Ut per litteras apostolicas…

Les lettres des papes des XIIIe et XIVe siècles

Letters of the Popes from the Thirteenth and Fourteenth Centuries

Release 2011

CONTENTS

INTRODUCTION

This fourth release of the *Ut per litteras apostolicas…* database **replaces** the three previous versions and now offers, with the integration of the nine remaining editions of the XIIIth century, the complete corpus. Nearly 32,000 new documents have been added to the extant analyses and transcripts. The pontifical documents added to *Ut per litteras apostolicas…* are:

- the Registers of Nicholas III (1277-1280);
- the Registers of John XXI (1276-1277);
- the Registers of Gregory X (1272-1276);
- the Registers of pope Clement IV (1265-1268);
- the Registers of pope Urban IV (1261-1264);
- the Registers of Alexander IV (1254-1261);
- the Registers of pope Innocent IV (1243-1254);
- the Registers of pope Gregory IX (1227-1241);
- the Registers of pope Honorius III (1216-1227).

This release contains thus a total of approximately 250,000 documents, all categories included.

Any errors that have been identified have been corrected. As a result, the data presented is an improvement on what is found in the printed editions.

The database aims at offering the most practical examination possible of these documents. However, since the practices of the pontifical chancellery have changed during the thirteenth and fourteenth centuries and since the successive editors have adopted different criteria, searches on the entire database might not be absolutely conclusive.

The published documents were reproduced according to a computer programme which caused certain slight adaptations of this new presentation.

- Incorporating the analyses of the publication necessitated a development of the returns, such as *eidem, ut supra, similis gratia, eodem modo*, etc., with concern for the efficiency of the search, letter by letter. This meant that a lot of collating was necessary and it is therefore inevitable that certain returns have escaped our attention, for which we apologise to the users. Future updates will take into account all of the forgotten and incorrect returns.
- The date of the recorded bull was assigned to four search fields with the same aim of relevance to the search: a) the place of promulgation of the letter; b) the date according to our calendar; c) the Latin date; d) the pontifical year.
- Certain analyses may have been produced twice, because the same bull was recorded at two different places, cancelled out or not depending on whether the transcriber realised this. We have regrouped these duplications under one of the two publication numbers, and have mentioned the return to this number for the analysis, twofold, in the *eadem ac* form in the **Comments** field.

Table of the documents available in the fourth version of *Ut per litteras apostolicas…*

POPES	EDITIONS	NUMBER OF DOCUMENTS
Honorius III (1216-1227)	*Regesta Honorii papae III (1216-1227), éd. P. Pressutti, Roma, 1888-1895, 2 vol.*	6288
Grégoire IX (1227-1241)	*Les registres de Grégoire IX (1227-1241), éd. L. Auvray, Paris, 1890-1955, 4 t. (BEFAR)*	6183
Innocent IV (1243-1254)	*Les registres d'Innocent IV (1243-1254), éd. E. Berger, Paris, 1884-1921, 4 t. (BEFAR)*	8352
Alexandre IV (1254-1261)	*Les Registres d'Alexandre IV (1254-1261), éd. Ch. Bourel de la Roncière, J. de Loye, P. de Cénival et A. Coulon, Paris, 1895-1959, 3 t. (BEFAR)*	3260
Urbain IV (1261-1264)	*Les Registres d'Urbain IV (1261-1264), éd. J. Guiraud, Paris 1892-1958, 4 t. (BEFAR)*	508 + 3017
Clément IV (1265-1268)	*Les Registres de Clément IV (1265-1268), éd. E. Jordan, Paris, 1893-1945, 1 t. (BEFAR)*	1944
Grégoire X (1272-1276) Jean XXI (1276-1277)	*Les Registres de Grégoire X (1272-1276) et de Jean XXI (1276-1277), Paris, 1892-1960, 1 t. (BEFAR)*	1090 + 165
Nicolas III (1277-1280)	*Les Registres de Nicolas III (1277-1280), éd. J. Guiraud et L. Cadier, Paris, 1898-1938, 1 t. (BEFAR)*	1090
Martin IV	*Les Registres de Martin IV (1281-1283),*	594

(1281-1285)	*Paris, 1901-1935, 1 t. (BEFAR)*	
Honorius IV (1285-1287)	*Les Registres d'Honorius IV (1285-1287), Paris, 1886-1888, 1 t. (BEFAR)*	975
Nicolas IV (1288-1292)	*Les Registres de Nicolas IV (1288-1292), Paris, 1887-1893, 2 t. (BEFAR)*	7654
Boniface VIII (1295-1303)	*Les Registres de Boniface VIII (1294-1303), Paris, 1884-1939, 4 t. (BEFAR)*	5597
Benoît XI (1303-1304)	*Le Registre de Benoit XI (1303-1304), Paris, 1883-1905, 1 t. (BEFAR)*	1327
Clément V (1305-1314)	*Regestum Clementis papae V…, O.S.B., Roma, 1885-1892, 10 v.*	10668
Jean XXII (1316-1334)	*Jean XXII (1316-1334), Lettres communes, Paris, 1904-1947,16 t. (BEFAR)*	64421
	Jean XXII (1316-1334), Lettres secrètes et curiales relatives à la France, Paris, 1900-1972, 4 t. (BEFAR)	5569
Benoît XII (1334-1342)	*Benoit Xll (1334-1342), Lettres communes, Paris 1902-1911, 3 t. (BEFAR)*	9536
	Benoit XII (1334-1342), Lettres closes, patentes et curiales se rapportant a la France, Paris, 1899-1920, 1 t. (BEFAR)	929
	Benoit XII (1334-1342), Lettres closes et patentes intéressant les pays autres que la France, Paris, 1913-1950, 2 t. (BEFAR)	3285
Clément VI (1342-1352)	*Clément VI (1342-1352), Lettres closes, patentes et curiales se rapportant à la France, Paris, 1925-1961, 3 t. (BEFAR)*	5479
	Clément VI (1342-1352), Lettres closes, patentes et curiales intéressant les pays autres que la France, Paris, 1960-1961, 1 t. (BEFAR)	2705

