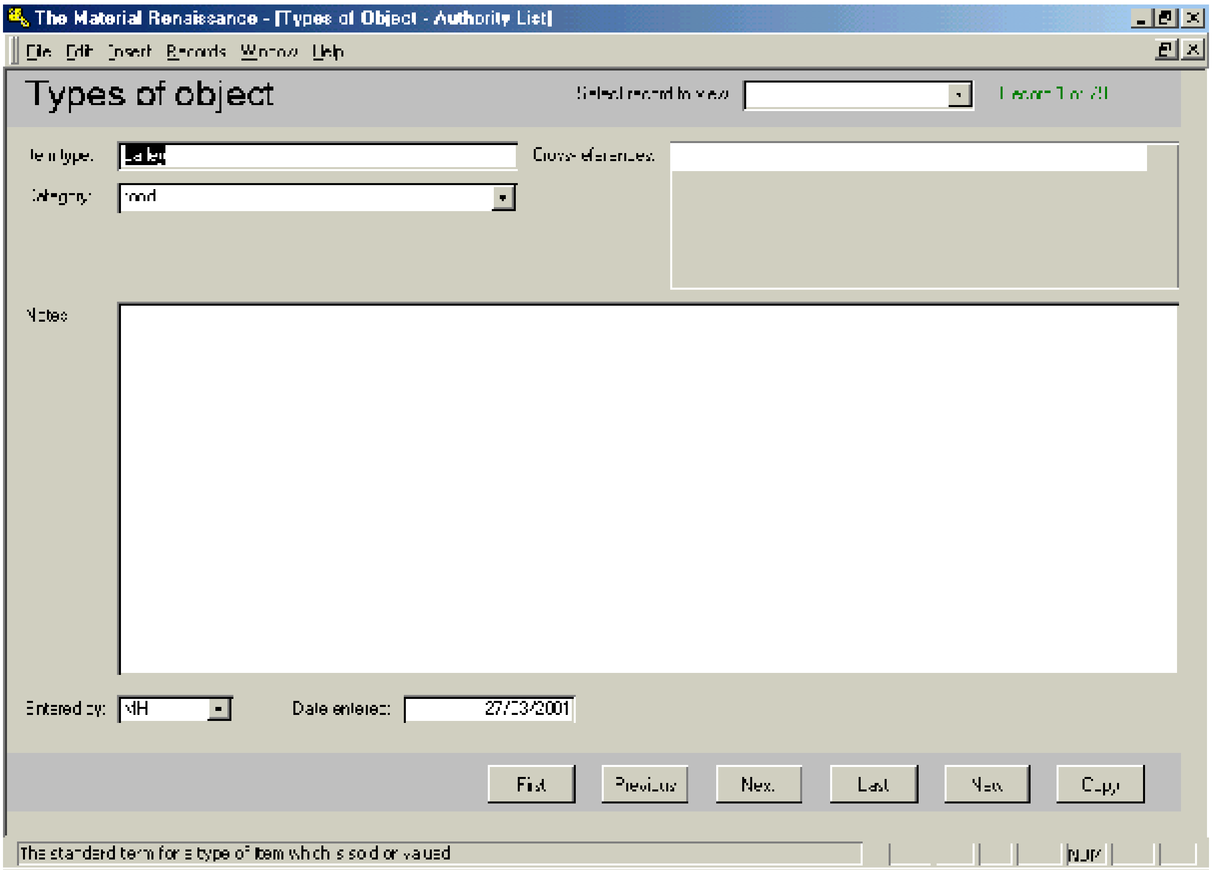


Figure 44 Object types authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the ‘Select record to view:’ field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

Item type*:	Enter the English term which you will use to refer to this particular kind of good within the database. Enter the term in the singular. (If there is no satisfactory English term, then use the modern Italian equivalent; failing that, use the form used in the document.) Use lower-case only; do not start the term with a capital letter. If the type of good is qualified in some way, then consider adding its distinguishing characteristics after the main term, using a dash to separate them, thus: calf calf - live

calf - suckling
cloth
cloth - de 60

Cross-references:	Enter any other terms which might be used to refer to this heading here. You should also enter the Italian word(s) for this particular kind of good here. This will enable people searching the database to find prices for a particular type of good, even if they don't know precisely how we've entered it on the database. In order for this to work properly, the first cross-reference to be entered should always be identical to the main term you have entered in the 'Item type:' field. (This will ensure that *all* forms by which the item is known can be searched for at once.) Use lower-case only; do not start the cross-reference with a capital letter. Enter each separate cross-reference on a new line; a scroll-bar will appear if you need to move up or down beyond the entries currently visible on the screen.
**Category*:	Use the drop-down list to choose the broad category into which this kind of good should be placed.
Notes:	If you have any further information which you wish to add, enter it here. Use this field to provide more information about the distinguishing features of this kind of object, and about the various ways it may be referred to in documents. The more information that can be provided, the better: this will enable this part of the database to function as a glossary, and will ensure that people are as precise and accurate as possible about the objects they are entering onto the database.
**Entered by*:, **Date entered*:	Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Materials

This form is used to establish the precise form in which the materials from which objects are made are referred to in the Prices section of the database. It is opened by pressing the 'Materials' button on the Main Authorities Menu.

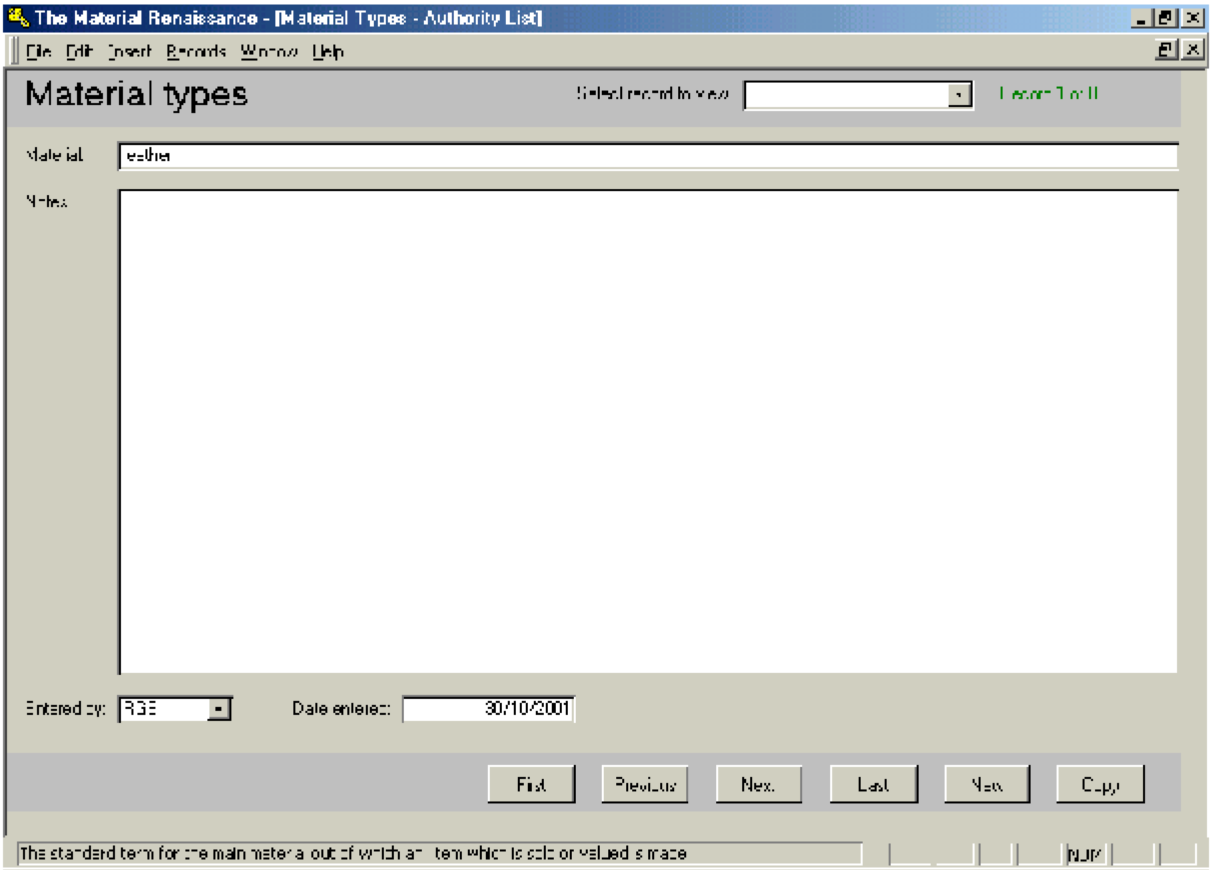


Figure 45 Materials authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Material*: Enter the English term which you will use to refer to this particular kind of material within the database. Enter the term in the singular. Use lower-case only; do not start the material's name with a capital letter. As there is no 'broad category' which relates to materials (as there is with item types), consider refining the term you describe by adding a more precise material after a dash, thus:

textile
textile - cotton
textile - linen
wood

wood - walnut

Notes: If you have any further information which you wish to add, enter it here. Use this field to provide more information about the distinguishing features of this kind of material, and about the various ways it may be referred to in documents. The more information that can be provided, the better: this will enable this part of the database to function as a glossary, and will ensure that people are as precise and accurate as possible about the objects they are entering onto the database.

**Entered by:*, **Date entered*: Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Labour Types

This form is used to establish the precise form in which different kinds of work are referred to in the Wages section of the database. It is opened by pressing the 'Labour Types' button on the Main Authorities Menu.

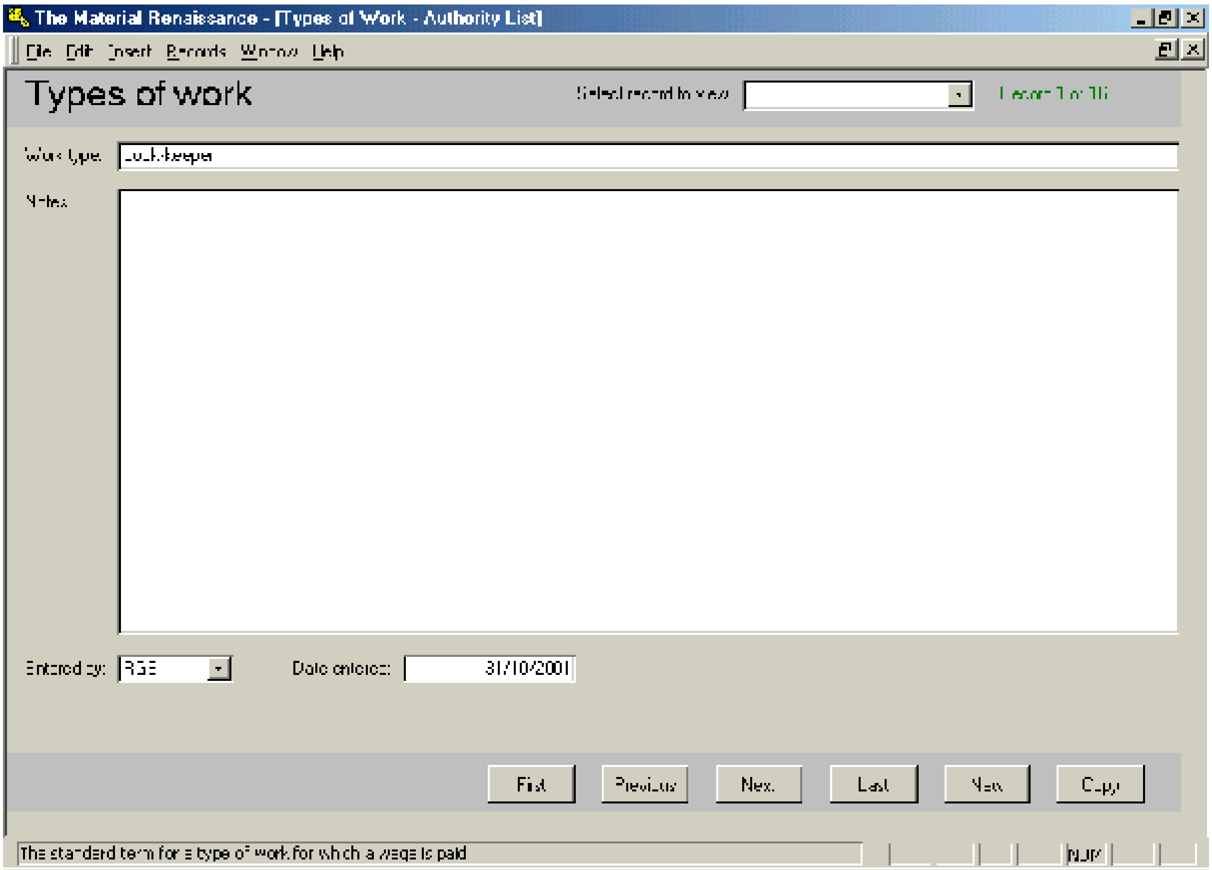


Figure 46 Labour types authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Work type*:	Enter the English term which you will use to refer to this particular type of work within the database. (If there is no satisfactory English term, then use the modern Italian equivalent; failing that, use the form used in the document.) Use lower-case only; do not start the work type's name with a capital letter.
Notes:	If you have any further information which you wish to add, enter it here. Use this field to provide more information about the kinds of work covered by this particular type, and about the various ways it may be referred to in documents. The more information that can be provided, the better: this will enable this part of the database to function as a glossary, and will ensure that people are as precise and accurate as possible about the objects they are entering onto the database.
**Entered by*:, **Date entered*:	Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Currencies

This form is used to establish the precise form in which different moneys are referred to throughout the database. It is opened by pressing the ‘Currencies’ button on the Main Authorities Menu.

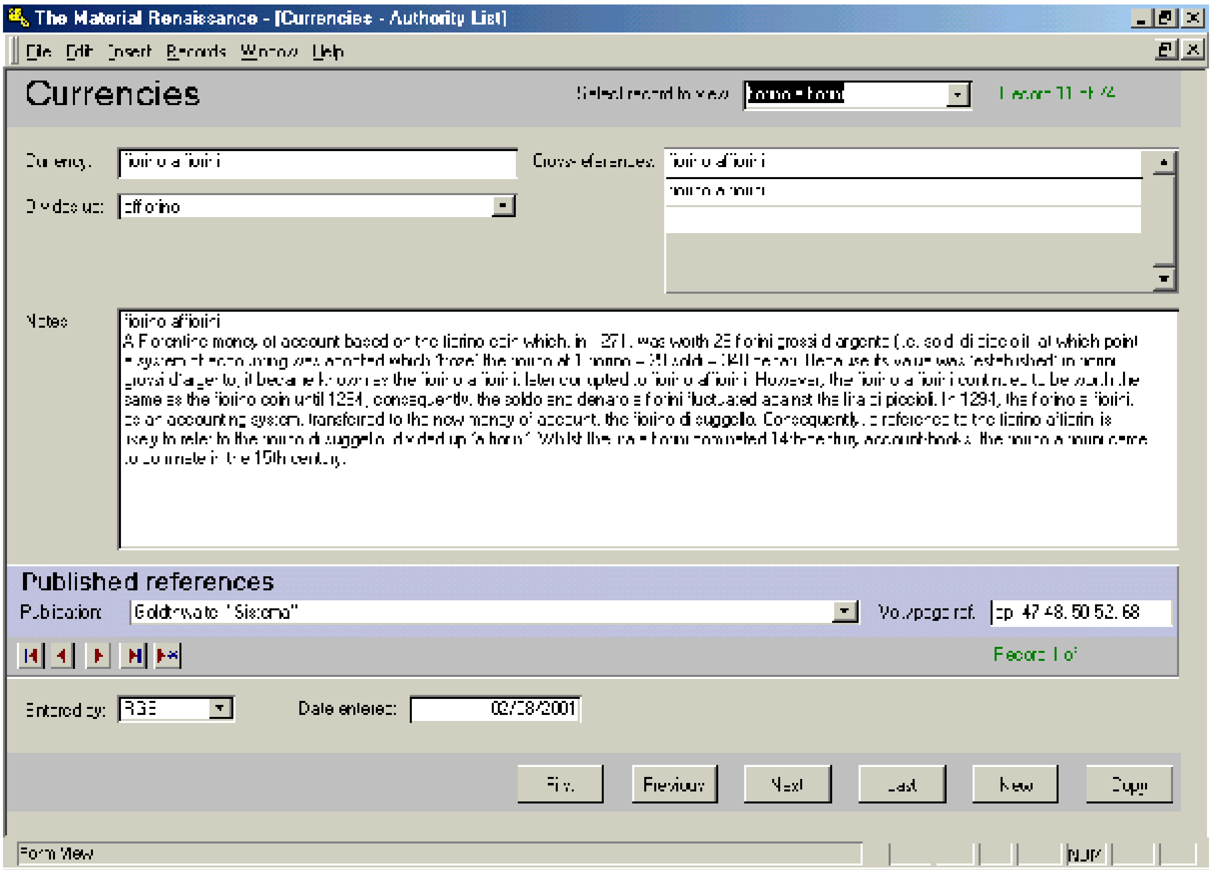


Figure 47 Currencies authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the ‘Select record to view:’ field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Currency*:*	Enter the Italian term which you will use to refer to this particular money within the database. Use the modern Italian spelling wherever possible, in the singular. Use lower-case only; do not start the term with a capital letter. In the case of moneys with a common name and no other means of distinguishing between them (e.g. the *lira*), use the name of the town where a particular money is current to differentiate it from other moneys: e.g. lira mantovana. Always enter a money using its largest unit; thus, rather than enter “denaro a fiorino” or “soldo a fiorino”, you should enter lira a fiorino.

