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**Vivian Strotmann**

**THE BIBLIOGRAPHICAL METADATA COLLECTION**  
A GUIDE FOR CONTRIBUTORS



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The “Bibliographical Database of Historiography in Ottoman Europe (15<sup>th</sup>-18<sup>th</sup> Century)” / “Bibliographische Datenbank zur Geschichtsschreibung im Osmanischen Europa (15.-18. Jh.)” (HOE) is a joint project of the Chair of History of the Ottoman Empire and Modern Turkey and the University Library of Ruhr-Universität Bochum. For details, see

<https://omp.ub.rub.de/index.php/HOE/index>.

Information on of the papers published in the HOE Working Papers Series can be found on HOE’s website, <http://www.ub.rub.de/oh/index.html>.

This Working Paper should not be reported as representing the views of HOE. The views expressed are those of the authors and do not necessarily reflect those of HOE.

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Historiography in Ottoman Europe

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## The Bibliographical Metadata Collection A Guide for Contributors

### 1. The Project

The ““Historiography of Early Modern Ottoman Europe” (HOE) project took its departure from the fact that there is a lack of systematic research into texts from the Balkans that pertain to the historiography of Ottoman Europe.<sup>2</sup> There are research questions that have received comparatively little attention up to date, among them the historiographical tradition formed by texts from the Balkans dating to the Early Modern Period.<sup>3</sup> To fill this gap in research and to make the resulting research data publicly available, an application was submitted to the *Deutsche Forschungsgemeinschaft* (German Research Foundation, DFG) in 2015<sup>4</sup>, resulting in the HOE project. It was funded until 2018/2019, but the site remains active beyond the funding period and invites feedback, partnerships and submissions of relevant data.

The project is a collaboration between the “Chair for the History of the Ottoman Empire and Modern Turkey”<sup>5</sup> of Ruhr University Bochum and Bochum University Library.<sup>6</sup> Working together synergistically, both institutions brought their specific expertise to the project and combined these efforts to create fresh research data and a customized, optimized

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<sup>1</sup> ORCID-ID : <https://orcid.org/0000-0002-6009-5182>.

<sup>2</sup> For further reading on these concepts see. <http://www.ub.rub.de/oh/concepts.html>, Andreas HELMEDACH / Markus KOLLER/ Konrad PETROVSZKY / Stefan ROHDEWALD (Hrsg.), *Das osmanische Europa. Methoden und Perspektiven der Frühneuezeitforschung zu Südosteuropa*, Leipzig: Eudora 2013 or Konrad PETROVSZKY, *Geschichte schreiben im osmanischen Südosteuropa Eine Kulturgeschichte orthodoxer Historiographie des 16. und 17. Jahrhunderts*, Wiesbaden: Harrassowitz 2014.

<sup>3</sup> The dating of this period is disputed. Refer to Friedrich JAEGER, “Neuzeit”, in: *Enzyklopädie der Neuzeit Online, Im Auftrag des Kulturwissenschaftlichen Instituts (Essen) und in Verbindung mit den Fachherausgebern herausgegeben von Friedrich Jaeger*. Copyright © J.B. Metzlersche Verlagsbuchhandlung und Carl Ernst Poeschel Verlag GmbH 2005–2012. Consulted online on 17 September 2018 [http://dx.doi.org/10.1163/2352-0248\\_edn\\_a2985000](http://dx.doi.org/10.1163/2352-0248_edn_a2985000). First published online: 2014. The timeframe of 1500 to 1800, allowed the project to account for gradual historical developments and to span the times from the heyday of Ottoman hegemony up to the beginning decline of the Ottoman Empire. Cf. e.g. Stefan REICHMUTH / Henning SIEVERT, “Osmanisches Reich”, in: *Enzyklopädie der Neuzeit Online, Im Auftrag des Kulturwissenschaftlichen Instituts (Essen) und in Verbindung mit den Fachherausgebern herausgegeben von Friedrich Jaeger*. Copyright © J.B. Metzlersche Verlagsbuchhandlung und Carl Ernst Poeschel Verlag GmbH 2005–2012. Consulted online on 17 September 2018 [http://dx.doi.org/10.1163/2352-0248\\_edn\\_a3101000](http://dx.doi.org/10.1163/2352-0248_edn_a3101000). First published online: 2014.

<sup>4</sup> See also <http://gepris.dfg.de/gepris/projekt/249662419> (last accessed 25 February 2019).

<sup>5</sup> See <http://www.ort.ruhr-uni-bochum.de/index.html.en> (last accessed 25 February 2019).

<sup>6</sup> See <http://www.ub.ruhr-uni-bochum.de/index.html.en> (last accessed 25 February 2019).

way of presenting and complementing these research results for added utility.<sup>7</sup> The team members from the Chair conducted research in libraries and archives worldwide to locate, examine and describe neglected sources and to compile relevant secondary material on these documents. Team members from the library tended the project websites and curated data collected by the researching team members for the jointly conceptualized system. They validated the information and complemented it with links, filters and further metadata to create the specific data sets that characterize the HOE corpus.<sup>8</sup> This corpus of metadata can be found at <https://hoe.ub.rub.de/>, with extensive information on the project available at <http://www.ub.rub.de/oh/index.html> (both last accessed 14 March, 2019).