Innocent VI (1352-1362)	*Innocent VI (1352-1362), Lettres secrètes et curiales, Paris, 1959-en cours de publication, 5 t. (BEFAR)*	2512
Urbain V (1362-1370)	*Urbain V (1362-1370), Lettres communes, Paris, 1954-1989, 12 t. (BEFAR)*	27935
	Urbain V (1362-1370), Lettres secrètes et curiales se rapportant à la France, Paris, 1902-1955, 1 t. (BEFAR)	3286
	Urbain V (1362-1370), Suppliques de 1362 à 1365 (années I à IV), 1978-1989 (support informatique)	20477
Grégoire XI (1370-1378)	*Grégoire XI (1370-1378), Lettres secrètes et curiales relatives à la France, Paris, 1935-1957, 1 t. (BEFAR)*	3952
	Grégoire XI (1370-1378), Lettres secrètes et curiales intéressant les pays autres que la France, Paris, 1962-1965, 1 t. (BEFAR)	4046
	Grégoire XI (1370-1378), Lettres communes, années I à V, 1990-1998 (support informatique)	41716

I   PRESENTATION OF THE DATABASE

A- What is found in the *Ut per litteras apostolicas…* database?

The *Ut per litteras apostolicas…* DVD and online collection constitutes the electronic version of the series of *Registres et Lettres des Papes des XIIIe et XIVe siècles* (Registers and Letters of the Popes from the Thirteenth and Fourteenth Centuries) published since 1883 by the École française de Rome (and subsequently in partnership with the CNRS). It currently encompasses about 80 volumes, and the former Taurus+ database which comprised more than 62,000 documents.

The electronic corpus brings together, in order of appearance:

a) The letters considered *communes*, which bear reference to the beneficial politics of the Avignon popes and to various indulgences:

- appointments to major and minor benefices (*diocese, diaconate, canonicate,* etc.), and to dignities (*episcopate, archidiaconate, provosty, deanship*, etc.);
- other indulgences: dispensation for cause of illegitimate birth, age, or murder; matrimonial dispensation; permission to celebrate mass before daybreak; plenary absolution of sins when on the verge of death; clemency for religious establishments; concession of a portable altar; permission to bequeath, granted to a clergyman, etc.

b) The petitions represent the administrative stage before that of the *litterae communes*: the written demands presented to the pope by the solicitors of graces. Drawn up according to a chancellery formulary, they were submitted to the Pontiff by the referendary. These petitions supply important and detailed information about the solicitors and inform us about the elaboration of the *litterae communes*.

c) The letters considered "secret", "curial", "close", or "patent" deal with politics, administration, and diplomacy of the popes of Avignon. They are addressed to kings and princes, urban communities, archbishops and bishops, abbots and leaders of religious orders, pontifical emissaries (legates, nuncios, collectors), etc.

d) The registers of the thirteenth century, regardless of the type of letters, contain the correspondence of the Roman popes sent by the chancellery or the apostolic chamber.

B- Installation procedure and presentation of the search screen

- When the DVD is inserted into the DVD drive, an installation programme starts automatically. If this is not the case, start "install.bat" from the root directory of the DVD. Follow the instructions given on the screen.

- To uninstall the software, select the "uninstall" option in the folder "Program and Features", to be found in the Control Panel of your Windows Operating System.

- For those who consult the database on the Internet: connect to BREPOLiS, the Brepols site for online databases, at www.brepolis.net, and select *Ut per litteras apostolicas…*. You can follow the instructions on the screen, depending on your licence.

The first screen of the program offers a list of the popes whose letters are included and allows you to choose between a search covering the entire database and a search limited either to a specific pontificate (selected by clicking on a subdivision of popes) or to documents which are not written by a pope (selected by clicking on the subdivision "Other authors"). The chosen group of pontificates is indicated in the search screen as well as in the result list. The selection of a certain group of pontificates has consequences for the indexes added to every search field: when a search is performed in the entire database ("All pontificates"), all terms present in the database are included in the indexes. However, when a search is limited to a certain group of pontificates, the browse lists only contain those elements found in the letters of the popes involved. Through this procedure, the program performs better.

Select Pontificate

Current Pontificate: All Pontificates

• **All Pontificates**

• **Pontificate of:**

Lucius II	12.03.1144 - 15.02.1145
Innocent III	22.02.1198 - 16.07.1216
Honorius III	24.07.1216 - 18.03.1227
Grégoire IX	21.03.1227 - 22.08.1241
Innocent IV	28.06.1243 - 07.12.1254
Alexandre IV	20.12.1254 - 25.05.1261
Urbain IV	04.09.1261 - 02.10.1264
Clément IV	15.02.1265 - 29.11.1268
Grégoire X	27.03.1272 - 10.01.1276
Jean XXI	15.09.1276 - 20.05.1277
Nicolas III	26.12.1277 - 22.08.1280
Martin IV	23.03.1281 - 28.03.1285
Honorius IV	20.05.1285 - 03.04.1287
Nicolas IV	22.02.1288 - 04.04.1292
Boniface VIII	23.01.1295 - 11.10.1303
Benoît XI	27.10.1303 - 07.07.1304

• **Pontificate of:**

Clément V	14.11.1305 - 20.04.1314
Jean XXII	05.09.1316 - 04.12.1334
Nicolas V antipape	18.05.1328 - 29.08.1330
Benoît XII	08.01.1335 - 25.04.1342
Clément VI	19.05.1342 - 06.12.1352
Innocent VI	30.12.1352 - 12.09.1362
Urbain V	06.11.1362 - 19.12.1370
Grégoire XI	05.01.1371 - 26.03.1378
Clément VII	31.10.1378 - 16.09.1394
Benoît XIII	11.10.1394 - 23.05.1423

After confirming your choice, the search screen, with fourteen searchable fields, will appear.

