

# GEMMS Contributor's Guide

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## Defining Sermons versus Sermon Reports

Contributors may enter data from manuscripts either as 'Sermons' or 'Sermon Reports'. It is possible for a manuscript to contain both sermons and sermon reports. Both sermons and sermon reports may have been written by creators (preachers and authors) or by recipients (hearers, readers, etc.).

### Sermons

'Sermons' is a broad category that includes a wide range of records of sermons, including **full texts of sermons, sermon notes** and **outlines** of the main points of sermons. Any record that notes at least the main points of a sermon is included in this category, and most of the manuscripts included in the database will contain sermons. Each sermon should be entered as a separate record in the database.

### Types of Sermons

**'Auditor's Notes'**: notes taken by an auditor of a sermon.

**'Auditor's Outline'**: a list of the heads or main points of a sermon written by an auditor.

**'Preacher's Notes'**: notes written by a preacher, rather than a fully written out sermon.

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**'Preacher's Outline'**: a list of the heads or main points of a sermon written by the preacher.

**'Reader's Notes'**: notes taken by a reader of a sermon.

**'Reader's Outline'**: a list of the heads or main points of a sermon written by a reader.

**'Sermon'**: a sermon written out in full, though it may contain minor corrections or revisions, such as changing the occasional word or phrase. It may have been written either by the preacher or another person.

**'Sermon Draft'**: a fully written out sermon with substantial revisions or corrections, not just changes to the occasional word or phrase. The revisions may have been made at any time, including for a subsequent preaching of a sermon. Sermon drafts will almost always have been written by the preacher, but someone else may have later revised the sermon.

**'Sermon Fragment'**: a part of a sermon, either written by the preacher or someone else.

**'Sermon Notes'**: notes of a sermon when it is not known whether they were written by the preacher or someone else.

**'Sermon Outline'**: an outline of the heads or main points of a sermon when it is not known whether it was written by the preacher or someone else.

**'Transcription of Manuscript Sermon'**: a copy of a sermon known to be transcribed from a manuscript sermon.

**'Transcription of Printed Sermon'**: a copy of a sermon known to be transcribed from a print edition.

**'Transcription of Sermon (Unknown Source)'**: a sermon that has been copied from another source, but it is unclear whether that source sermon was from a manuscript or a printed text.

## Sermon Reports

'Sermon Reports' includes other types of manuscript records of sermons that only briefly mention sermons. The most common types of sermon reports are **sermon diaries**, **lists of sermons** and **commonplace books**. Some sermon diaries and commonplace books contain both sermons and sermon reports because the author might have made brief mentions of most of the sermons, but included a longer description of one or more sermons. Many sermon reports mention multiple sermons, but, unlike sermons, only one record is entered for each report with a brief summary of the range of sermons recorded.

## Types of Sermon Reports

**'Commonplace Book'**: a compilation of various materials that includes references to sermons, short extracts from sermons, or materials used for sermons. Authors sometimes noted the date, preacher, location and/or Biblical text of the sermon. If the author includes more than a few sentences about the contents of the sermon, that sermon will be included in a separate 'Sermon' record.

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If the author of a commonplace book is known, select the appropriate category from '**Auditor's Commonplace Book**', '**Preacher's Commonplace Book**', or '**Reader's Commonplace Book**'. Otherwise, use the generic category, '**Commonplace Book**'.

**'Letter(s)'**: a letter or series of related letters that provide a brief description, or mention, of a sermon or sermons.

**'List of Sermons'**: any sort of list of sermons preached, including lists in parish registers, church books and minute books; lists of parliamentary sermons; registers of preachers, etc.

**'Note of Sermon(s)'**: any mention of sermon(s) that does not fit into the other categories, such as a note about sermons missing from a manuscript, or a note about the occasion of, audience for, text of, etc. a different sermon at the end of a manuscript sermon.

**'Sermon Diary'**: a diary, journal or notebook that provides brief descriptions of sermons. Often all that will be given is the place, date, and possibly the preacher and/or Biblical text of the sermon. If the author includes more than a few sentences about the contents of the sermon, that sermon will be included in a separate 'Sermon' record.

If the author of a sermon diary is known, select the appropriate category from '**Auditor's Sermon Diary**', '**Preacher's Sermon Diary**', or '**Reader's Sermon Diary**'. Otherwise, use the generic category, '**Sermon Diary**'. A diary may be of **more than one type**, such as a diary written by a preacher may record his own sermons and sermons he heard, which would be categorized as a 'Preacher's Sermon Diary' and an 'Auditor's Sermon Diary'.