## 2. The Structure of the Collection

### 2.1 Sections

The system website consists of three layers, the first of which is the start page.



image 1: start page

On this page, a head menu gives access to the Main Section (no. 1) and the Tools Section (no. 2), which can be searched separately via a search bar (no. 3). The geographical distribution of manuscripts researched and presented through the project is graphically

<sup>7</sup> The system was developed by members of the Digital Library of Ruhr University Bochum and the project is considered an example of Best Practice for externally funded projects by the German Library Association (see: [bibliotheksportal.de/ressourcen/foerderung-fuer-bibliotheken/best-practice-drittmittelprojekte/plattformen-bibliographien/](http://bibliotheksportal.de/ressourcen/foerderung-fuer-bibliotheken/best-practice-drittmittelprojekte/plattformen-bibliographien/), last accessed 14 March, 2019).

<sup>8</sup> See on this e.g. Vivian STROTMANN, "The 'Historiography in Ottoman Europe (1500-1800)' Project (HOE)", in: *href - A Link to Digitized Primary Source Projects in German and Global History*, available at <https://href.hypotheses.org/1022> (last accessed 14 March, 2019).

rendered through a heat map (no. 4) that draws on the geo data inserted into the individual entries. A counter (no. 5) tracks the number of fully redacted and therefore visible entries in the system, distinguishing between key publications (for a list of these, refer to <http://www.ub.rub.de/oh/sources.html>) and complementary materials. Users can add to these materials either by sending their own findings to the project e-mail address, or by making use of the guest sign in function (no. 6). For more information on how to do this, please refer to chapter 3 below.

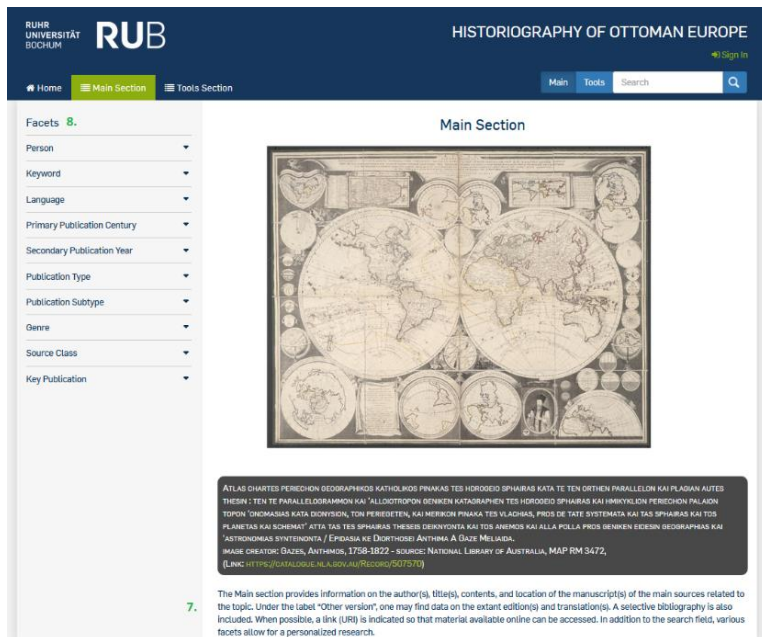


image 2: start page Main Section

The start page of the main section offers the visitor a brief overview (no. 7) of the sources included in this part of the system. This overview also briefly explains the systematics of internal and external interlinking, which is one of the major merits of the system. Additionally, the start page provides a variety of facets (no. 8), which can be dropped down or collapsed as required and can either be used as a point of departure for a search of the collection, or to refine search results rendered through use of the search bar at the top of the page. Both filter mechanisms therefore complement each other: the facets offer a range of search parameters, while the search bar responds to the parameters of

- the title of a work,
- the translated title of a work,
- the transcribed title of a work

which, in sum, gives users a multitude of choices for searching and filtering the data sets.

Besides those data sets that are immediately and analytically linked to the main research objectives and overriding goals of the project, there are other materials that have been considered of value to users and have therefore been given a dedicated space. To establish clear boundaries between the data sets of core importance and auxiliary materials, a “tools” section was established. This section functions in the same way as its “main section” counterpart, but has different facets for categorizing and filtering data.

The different focus of the Tools Section as compared to the Main Section becomes apparent from the short introductory description (no. 9) and from the facets dedicated to tool categories (10). These categories relate to the sources described in the Tool Section, rather than being dedicated to the description of textual interrelations, as the facets of the Main Section are. This referential difference is one of the main discrepancies between the two sections of the system and is indicative both of the function of the section in question and of the role which the sources described play in the overall setup and concept of the project.

image 3: start page Tools Section

A search operation will render a list as the one shown below that provides indication of how many titles match the search parameters (no. 11), division of search results into several pages and an easy to use functionality to leaf through these pages (no. 12), or to resort the search result according to publication year through the dedicated drop-down menu (no. 13).