Cross-references:	Enter any other terms which might be used to refer to this money here. This will enable people searching the database to find prices for a particular money, even if they don't know precisely how we've entered it on the database. In order for this to work properly, the first cross-reference to be entered should always be identical to the main term you have entered in the 'Currency:' field. (This will ensure that *all* forms by which the item is known can be searched for at once.) Use lower-case only; do not start the cross-reference with a capital letter. Enter each separate cross-reference on a new line; a scroll-bar will appear if you need to move up or down beyond the entries currently visible on the screen.
**Divides up*:	Use the drop-down list to choose the way in which the money is divided up into its smaller components. The forms currently established are:

LSD	The standard division of one large unit (usually *lira*) into 20 medium-sized units (usually *soldi*) each comprising 12 smaller units (usually *denari*), i.e. one *lira* = 240 *denari*.
unit	An indivisible currency, such as the *fiorino* or *ducato* which, as coin, cannot be sub-divided.
affiorino	A variation on LSD which comprises a *lira* of 29 *soldi*, each comprising 12 *denari*; i.e. one *lira* = 348 *denari*.
manca	An obscure variation on LSD which is one *denaro* short of a *lira* of 240 *denari* - i.e. one *lira* = 239 *denari*.
decimal (hundreds)	The standard modern division of one large unit into 100 smaller units.

In order for the database to make the correct calculations with the data you enter, you will have to know how it divides up when you first establish the money in this form. If you need to add a money which divides up in a different fashion, this will require making significant modifications to the database. Please discuss this with the database manager before adding transactions made in such a money.

Notes:	If you have any further information which you wish to add, enter it here. Use this field to provide more information about the money: when it was current, the various ways it may be referred to in documents, any fixed standards (for coin), any initial exchange rates against bullion or other moneys and the points at which they began to vary or may have been fixed again. The more information that can be provided, the better: this will enable this part of the database to function as a glossary, and will ensure that people are as precise and accurate as possible about the moneys they are entering onto the database.
Published references:	Enter the details of any publications which refer to this money into this section of the form. Follow the guidelines laid down in the

section ‘Entering data - common subforms: Published References’ on p. 24 above. Enter a reference here whenever possible.

**Entered by:*, **Date entered*: Enter your initials and the current date, as explained in the section on ‘Entering data - common combinations of fields: User and dataset’ on p. 25 above.

Units

This form is used to establish the precise form in which different units of measurement are referred to throughout the database. It is opened by pressing the ‘Units’ button on the Main Authorities Menu.

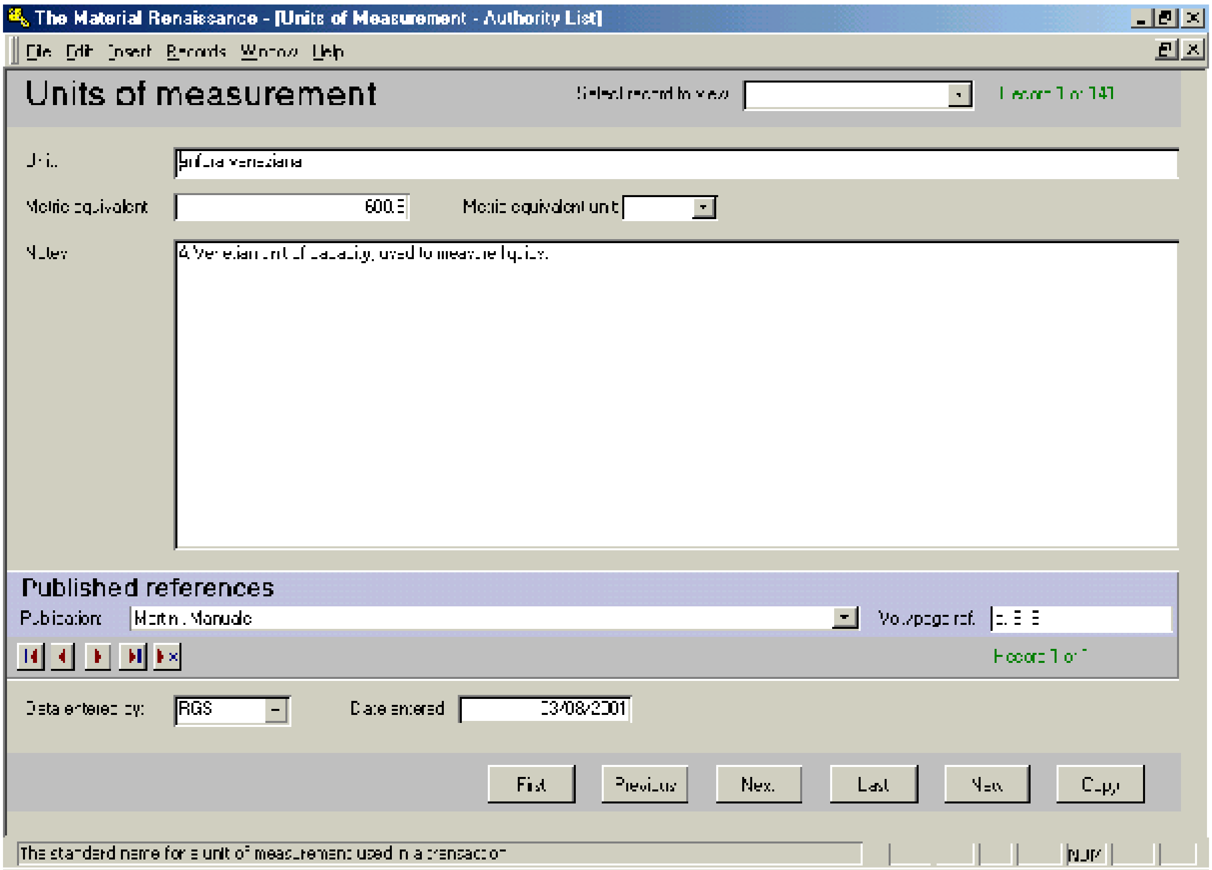


Figure 48 Units of measurement authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the ‘Select record to view:’ field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Unit*: Enter the Italian term which you will use to refer to this particular unit of measurement within the database. Use the modern Italian spelling wherever possible, in the singular. Use lower-case only; do not start the term with a capital letter. In the case of units with a common name and no other means of distinguishing between them (e.g. the *piede*), use the name of the town where a particular unit is current to differentiate it from other moneys: e.g. piede veneziana. N.b. this field is also used to add indeterminate 'units' such as cartloads, and multiples in which goods may be sold (e.g. pair, dozen, hundred).

**Metric equivalent*: Enter the metric equivalent of the unit in question here. Use no more than four significant figures, rounding up or down as necessary.

**Metric equivalent unit*: Use the drop-down list to choose the metric units used to define the metric equivalent value you have just entered. Those currently established are:

m	metres
g	grammes
kg	kilograms
l	litres
ha	hectares
items	items (used for indeterminate 'units' and multiples, as discussed above)

Notes: If you have any further information which you wish to add, enter it here. Use this field to provide more information about the unit: where it was used, when it was used, what kinds of item it was used to measure. The more information that can be provided, the better: this will enable this part of the database to function as a glossary, and will ensure that people are as precise and accurate as possible about the units they are entering onto the database.

Published references: Enter the details of any publications which refer to this unit into this section of the form. Follow the guidelines laid down in the section 'Entering data - common subforms: Published References' on p. 24 above. Enter a reference here whenever possible.

**Entered by:*, **Date entered*: Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Archival References

This form is used to establish the precise abbreviation used when referring to different archival documents throughout the database, and to provide full versions of the references. For the purpose of the database, an archive can also be a library or other collection of original documents. The form is opened by pressing the ‘Archival Refs’ button on the Main Authorities Menu.

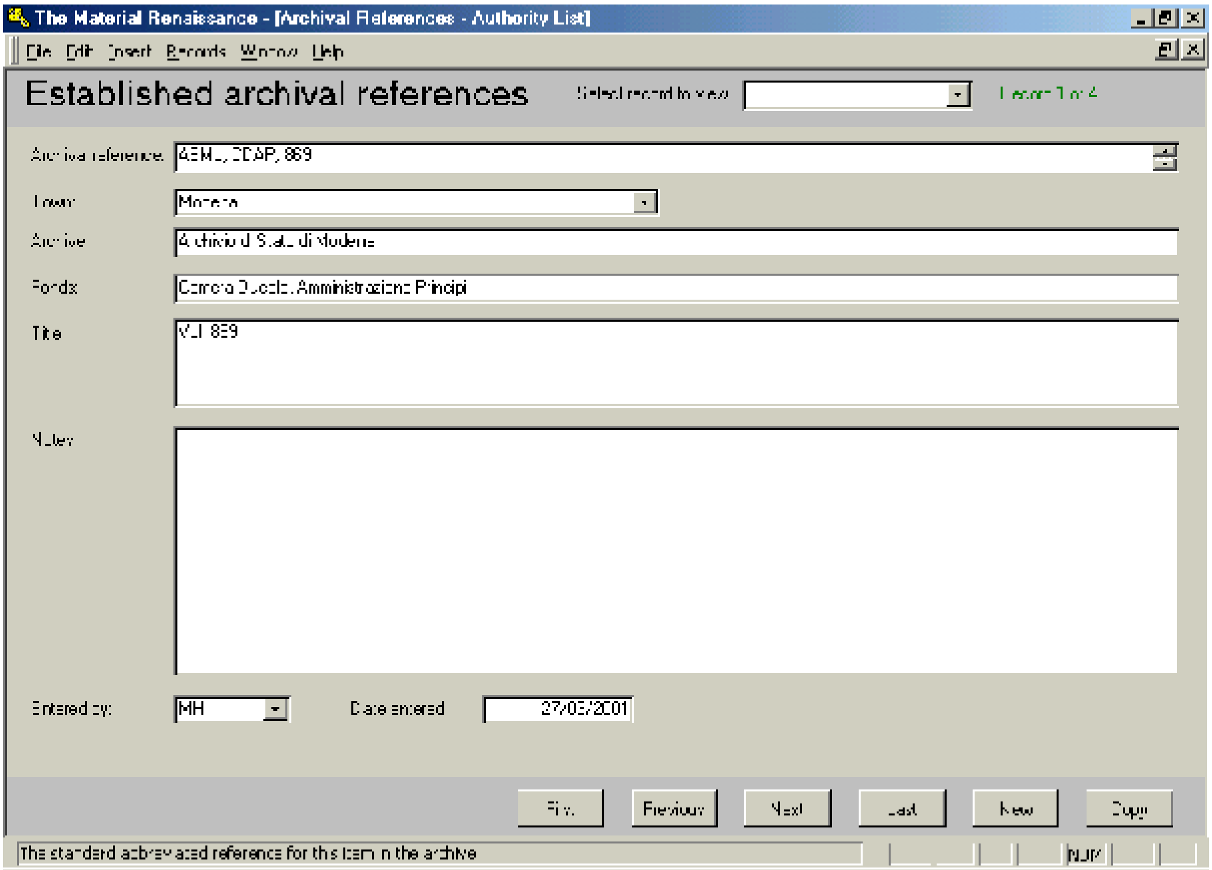


Figure 49 Archival references authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the ‘Select record to view:’ field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

Archival reference*: Enter the abbreviation for the reference here. This should include abbreviations for the town and archive, the fonds (*fondo*), and the document title, each separated by a comma. In the case of the various Archivi di stato, we should aim to use common abbreviations, comprised of “AS” for ‘Archivio di stato’, followed immediately by two letters for the town: “Bo” for Bologna, “Fi” for Florence, “Ma” for Mantua, “Mi” for Milan, “Mo” for Modena, “Ve” for Venice, etc. For the various fonds, use a sensible and easily recognisable abbreviation or set of abbreviations; likewise for the document title, which may simply be a volume number, or may be something more descriptive. For example, to take the entry shown in **Figure 49:

Town/ Archive:	Archivio di Stato di Modena	= ASMo
Fonds:	Camera Ducale (fonds), Amminstrazione Principi (subfonds)	=CDAP
Title:	Volume 869	= 869

Run together on a single line, separated with commas, this becomes: ASMo, CDAP, 869

**Town*: Use the drop-down list to select the town in which the archive is situated. Use this field even if the town is part of the archive's name.

**Archive*: Enter the archive's official name here.

**Fonds*: Enter the name of the fonds (*fondo*) and any sub-fonds to which the document belongs here. Use the official name, or, if there is some disagreement about the precise form, the form most commonly used and most easily recognisable.

**Title*: Use the title which appears on the document, if there is one. Otherwise use the title or reference number usually assigned to the document within the archive. Use the official name or, if there is some disagreement about the precise name, the name most commonly used and most easily recognisable.

Notes: If you have any further information which you wish to add, enter it here. Use this field to provide more information about the document: any gaps, discrepancies, scribe or author, any changes in hand, questions or information about dating, etc.

**Entered by:*, **Date entered*: Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Published References

This form is used to establish the precise abbreviation used when referring to published sources throughout the database, and to provide full versions of the references. It is opened by pressing the 'Published Refs' button on the Main Authorities Menu.

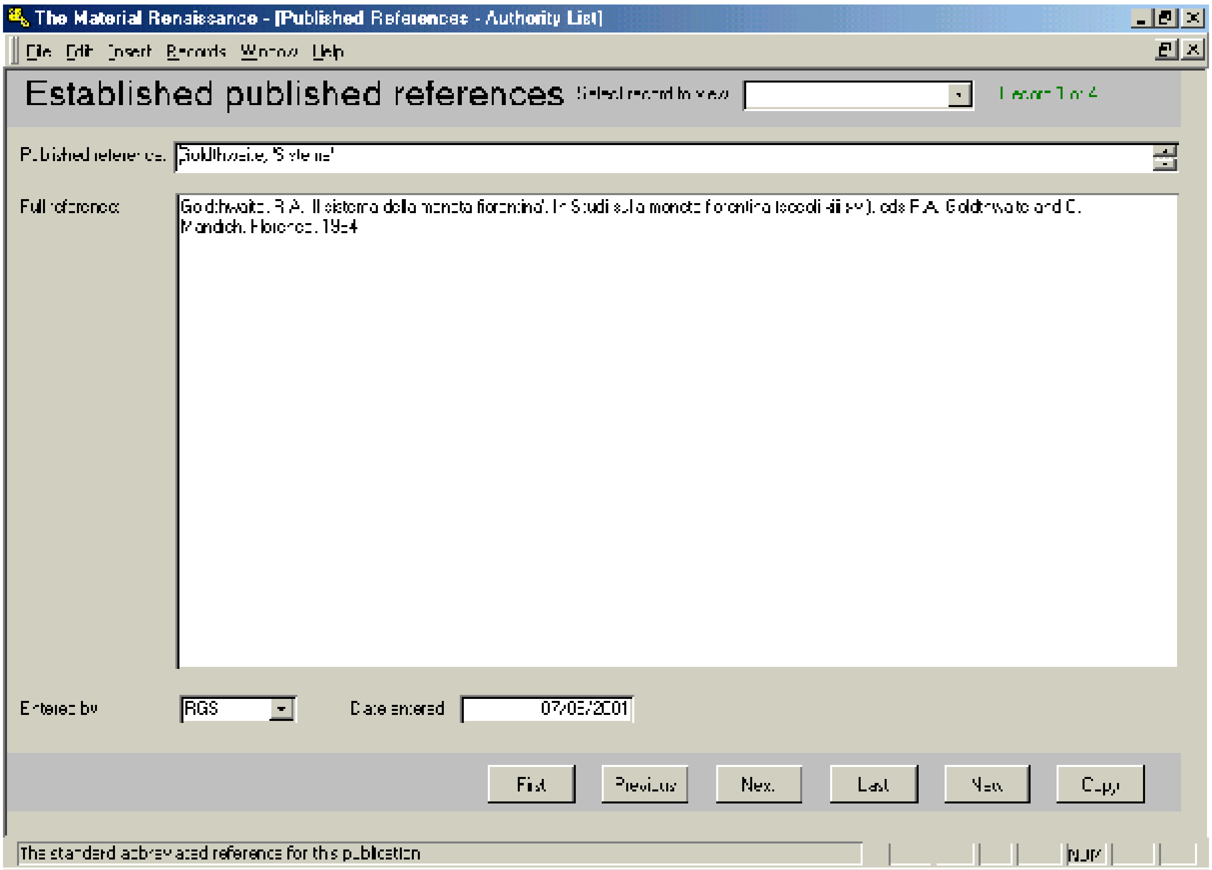


Figure 50 Published references authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Published reference*: Enter the abbreviated form of the publication here, following the basic format of author's surname followed by short title. For further examples see the section headed 'Second or subsequent citations' in Appendix II, 'Standards for citing publications', below. *Please remember that using double inverted commas - " - will cause the database problems. You must* only *enter single inverted commas - ' - in this field.*

**Full reference*: Enter the publication's full title here. Follow the guidelines laid down in the section headed 'Footnote References' on p. 100 in Appendix II, 'Standards for citing publications', below. *Please*

	remember that using double inverted commas - " - will cause the database problems. You must only *enter single inverted commas - ' - in this field.*
**Entered by:*, **Date entered*:	Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Object Categories

This form is used to establish the broad categories used to classify the different kinds of object being valued. It is opened by pressing the 'Categories' button on the Subsidiary Authorities Menu.