Search Screen

Current Pontificate: All Pontificates

and ▾	Number		Browse
and ▾	Pope		Browse
and ▾	Other Author		Browse
and ▾	Type of Letter		Browse
and ▾	Category		Browse
and ▾	Place of promulgation		Browse
and ▾	Modern date	From ____ to ____ or ____	Browse
and ▾	Latin date		Browse
and ▾	Year of pontificate		Browse
and ▾	Chronological note		Browse
and ▾	Taxation		Browse
and ▾	Analysis/Transcription		Browse
and ▾	Comments		Browse

Clear fields

Search

C- Presentation and definition of the search fields

To launch a search you can enter a valid search criterion (of your choice or as selected from the wordlists) in one or several fields according to a search based on a combination of words, numbers and logical links.

N. B. For each searchable field preceded below by a ⊠ symbol, consulting the wordlist is recommended before introducing any search criterion.

Number: number of the printed edition
Use the truncation (*) at the end of the number in order to recuperate any possible original *bis, ter*, etc. type of numbering, re-transcribed in the database by alphabetical letters *a*, *b*, *c*, etc.
Because the same number might have been used in various publications, it would be wise to associate it with a criterion in the **Pope** field and/or **Type of Letter** field to make the search more efficient.

Pope: name of a pope, in French, author of the published correspondence.
When you select the name of a pope in the Search Screen, you carry out a search on all of the chosen pope's correspondence, whereas the absence of a selection implies searching the correspondence of all the popes included in the database, provided that a particular pope had not been previously selected in the choice of database (see *infra,* II-B-1, *Home*); the documents thus selected will be those stemming from the pope (even if they were published in the registers of another pope). Letters from his entourage will not be found (cf. *Other author* below).
You can consult the index tree (See *Infra*, II-B-1, *Table of Contents*) find out the type and category of letters and the dates of the pontificate

⊠ **Other author** (than the pope): name of the author of the letter, in case this is not a pope.

A small percentage of the database is comprised of analyses of documents emanating from great lay or ecclesiastic figures present in the registers of the pontifical chancellery, and of various acts not in the registers, annexed to the Letters by the editors of different volumes, notably in the Appendices of the Letters; a list of these persons can be found in the index of the search field **Other author**. For convenience, as the Appendices bring together pieces of a quite varied nature, we have listed under the name of the pope all the documents emanating from his entourage (such as the letters of cardinals, papal officers, nuncios, collectors, etc.). The nature of these pieces can be found by searching the *ad hoc* vocabulary in the **Analysis/transcript** field *(litterae cardinalis, introitus, computum, testamentum, processus,* etc.).

Type of letter: letters *communes,* curial, secret, close or patent as well as petitions and cameral registers

From the pontificate of Clement V onwards, the registers contain a greater number of letters named *communes,* which are defined as administrative, essentially beneficial, letters.

The petitions, of which the registration starts in the fourteenth century and which, at present, have been analysed for the **pontificate of Urban V** only, deal with the same subjects.

The letters considered curial, rather similar to the secret letters, following in the registers of *litterae communes,* were generally analysed at the same time as the latter.

The thirteenth century cameral registers are registers of papal bulls drawn up by the apostolic chamber, as far as their competences are concerned.

The registers of secret letters, letters close, and letters patent, defined as diplomatic letters of a political or politico-religious nature, commence with the pontificate of John XXII. The secret letters were the subject of distinct publications, with the exception of those of Innocent VI,

depending on whether they deal with France, or countries other than France.

In this field can be found as well the Appendices of the *litterae communes,* where the editor judged it appropriate to publish diverse pieces, most often relating to the year of pontificate concerned.

To make the search more efficient, the **Type of letter** search field must be associated with a criterion in the **Pope** field and/or the **Number** field, owing to the repetitive attribution of the letter numbers in one or the other type of letters published.

☒ Category

The system of methodical classification by category of chancellery, progressively integrated among the registers for the *litterae communes,* only appears as from the pontificate of Benedict XII. The list of these categories is given by the wordlist of this field. Their captions render them explicit. However, three among them, *De litteris diversarum formarum, De litteris communibus* and *De indultis, privilegiis et dispensationibus,* regroup rather diverse subject matter (e.g. proceedings, endowments, special dispensations, etc.).

☒ Place of promulgation

The place of promulgation introduces the utterance of the Latin date at the end of the bull *(apud Bagnoli,* etc.) and has been taken up in Latin as in the publication. The identification of these Latin toponyms may be introduced in subsequent updates. This field is the subject of indexing by entry rather than the individual word (cf. *infra* II-C-4, *The browse lists*).

☒ Modern date

The modern date is calculated from the Latin date given in the document, converted in this field in numerical form (YYYYMMDD), 14 Dec. 1362 becoming "13621214". All searches conducted by date are thus carried out in this form. This field allows the user to introduce periods

from one date to another, for which two specific fields are provided, as well as a specific date, chosen freely.

N. B. You should have in mind that this type of query does not apply to certain approximate or incomplete dates, thus expressed in an alphanumerical form. Records like "around the 1317 09 20" which do not meet the strict numerical format will thus not be taken into account in the query. These dates will only be found while searching for "13170920".

Latin date

The Latin date is generally transcribed according to the Roman calendar (*nones, ides, kalendes*), as was the practice of the pontifical chancellery.

N. B. In the entire database, a calendar with a supplementary *XVII kal. mart.* has been used for the leap years, as attested in several apostolic letters. For the edition of the registers of the XIIIth century, we have proceeded in the same way as done earlier for the letters considered *communes* and secret of popes John XXII and Benoît XII, and thus have corrected systematically, for the leap years, the calculated dates of the days between the 14th and the 26th of March.

This is essentially a consultation field and allows for verification of the modern date.

Year of pontificate

The year of pontificate is worded at the end of the bull after the utterance of the Latin date *(anno secundo pontificatus nostri)* and it is re-transcribed in roman numerals. The calculation of the date is based on the date of the crowning of the pope, the extreme dates of the pope's reign can be consulted by clicking on the *indexes* in the main menu of the search screen.

Chronological note

This field specifies the reason why an implausible Latin date could not be calculated (e.g. *illegible, incomplete,* etc.) or the absence of a date *(n.d.),* or even the absence of both place and date *(s.l. s.d.).*

⊠ **Taxation**

This concerns a tax for recording the bull, expressed in large silver *tournois,* the value of which was quite variable. It is applied exclusively to the *litterae communes.* The amount of tax only appears in the publications of the *litterae communes* of John XXII and Benedict XII.