The overview of results provides some of the core information at a glimpse and serves as a navigational element for users, who can conveniently survey and access individual entries from here. Among others, the details provided in the overview include the title, author(s), year of publication and a collapsible overview of system internal links (no. 14) of the entry in question to others, with relations differentiated according to the hierarchical relations of texts (“is part of” or “has part”), as well as content related connections. For the latter you can choose between:

- primary literature<sup>9</sup>,
- secondary literature<sup>10</sup>,
- other version:<sup>11</sup>
- reference:<sup>12</sup>
- other relation:<sup>13</sup>

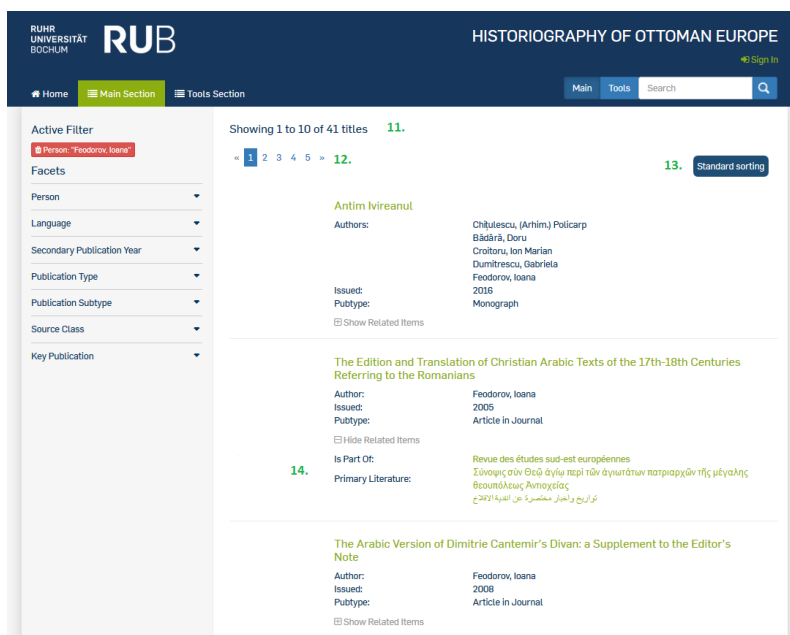


image 4: search result Main Section

<sup>9</sup> E.g. if the publication you are describing can be used as secondary literature to a primary source/manuscript contained in the metadata collection or added by you.

<sup>10</sup> E.g. if you are creating an entry for a primary source/manuscript and would like to see secondary literature contained in the metadata collection connected to it.

<sup>11</sup> Editions and translations are “other versions“ of MSs. Also, different editions of one and the same publication, or publications of the same text/material in different media (e.g. print and digital) are “other versions” of each other.

<sup>12</sup> E.g. literature in which an MS or another kind of publication is mentioned, but not necessarily addressed in greater detail.

<sup>13</sup> E.g. a journal that has been continued under a new name could have two entries—one under the old name and one under the new name—which would be interlinked as “other relation”.

The search result overview for a search operation of entries belonging to the Tools Section will look alike, albeit with a different set of facets, as shown above (image 3). Both sections have facets which are always displayed (such as name, language etc.), as well as facets that are only offered as filters, when they pertain to the search results in question – meaning that the system facets have been designed to dynamically adjust to the parameters used to describe the sources in question. Therefore, these dynamic facets also help users to quickly survey the informational aspects which they can use to further refine their search, or to sift through results.

## 2.2 Entries

Clicking on the title of an entry in the search result overview will direct users to the individual entries stored in the system, which—in concert with their system internal and system external interlinking—constitute the informational merit and output of the HOE-database. The most prominent of these are displayed below.

The screenshot shows the RUB Historiography of Ottoman Europe interface. The entry title is in Modern Greek: "Διήγησις σύντομος περί τε τοῦ Σερμπάνου Βοεβόδα τοῦ καὶ Ῥάδουλου, παρ' ἐπιτίδα τῆς ἡγεμονίας ἐκπεσόντος, καὶ Ῥάδουλου Βοεβόδα, υἱοῦ Μιχνα Βοεβόδα, ἐν τῇ Οὐγγροβλαχίᾳ εἰσελθόντος". The entry is marked as a "Key Publication" (16). A map shows the location of the event in Wallachia (29). The translated title (17) is: "Short account of the unexpected fall from the throne of prince Șerban, also known as Radu, and the arrival in Wallachia of prince Radu, the son of Mihnea (English)". The author is Matthew of Myra (1550-1624) (18), with VIAF and ISNI links. The author's role is listed as "Author" (19). The publication type is "Codex" (20), the language is "Modern Greek" (21), and the date is "ca. 1613" (22). The description (23) states: "Closely related to the 'Memorandum' appended to the 1611 'Office (Akolo uthia) for St Gregory of Decapolis', the 'Short account' presents in more detail the main events that occurred in Wallachia from 1603 to 1613. Matth also starts with the invasion of the Transylvanian prince Moses Székely, continues with the invasion of the Transylvanian prince Gabriel Báthory, and ends with Radu Mihnea's rise to power and the death of the said Báthory. Written shortly after this last event, the text is dedicated to the new prince, Radu Mihnea." The library is the National Library of Greece (24). Other versions (30) include a manuscript in the National Library of Romania. Secondary literature (30) includes "Metal al Mirilor" and "Byzantium Regained? Proteje și istorie". Notes (30) mention a manuscript at Mount Athos (26). Keywords (30) include "Memorandum", "Acolouthia", "Gregory of Dekapolis", "Wallachia", "Mózses Székely", "Gabriel Báthory", and "Radu Mihnea" (27). Geographic keywords (30) include "Transylvania" (28). The permalink (31) is: "https://hoe.uib.rub.de/retrieve/Codex/ef0495ad-8d4f-41b3-8bb6-b4e33463113a".