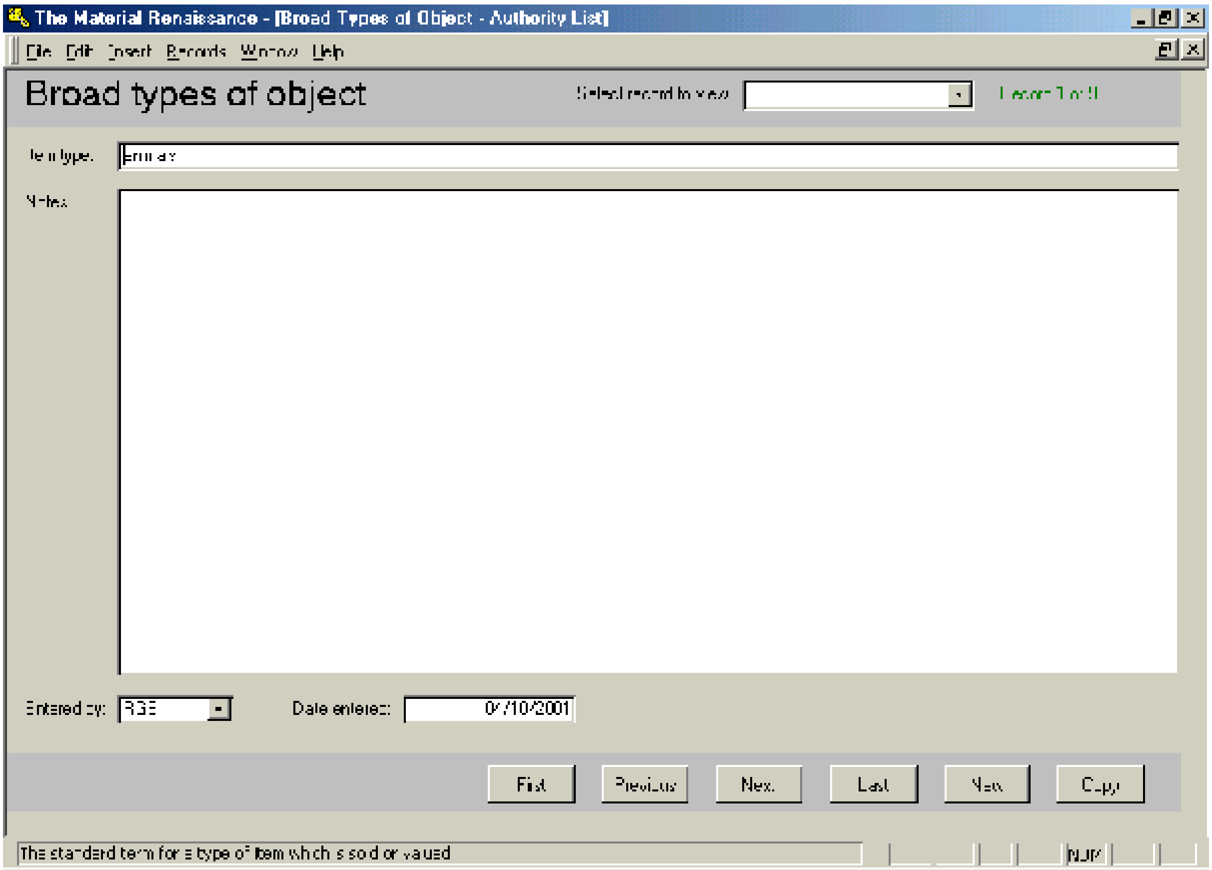


Figure 51 Object categories authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Item type*:	Enter the English term which you will use to refer to this particular category of good within the database. Enter the term in the plural. Use lower-case only; do not start the term with a capital letter. Please try and add to this category as little as possible, and only do

so if the goods you are dealing with cannot fit into any of the existing categories.

Notes: If you have any further information which you wish to add, enter it here. Use this field to provide more information about which items or goods are included within this category.

**Entered by*:, **Date entered*: Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Valuation Types

This form is used to establish the standard terms used to define the different kinds of valuation being referred to in the database. It is opened by pressing the 'Valuations' button on the Subsidiary Authorities Menu.

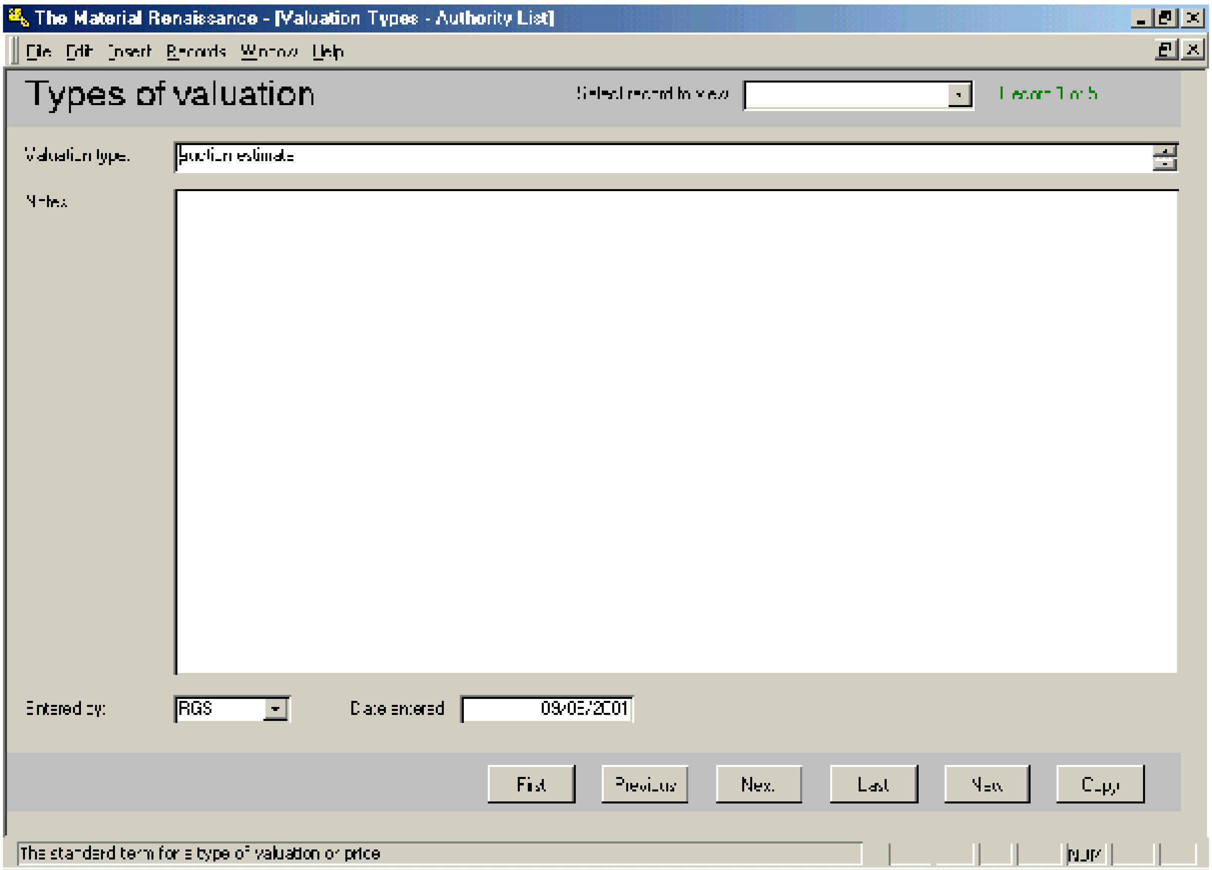


Figure 52 Valuation types authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Valuation type*: Enter the English term which you will use to refer to this particular kind of valuation within the database. Enter the term in the singular. Use lower-case only; do not start the term with a capital letter. Please try and add to this category as little as possible, and only do so if the type of valuation you are dealing with cannot fit into any of the existing types.

Notes: If you have any further information which you wish to add, enter it here. Use this field to provide more information about which forms of valuation or price are included within this type.

**Entered by:*, **Date entered*: Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

<u>Peoples' Roles</u>

This form is used to establish the standard terms used to define the roles played by people in the transactions which are recorded in the database. It is opened by pressing the 'Roles' button on the Subsidiary Authorities Menu.

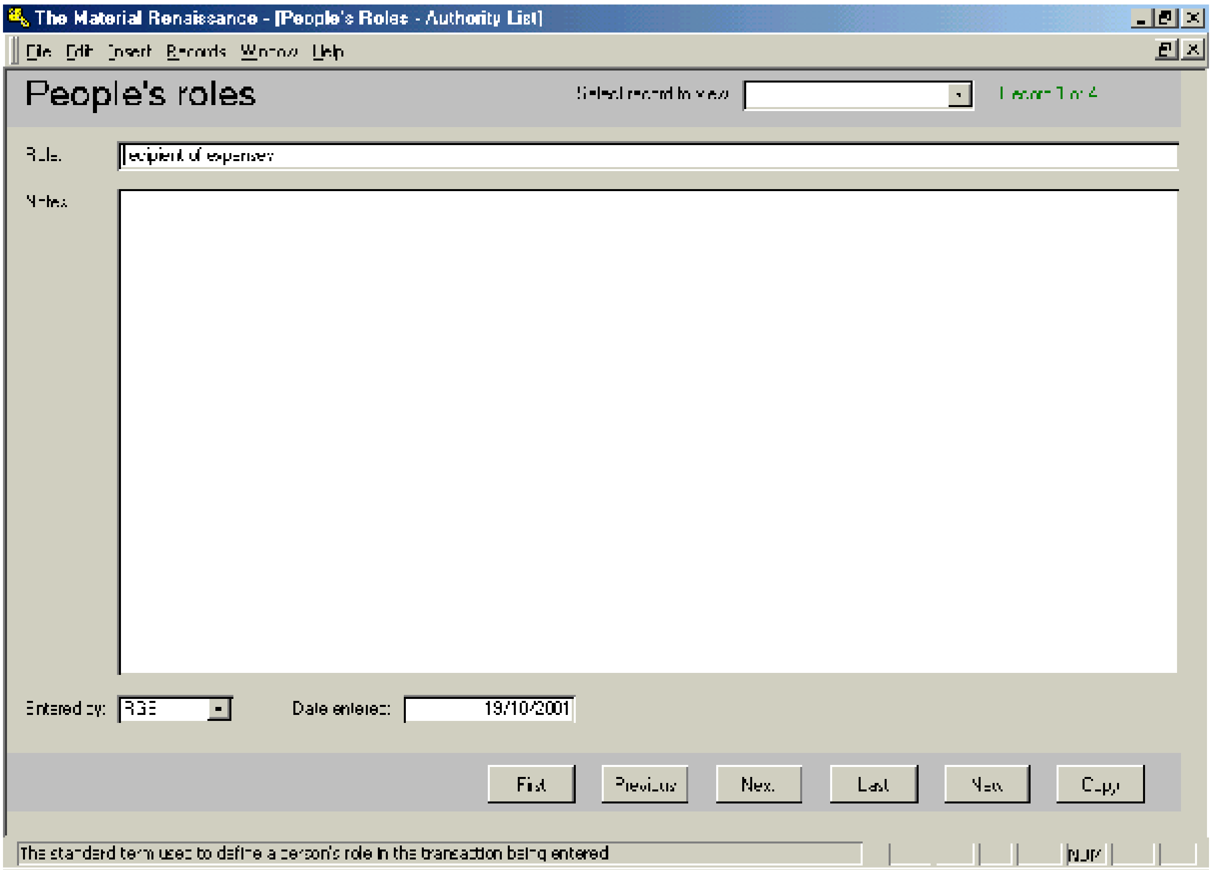


Figure 53 Peoples' roles authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Role*:	Enter the English term which you will use to refer to this particular kind of role within the database. Enter the term in the singular. Use lower-case only; do not start the term with a capital letter. Please try and add to this category as little as possible, and only do so if the type of role you are dealing with cannot fit into any of the existing types.
Notes:	If you have any further information which you wish to add, enter it here. Use this field to provide more information about what kinds of activity are included within this role.
**Entered by:*, **Date entered*:	Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Relationship Types

This form is used to establish the standard terms used to define the relationships between people who are mentioned in documents recorded in the database. It is opened by pressing the 'Relationships' button on the Subsidiary Authorities Menu.

