



[Welcome](#) > [Editorial Policies](#) > [Tagging Guidelines](#) > The Body Text

## The Body Text

The body text for every document needs to be recorded within `<text><body>` elements. Beyond that, the major structure elements of the text will be recorded as follows:

`<div>` is used to divide the document into discrete sections, such as chapters, sections and books. All documents will be divided into at least one division using the `<div>` element.

`<head>` Is used to encode division and section headers within a document, such as the chapter or section titles.

- **type** describes the type of header, ranging from level1 to level4. If no type attribute is included, the stylesheet will assume that the `<head>` is level 1.
- **n** if the headers are numbered in the original document, these numbers should be indicated here.
- **rend** would contain styling information (center; left; right; bold; italic; sc; large; small.)

`<p>` is used to encode paragraphs.

`<lb />` is used to record line breaks within the text. Although it contains several attributes, the most commonly used with be **rend** since it indicates the nature of the line break. At present, `<lb />` should be used to denote a normal line break. However, `<lb rend="hyphen" />` should be when a line ends by hyphenating a word. It is important to remember that the hyphen itself is not to be transcribed. `<lb />` should be used when a word is broken over two lines without a hyphen.

For example, the text:

The entire group settl-  
ed 3 miles east of  
Victoria Falls for twe  
nty days...

Would be coded `<p>The entire group settl<lb rend="hyphen" />ed 3  
miles east of <lb /> Victoria Falls for twe<lb />nty days ... </p>`.

The basic structure for the transcribed body text is:

```
<text>
<body>
<div> <!-- This is a division. There may be many divisions
in a document but there must always be at least
one -->
<p> ... </p> <!-- This is a paragraph -->
<p> ... </p> <!-- A division can contain any number of
paragraphs each one encoded with the
p element -->
</div>
<div> <!-- This is another division, containing more
paragraphs of its own -->
<p> ... </p>
<p> ... </p>
</div>
<!-- Et cetera, et cetera, et cetera -->
</body>
</text>
```

Find out about encoding [Paragraph and Character Formatting](#)

© Livingstone Online