image 5: entry primary source

While the title of this source (no. 15) is in Modern Greek, the HOE system can display multiple alphabets. The entry presented here has received the “key publication” tag (no. 16), which is designed to highlight especially remarkable texts. If you would like to add a translated title, you can do so in over 20 languages (no. 17), or add additional subtitles (see image 6 below). Persons connected to the publication can be given (no. 18), including specification of their role(s) (no. 19). These role statements are customized to fit the requirements of different publication types. Publication type(s) and subtypes (no. 20),



language(s) (no. 21) and the year of composition (no. 22)—either precise or estimated—can be stated. The descriptive text (no. 23) and the manuscript shelf mark and location (no. 24) are given. The latter is complemented with geo-data/coordinates which generate the indicator on the entry-internal map (no. 25), which in turn is supplemented with links to the library in question, which will be triggered when the marker is clicked. The geo-data entered into the individual entries also feeds into the heat map displayed on the system start page (see image 1 above). Further notes can be added to the entry (no. 26), as well as keywords, which feed into the “keyword” facets of either the Main Section or the Tools Section (depending on the Section into which the entry in question is inserted). Where a counterpart is available, these keywords serve as labels, behind which links to DBPedia<sup>14</sup> can be imbedded (no. 27) to allow users to easily navigate to stable background information regarding the keyword in question. While these keywords describe the contents and contexts related to the text, the geographical keywords which can be included in the entry (no. 28) indicate geographical ties of historical or prosopographical contexts of the sources described. Adding geo-data to these labels will generate corresponding indicators on the entry-internal map (no. 29), helping to visualize the spatial ties pertaining to the text. Two further important elements to be found in the entries are the system internal links to related sources (no. 30), and the unique, stable, automatically generated permalink/entry ID (no. 31), which can be used to link this entry to others, to search for an entry via the search bar or—in the context of scientific publications based on or utilizing material found in the HOE-database—to unambiguously identify the entry referred to.

The screenshot shows the website interface for the 'HISTORIOGRAPHY OF OTTOMAN EUROPE' project at RUB. The main header includes the RUB logo and navigation links for Home, Main Section, and Tools Section. A search bar is also present. The main content area displays the entry for 'Ioakeim Kyprios' Struggle'. On the left, there is a map of Europe with a red dot indicating the location of the source. The right side of the page contains a detailed metadata table for the entry.

Subtitle	A Narrative Poem on the History of the "Cretan War" (1645-1669)
Person	Kaplanis, Tassos A.   URL   VIAF   ISNI <b>32.</b>
Author	
Corporation	Cyprus Research Centre   VIAF   ISNI
Editor	
Publication Type	Monograph   Edition   Translation
Number of pages	XIX, 890 <b>33.</b>
Languages	English, Modern Greek
Publisher	Cyprus Research Centre, Nicosia <b>34.</b>
Edition	1st edition <b>35.</b>
Issued	2012 <b>36.</b>
Is Part Of	Texts and Studies in the History of Cyprus Vol. 67
Other Version	Βιβλίον ονομαζόμενον Πάλη, ήγουν μάχη των Τούρκων μετά του εισεβέου στον και εκλομηράτου μεγάλου αυβεντός και πρινοτζίου της Καμπρατίας Βενετίας
Primary Literature	Ιστορικόν τῶν ἐξ ἀρχῆς βασιλείων τουρκῶν Ιστορικόν τῶν ἐξ ἀρχῆς βασιλείων τουρκῶν Διήγησις τοῦ νηαίου τῆς Κρήτης
Additions	<input type="button" value="Show all"/>
glossary references and index	<b>37.</b>
ISBN	978-9983-0-8126-7
HSZ-ID	HT017960440
Table of Contents	<a href="http://dwb.rub.de/dwb.de/9991/exlibris/aleph/a22_1/apache_media/US3VL1L3IA8ZYT1L6LCH94LKABMYA.pdf">http://dwb.rub.de/dwb.de/9991/exlibris/aleph/a22_1/apache_media/US3VL1L3IA8ZYT1L6LCH94LKABMYA.pdf</a> <b>39.</b>
Notes	Greek poem, English introduction and commentary
Permalink	<a href="https://hoe.uib.rub.de/retrieve/Monograph/3cd9f8fd-f5ea-4336-bb61-4430161b7cc2">https://hoe.uib.rub.de/retrieve/Monograph/3cd9f8fd-f5ea-4336-bb61-4430161b7cc2</a>

image 6: entry edition

<sup>14</sup> <https://wiki.dbpedia.org/> (last accessed 14 March, 2019).