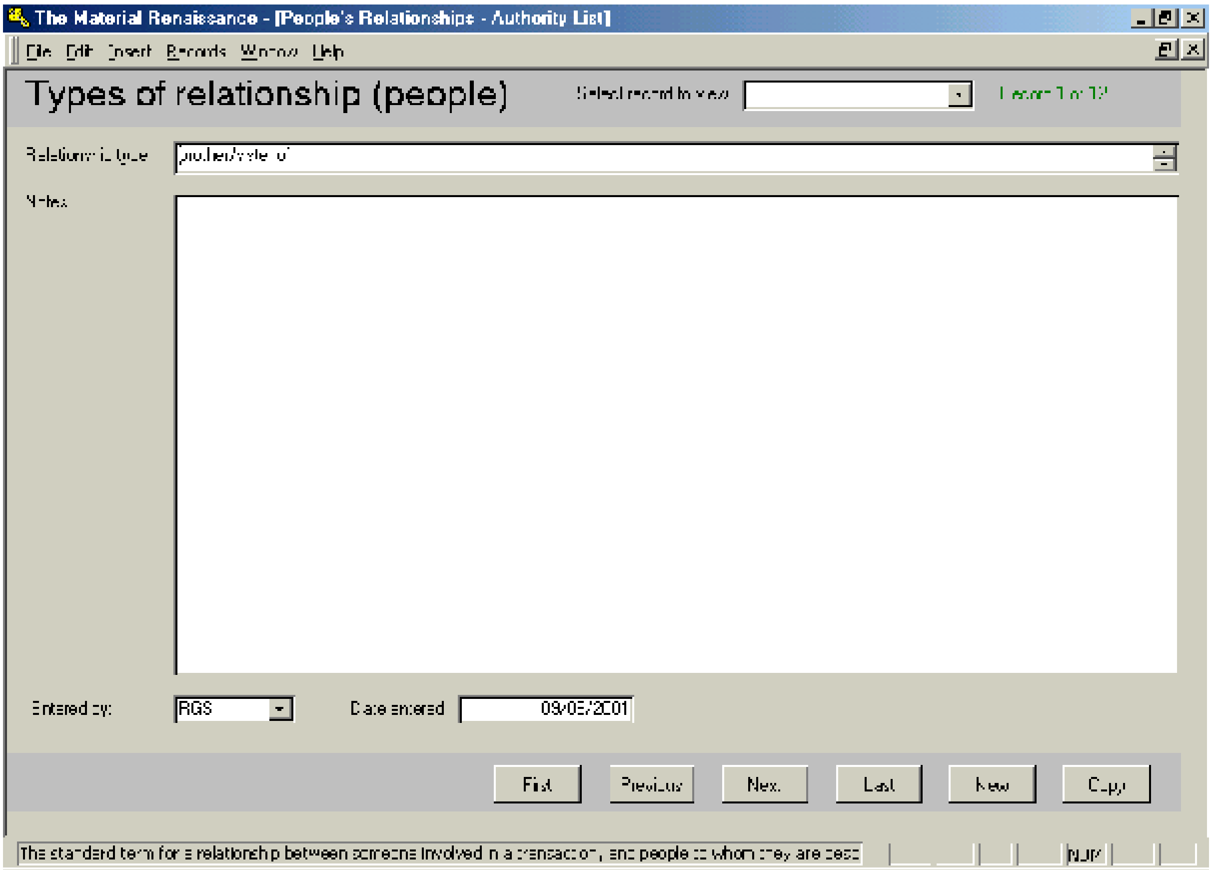


Figure 54 Relationship types authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to view a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Role*:	Enter the English term which you will use to refer to this particular type of relationship within the database. The entry should be made in the form relationship of, as shown in the example in **Figure 54**. Enter the term in the singular. Use lower-case only; do not start the term with a capital letter. In order for searches to return coherent data, the terms entered here should be equally applicable to males or females. Thus, they should either not be gender-specific, or should include both genders - hence the use of brother/sister of in **Figure 54** above. Please try and add to this category as little as possible, and only do so if the type of relationship you are dealing with cannot fit into any of the existing types.
Notes:	If you have any further information which you wish to add, enter it here.
**Entered by:*, **Date entered*:	Enter your initials and the current date, as explained in the section on 'Entering data - common combinations of fields: User and dataset' on p. 25 above.

Datasets

This form is used to establish the names given to the datasets held within the database. A dataset is a group of records (which can be held in any or all of the main forms in the database) which constitutes a coherent body of historical material. They need not necessarily be from the same *fondo*, or even the same archive; but they should all relate to the same subject. The easiest way to conceive of a dataset may be as the title for a particular research project, for example 'Altarpiece prices in fifteenth-century Italy' or 'Cardinal Ippolito II d'Este's accounts'. The form is opened by pressing the 'Datasets' button on the Subsidiary Authorities Menu.

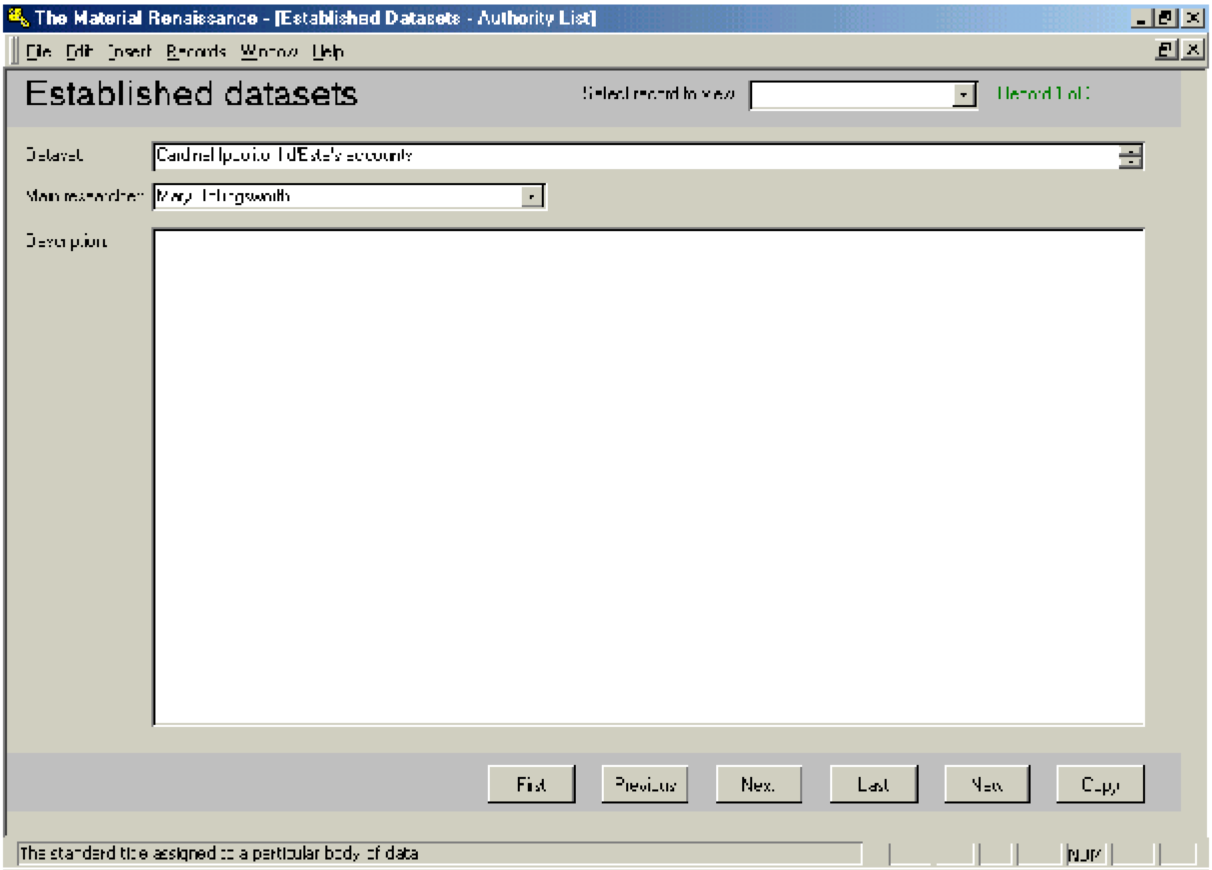


Figure 55 Datasets authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to move to a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Dataset*:	Enter an English title for your dataset. The title should be descriptive and easily intelligible. It should begin with a capital letter, but otherwise be written as a normal English phrase. Do not end it with a full stop.
**Main researcher*:	Use the drop-down list to choose the name of the main researcher working on this database. (This will probably be you, as no-one else should be adding the names of your datasets.)
**Description:*	Use this area to provide a descriptive account of the dataset, explaining it to someone unfamiliar with your research and the material. At the very least this should include: a description of the questions you are asking; the sources of the data; the chronological spread of the data; the criteria you have used to select the individual data entered; and peculiarities in the way you have entered the data (e.g. any fields you have omitted, or places where you have adopted different transcription or standardisation criteria from those outlined in the database manual).

Contributors' Initials

This form is used to establish the initials used to 'sign' entries in the database, and to indicate the full name of the person to whom they refer. It is opened by pressing the 'Initials' button on the Subsidiary Authorities Menu.

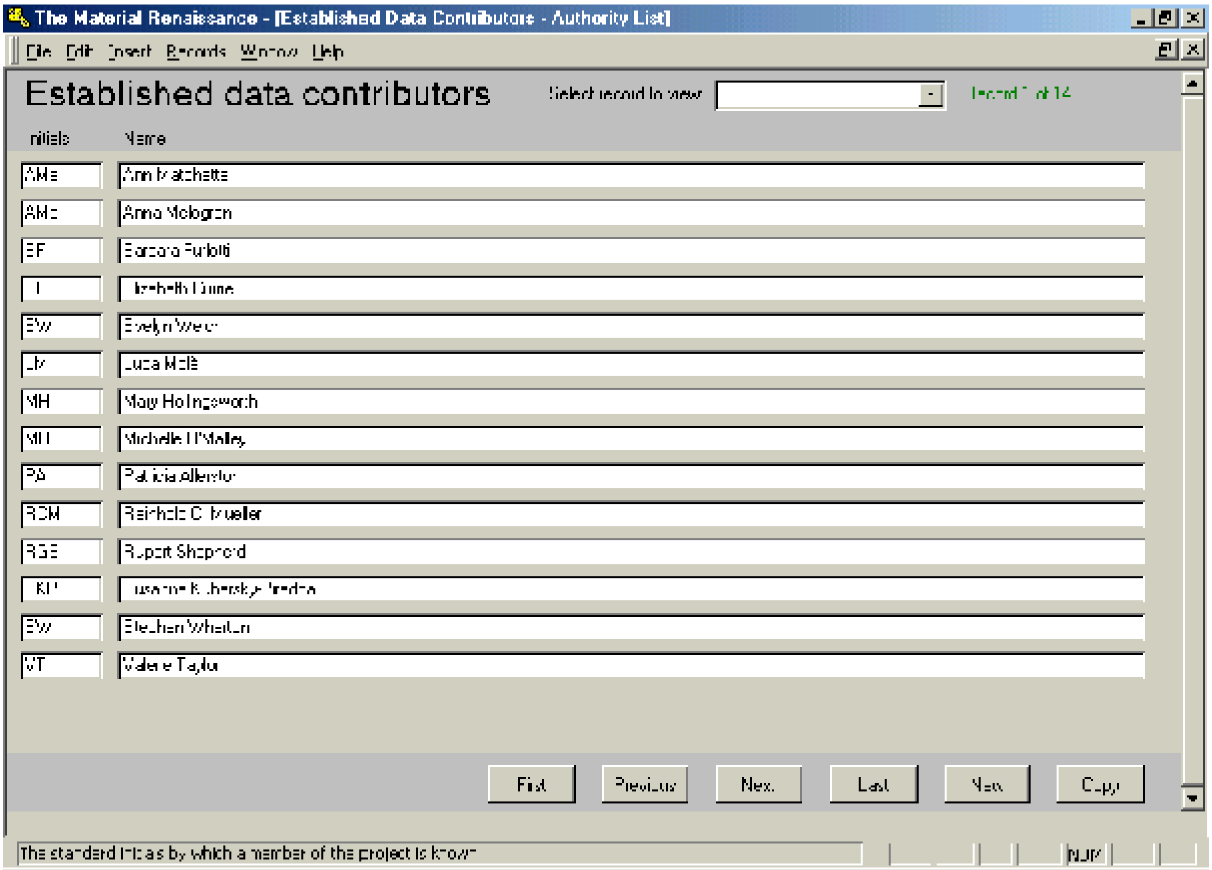


Figure 56 Contributors' initials authority form

In addition to using the navigation buttons at the bottom of the form, you can also choose to move to a particular entry in the form by using the 'Select record to view:' field. Use the drop-down list to choose the item you wish to look at, and the relevant record will be displayed in the form. (As several records appear on the screen at once, you can also use the scroll-bar to view a particular record.) Please note that *you cannot edit an entry which has already been made*: you can only enter a new entry, or copy a record in order to create a new entry from it. *This means that you must be absolutely certain that you wish to add an entry, that it is necessary to do so, and that you know the precise form the entry will take before you start to create a new entry: you will not be able to edit or delete it once you have made it.*

**Initials*: Enter your initials, in the form you wish them to appear as a 'signature' for your records. N.b. these must be unique; if somebody else has the same initials as you, you will have to negotiate a way of differentiating between you.

**Name*: Enter your name, in the form in which you wish to see it reproduced in the database. Enter it in normal order, i.e. forename(s) and/or initial(s) before surname.

Searching the database

<u>Basic principles</u>

The various forms which allow you to search the Material Renaissance databases are reached by clicking on the 'Search' button in the Main Menu. This will take you to the Main Search Menu, from where you can choose the particular database you wish to search. Each database is searched by entering the criteria for your search in a series of fields on a screen (just as your originally entered the data itself); the screen you use will depend upon what you are searching for.

Common search criteria - dates

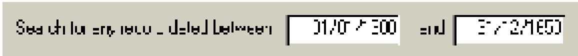


Figure 57 Date fields on a search form

When using the search screens, you will find that their layout is very similar. In particular, all save the People search screen contain the same two boxes, which are for the earliest and latest dates of the data you wish to retrieve. They work using the 'EarliestDate' and 'LatestDate' fields in the database, which are used to standardise the imprecise dates in the original data by providing earliest and latest dates which an imprecise date might include (see the section on 'Entering data - common combinations of fields: Dates' on p. 31 above). Once a specific range of dates has been entered into these boxes, the database will retrieve data when any part of the range of dates defined by the EarliestDate and LatestDate fields falls within the range entered into these boxes. In other words, data will be retrieved which *may* date from outside that range, but only if it may also date from within that range. So, say you entered a search for the dates 1 April 1536 to 30 April 1536, the database would treat the following records accordingly:

Date in document	Earliest date	Latest date	Retrieved
1536	1 January 1536	31 December 1536	✓
January 1536	1 January 1536	31 January 1536	✕
15 January-15 April 1536	15 January 1536	15 April 1536	✓
31 March 1536	31 March 1536	31 March 1536	✕
15 April 1536	15 April 1536	15 April 1536	✓
16 April-16 May 1536	16 April 1536	16 May 1536	✓
1 May 1536	1 May 1536	1 May 1536	✕
August 1536	1 August	31 August 1536	✕

If you wish to search for records relating to a single day, then enter the same date in both fields. The easiest format in which to enter the date is 'DD/MM/YYYY', so that "15 April 1536" would be entered as 15/04/1536. Precisely how the date will appear in the field will depend upon the niceties of how your version of Access is set up.

Common search buttons

All the search forms contain the same two buttons:

Run Query	Perform the search you have just specified
	Close the search form and return to the Main search menu

Format of retrieved records

The search results are returned in the form of a database table (very like a spreadsheet), which you can print out or save as an Excel spreadsheet for further use: **Figure 58** shows a series of records returned from a search for exchange rates. (Note the scroll bars at the bottom and side of the window, allowing you to see the additional fields which do not fit on the screen, and the additional records retrieved - in this case, 2108 records were found.)

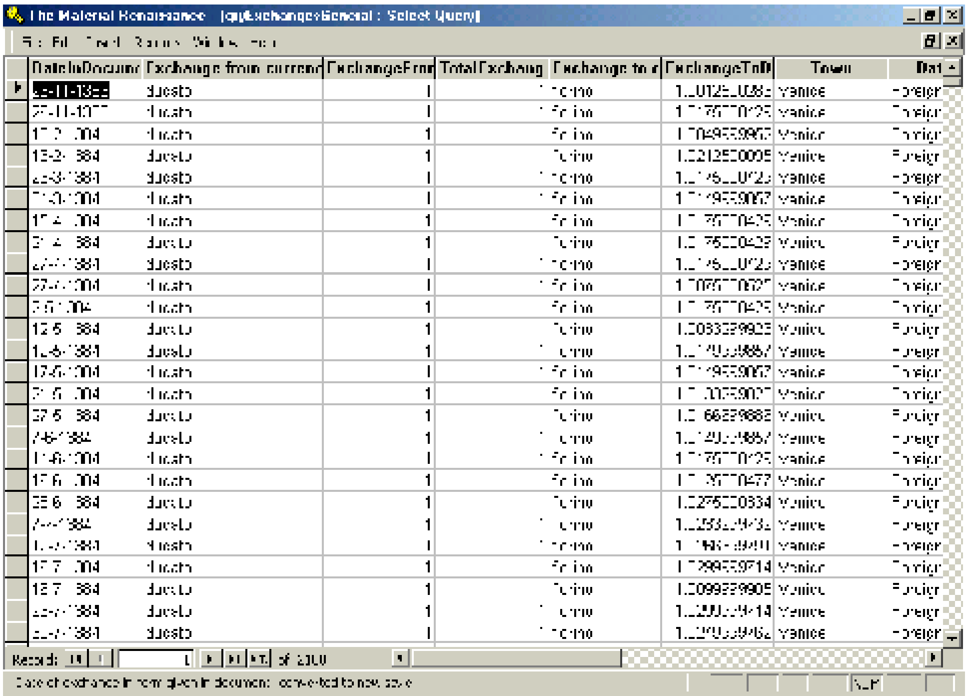


Figure 58 Records retrieved by a search (example from 'Exchanges - general' search)

To print the records retrieved by the search, select File > Print from the menu bar at the top of the screen to bring up the standard 'Print' dialog box. Note that, if you select a series of records before printing, you will have the option to print only those records. If you want to see what the printout will look like before you proceed, select 'File' > 'Print Preview' from the menu bar. To change the page layout (paper, format, margins), choose 'File' > 'Page Setup' from the menu bar.