Consulting the browse list is particularly recommended because certain details of links with the beneficiary are not found in the analysis proper. For example, for *Gr. pro socio episcopi* the link *socius* does not appear in the analysis.

N. B: This field might be deactivated when the user has chosen to limit the search to a specific group of pontificates.

⊠ **Analysis/transcription**

In this search field you can find the main information relating to people, to places, and to subject matters contained in the letters and documents.

For the *litterae communes,* the editor systematically chooses to give only an analysis of the recorded bull. The edition of the petitions follows the same principle. Certain editors (particularly those of the *litterae communes* of John XXII) have signalled incomplete analyses by placing an asterisk before the number of the letter; this indication is also used in the **Comments** field.

The partial or complete transcription of the handwritten text is most often found for the registers of the thirteenth century and for the secret or curial letters of the fourteenth century, in addition to a brief analysis. When displayed, the text of this transcription appears within quotation marks under the analysis, separated from it by a line across the screen.

In this field a search can be conducted for an entire word or part of a word, indistinctive of capital or lower case letters: it is also highly recommended to use the wordlist of the field, to use truncation (*), and to make use of the logical operators so as to improve results.

The display of the search result can be obtained on various levels (see *infra*, II-C-5, *Display of results)* and the exhaustive consultation of the document found is carried out on one screen which displays the actual

text of the letter (analysis and/or transcript), and then the references, bibliographic and documentary data at the end of the document.

For more details, consult *infra,* V, *Examples of searches and practical advice*. But it should already be pointed out here that one must always multiply the searches by trying different combinations of search criteria.

N. B. In the editions of the registers of the XIIIth century, the authors sometimes add as a supplement the papal letters in a vernacular language, issued from local collections or particular editions. In order that these letters are not taken into consideration while conducting a search, we have opted to add summarized Latin translations. These are always placed between square brackets, at the beginning of the letter.

Comments

All of the observations made by the editors in the form of annotation have been placed in this field, which therefore offers a great diversity of information ranging from a simple critical remark (bad spelling, date discrepancy depending on the register used, Vatican or Avignon) or the correction of erroneous spelling, to a detailed explanation of the historical context of the letter and the adhering bibliography. A search in this field may serve as an addition to the search result.

The information included in this field are the reference, the name of the editor, the bibliography, and the footnotes, to the extent that these data are available.

II   SEARCHING THE DATABASE

A- The navigator

The *Ut per litteras apostolicas…* software is based on an Internet navigator (Internet Explorer or Mozilla Firefox). The DVD and online application operate according to the same procedures: same screens, same functions.

B- The search software

1.   Toolbars

The toolbars displayed permanently on top of the screen offer the user an orientation in the various levels of information in the *Ut per litteras apostolicas…* database.

The **first toolbar** on top of the screen, above the title, on a grey background, offers the following functions:

- *BREPOLiS*

This logo contains a hyperlink to the BREPOLiS website, the website containing all online projects of Brepols Publishers and its academic partners.

- *All databases*

In this list appear all electronic databases included in your license.

- *EN/FR/DE*

On entering the application, the default setting is the language defined in your license, specified while subscribing. The three buttons **EN/FR/DE** permit to modify the language of the interface to English, French or German.

- *Home*

This function calls up the first screen of the application, the overview of all popes comprised, permitting you to choose between a search covering the entire database and one limited to a specific group of pontificates.

- *Search history*

This function allows you to retrieve at any given moment the history of searches previously conducted during the course of a working session.

- *Help*

In the Help program, the electronic version of the current user's manual is at your disposal.

- *Logout*

This function enables you to close the application and to leave the database. It is imperative that you use this function (and not the ![X button]) button on top of the screen) in order to close correctly the working session on the BREPOLiS database. If the Logout-button is not used, the session will not be closed and the database will be inaccessible for other users. To prevent unfinished sessions staying open and thus inaccessible for other users, the system will automatically logout sessions that have been inactive for more than fifteen minutes.

The **second toolbar** below the title, on a blue background, offers the following functions:

- *Introduction*

The introduction gives a description of the content of the database and a presentation of the scholarly partners.

- *Search Screen*

This tab gives the search functions:
- Select pontificate:
  You can choose to carry out a search over the entire database or limit the search to a specific pontificate.
- Search screen:
  Click on this to open the search screen, the screen in which most of the searches linked with particular fields are conducted.

- *Table of contents*
  This index allows you to search for documents based on the typology of documents, and to find the letters in their context and in the sequence of the printed edition.

The arrangement of this index is, in order of appearance, by *pope (and date of his reign)*, followed by *type of letter*, then by *category*, and finally by *number (of the letter)*.

To conduct a search on a document or subdivision, proceed as follows: first choose a pope, then select a type of letter and indicate a category, if necessary. The number of results as well as the abridged results responding to the user's request will be shown. All documents can be opened by clicking on the abridged results.

Table of Contents		
Pope	Urbain V - 06.11.1362 - 19.12.1370	
Type of Letter	Lettres communes	
Category	De altare portatili et de celebrando ante diem	

- *Tools*

This section contains some instruments that help simplify the search:

- Thesaurus:

  a summary of the information found in the database, based on a sample of letters and to be extended and enriched in the future.

- abbreviations:

  Lists of abbreviations belonging to each publication are inserted.

- petitions:

  Information about how to read the petitions of Urban V (i.e. the data converted from the Taurus+ database of Avignon).

2. Simple Search

On top of the screen, in the search field next to the title, you can perform a simple search. This procedure permits you to have a first orientation with a single search criterion (name of a person, of a place, a concept, etc.). In fact, the search will not be limited to a certain field, but will give results for the entire database.

Furthermore, the simple search permits to launch a search based on a passage selected in a document given as a result of a search, which makes every type of search even more effective. In order to execute such a search, the user has to paste (between quotation marks) the selected passage in the search field. This produces a search throughout the entire database for the same chain of characters.

C- The search criteria

1. The searchable fields
Search criteria – text, numbers or a combination of both – are entered in one or more numerical and/or alphanumerical search fields, which can be linked by logical operators.