In addition to the features just named, all entries in the Main Section contain identifier links (no. 32) for the persons associated with a source/publication, so far as these persons can be unambiguously identified. These links are to the corresponding data sets found in the internationally recognized identification databases VIAF, ISNI, GND and/or other resources to be found on the person in question. If a person has passed, both the date of birth and death are given, where available. These combinations of information allow users to acquire background knowledge regarding the persons relevant to the history of a text, both primary and secondary, with no more than a few clicks. Further information which can be provided through the HOE-system includes the extent of a work (no. 33), publishing house and place of publication (no. 34), edition information (no. 35), year of publication (no. 36), as well as information regarding additions to a work or text (no. 37). Just as the persons connected to the text are identified as precisely and comprehensively as possible, the text itself is described by means of international identifiers, as well as identifiers from prominent library databases (no. 38). This allows users to easily trace publications in the respective resources and also facilitates core activities of research such as the acquisition or local, as well as remote, lending of materials. Another core functionality of the system is external links to digitized full texts (preferably open access), tables of contents, auxiliary materials, and further resources (no. 38). These allow for quick and convenient access to materials and information—beyond the text itself.

### 3. *Submitting Data*

The collection of data available through our application website will continue to grow and is open to suggestions of additions from all those interested. These suggestions will be validated and reviewed by members of our international Advisory Board<sup>15</sup> and complemented, as well as interlinked with system internal data (existing entries in the HOE database) and with externally available material, such as digitized materials, where freely available. Subsequently, the entry will become visible inside the collection at <https://hoe.ub.rub.de/> (last accessed 14 March, 2019).

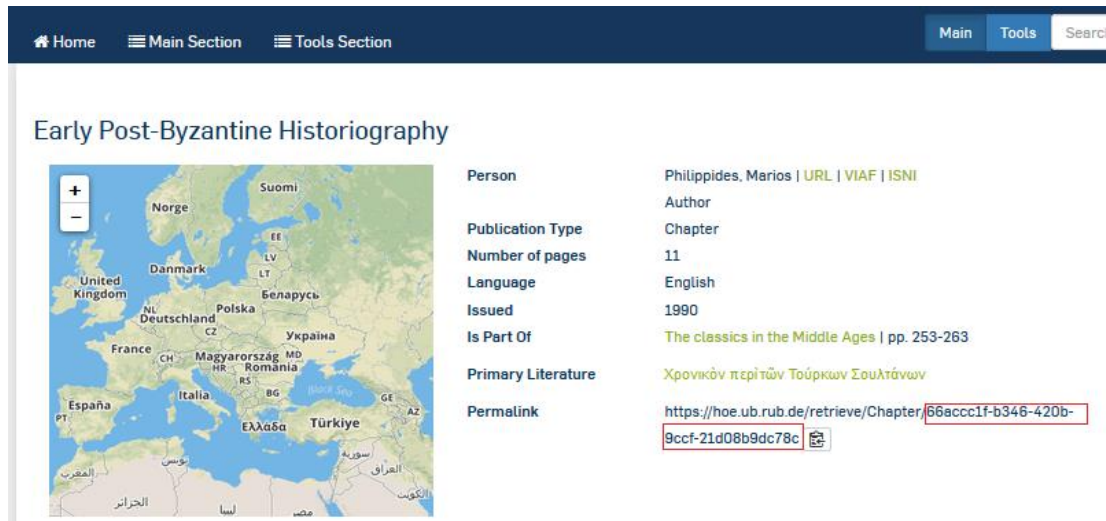
To submit information on sources (manuscripts, as well as editions of these and related secondary literature) which you would like to see included in our collection of metadata, you can choose between two options: submission through e-mail and submission through entering data into our system through the system website.

An overview of the most important primary materials described in our collection is available at <http://www.ub.rub.de/oh/sources.html> (last accessed 4 March, 2019). This overview may be helpful in finding the right primary source to link interesting secondary material to. The links via which users can navigate through the collection and which indicate the relationships between different materials mentioned in the collection, are created by staff of the University Library Bochum. When preparing your suggestions, feel free to note down connections which seem especially relevant to you (see also below). To do so, please use the entry-ID of the entry which you would like to see connected to the entry you are submitting.

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<sup>15</sup> See <http://www.ub.rub.de/oh/partners.html> (last accessed 4 March, 2019).

This entry ID is automatically created by the system for each new entry saved and can be found at the bottom of the entry at the end of the permalink assigned to it. For the entry describing the chapter “Early Post-Byzantine Historiography” of the book *The classics in the Middle Ages*, which can be found at <https://hoe.ub.rub.de/retrieve/Chapter/66acc1f-b346-420b-9ccf-21d08b9dc78c>, this entry-ID would be “66acc1f-b346-420b-9ccf-21d08b9dc78c”.