You can export the records to another program by attaching them to an e-mail. To do this, choose File > Send from the menu bar. This will ring up a series of possible formats; the most useful will probably be Microsoft Excel (*.XLS). Once you have selected the format you want to use, press 'OK' and follow the on-screen instructions (these will vary depending upon how your computer is set up to deal with e-mails).

The specific kinds of data returned vary according to the kind of search you are doing, but, for all bar the 'People' search, will always include the following fields:

DateInDocument — The date of the transaction recorded in this particular record, in the form given in the document, converted to new style

Town — The town or city in which the transaction took place

Dataset — The name assigned to the body of data to which this record belongs

RecordNo — The unique number identifying this record anywhere in the database

Notes — Additional information concerning this record

Exchanges

To open the 'Search - exchanges - general' form, press the 'Exchanges' button on the Main Search Menu. You can choose the dates of the records you wish to retrieve, as well as the moneys which were exchanged.

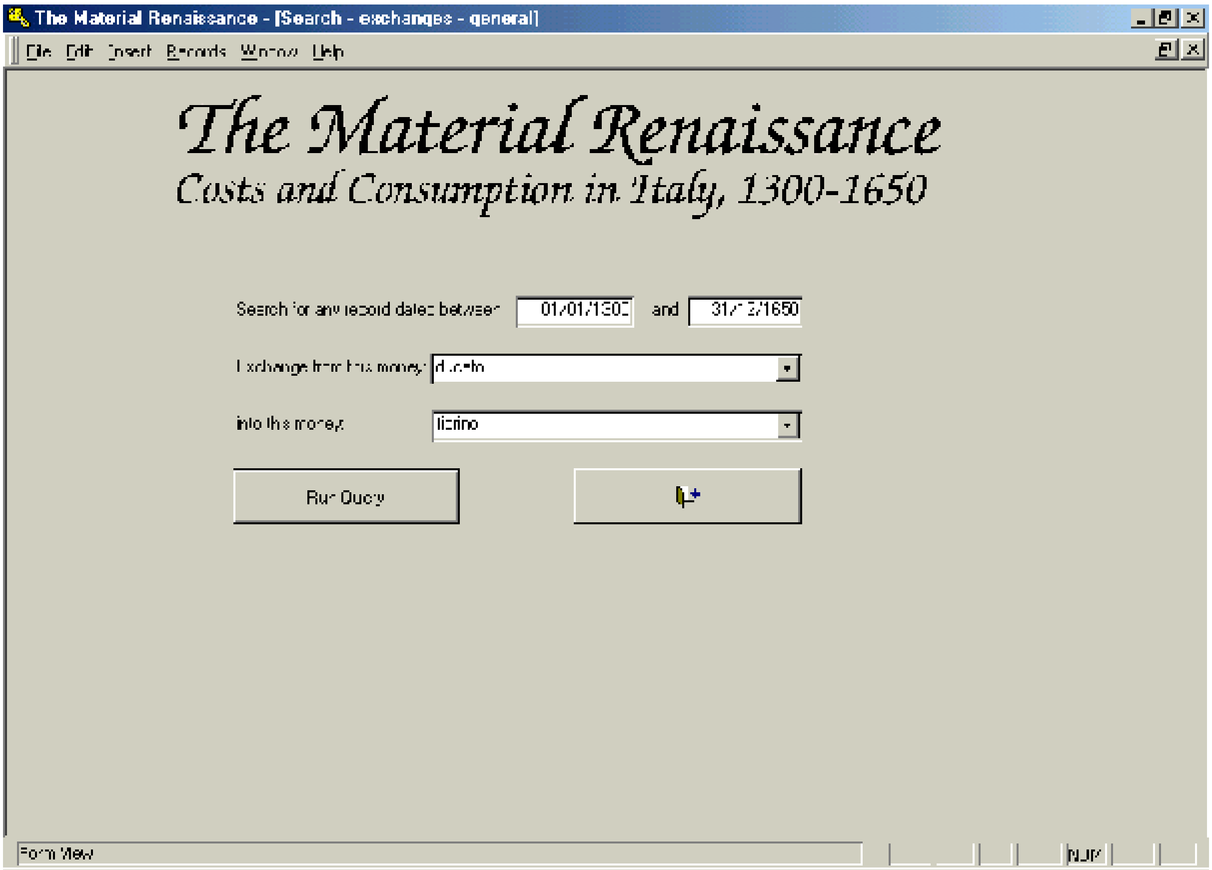


Figure 59 General search from for the Exchanges database

**Search for any record dated ...:* — Enter the dates from within which you wish to retrieve records into these fields, as explained in the section on 'Common search criteria - dates' on p. 75 above.

**Exchange from this money:* — Use the drop-down list to choose the first of the two moneys whose exchange rates you are seeking. The list will include only those moneys that have been entered into the Exchanges database.

**Into this money*: Use the drop-down list to choose the second of the two moneys whose exchange rates you are seeking. The list will include only those moneys for which the database contains exchange rates against the first money chosen.

As well as the standard items common to all main searches (see the section ‘Format of retrieved records’ on p. 76 above), the search will return the following items of information:

ExchangeFromCurrency The money which was sold in the exchange

ExchangeFromDecimal The sum which was sold in the exchange, as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)

ExchangeToCurrency The money which was bought in the exchange

ExchangeToDecimal The sum which was bought in the exchange, as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)

Wages

To open the ‘Search - wages - general’ form, press the ‘Wages’ button on the Main Search Menu. You can choose the dates of the records you wish to retrieve, as well as the type of work which was being paid for.

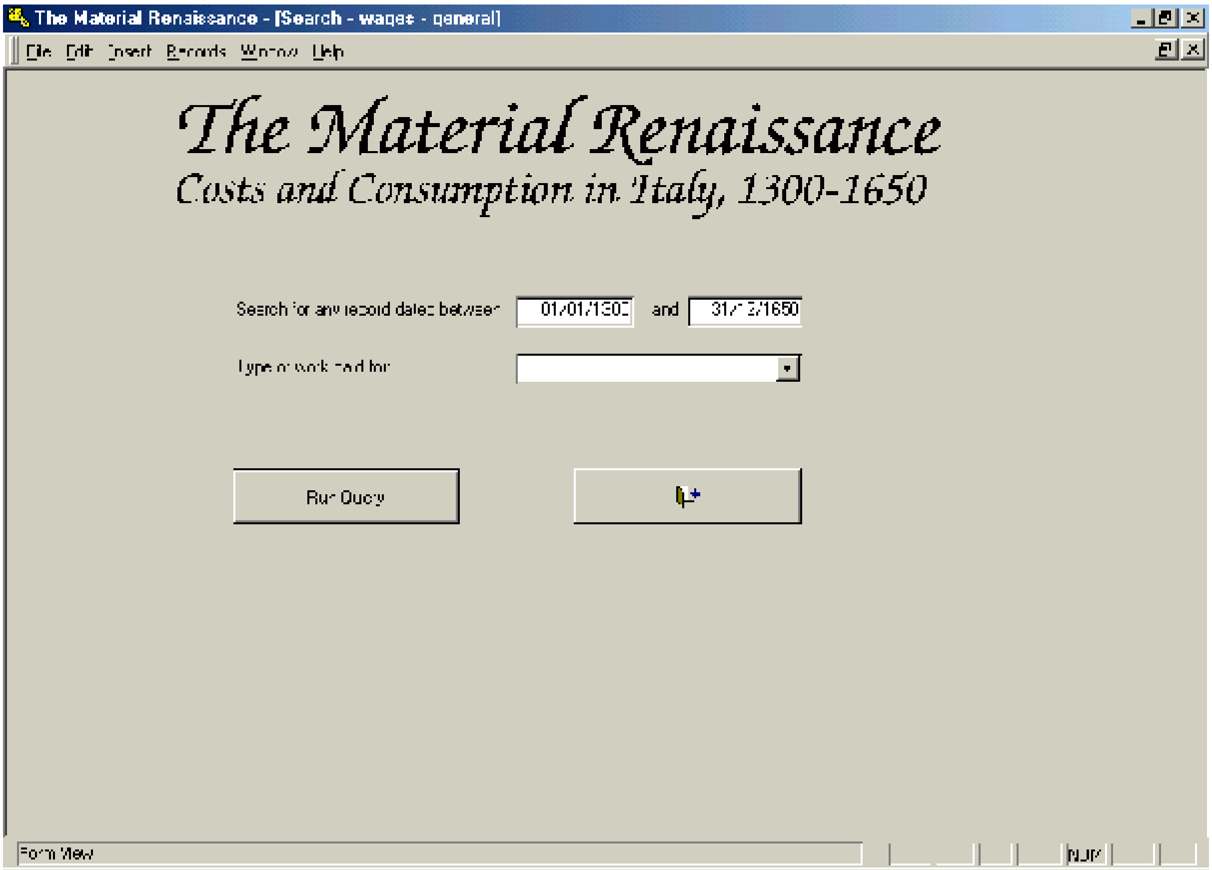


Figure 60 General search form for the Wages database

**Search for any record dated ...*: Enter the dates from within which you wish to retrieve records into these fields, as explained in the section on ‘Common search criteria - dates’ on p. 75 above.

**Type of work paid for*: Use the drop-down list to choose the type of work you wish to search for. The list will include only those types of work that have been entered into the Wages database.

As well as the standard items common to all main searches (see the section 'Format of retrieved records' on p. 76 above), the search will return the following items of information:

WorkPaidForType The standardised term for the work being paid for
RateOfPaySpecified The rate at which the recipient was to be paid (daily, weekly, 90 days, etc.)
WageSpecifiedCashCurrency The money in which the wage was specified
WageSpecifiedCashDecimal The wage which was specified, as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)
WageSpecifiedCash2Currency The second money in which the wage was specified, if two moneys were used
WageSpecifiedCash2Decimal The part of the wage which was specified in the second money, as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)
WageSpecifiedForm The form in which a wage paid in kind was specified (e.g. 3 lb salami, 2 barrels of wine)
WageSpecifiedEquivalentDecimal The wage specified in kind expressed in cash terms, as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)
WageSpecifiedEquivalent2Decimal The part of the wage paid in kind specified in the second money, expressed in cash terms, as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)
ComparativePaySpecifiedDecimal The daily rate of pay specified, as a decimal (calculated automatically by dividing the wage specified by the period of pay specified, and converted automatically from *lire*, *soldi*, *denari*, etc.)
ComparativePaySpecified2Decimal The daily rate of pay specified in the second money, as a decimal (calculated automatically by dividing the wage specified by the period of pay specified, and converted automatically from *lire*, *soldi*, *denari*, etc.)
WorkPaidFor The work for which the wage was specified, in the form in which it was recorded in the document
PeriodOfPaySpecified The number of working days to be covered by the wage specified

Prices and valuations

To open the 'Search - valuations - general' form, press the 'Valuations' button on the Main Search Menu. You can choose the dates of the records you wish to retrieve, as well as the type of good which was being valued.

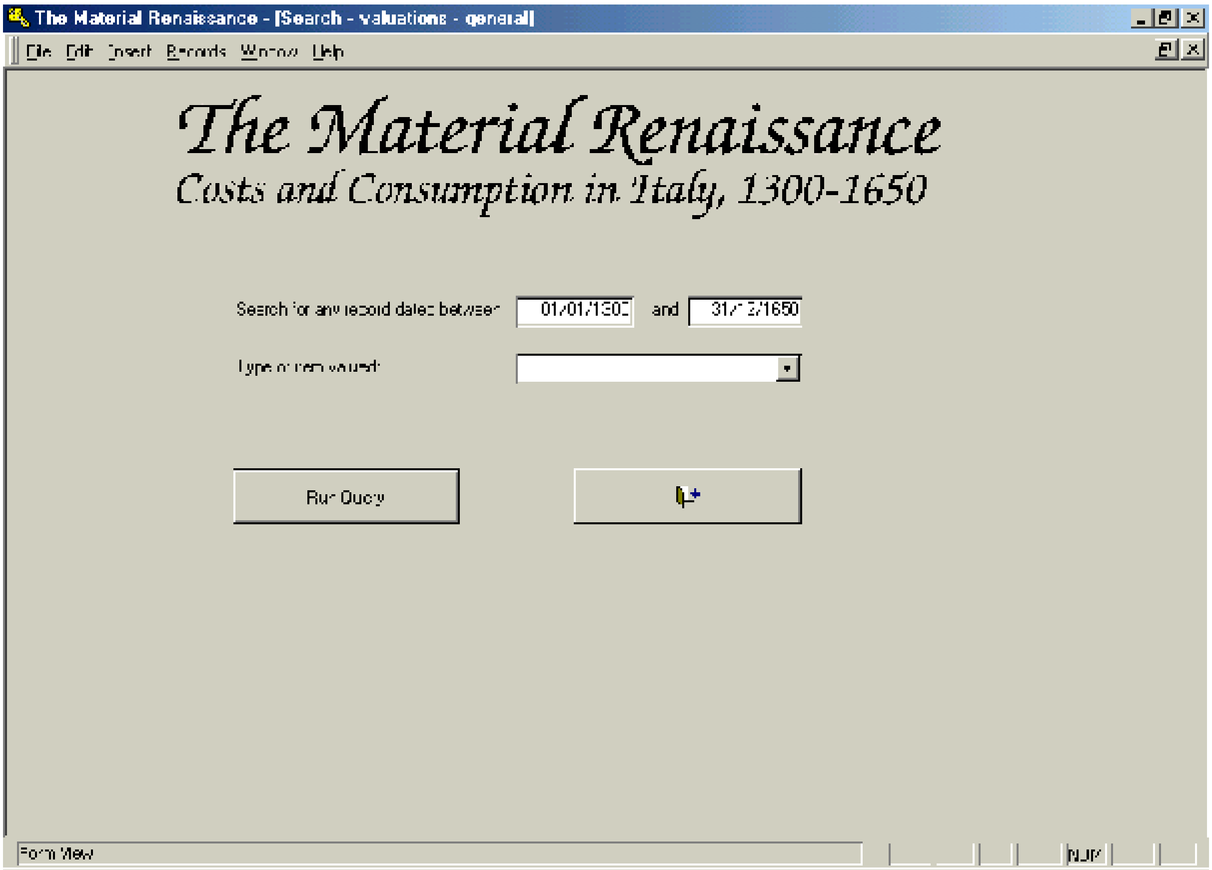


Figure 61 General search form for the Valuations database

**Search for any record dated ...*:	Enter the dates from within which you wish to retrieve records into these fields, as explained in the section on 'Common search criteria - dates' on p. 75 above.
**Type of item valued*:	Use the drop-down list to choose the type of good you wish to search for. The list will include only those types of good that have been entered into the Valuations database.

As well as the standard items common to all main searches (see the section 'Format of retrieved records' on p. 76 above), the search will return the following items of information:

ItemValuedType	The standardised term for the good being valued
ValuationCurrency	The money in which the valuation was made
ValuationDecimal	The valuation, expressed as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)
Valuation2Currency	The second money in which the valuation was made, if two moneys were used
Valuation2Decimal	The part of the valuation which was specified in the second money, expressed as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)
ValuationInKindForm	The form in which a valuation made in kind was specified (e.g. 3 lb salami, 2 barrels of wine)
ValuationInKindEquivalentDecimal	The valuation made in kind expressed in cash terms, as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)

ValuationInKindEquivalent2Decimal	The part of the valuation made in kind specified in the second money, expressed in cash terms, as a decimal (calculated automatically from *lire*, *soldi*, *denari*, etc.)
UnitsValued	The number of units of the good which are being valued
ValuationUnit	The unit used to measure the goods in the valuation
UnitValueDecimal	The valuation of the good per unit, as a decimal (calculated automatically by dividing the total valuation by the number of units being valued, and converted automatically from *lire*, *soldi*, *denari*, etc.)
UnitValue2Decimal	The valuation in the second money of the good per unit, as a decimal (calculated automatically by dividing the total valuations by the number of units being valued, and converted automatically from *lire*, *soldi*, *denari*, etc.)
MetricQuantityValued	The total quantity of the good being valued in metric units (calculated automatically by multiplying the number of units being valued by their metric equivalent)
MetricEquivalentUnit	The unit in which the equivalent metric quantity is expressed
MetricUnitValueDecimal	The valuation of the good per metric unit, as a decimal (calculated automatically by multiplying the total unit value by the metric equivalent of the units being valued, and converted automatically from *lire*, *soldi*, *denari*, etc.)
MetricUnitValue2Decimal	The valuation in the second money of the good per metric unit, as a decimal (calculated automatically by multiplying the total unit value by the metric equivalent of the units being valued, and converted automatically from *lire*, *soldi*, *denari*, etc.)
ValuationType	The type of valuation being recorded for this item
ItemValued	The item for which the value is being recorded, as given in the document
ItemValuedMaterial	The main material out of which the item being valued was made
ItemValuedColour	The colour of the item being valued
ItemValuedOrigin	The town or country from which the item being valued was supposed to come
ItemValuedSize	The rough size of the item being valued

People

To open the 'Search - people - general' form, press the 'People' button on the Main Search Menu. This form will return people who appear in *any* of the three main databases (i.e. Exchanges, Wages and Valuations).