A distinction has been made between the data searchable individually and those not searchable individually, visualized on other levels.

Data searchable individually	*Data not searchable individually*
Number*	**Dates of pontificate** (→ Table of Contents)
Pope	**Bibliography** (→ Comments)
Other author	**Reference** (→ Comments)
Type of letter	**Editor(s)** (→ Comments)
Category	**Notes** (→ Comments)
Place of promulgation	
Modern date*	
Latin date	
Year of pontificate	
Chronological note	
Taxation	
Analysis/transcript	
Comments	

* = numerical index

The contents of "Bibliography", "Reference", Editor(s)" and "Notes", devoid of own indexing, nonetheless are searchable in the "Comments" field and appear in the results display.

The *termini* of the reign of the popes are also visualized on the first screen of the program (as well as an overview of the pontificates included in the database). The extreme dates of the pope's pontificate can be consulted in the index tree, accessible by clicking on **Index** in the toolbar on top of the screen.

There are two ways to include criteria in the search field:
- by own entry;
- by consulting the index.

These procedures are explained below (see II-C-3, *Metacharacters* and II-C-4, *Browse lists*).

Autocomplete function

All search fields are equipped with an autocomplete function, which completes entries without you needing to type them in full and proposes automatically the entries included in the field. When typing a certain word, the program displays a drop down list presenting ten suggestions.

N. B. There is a difference between the search criteria written in the search field and those inserted using the autocomplete function (thus selected out of the list of suggestions). This last option corresponds with the selection of a criterion in the index: the program will visualize only those documents corresponding exactly to the criterion(s) in the search field. On the other hand, when the criteria are written in the search field, all written terms will be displayed, regardless their order.

2. The logical operators (Boolean operators)

The operators linking the search fields have the highest priority, from top to bottom, followed by the operators introduced within the search fields, with an order of priority from left to right.

- *The logical operators vertically linking the different search fields*

The distinct search requests in different search fields can be linked with the help of these three logical operators: AND, OR, NOT (buttons placed before the field names).

- Utilization of the AND operator signifies that the result must correspond to the request for all criteria in the fields thus linked:

     Example: **Date** *13650216* AND **Pope** *Urban V* gives all letters of Urban V of 16 February 1365.

- Utilization of the OR operator signifies that the result can contain inconsequentially one of the criteria in the fields thus linked (the OR operator needs to precede all fields thus linked!):

Example: to find the tabellions under the pontificate of Benedict XII: AND **Pope** Benoît XII OR **Category** *De tabellionum litteris OR* **Analysis/transcript** *tabell** gives all the documents regrouped under this category and/or all the documents containing the given criterion (tabellion).

- Utilization of the NOT operator excludes all the criteria introduced in the search field thus defined:

Example: **Pope** *Urban* V NOT **Place of promulgation** *Av?nione* gives all the documents of Urban V that were not promulgated from Avignon.

Search Screen				Current Pontificate: All Pontificates	
and ▼	Number				Browse
and ▼	Pope	'Urbain V'		51735	Browse
and ▼	Other Author				Browse
and ▼	Type of Letter				Browse
and ▼	Category				Browse
not ▼	Place of promulgation	av?nion*		160905	Browse
and ▼	Modern date	From	to	or	Browse
and ▼	Latin date				Browse
and ▼	Year of pontificate				Browse
and ▼	Chronological note				Browse
and ▼	Taxation				Browse
and ▼	Analysis/Transcription				Browse
and ▼	Comments				Browse
Clear fields				*Total number of hits 9390*	Search

	#	Pope \ Other Author	Type of Letter	Number	Category	Place of promulgation	• Modern date – Latin date	Year of pontificate	Reference
✔	1	Urbain V	Suppliques	000014			•	[I]	S38 fol.2
✔	2	Urbain V	Suppliques	000015			•	[I]	S38 fol.2
✔	3	Urbain V	Suppliques	000016			•	[I]	S38 fol.2
✔	4	Urbain V	Suppliques	000017			•	[I]	S38 fol.2
✔	5	Urbain V	Suppliques	000018			•	[I]	S38 fol.2v
✔	6	Urbain V	Suppliques	000019			•	[I]	S38 fol.2v
✔	7	Urbain V	Suppliques	000020			•	[I]	S38 fol.2v
✔	8	Urbain V	Suppliques	000021			•	[I]	S38 fol.2v
✔	9	Urbain V	Suppliques	000022			•	[I]	S38 fol.2v
✔	10	Urbain V	Suppliques	000023			•	[I]	S38 fol.3
✔	11	Urbain V	Suppliques	000024			•	[I]	S38 fol.3
✔	12	Urbain V	Suppliques	000025			•	[I]	S38 fol.3

Search results: 9390 hits   Export   Refine Search

Search details: and Pope: "Urbain V" not Place of promulgation: **av?nion***
Current Pontificate: **All Pontificates**

View selection   ✔ All items

1 2 3 4 5 6 7 8 9 10 » Next ►

- *The logical operators within the search fields*

These allow for combining all searched data according to logical criteria, in all fields and with the order of priority from left to right, in order to maximally specify the search.

These operators are:

- "AND" (or the code "+" or a space)
- "OR" (or the code ",")
- "NOT" (or the code "#")
- "NEAR" (or the code "/"). This operator, which needs to be followed by an Arabic numeral preceded by a space, imposes a search according to an order of maximal proximity defined by this number, regardless of the respective order of words.
- "BEFORE" (or the code "%"). This operator, which needs to be followed by an Arabic number preceded by a space, gives the order of anteriority of one term with respect to another, considering the respective order of words.

N. B. The Boolean operators NEAR and BEFORE, need to be placed **before** the search criteria and not between them! The other Boolean operators (AND, OR and NOT) are placed between the criteria thus linked.

N. B. It is impossible to link more than two terms with the proximity operators NEAR and BEFORE. Further, in order to guarantee the performance of the program, one should limit the use of truncations. In case the search request generates too many results, an error message appears ("illegal search-string"). In this case, the search criteria should be specified by extending the search-string or by reducing the use of wildcards (e.g. *canonicatus* instead of *can**; *praebenda* instead of *praeb**).