## Manuscript Data

### Basic Data

<b>Title of Manuscript</b>	use the title given in the manuscript or catalogue, otherwise supply a descriptive title
<b>Repository</b>	
<b>Shelfmark</b>	follow the standard format of the repository
<b>Creation Date</b>	give precise or approximate date(s)
<b>Source of Data</b>	name of contributor

### Additional Data (Optional)

<b>Contents Note</b>	brief summary of the manuscript's contents
<b>Material Features</b>	includes physical description of the ms., the identity and/or clarity of the hand(s), any corrections, deletions or revisions
<b>Associated People</b>	field for manuscript owners, including the creator(s) of the manuscript and any known subsequent owners
<b>Provenance</b>	
<b>Acquisition</b>	
<b>Other Note</b>	includes notes of uncertain data or incorrect attributions

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## Sermon Data

### Basic Data

<b>Extent</b>	range of folios or pages; indicate if unfoliated or unpaginated
<b>Autograph</b>	in preacher's hand? <i>Choice of:</i> yes, no, partly, uncertain
<b>Primary Language</b>	identify the primary language, though sermons may include text in more than one language
<b>Composition Date</b>	give approximate year(s) if there is no data on preachings
<b>OR Preachings</b>	<ul style="list-style-type: none"> <li>include date or range of dates and/or place and/or occasion</li> <li>if preaching data is extensive, you may include photographs of pages or folios with preaching information</li> </ul>
<b>Sermon Type</b>	<i>Choice of:</i> Sermon, Sermon draft, Sermon fragment, Auditor's notes, Preacher's notes, Sermon notes [for unknown authorship], Auditor's outline, Preacher's outline, Reader's outline, Sermon outline [for unknown authorship], Transcription of manuscript sermon, Transcription of printed sermon, Transcription of sermon (unknown source)
<b>Bible Text (if known)</b>	may include more than one text
<b>Preacher (if known)</b>	may include multiple preachers
<b>Notetaker (if known &amp; applicable)</b>	use 'notetaker' for someone who took notes on a sermon
<b>Scribe (if known &amp; applicable)</b>	
<b>Source of Data</b>	name of contributor

### Additional Data (Optional)

<b>Sermon Title</b>	include if there is a title given in the manuscript
<b>Sermon Genre(s)</b>	genres such as anniversary, charity, confutational, fast, funeral, visitation, etc. See the <i>GEMMS User's Guide</i> for more examples
<b>Associated People</b>	<ul style="list-style-type: none"> <li>Other people associated with the sermon, such as subjects of sermons, auditors, dedicatees, etc.</li> <li>please indicate the role of the person in parentheses</li> <li>use 'auditor' for someone who attended a sermon but otherwise was not associated with the manuscript</li> </ul>
<b>Additional Material</b>	relevant materials added before or after the sermon, such as a preface, dedication, prayers, etc.
<b>Print Editions/Witnesses</b>	bibliographic information for known print editions or manuscript witnesses
<b>Description</b>	includes description of the contents of sermon and/or its material features, such as corrections, deletions or revisions, or the identity and clarity of the hand

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<b>Other Note</b>	includes notes of uncertain data, and additional information about people associated with the sermon
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## Sermon Report Data

### Basic Data

<b>Extent</b>	range of folios or pages; please indicate if unfoliated or unpaginated
<b>Primary Language</b>	identify the primary language, though reports may include text in more than one language
<b>Composition Date</b>	give precise or approximate year(s)
<b>Report Type</b>	<i>Choice of:</i> Auditor's commonplace book, Auditor's sermon diary, Commonplace book [for unknown authorship], Preacher's commonplace book, Preacher's sermon diary, Reader's commonplace book, Reader's sermon diary, Sermon diary [for unknown authorship], Letter(s), List of sermons, Note of sermon(s)
<b>Author(s) of Report</b>	<ul style="list-style-type: none"> <li>• can include preachers, along with notetakers, authors of letters, etc.; please indicate the role of the person in parentheses</li> <li>• if there are more than a few preachers mentioned, you do not have to include them all</li> <li>• use 'notetaker' for someone who took notes for a report</li> </ul>
<b>Source of Data</b>	name(s) of contributor(s) or other sources

### Additional Data (Optional)

<b>Report Title</b>	include if a title is given in the manuscript
<b>Associated People</b>	<ul style="list-style-type: none"> <li>• can include auditors, recipients of letters, subjects of sermons, etc.</li> <li>• please indicate the role of the person in parentheses</li> <li>• use 'auditor' for someone who attended a sermon but otherwise was not associated with the manuscript</li> </ul>
<b>Bible Texts</b>	Only include if there are only a few relevant texts
<b>Linked Places</b>	place(s) where sermon(s) were preached; only include a few places
<b>Print Editions/Witnesses</b>	bibliographic information for known print editions or manuscript witnesses
<b>Description</b>	includes description of the contents of report and/or its material features, such as corrections, deletions or revisions, or the identity and clarity of the hand
<b>Other Note</b>	includes notes of uncertain data, and additional information about associated people