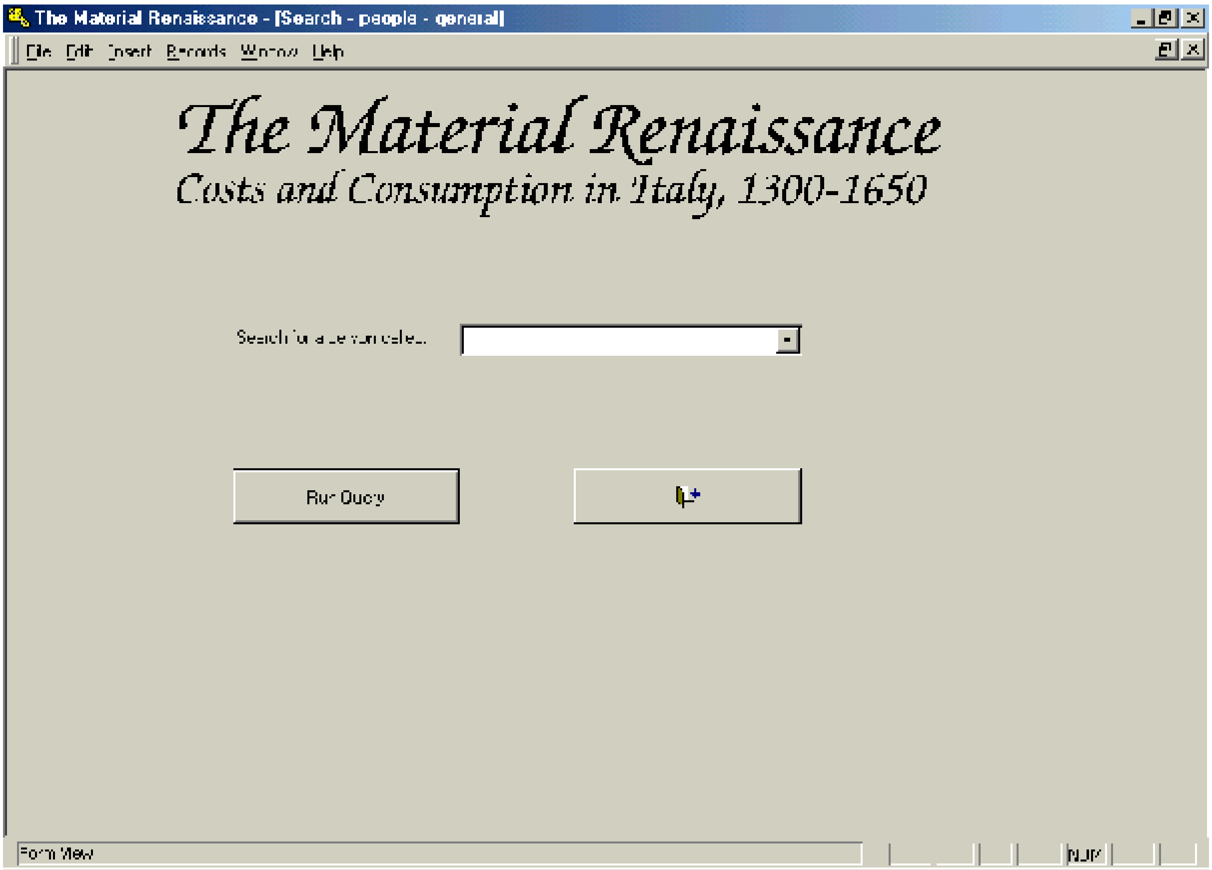


Figure 62 General search form for people in the Exchanges, Wages and Valuations databases

**Search for a person called*:	Use the drop-down list to choose the name of the person you wish to search for. The list will include only those people who have already been entered into the Exchanges, Wages or Valuations databases.

The search will return the following items of information:

Status	The person's status, expressed as the title they were given in the document which is recorded in this record
Name	The person's name, as given in the document recording the transaction in which they were involved
Trade	The person's trade, as given in the document recording the transaction in which they were involved
Role	The person's role in the transaction in which they were involved
Town	The town or city in which the transaction took place
StandardName	The standardised name by which this person is identified in the Material Renaissance database
PersonIDNo	The ID number which identifies this person anywhere in the Material Renaissance database
tblExchanges.DateInDocument	For a person recorded in the Exchanges part of the database, the date of the transaction in which they were involved, in the form given in the document, converted to new style

RecordNoExchanges	For a person recorded in the Exchanges part of the database, the unique number which identifies the record of the transaction in which they were involved anywhere in the database
tblWages.DateInDocument	For a person recorded in the Wages part of the database, the date of the transaction in which they were involved, in the form given in the document, converted to new style
RecordNoWages	For a person recorded in the Wages part of the database, the unique number which identifies the record of the transaction in which they were involved anywhere in the database
tblValuations.DateInDocument	For a person recorded in the Valuations part of the database, the date of the transaction in which they were involved, in the form given in the document, converted to new style
RecordNoValuations	For a person recorded in the Valuations part of the database, the unique number which identifies the record of the transaction in which they were involved anywhere in the database

Updating the database - data contributors

Basic principles

The database can be considered to consist of two sets of database files: the 'master' file, looked after and updated by the database manager on their computer at the University of Sussex; and the 'individual' files, into which each individual project member adds their own data. These different sets of files need to be reconciled at regular intervals in order to ensure that data is regularly added to the master file, and that the individual files regularly receive updates of new data and, more importantly, new entries in the authority lists.

This is done by sending copies of the individual files into a folder on one of the Sussex servers, known as a 'drop-box'. From there, the database manager can incorporate the new data held in each individual file into the master file. Once everyone's data has been incorporated into the master file, this is copied into another drop-box folder, from which it can be collected by individual project members.

Please note that you will lose any data which you add to the database between sending your individual file to the drop-box and fetching the newly-updated master file from the drop-box. Do not make any changes to the database in this period. *The database manager will endeavour to update the master file as quickly as possible, but they need your co-operation to do this. Please remember that you must send your database to the drop-box in time for the database manager to incorporate it into the master copy. A delay in sending your data will mean a delay in sending the new master file out to other users, and will prevent them from adding their data. Late submission of the individual files impedes everybody's work.*

Updating the database using WS-FTP

The method used to transfer the data from individual users' machines to the drop-box and back again is the File Transfer Protocol (FTP), a standard, quick and efficient method of transferring large quantities of data over the internet. Many programs exist which can use this protocol (including Microsoft Explorer and Netscape Navigator / Communicator); the instructions that follow are for using WS-FTP, a tried, tested, easy-to-use and free FTP program. If you wish to use another program to send your files to the drop-box, you may do so; but you will be responsible for configuring it correctly yourself.

Acquiring WS-FTP

WS-FTP is available as a free download from various websites, including the U.K. Mirror site at http://tucows.mirror.ac.uk/preview/195136.html. The database manager also keeps a copy of the installation file.

Installing WS-FTP

Once you have acquired the WS-FTP installation file, which will be called something like WS_FTP_LE_TUC.EXE, double-click on the file to start the installation process. Follow the instructions until the process is complete.

Configuring WS-FTP

In order to use WS-FTP to connect to the drop-box, you will need to configure a named connection. To do this, follow these steps:

1. Open WS-FTP
2. WS-FTP will automatically open a dialog box entitled 'Session Properties' (see **Figure 63**). Make sure you are on the tab labelled 'General', click the button marked 'New', and complete the fields as follows:

   Profile Name: Material Renaissance drop-box
   Host Name/Address: ftp.sussex.ac.uk
   Host Type: Automatic detect
   User ID: anonymous
   Anonymous: ensure this box is checked
   Password: enter *your own* e-mail address here
   Save Pwd: ensure this box is checked
   Account: leave blank
   Comment: leave blank, or add a comment if you wish

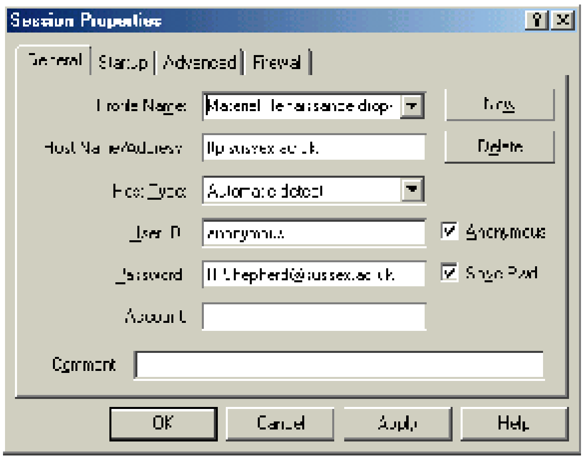


Figure 63 WS-FTP Session Properties dialog box - 'General' tab

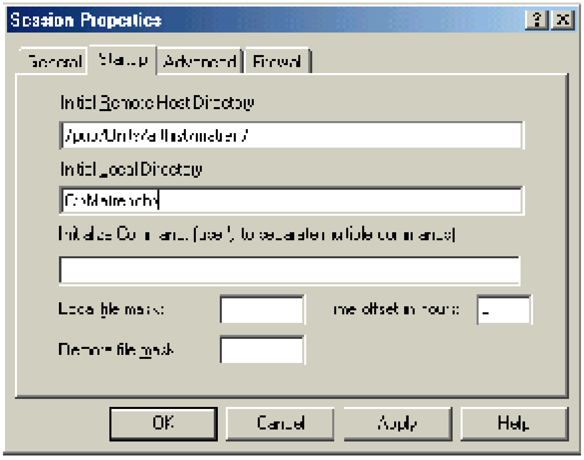


Figure 64 WS-FTP Session Properties dialog box - 'Startup' tab

3. Now click on the 'Startup' tab (see **Figure 64**), and then complete the fields as follows:

   Initial Remote Host Directory: /pub/Units/arthist/matren/
   Initial Local Directory: C:\Matrendb\
   Initialize Command: leave blank
   Local file mask: leave blank
   Time offset in hours: 0
   Remote file mask: leave blank

4. Press the 'OK' button to save the information and test the connection (you will need to be connected to the internet to do this). If everything is set up correctly, you should be presented with a screen like **Figure 65**.
5. To close the connection, press the 'Close' button at the foot of the WS-FTP window; to exit WS-FTP, press the 'Exit' button at the foot of the WS-FTP window.

Uploading new data

Once you have configured WS-FTP, you can transfer your copy of the database to the drop-box. To do this, follow these steps:

1. Connect to the internet as normal.
2. Open WS-FTP.
3. Connect to the drop-box. You should be presented with a screen like **Figure 65**.

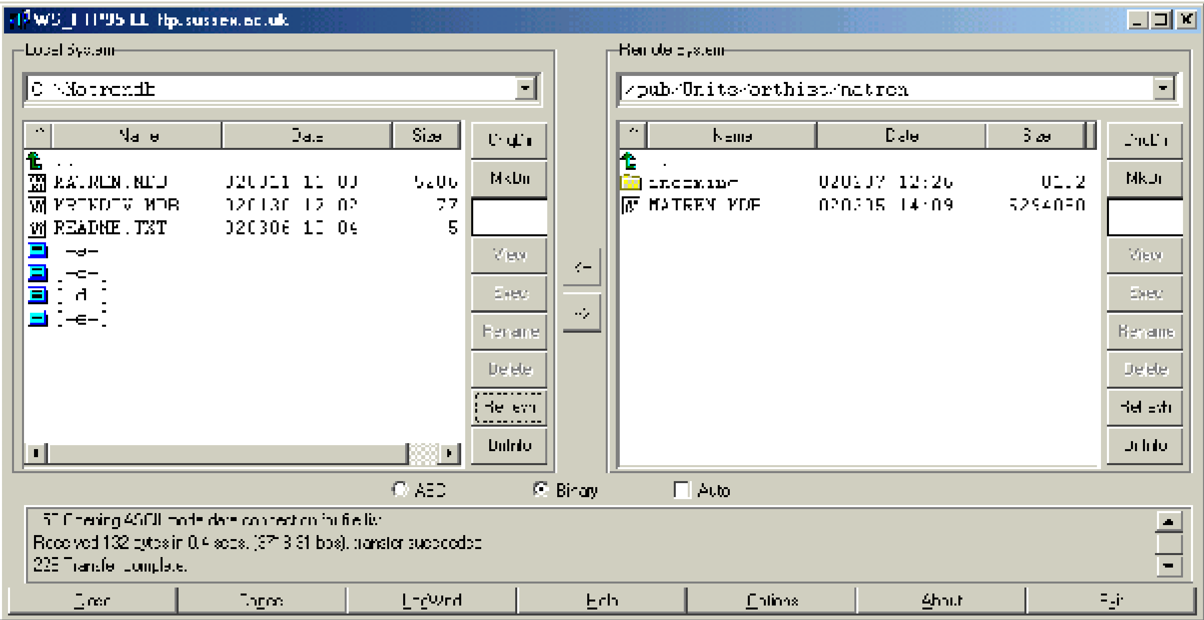


Figure 65 WS-FTP when connected to the initial folder in the Material Renaissance dropbox

4. Move to the folder for incoming files in the dropbox by double-clicking on the folder marked ‘incoming’ on the right-hand (remote) side of the screen. You will be presented with a screen like **Figure 66**.

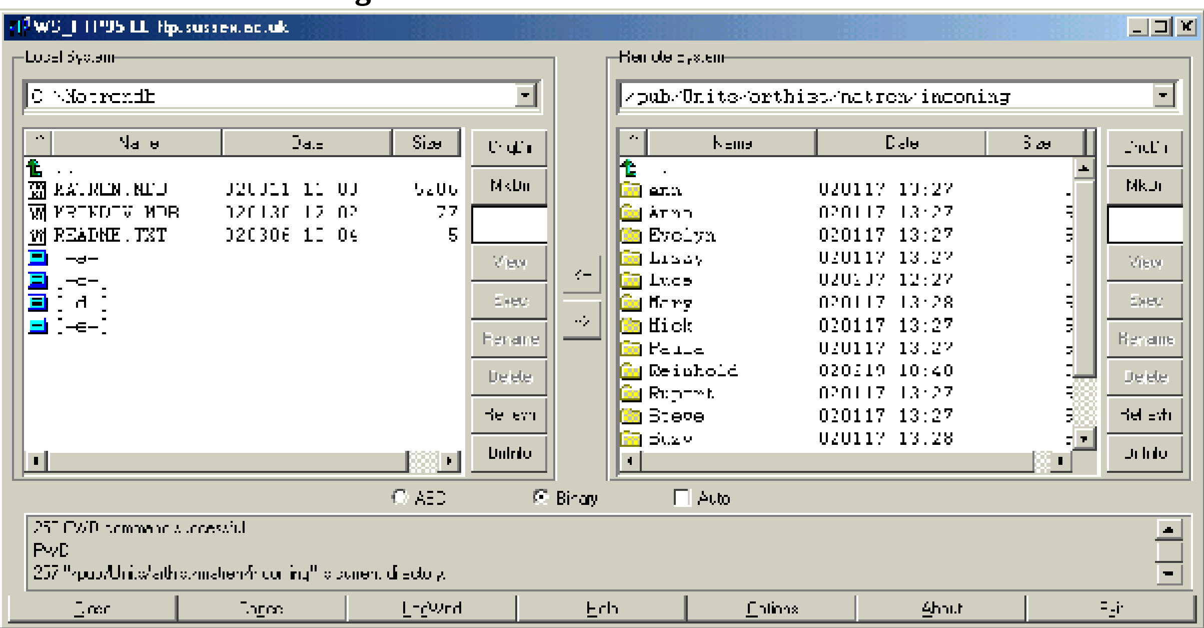


Figure 66 WS-FTP when connected to the ‘incoming’ folder in the Material Renaissance dropbox

5. Move to your personal folder in the drop-box by double-clicking on the folder marked with your name on the right-hand (remote) side of the screen. You will be presented with a screen like **Figure 67**, which shows the folder which Rupert would choose; remember to choose your own folder.