Examples:
- In the **Analysis/transcript** search field, the request *canonicatus NOT prebenda* allows one to search for documents that contain the word *canonicatus,* and **not** the word *prebenda.*
- **Analysis/transcript** "*Can**" *AND* "*preb**" *AND* "*dign**" allows one to find all letters in which these three terms appear together in the Analysis field.
- **Analysis/transcript** "*Remen**" *OR* "*Parisien**" gives all the documents in which one or the other of these terms, or both terms, appear.
- **Analysis/transcript** *NEAR 8 cano* carcassonen** gives (in John XXII for example) all the responses in which one should find an attestation of the Carcassonne canonate, regardless of the order of the two criteria terms proposed in within a maximal proximity of eight words.

3. The metacharacters:
- "*" designates any combination of characters or the absence of a character;
- "?" designates any unique character or the absence of a character;

- "( )" are utilized as dividers to group together or to separate chains of characters. They allow one to indicate a priority among the operators AND, OR, and NOT and the search criteria. Make sure to always enter the two parentheses (or delete both of them), as the omission of one of them invalidates the criterion.
- "…" and '…' permit to execute a contiguous search, which allows for finding all occurrences of one or several adjacent words, respecting the order of the words during the data capture in the field.

Examples:

- *Mont?pessulan? = Montepessulano, Montepessulan.*
- *Mont*pessulan* = Montempessulan., Montempessulanum, Montepessulan., Montepessulanno, Montepessulano, Montispessulan., Montispessulana, Montispessulane, Montispessulani, Montispessulano, Montispessulanum.*
- *Mont*pessulan? = Montempessulan., Montepessulan., Montepessulano, Montispessulan., Montispessulana, Montispessulane, Montispessulani, Montispessulano.*
- *Canonic* AND (prebend* OR office*)* will produce the results for the possible combinations between the terms *canonic** and *prebend**, or those between *canonic** and *office**, but not for those between *prebend** and *office**.
- The search formula **Analyse/transcription** *"clerus et populus"* will only search for all occurrences containing these elements. Without quotation marks, however, the program will find all documents containing these terms, adjacent or not, respecting the word order or not.
- After typing the words *"de provisionibus"* in the **Category** field, the program will offer some suggestions. When the entry *"De provisionibus"* is selected from the drop down list, the program will only display those documents belonging to the category "De provisionibus". The letters of the category "De provisionibus

prelatorum" will not be considered. On the contrary, when "*de provisionibus*" is written in the search field, not only the documents of the category "de provisionibus" but also those of the category "de provisionibus prelatorum" will be included.

4. The browse lists (wordlists)

Each field of the search screen contains a corresponding wordlist, including a complete index of data represented by that field. After selection of a specific group of pontificates on the homepage, the field **Taxation** may or may not be accessible, depending on which group of pontificates has been selected.

Depending on the indexing type (word indexing or line indexing), this list can consist of individual words or expressions which may combine several words.
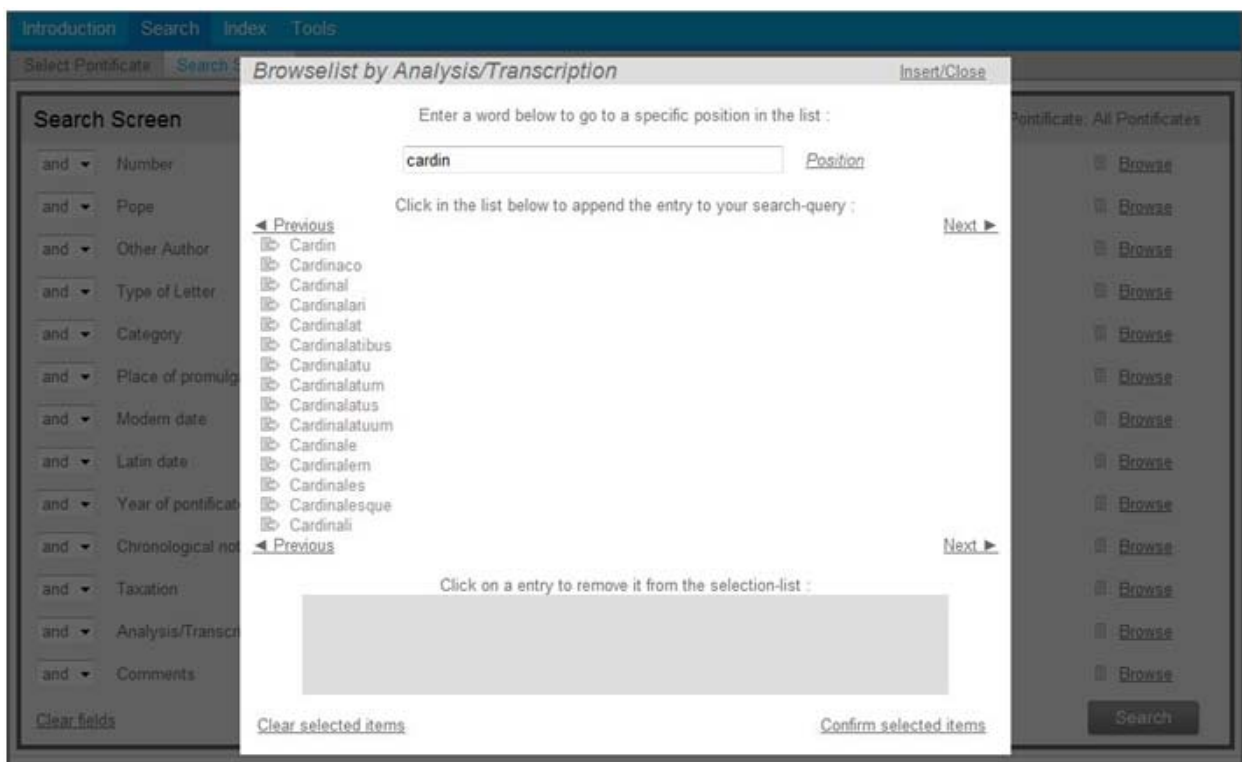
By clicking the **Browse** list button facing each field, a scroll screen appears, allowing you to choose the terms to be used as research criteria. Thus, you can display all of the forms of *Ut per litteras apostolicas…* by clicking on the **Browse** list button facing the **Analysis/transcript** field (meaning the full text field).