The screenshot shows the HOE system interface. At the top, there is a navigation bar with 'Home', 'Main Section', and 'Tools Section' on the left, and 'Main', 'Tools', and 'Search' on the right. The main content area is titled 'Early Post-Byzantine Historiography'. On the left, there is a map of Europe with various countries labeled in their respective languages. On the right, there is a metadata table:

Person	Philippides, Marios   <a href="#">URL</a>   <a href="#">VIAF</a>   <a href="#">ISNI</a>
Publication Type	Author
Number of pages	Chapter
Language	11
Issued	English
Is Part Of	1990
Primary Literature	<a href="#">The classics in the Middle Ages</a>   pp. 253-263
Permalink	<a href="https://hoe.ub.rub.de/retrieve/Chapter/66acc1f-b346-420b-9ccf-21d08b9dc78c">https://hoe.ub.rub.de/retrieve/Chapter/66acc1f-b346-420b-9ccf-21d08b9dc78c</a>

image 7: finding the entry-ID

When you submit data to our collection, you are free to choose, whether you would like to be noted as the contributor of the data in the respective entry, or not. If you would like to see your name included, please feel free to let us know in your e-mail, if you submit your data via mail. Or to enter your name in the respective field, if you submit data via the log-in function.<sup>16</sup> This information will become publicly visible once the respective entry has been cleared for publication by the Advisory Board and complemented/interlinked by members of the University Library.

Be aware, however, that entries in our system are dynamic, meaning that they may be modified by new/additional data and new links after publication.

Please also note that the collection of metadata in the HOE system is made available under the CC-BY-SA 4.0 International License<sup>17</sup> and that this licence will also apply to any data you contribute to the collection.

### 3.1 Submitting Data via E-mail

If you would like to submit data via e-mail, feel free to send a message to our project e-mail address at [ottomanhistoriography@rub.de](mailto:ottomanhistoriography@rub.de). You can use the lists in the appendix to prepare your data for evaluation/submission. If you have any questions, please also feel free to contact us.

<sup>16</sup> This field is called “Data provided by” and can be found in the “Administrative” facet.

<sup>17</sup> <https://creativecommons.org/licenses/by-sa/4.0/> (last accessed 14 March, 2019).

### 3.2 Submitting Data via Log-In

You can also enter data directly into our system, where it will first only be visible to the administrators for evaluation. Members of Ruhr University Bochum can use their university credentials to sign in via the RUB Identity Provider. Other users can sign in using their ORCID account.<sup>18</sup> Please note that you will have to sign into your ORCID account first, before signing into our system.

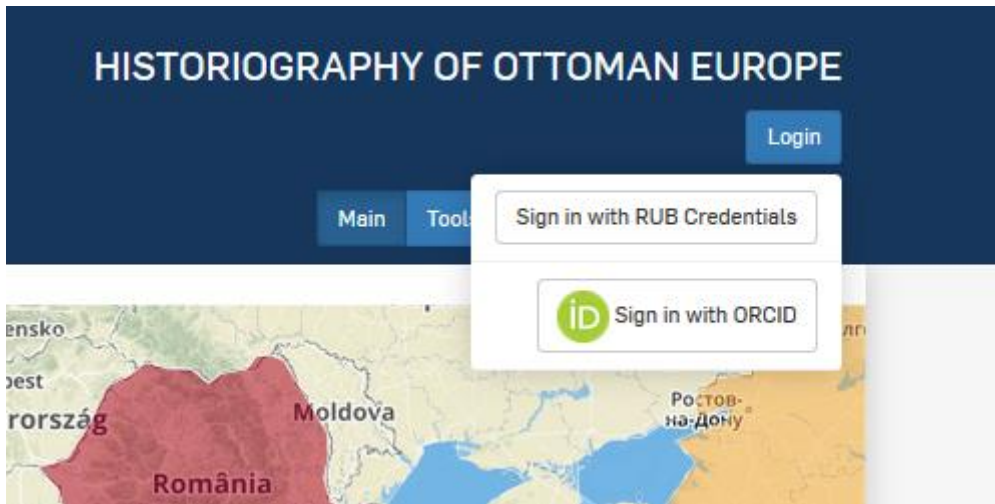


image 8: select one of the two sign-in options

Once you are signed in, you can select the type of source entry you would like to create. The lists in the appendix below can serve as a first orientation for you in this regard.

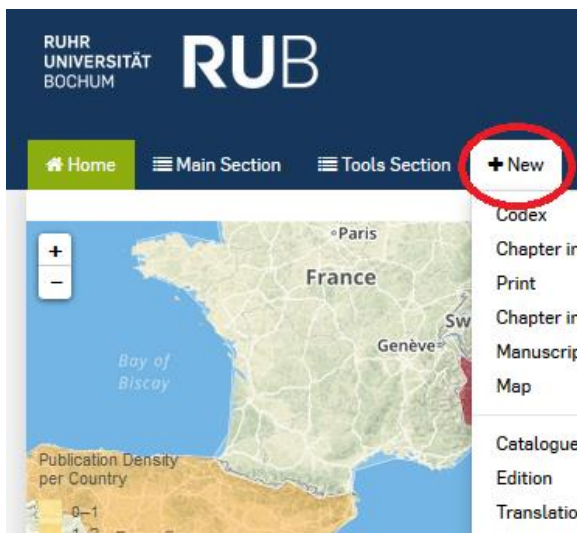


image 9: selecting an entry type

<sup>18</sup> On ORCID see <https://orcid.org/> (last accessed 4 March, 2019).