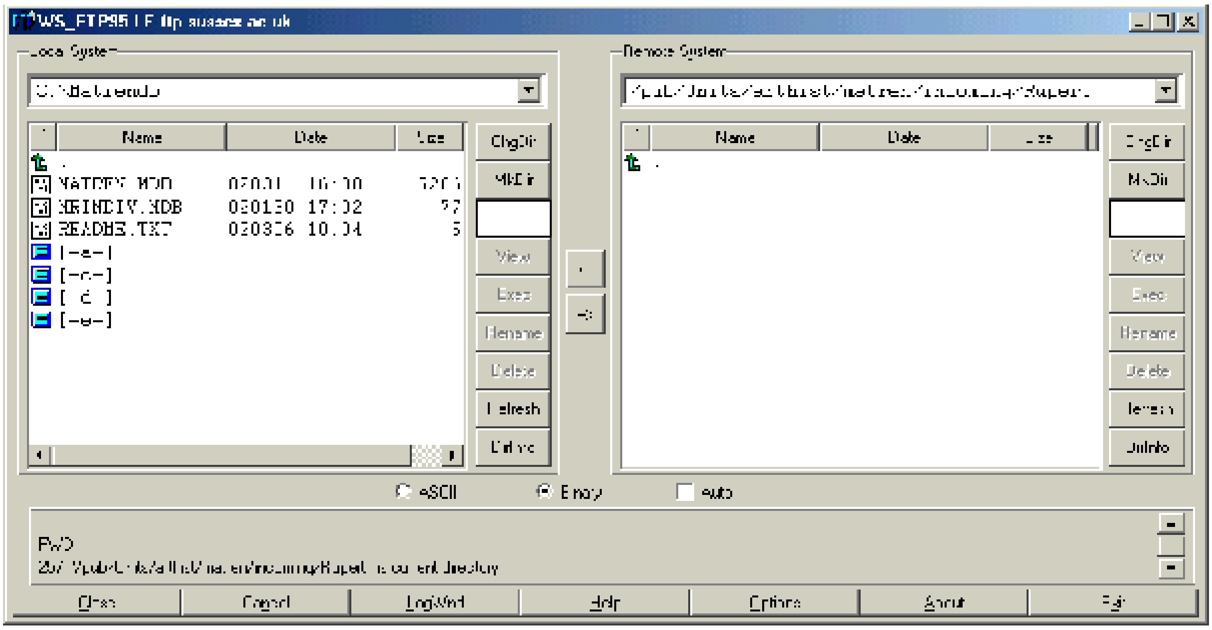


Figure 67 WS-FTP when connected to Rupert's individual folder in the Material Renaissance dropbox

6. Transfer the file MATREN.MDB from your hard drive into your personal folder by selecting it in the left-hand (local) side of the screen, and then clicking on the button. You will see a bar showing you how the download is progressing. It may take up to half an hour.
7. Once the transfer is complete, close the connection to the drop-box by clicking on the 'Close' button at the foot of the WS-FTP window.
8. Exit WS-FTP by clicking on the 'Exit' button at the foot of the WS-FTP window.
9. Remember to disconnect from the internet once you've finished online.

Downloading the full database

You should only download the full database from the drop-box once the database manager has told you that it is ready for downloading. To do this, follow these steps:

1. Connect to the internet as normal.
2. Open WS-FTP.
3. Connect to the drop-box. You should be presented with a screen like **Figure 65**.
4. Download the file MRDBUPDATE.EXE from the drop-box to your hard drive by selecting it in the right-hand (remote) side of the screen, and then clicking on the button. You will see a bar showing you how the download is progressing. It is likely to take about 10 minutes.
5. Once the transfer is complete, close the connection to the drop-box by clicking on the 'Close' button at the foot of the WS-FTP window.
6. Exit WS-FTP by clicking on the 'Exit' button at the foot of the WS-FTP window.
7. Remember to disconnect from the internet once you've finished online.

8. Double click on the file MRDBUPDATE.EXE as if you were installing the database (see the section 'Installing the database' on p. 5 above). (Using an installable file, rather than a plain copy of the database, allows the database manager to compress the file significantly, thereby saving you time spent online watching paint dry, as well as money spent on calls to the internet.)

Updating the database - database manager

General principles

The database should be updated monthly. The usual schedule for updating is:

By Sunday evening . . . . project members send their databases to the FTP drop-box
Monday database manager updates database and places updated database in FTP drop-box
Tuesday . . . . project members download updated database from the FTP drop-box

In order to update the database, you will use a series of update queries and VBA procedures held in a separate Access database (MRDB UPDATER.MDB) to upload the entries from each project member's database in turn. In order for the Updater to work, each database must be placed, in turn, in the same folder, with the same name, one at a time. This folder also serves as the FTP folder from which the newly-updated database is made available to project members. There are a series of basic steps to updating the database:

1. Make a backup copy of the 'master' database
2. Map the project's FTP folder to a network drive letter on your computer
3. For each member's copy of the database,
    a. Copy the 'individual' database into the FTP folder
    b. Append new records to the 'master' database using the Updater
    c. Update any changed records using the Updater
    d. Delete the 'individual' database from the FTP folder
4. Make another backup copy of the updated 'master' database
5. Ensure that all data has been properly calculated by running the procedures controlled by the 'Calculations' form in the main database
6. Make another backup copy of the updated 'master' database
7. Compact the 'master' database
8. Convert the 'master' database into a self-extracting Zip file
9. Upload the 'master' database to the FTP folder
10. Inform project members that the updated database is available for download
11. Once contributors have download the updated database, delete all the 'individual' databases from the individual folders on the FTP site

Making a backup copy of the database

In the folder C:\MATRENDB\, copy the file MATRENDB.MDB and paste it in the same folder; it will automatically be named 'COPY OF MATRENDB.MDB'.

Mapping the project's FTP folder to a network drive letter on your computer

1. Open 'My Computer' on the desktop

2. Press the 'Map Network Drive' button, 

3. This will bring up the 'Map Network Drive' dialog box (see **Figure 68**). Make the following entries into the box:
   Drive: M:
   Path: \\filb.central.susx.ac.uk\FTP
   and press 'OK'.

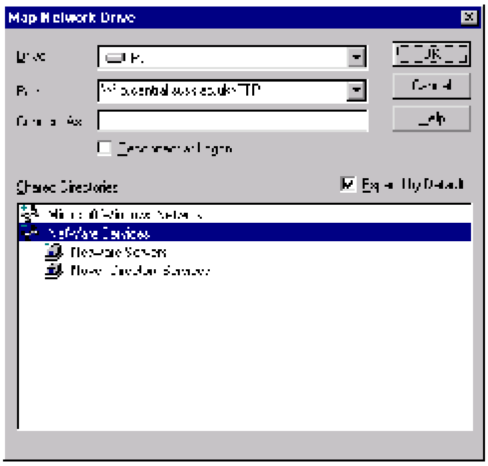


Figure 68 Map Network Drive dialog box

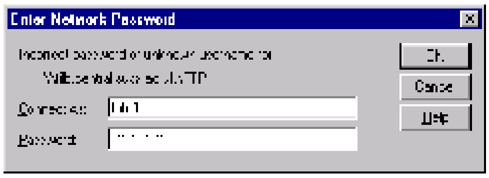


Figure 69 Enter Network Password dialog box

4. You will need to wait for a little while, and then the 'Enter Network Password' dialog box will appear (**Figure 69**). Make the following entries:
   Connect As: Enter your standard Sussex login name, but *without* the suffix which identifies your school (i.e., probably, CCS)
   Password: Enter your standard Sussex login password
   and press 'OK'.

5. A standard folder window for drive M: will then open. Either double click on the relevant folders, or use the icon for 'MatRen FTP Dropbox' on the desktop, to go to M:\UNITS\ARTHIST\MATREN\

Updating individual databases

Each database must be updated individually; and so the following steps must be repeated for each copy of the database which has been uploaded to the FTP site by project members. To update the database, you have first to append any new records which have been created; and then to update any records which already exist in the 'master' database, and have subsequently been changed in the 'individual' database.

1. Copy the 'individual' database from the member's individual FTP folder into the main FTP folder (i.e. M:UNITS\ARTHIST\MATREN\).

2. Open the 'Updater', C:\MATRENDB\MRDB UPDATER.MDB. You will see the Updater's main menu, **Figure 70**.

Figure 70 Updater's main menu

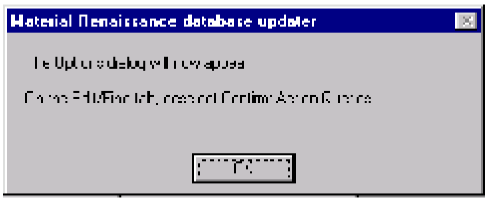


Figure 71 Updater - dialog box concerning changes to database options

3. From the Updater's main menu, click on the button 'Append new records'. You will be presented with the dialog box shown in **Figure 71**.

4. Click on 'OK'. You will be presented with the Access database 'Options' dialog box, **Figure 72**.

5. Click on the tab labelled 'Edit/Find', and then un-check the box marked 'Action Queries' (in the 'Confirm' section). Click on the 'OK' button.

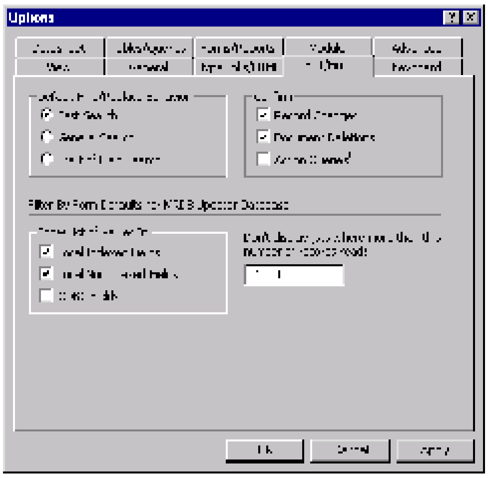


Figure 72 Access database Options dialog box

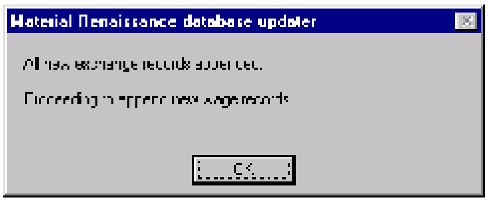


Figure 73 Updater - append records confirmation dialog box

6. The Updater will begin to update the database, table by table. This may take some time, as it checks each table for new records. As it does so, you will be presented with a series of dialog boxes like **Figure 73** informing you of the progress it is making. Click the 'OK' button on each dialog to proceed to the next table.

7. Once new records have been appended to all the tables, you will be presented with the dialog box shown in **Figure 74**. Click on the 'OK' button.

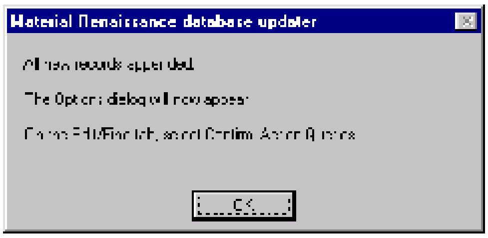


Figure 74 Updater - append completed dialog box

8. Once again, you will be presented with the Access database Options dialog box (**Figure 72**). Click on the tab labelled 'Edit/Find', and check the 'Action Queries' box (in the 'Confirm' section). Click on the 'OK' button.

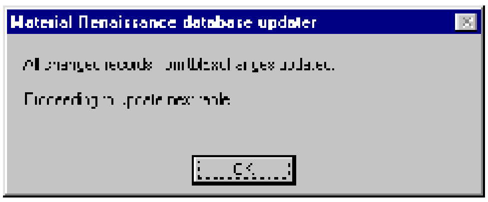


Figure 75 Updater - update records confirmation dialog box

9. You will now be returned to the Updater's main menu (**Figure 70**). From this, press the 'Update changed records' button.

10. The Updater will now compare records in each table in the 'master' and 'individual' databases and, if any records in the 'individual' database have been modified more recently than those in the 'master'

database, the earlier record will be replaced with the new record. As this happens, you will be presented with a series of dialog boxes like **Figure 75**. Click the 'Ok' button on each dialog to proceed to the next table.

11. Once all modified records have been updated, you will be presented with the dialog box shown in **Figure 76**. Click on the 'OK' button.

Figure 76 Updater - update completed dialog box

12. You will return to the Updater's main menu (**Figure 70**). Click on the button to close the Updater.

13. Delete the 'individual' copy of the database from the main FTP folder (i.e. M:UNITS\ARTHIST\MATREN\).

14. Go back to step 1, and repeat for the next 'individual' database.

Once all the 'individual' databases have been updated, it would be sensible to make another backup copy of the database (see the section 'Making a backup copy of the database' on p. 89 above).

Calculating newly imported data

The new data which has been added to the 'master' database should already contain the calculations which are performed automatically as data is entered into the database. However, if data has also been imported into the main database from spreadsheets, or if something has gone wrong with the acquisition of data in the 'individual' databases, some records may not contain the calculated fields. By using the calculation procedures in the 'master' database, the system will search for any records where the 'calculated' field has not been completed, and perform the necessary calculations on those fields. The calculation procedures are run as follows:

1. Open the main database so that you have access to menus and the database window (i.e. hold the Shift key down as you open the database).

2. From the database window (**Figure 77**), click on the tab marked 'Forms', and open the form called frmUpdateMenu.

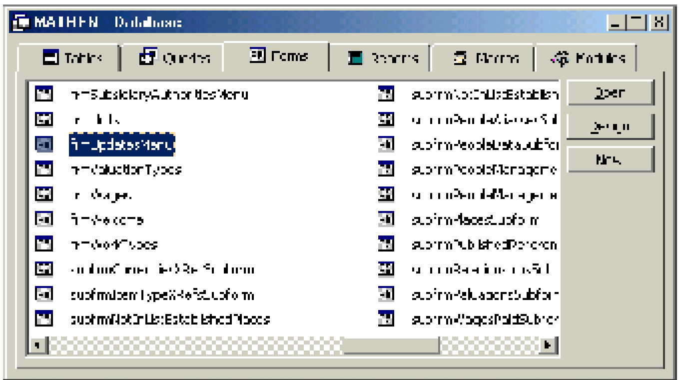


Figure 77 Database window

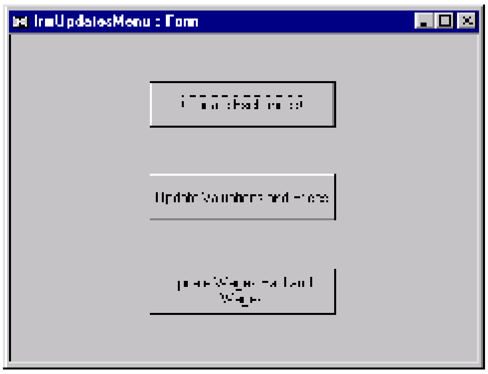


Figure 78 Menu for performing calculations in the database

3. You will see the menu for performing calculations, **Figure 78**. Click on the button labelled 'Update Exchanges' to start performing the calculations. The process may take some time, as the database will check each record in the database to see if it needs to be recalculated.

4. If there are records which need calculating, once the calculations have been completed you will be presented with a dialog box like that in **Figure 79**. If there are no records which need calculating, you will be presented with a dialog box like that in **Figure 80**. In either case, click on the 'OK' button to move on to calculate the next set of records.

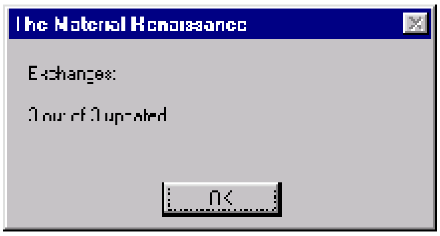


Figure 79 Dialog box confirming calculations have taken place

Figure 80 Dialog box confirming no calculations were required

5. Once Exchanges have been calculated, click on the button labelled 'Update Valuations and Prices' on the calculations menu. Once again, after the Valuations table has been updated, you will be presented with dialog boxes like those in **Figure 79** or **Figure 80**, depending upon whether there were any records to update. Click on the 'OK' button to acknowledge these messages; you will then be presented with a dialog box like **Figure 81**, confirming that the database will move on to calculate the values in the Prices table. Click on the 'OK' button. The database will then calculate the records in the Prices table, again presenting you with dialog boxes like **Figure 79** or **Figure 80** to let you know how many records (if any) have been updated. Click on the 'OK' button to acknowledge these.