Indexed **numerical** fields	Indexed fields **by entry**	Indexed fields **by word**
Number	Pope	Analysis/transcript
Modern date	Other author	Comments
	Type of letter	
	Category of chancellery	
	Place of promulgation	
	Latin date	
	Year of pontificate	
	Chronological note	
	Taxation	

- *List by word*

By clicking on the **Browse** list button, to the right of the search screen, you can select a word from an alphabetical index. In order to determine

a position in the index, type a letter or a word in the search field and click the **Position** button. The index will list the corresponding results. You can navigate the index by using the **Previous** or **Next** arrows. In order to select the desired search criterion, click the icon in front of the listed terms; the selected criteria will be listed in the text box below, which allows you to control your choice. You can remove the criteria one by one by clicking on the term to be deleted, or cancel them all by using the **Clear selected items** button. To insert the selected items in the search screen, press the **Confirm selected items** button. The terms will be added in the corresponding search field, the default connecting operator between them being *OR*. The index of the **Analysis/transcription** field allows checking the orthographical variants of the vocabulary.

N. B. The publication of the pontifical letters having often opted for maintaining the original abbreviations, these abridged forms are logically to be found in the *Ut per litteras apostolicas…* database; you
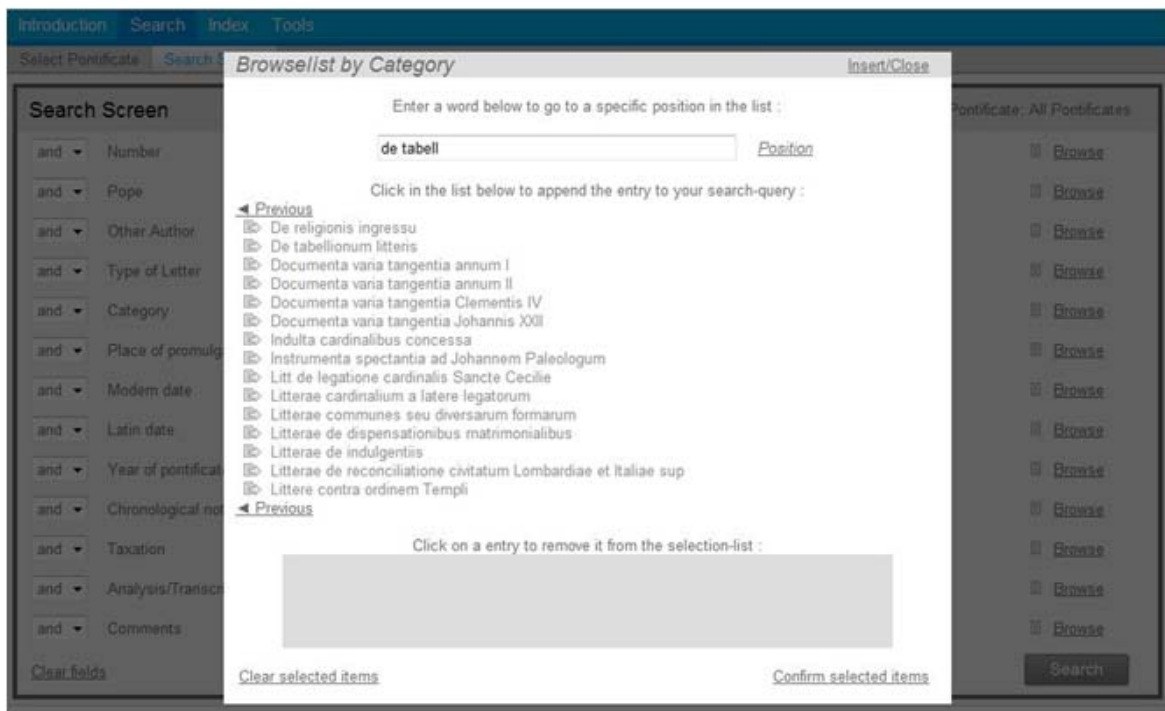
should bear this in mind when establishing criteria. For example, the forms of the word *clericus* are almost always abbreviated to *cler.*; conducting a search using *cleric** will thus be inoperable. The list of common abbreviations can be consulted in the **Tools** (intermediate toolbar): select **Abbreviations**. These abbreviations appear in the browse lists.

- *List by entry*

The indexes of certain fields are not comprised of isolated terms, but of entries. An entry is a text sequence that can contain one or several words (e.g. *Rome apud sanctum Petrum).* The entries are included in the browse list. To select an entry from these indexes, follow the same procedure as for the *List by word.*

N. B. when selecting an item from the *List by entry*, only the documents corresponding to the exact wording for that particular item will be found. E.g.: the selection of *"Apud Laureummontem"* in the browse list of the field **Place of promulgation** will result in the list of letters issued *Apud Laureummontem*, excluding those issued *Apud laureummontem burdegalen(sis) diocesis*, or *Apud laureum montem prope burdegalas.*

- *Numerical list*

The *Number* and *Modern date* are the only numeric fields. The information on the dates of printed editions of pontifical registers has been converted into numeric data (the date of 12 May 1370 will be transposed into 13700512). This field has been split up into three boxes: the first two (from … to …) allow you to fill in a time span, the third one allows you to search for a series of dates (free input) combined with Boolean operators AND/OR, or excluding specific dates with the NOT operator. When selecting items from the browse list, the selection will be added to the **Modern date** field and the terms will be connected by the OR operator.

E.g.: If you are looking for letters issued in April 1265 except for those dated April 21, 22 or 23, you should type: (**Modern date field**) [from] *12650401* [to] *12650430* [or] NOT (*'12650421' OR '12650422' OR '12650423'*).

Records like "around the 1317 09 20" which do not meet the strict numeric format will not be included in the query.

5. The display of results

When you carry out a search, the numbered result (that is to say the number of documents found) is displayed at the bottom of the search screen (in red). Right to each field, the number of responses related to the selected terms in that field is displayed in grey.

