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## Dates and Times

### Dates

Editors are able to encode dates using the `<date>` element, which contains three attributes: value, certainty and calendar. Although data need not be entered for the latter two, it is vital that a value attribute is always entered – with only one possible exception noted below.

**value** is used to represent the date in a standardised yyyy-mm-dd format.

Remember to include the leading zero for numbers under 10 (i.e. 01 rather than 1). Value data should be entered for all dates appearing within the text. The only exception concerns dates that are recorded in exactly the same format within a document (i.e. not only as yyyy-mm-dd separated by hyphens). However, the appearance of dates in this format within our transcripts will likely only occur within the header to our documents when we indicate the dates for our editorial actions in the format `<date>yyyy-mm-dd</date>`.

**certainty** is used to record the degree of precision to be attributed to the date if there is some reason to doubt its accuracy.

**calendar** is not likely to be employed by us since it is used to indicate the calendar to which a specific date belongs. It is included in the documentation on the off chance that it might prove useful

Thus, the date 1 November 2004 would be coded `<date value="2004-11-01">1 Nov 2004</date>`.

### Times

Times can be recorded using the `<time>` element. This element is to be used to encode not only times that are recorded using numbers, such as "8:30 in the morning," but also phrases like "noon." `<time>` contains the attributes value, zone and type. As with dates, the attribute most likely to be used is value since it records the time in a standardised hh:mm format.

**value** gives the value of the time in the standard hh:mm form.

**zone** indicates time zone or place name wherever this is necessary to evaluate a temporal expression.

**type** indicates something about the type of temporal expression being tagged.

Find out about encoding [Technical Terms](#)

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