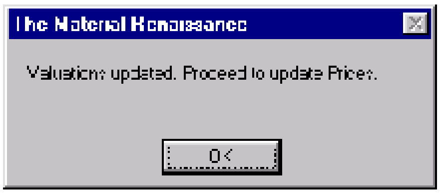


Figure 81 Dialog box confirming records have been calculated before proceeding to next table

6. Once Valuations and Prices have been calculated, click on the button labelled 'Update Wages Paid and Wages' on the calculations menu. Once again, after the Wages Paid table has been updated, you will be presented with dialog boxes like those in **Figure 79** or **Figure 80**, depending upon whether there were any records to update. Click on the 'OK' button to acknowledge these messages; you will then be presented with a dialog box like **Figure 81**, confirming that the database will move on to calculate the values in the Wages table. Click on the 'OK' button. The database will then calculate the records in the Wages Paid table, again presenting you with dialog boxes like **Figure 79** or **Figure 80** to let you know how many records (if any) have been updated. Click on the 'OK' button to acknowledge these.

7. Once all the records have been calculated, use the standard windows 'close' button () to close the menu for performing calculations in the database.

At this point, it would be sensible to make another backup copy of the database (see the section 'Making a backup copy of the database' on p. 89 above).

Compacting the 'master' database

The process of adding records to the database causes it to increase significantly in size. In order to minimise download times when circulating the updated database, it will need to be compacted before it is circulated. To do this:

1. Ensure the main database has been opened so that you have access to menus and the database window (i.e. hold the Shift key down as you open the database).

2. From the main menu, select 'Tools' > 'Database Utilities' > 'Compact Database'. The database will be compacted, close, and open again.

3. Close the database.

Converting the 'master' database into a self-extracting Zip file

Once the database has been updated and compacted, it should be compressed using WinZip (or another compression utility) in order to save download times, and then converted into a self-extracting Zip file. This ensures that it will be installed into the correct directory on project members' computers, as well as making the updating process easier for them. The following procedure uses WinZip and the WinZip Self-Extractor to perform these tasks.

1. Add a copy of the database to a new Zip file called MRDBUPDATE.ZIP, using the following settings:
   Compression: Maximum
   Save full path info: Yes
   Store filename in 8.3 format: No

2. From the WinZip main menu, select 'Actions' > 'Make .Exe File'

3. WinZip will open the Self-Extractor wizard. Click through the wizard as directed, making the following settings as you go:
   a. Select 'Standard self-extracting Zip file'
   b. Do not select 'Span multiple removable disks'
   c. Ensure that the file to convert into an EXE file is MRDBUPDATE.ZIP
   d. Don't bother to enter any message text
   e. The default "Unzip To" folder should be C:
   f. Don't bother to enter a command or any parameters
   g. Don't bother to enter an "About" box message
   h. Don't bother to enter a filename for an icon
   i. Do not select 'Default overwrite files without prompting'

4. Once you have completed the wizard, the WinZip Self-Extractor will create a file called MRDBUPDATE.EXE in the same folder as MRDBUPDATE.ZIP. The new file is the self-extracting version of the Zip file which contains the updated database.

Uploading the ‘master’ database to the project’s FTP folder

Once you have created a self-extracting Zip file containing the database, it needs to be uploaded to the project’s FTP site so that project members can download it.

1. Copy the self-extracting Zip file MRDBUPDATE.EXE into the FTP folder, M:\UNITS\ARTHIST\MATREN\

2. E-mail project members to let them know that the updated database is ready to be downloaded, and ask them to e-mail you back once they have downloaded their copy of the database.

3. Once contributors have downloaded the updated database, delete all the ‘individual’ databases from the individual folders on the FTP site.

The ‘main’ database has now been updated and returned to project members, so that they can continue to enter data into it.

Online resources

The following resources are available on the project website at http://www.sussex.ac.uk/Units/arthist/matren/private/database.shtml

- A link to a download site for WS-FTP.
- A copy of the most up-to-date version of the database manual, in Adobe Acrobat (.PDF) format.
- A link to a download site for the Adobe Acrobat reader. (N.b. you are very likely to have the Acrobat reader installed on your computer already; to check whether you do, try the link to the manual. If you can read it, you already have the Acrobat reader.)
- Copies of the standards for the transcription of documents and the citation of references.
- A schedule for updating the database, giving the dates by when individual files will have to be sent to the drop-box.
- News of all reported bugs and problems, and action taken to fix them.

Appendix I: Transcription standards

Reinhold C. Mueller

The aim is always to render the document understandable; it is not to reproduce it exactly.

Respect the spelling and the text, even where it may not nowadays be considered linguistically "correct". Intervene with explanatory notes or insertions only when this will aid easier reading or clearer understanding.

Expand all abbreviations silently.

Do not intervene to "correct" the spelling, except in those cases where one or more letters (or symbols of abbreviation), vital to the understanding of the document, have been omitted due to an error on the part of the author / scribe / copyist. In these cases, insert the necessary addition between angle-brackets, e.g. "or<t>ografia".

Capitals, lower-case letters, accents and punctuation should be used according to modern criteria, whatever the original scribe's usage, to aid a better understanding of the text. Names of people and places should be capitalised; attributes should not. Thus:

- "messer Lorenzo Soranzo" (attribute in lower-case, name capitalised)
- "Santo Sepolcro" (placename capitalised)
- "convento di Santo Sepolcro" (attribute - convento - in lower-case, name capitalised)
- "san Nicolò" (attribute - san - in lower-case, name capitalised)
- "la vergine Maria" (attribute - la vergine - in lower-case, name capitalised)

Specific letters:

- æ: separate into "ae", unless dealing with a record of an inscription on e.g. a medal or a building
- ç: follow the document
- h: follow the document
- j: change to "i", whether initial, terminal, or in the middle of the word
- u & v: change to modern usage, "u" when used as a vowel, "v" when used as a consonant
- y: follow the document

Use apostrophes to indicate missing syllables or vowels, e.g.:

- de' if "deve" is intended
- fra' if "frate" is intended
- i' if "io" is intended
- pre' if "prete" is intended

Homographs: use the following conventions to distinguish between them:

Homograph	Use	Intended
a	a	a
	à	ha
anno, ano	anno, ano	anno
	ànno, àno	hanno

Homograph	Use	Intended
ave	ave’	avere, avete
da	da	da
	da’	da’
de	de	di
	de’	dei
die	die	“giorno”
	dei’	deve
	(die’ser	deve essere)
di	di	di
	dì	“giorno”
	di’	dir
eri	’eri	ieri
l	’l	el
o	o	o
	ò	ho
po, puo	po’	poi
	può	può
	’puo	dopo
	puo’	puoi
que	que’	questa
se	se	se
	sè	è
sie	sie	se
	siè	è
sel	s’el	se egli
si	si	se
	si’	sia
	sì	così
	ssì	sè
sta	’sta	questa
	sta’	stato, stata
ste	’ste	queste
tuo	tuo’	tuor

Combined prepositions and articles should always be separated: e.g. “de la”, “su la”, “a la”, etc.

Compound adverbs and compound conjunctions should always be united: e.g. “della”, “perché”.

Adì should always be separated to “a dì”.

Ommissions:

- Spaces left blank in the original should be indicated by three asterisks: e.g. “ser *** Soranzo”, “somma in tuto £***”.
- Words rendered unintelligible by damage to the support (tears, mould, etc.) should be indicated by three dots set within square brackets, thus: [...]
- Words which are undamaged but simply illegible should be indicated by three dots set within round brackets, thus: (...).
- Letters (or symbols of abbreviation) which have been ommitted due to a scribal error should be replaced within angle brackets, e.g.: “ conta<n>ti”.

Paragraphs should be inserted according to modern criteria, if they are missing, to aid a better understanding of the text.

At times it may be useful or even necessary to sub-divide a manuscript into progressively-numbered documents (e.g. un-numbered chapters, or notarial documents); this will facilitate the eventual compilation of indexes.

A change of page is indicated with two slashes, followed by the number of the new page in square brackets all in italics, e.g. “... nel qual volgliio siano *// [38r]* tuti marchadanti ...”.

Every other intervention should be indicated in a textual note, with the word from the document in Roman type, and the editor’s comments in italic, e.g.: “Lorenzo *inserted above line*”.

The signatures which constitute the manuscript, particularly if it is unique, should be studied to understand how many sheets they contain, though this may depend upon the original being available, as well as upon its binding. It should be noted whether the support is of paper or of parchment. An examination of the watermark in the paper is often helpful in dating the manuscript (see Bibliography below).

<u>Bibliography</u>

For many of the criteria given above, as well as for discussions of the criteria for editing, see: Greco, L., ed. *Quaderno di bordo di Giovanni Manzini, prete-notaio e cancelliere (1471-1484).* Venice, 1997: VI-VIII & n. 9.

For a complete account of the criteria given above, see the ‘norme per la trascrizione d’un documento’ on pp. 88-92 of: Rizzi, A., ed. *Guida alla ricerca storica e alla tesi di laurea*. Venice: Università di Venezia, Dipartimento di studi storici [?], s.d.

To the bibliography in Rizzi should be added: Cappelli, A. *Dizionario di abbreviature latine ed italiane*. Manuale Hoepli. Milan: Hoepli, 1929 (and many subsequent editions).

For watermarks: Bricquet, C.M. *Les filigranes. Dictionnaire historique des marques du papier*. Geneva, 1907 (reprinted New York, 1985).

For watermarks: Piccard, G. *Wasserzeichen vierfuessler. Fabeltierer Greif, Drache, Einhorn*. Stuttgart, 1980.

Appendix II: Standards for citing publications

Steve Wharton

This 'Style Sheet' has been produced purely in order to ensure consistency of style in the work that members of this group produce for posting on the web page and for possible inclusion in the publication *Material Renaissance: Cost and Consumption in Italy 1400-1650*.

It advocates the 'Chicago Style' and the examples are based upon the *MHRA Style Book: Notes for Authors, Editors and Writers of Theses* and the *MLA Handbook for Writers of Research Papers*. It also draws upon 'Citing the Sites: MLA-Style Guidelines and Models for Documenting Internet Sources.'[1]

It will address only those styles to be used for quotations within the text, for footnotes, and for bibliographies. For more comprehensive information refer to the publications cited above.

Please note that this style-sheet is valid for all written work produced within the project. For the purposes of the database, note that there is no mechanism for Access to incorporate italic text into references; any part of a reference set in italic in the following document should be set in normal type in the database.

Quotations

Quotation marks should only be used to indicate direct quotations or definitions of words. In quoted passages the original spelling, capitalisation, italics and punctuation should be followed. Short quotations - not more than about forty words - should be enclosed in single quotation marks and run on with the text. Long quotations should be distinguished by an increase in both the left and right margins of the main text and should not be enclosed within quotation marks. A quotation occurring within such a long quotation should be in single quotation marks. Quotes within short quotes should be enclosed by double quotation marks.

Quotations in languages other than English

Single words or short phrases not used as direct quotations should be in italics. Direct, acknowledged, or more substantial quotations should be in roman type and should be treated in the same way as those in English.[2]

Footnote References

'References should document the information offered, to allow the reader to check the evidence on which an argument is based. A reference must therefore enable the reader to find the source

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[1] *MHRA Style Book: Notes for Authors, Editors and Writers of Theses*, Modern Humanities Research Association, London, 1996; Gibaldi, Joseph, 1999, *MLA Handbook for Writers of Research Papers*, The Modern Language Association of America, New York; *Citing the Sites: MLA-Style Guidelines and Models for Documenting Internet Sources*, <http://falcon.eku.edu/honors/beyond-mla/>.

[2] *MHRA Style Book*, pp 29 and 35.

referred to as quickly and easily as possible.'[3] Consistency of style, above all, is to be recommended.

The first reference to a cited work, indicated via a footnote reference, should be given in full. The information should be given in the following order:

Author: the author's name should be given as it appears on the title page, forenames should not be reduced to initials. Note that if the book is an edited collection or anthology the title should appear first.

Date of Publication: this is a deviation from MHRA style. It does, however, enable individual works by one author to be identified more quickly than if the date of publication appears at the end of a citation - see example below.

Title: '… should always be given as it appears on the title page [not as on the cover, very long titles can be suitably abbreviated]. A colon should be used to separate title and subtitle, even when the punctuation on the title page is different or non -existent.'[4]

Editor/translator [if appropriate]: the names of editors etc. should be *preceded* by the accepted abbreviated forms 'ed by', 'trans. by', 'rev. by'.

Series: if a book is part of a numbered series, the series title and the number should be given.

Edition: If the edition used is other than the first, this should be stated in the from '2nd edn', 'rev. edn', etc.

Number of volumes: if the work is in more than one volume, the number of volumes should be given in the form '2 vols' etc. Foreign equivalents such as 'band' should be rendered as 'vol'.

Details of publication: There is no need to enclose the place of publication and the publisher [in that order and separated by a comma] within parentheses. "Any detail which is not given in the book [/article/paper] but can be ascertained should be enclosed in brackets, e.g. '[1556]', '[Paris]" etc.[5]

General examples are as below:

Books

Chambers, D.S., 1970, *Patrons and Artists in the Italian Renaissance*, London, Macmillan.

Or:

Bambach, Carmen C., 1999, *Drawing and Painting in the Italian Renaissance Workshop: Theory and Practice*, Cambridge University Press.

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[3] Ibid, p 41.
[4] *MHRA Style Book*, p 57.
[5] Ibid, p 43.

‘Full references to well-known works (OED etc.) are normally unnecessary, though for encyclopaedias etc. it is often relevant to name the writer of the article cited.’[6]

Articles in Books

Kirby, Jo, 2000, ‘The Price of Quality: Factors Influencing the Cost of Pigments During the Renaissance’, Neher, Gabriele and Rupert Shepherd, eds, *Revaluing Renaissance Art*, Aldershot, Ashgate, pp 19–42.

Articles/papers in Journals

Murdoch, A.W., ‘Low Temperature Enamels’, *Bulletin of the Institute of Vitreous Enamels*, vol. 16, no. 7, 1965, pp 71–78.

Mallet, J.V.G., ‘Maiolica at Polesden Lacey II: Istoriato Wares and figures of Birds’, *Apollo*, vol. 92, no. 105 (n.s.), Nov. 1970, pp 340 – 345.[7]

Internet sites/articles

These should be treated in the same way and same order as for textual publications, with the addition of the web page address and the date of consultation; i.e.:

Voss, Angela, 13 May 1999, ‘The Astrology of Marsilio Ficino: Divination or Science?’, <http://www.hubcom.com/coa/Theacino.htm>, 25 Oct. 2000.[8]

Or:

‘The Letters of Marsilio Ficino, vol.1’, 1975, Fellowship of the School of Economic Science, <http://www.pythagorean.org/Renaissance/ficino.htm>, 6 Nov. 2000.[9]

Second or subsequent citations should be in an abbreviated or short form:

Bambach, *Drawing and Painting*.

Chambers, *Patrons and Artists*.

Kirby, ‘The Price of Quality’.

Murdoch, ‘Low Temperature Enamels’.

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[6] Ibid, p 41.
[7] New Series: *Apollo* was re-numbered during the 1960s.
[8] Where an ‘author’ is cited.
[9] Includes date posted i.e. 1975 and date of consultation: 6 Nov. 2000

‘The Letters of Marsilio Ficino, vol. 1’

An oblique should separate bilingual titles. ‘For books in English capitalise the initial letter of all principal words throughout the title, including the initial letter of the first word after the colon.

‘Ibid’ should be used with care and only when it will not be the cause of confusion to the reader. It is recommended that ‘ibid’ be used only when the same work is cited on the same page in either its full or short form and then only when separated from such a predecessor ‘…by no more than four lines of text’.[10] For the sake of clarity, ‘Op. cit.’, ‘loc. cit.’ and ‘id.’ - which is in any case gender specific - should not be used.

Footnote references should be in the same typeface as the body text though two points smaller and in ‘superscript’. Footnote text should be in the same typeface as the body text and two points smaller.

[10] *MHRA Style Book*, p 53.