### 3.2.1 Links

You will only be able to see and modify those entries which you yourself created. This means that if you find literature in the collection to which you would link your own entries, you will not be able to insert these links, yourself. Instead, we ask you to note the entry ID and the type of connection that is to be created with your entry in the “notes” field, which is available in the “Basic” facet of each entry type. The note is only for the library’s reference. I.e., it indicates to them, with which sources you think the entry should be linked. Once the links have been established by the data curators, the note will be deleted, before the entry is made publicly visible. Taking an already publicised entry as reference, this could take the following form, for example:

- Entry: “86596acc-abf7-4217-8dc4-ee4736883a73”<sup>19</sup>
- Note: “Secondary Literature: 86080ab7-b335-4da4-8865-ba4d1b7b4ba6”.<sup>20</sup>

### 3.2.2 Facets

Fill in as many fields in the individual metadata facets (see image 10 below), as possible. These vary, depending on which type of document you have selected. Note any desired links to system internal or external materials in the “notes” field, as described above.

The screenshot shows the RUB (Ruhr-Universität Bochum) metadata entry interface. At the top, there is a navigation bar with 'Home', 'Main Section', 'Tools Section', and a '+ New' button. Below the navigation bar, a message states 'Fields marked with \* are required.' The main content area displays a list of facets, each with a corresponding field name and a label indicating the field's purpose:

Facet	Field	Label
Basic	ID	Type
Person	Corporation	Subtype
Relations	Keyword	Title *
Content	Library	Subtitle
Library	Tool Section	Title Supplement
Administrative		Title translated

image 10: Click on the facet name to display the fields you can fill in

<sup>19</sup> This is the catalogue “The Kenneth Willis Clark Collection of Greek Manuscripts in Duke University Library” in the “Tools” Section. See <https://hoe.ub.rub.de/retrieve/Catalogue/86596acc-abf7-4217-8dc4-ee4736883a73> (last accessed 14 March, 2019).

<sup>20</sup> This is the journal article “The Kenneth Willis Clark Collection of Greek Manuscripts” by Sharpe III, John L. published in *Library Notes* 51-52 (1985), pp. 51-67. See <https://hoe.ub.rub.de/retrieve/ArticleJournal/86080ab7-b335-4da4-8865-ba4d1b7b4ba6> (last accessed 14 March, 2019).

Do not forget to hit “submit”, once you are done.

Some facets require specific content, these are briefly addressed in the following.

### 3.2.2.1 Identifiers - Links to VIAF, ISNI, GND, HBZ, ZDB

As mentioned, HOE provides identifiers both publications and persons connected to these publications. You are not obliged to research and enter these into your entries, as the University Library will tend to these aspects. If you would like to do so, however, you can find the respective catalogues at the following locations:

- VIAF – The Virtual International Authority File (identifies persons and institutions): <https://viaf.org/>
- ISNI – International Standard Name Identifier (identifies persons and lists their works): <http://www.isni.org/>
- GND – “Gemeinsame Normdatendatei” (integrated authority file) of the German National Library (identifies persons, publications, conferences, locations and institutions): [https://www.dnb.de/EN/Home/home\\_node.html](https://www.dnb.de/EN/Home/home_node.html)
- HBZ – “Hochschulbibliothekszentrum NRW” (University Library Centre of North-Rhine Westphalia) (identifies publications): <https://www.hbz-nrw.de/literatursuche>
- ZDB – “Zeitschriften Datenbank” (Journal Database) (identifies journals): <https://zdb-katalog.de/index.xhtml>

### 3.2.2.2 Keywords - Links to DBPedia & Coordinates

If you are creating an entry for a primary source or manuscript, you may want to add geographical and content related keywords to it. Please use the keyword facet to see which keywords are already in the system. If none of these fits your source, feel free to enter new locations or respectively terms of your own choice into the designated fields. You are not obliged to enter Links to DBPedia or coordinates, as the University Library will tend to these matters. However, if you like, you are free to enter links to Wikipedia<sup>21</sup> entries matching your keywords into the designated fields – the English version of entries is preferred, but you can also suggest links to entries in other languages, if no English entries are available to match your keyword.

### 3.2.2.3 The “Administrative” Facet

The “Administrative” facet will largely be filled in automatically and that these automatically generated data should not be modified. You may, however, enter your name here to be noted as the creator of the entry, if you wish (see above). Also, you can select the

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<sup>21</sup> <https://www.wikipedia.org/> (last accessed 14 March, 2019).

“key publication” check box here, if you consider the source which you are describing to be of paramount importance for the overall field of research.

#### 3.2.2.4 Attachments

The HOE system is equipped to include images or PDFs as attachments in individual entries. This functionality is designed to allow for especially relevant material to be included which is not otherwise available online. In order to be considered for attachment to entries in the HOE system, materials have to be clearly suitable for re-use under the CC-BY-SA 4.0 International License<sup>22</sup> that governs the entire metadata collection and need to meet certain technical requirements. If you would like to propose material for attachment to entries, please contact us at the project e-mail address [ottomanhistoriography@rub.de](mailto:ottomanhistoriography@rub.de).

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<sup>22</sup> <https://creativecommons.org/licenses/by-sa/4.0/> (last accessed 14 March, 2019).

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## Appendix: Template for Data Preparation and Structuring

### General Note:

Before compiling the information on relevant sources as indicated below, please use the search options of our system to check whether any of your suggested sources are already listed in our system. If so, please note down the respective entry ID instead of the title of the source.

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The entry ID can be found at the end of the permalink at the bottom of the respective entry. E.g. “0b99a2b4-1490-4f51-b940-a091778e6756“ in the link “<https://hoe.ub.rub.de/retrieve/Monograph/0b99a2b4-1490-4f51-b940-a091778e6756>”.

This will help us avoid duplicates. Thank you very much!

You should also use the entry ID to identify any literature which you would like to note for interlinking (“relations”), if these sources are already in the system. If they are not, please provide bibliographical information that is as comprehensive as possible. If you wish to note more than one source of a particular type (e.g. multiple translations, or several secondary sources), please feel free to double the lists provided below.

If you would like to note literature that is part of another source (as, e.g. an article in a journal), please remember to provide information on the superordinate source (i.e. in this case the journal), as well. For ease of reference, please use numbering to highlight the fact that two sources are related. For instance, the list of attributes describing a journal should be numbered with a digit, e.g. “3.”, and the list of attributes describing the article included in it should be numbered with a digit and a letter, in this case e.g. “3.a”.

Please also note that our collection of metadata is published under CC-BY-SA 4.0 International license (<https://creativecommons.org/licenses/by-sa/4.0/>) and the data you provide will become part of this collection.

## Information on MS Source

Type of source (please select one):

- Codex
- Chapter in Codex
- Print
- Chapter in print
- Manuscript
- Map
  
- Relevant person(s) (name, given name, role[s]):
- Translated title/language:
- Transliterated title (if applicable):
- Language:
- Date of completion:
- Place of completion:
- Extend:
- Library/Place of Library/Library homepage:
- Shelf mark of MS in Library:
- URL(s) to related online resources:
- License information regarding URL (if applicable):
- Additions to MS/notes/further information:

Relations:

- Is part of:
- Has part:
- Other version:<sup>23</sup>
- Reference:<sup>24</sup>
- Other relation:<sup>25</sup>
- Secondary Literature:

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<sup>23</sup> Editions and translations are “other versions“ of MSs.

<sup>24</sup> E.g. literature in which an MS is mentioned, but not necessarily addressed in greater detail.

<sup>25</sup> E.g. a journal that has been continued under a different title. A separate entry would be created for this and this entry would be linked to the first entry, in which the journal is given under its original name.

### Information on Edition of MS Source (“other version”)

- Relevant person(s) (name, given name, role[s]):
- Translated title/language:
- Transliterated title (if applicable):
- Language:
- Date of publication:
- Place of publication:
- Publishing house:
- Number of pages:
- ISBN/ ISSN (if applicable):
- URL(s) to related online resources:
- License information regarding URL (if applicable):
- Additions/notes/further information:

### Relations:

- Is part of:
- Has part:
- Other version:
- Reference:
- Other relation:
- Secondary Literature:<sup>26</sup>

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<sup>26</sup> Note only literature here that pertains to this specific edition, not secondary literature that pertains to the original MS. If you wish to do so, please create a list of attributes for each of these sources, modelled on the aspects named in “Information on Secondary Literature to MS” and change the title to “Information on Secondary Literature to Edition”.

### Information on Translation of MS Source (“other version”)

- Relevant person(s) (name, given name, role[s]):
- Translated title/language:
- Transliterated title (if applicable):
- Language:
- Date of publication:
- Place of publication:
- Publishing house:
- Number of pages:
- ISBN/ ISSN (if applicable):
- URL(s) to related online resources:
- License information regarding URL (if applicable):
- Additions/notes/further information:

### Relations:

- Is part of:
- Has part:
- Other version:
- Reference:
- Other relation:
- Secondary Literature:<sup>27</sup>

---

<sup>27</sup> Note only literature here that pertains to this specific translation, not secondary literature that pertains to the original MS. If you wish to do so, please create a list of attributes for each of these sources, modelled on the aspects named in “Information on Secondary Literature to MS” and change the title to “Information on Secondary Literature to Translation”.

## Information on Secondary Literature to MS

Type (please select one):

- Catalogue
- Book/Monograph
- Edited Volume/Collection
- Conference
- Series
- Journal
- Journal Article
- Chapter
- Internet Document
- Lecture
- Other

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- Subtype(s):<sup>28</sup>
- Relevant person(s) (name, given name, role[s]):
- Translated title/language:
- Transliterated title (if applicable):
- Language:
- Date of publication:
- Place of publication:
- Publishing house:
- Number of pages:
- First page (if applicable):
- Last page (if applicable):
- Volume (if applicable):<sup>29</sup>
- ISBN/ ISSN (if applicable):
- URL(s) to related online resources:
- License information regarding URL (if applicable):
- Additions/notes/further information:

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<sup>28</sup> Several options available, depending on type. E.g. “Festschrift” for “Edited volume/Collection”. Please note as found appropriate. Suggestions will be matched with options in the system.

<sup>29</sup> If the source in question is part of a multi-volume work, please also create a superordinate entry for the multi-volume work.

Relations:

- Is part of:
- Has part:
- Other version:
- Reference:
- Other relation:
- Primary source:

Section & Category:

- Section (please select one):
  - Main Section?
  - Tools Section?
- if part of Tools Section, please select one of the following categories:
  - Catalogues
  - Documents
  - Special Collections/Special Funds
  - Other