By conducting a search (**Search** button at the bottom of the screen), a hit list is displayed. If there are no results, the search screen will remain active and, at the bottom of the search screen, it will be indicated that there are no search results responding to the query (in red).

On the document screen, i.e. detailed response, the search criteria are highlighted blue.

- *Hitlist*

The results appear first in a list of abridged results (screen designated by the term **Hitlist**). This hit list offers a brief description of the results by giving the name of the pope, the letter type, the document number, the category of chancellery, the place of promulgation, the modern date, the Latin date, the year of pontificate, and the reference, as far as this information is available.

At the top of the screen, the *search details* are displayed, i.e. the number of results, the search criteria, and the group of pontificates for which the search has been conducted.

As the hit list can be lengthy, and in order to speed up the session, the records are displayed on several pages (max. 30 items per screen). You can browse through the list by using the navigation arrows.

From the hit list, you can go back to the search screen to modify the search criteria by clicking on the **Refine search** button.

The hit list can be exported via the **Export** button (see VI, *Data Export*).

Search results: 94 hits   ▷ Export ⬚ Refine Search

Search details: and *Category*: 'De beneficiis religiosorum sub expectatione'
Current Pontificate: **All Pontificates**

[View selection]   ☑ All items

1 2 3 4 Next ▶

#	Pope \ Other Author	Type of Letter	Number	Category	Place of promulgation	• Modern date • Latin date	Year of pontificate	Reference
☑ 1	Urbain V	Lettres communes	001496	De beneficiis religiosorum sub expectatione	Avenione	• 12 nov. 1362 • II id. nov.	I	A. 154, f. 358'
☑ 2	Urbain V	Lettres communes	001497	De beneficiis religiosorum sub expectatione	Avenione	• 16 nov. 1362 • XVI kal. dec.	I	A. 154, f. 353
☑ 3	Urbain V	Lettres communes	001498	De beneficiis religiosorum sub expectatione	Avenione	• 19 nov. 1362 • XIII kal. dec.	I	A. 154, f. 359
☑ 4	Urbain V	Lettres communes	001499	De beneficiis religiosorum sub expectatione	Avenione	• 19 nov. 1362 • XIII kal. dec.	I	A. 154, f. 363
☑ 5	Urbain V	Lettres communes	001500	De beneficiis religiosorum sub expectatione	Avenione	• 22 nov. 1362 • X kal. dec.	I	A. 154, f. 373
☑ 6	Urbain V	Lettres communes	001501	De beneficiis religiosorum sub expectatione	Avenione	• 24 nov. 1362 • VIII kal. dec.	I	A. 154, f. 361'

- *Detailed response*

The developed response gives the following information: the identification details of the document as displayed in the hit list, the analysis (summary) of the letter, the full transcription of the text (if available), and finally the general details such as the bibliography, the source reference, the editors of the text and the remarks (if there are any). The search details, i.e. the search criteria and the group of pontificates in which the search has been processed, are displayed at the top of the screen.

How do you access the documents? You can select them in the hit list, where, in the default display, all items are selected; to deselect them, tick the boxes in front of each line. You can deselect them all by ticking the box at the top of the list.

You can display a maximal sequence of 100 documents on one page by clicking the **Overview** button; this page can also be exported via the **Export** button (see VI, *Data Export*), or printed by using the print function of your browser.

If you prefer to view the documents one by one, click on the corresponding line of the hit list. The navigation arrows on top of the screen allow you to open one document after the other in the sequence (ascending or descending) of the hit list.

From the overview as well as from the document view, you can go back to the search screen in order to modify the criteria (**Refine search** button), or to the hit list (**Hitlist** button).

6. The search history function

To find a previously displayed screen, you can use the **Search history** function (see *supra*, II-B-1, *Toolbars*). This history gives for each previous search: the query, the database (= group of pontificates) used, the number of results, and offers the immediate possibility to return to the various stages of the search, either the search screen, which allows for refining the search with a new criteria with a view to a new search, or the hit list. This last option is not accessible when there are no search results or when the search has triggered an error message.

7. Spelling standardization

The software was conceived in such a way that one can retrieve the Latin terms in documents (those corresponding to the **Analysis/transcript** field) in their different spellings. Thus, if one types the word *philosophia* in the search field **Analysis/transcription**, the program will give in the result all the documents containing the forms *filosofia, philosofia,* etc.

The standardization pertains to the following spelling forms:
- Vowels and semi-vowels
  j/i, v/u, ae/e, oe/e, y/i
- Consonants
  k/c, ph/f, h/(rien), w/u, bp/pp, cq/dq, cx/x, dc/cc, df/ff, dg/gg, dl/ll, dn/nn, dp/pp, ds/ss, dt/tt, md/nd, mf/nf, mpn/mn, mps/ms, mpt/mt, nb/mb, nm/mm, np/mp, ssp/sp, xf/ff, xs/x
- Groups of letters and words
  tia/cia, tie/cie, tii/cii, tio/cio, tiu/ciu, mihi/michi, nihil/nichil and compounds.

III   HELP FOR THE USE OF THE PETITIONS OF URBAN V

Eleven registers of petitions are conserved of the pontificate of Urban V (Reg. S. 36 to 46), covering the four first years (1362-1365). A digitalised publication, in the form of a detailed analysis, was created between 1978 and 1985 by the team of the centre pontifical of Avignon, under the management of Anne-Marie Hayez and with the collaboration of Janine Mathieu and Marie-France Yvan. These digitalised data files were converted to a different form so that they could be entered in the database *Ut per litteras apostolicas…*. Afterwards, these files were read over by Janine Mathieu and Laurent Vallière.

It was, however, not effective to thoroughly modify their original structure. These petitions have therefore been given a special place within the corpus of electronic letters. The formal differences with the *litterae communes* and *curiales* are numerous, and, therefore, this manual gives a thorough explanation. There are two main difficulties: the preservation of coded names of the sections originally used with a majuscule, which coordinate the text, and the numerous use of abbreviations.

A- The names of the sections

Each petition (*supplique*) is divided into three parts, dealing with the petitioner (*requérant*), the petition itself, and the answer of the pope (*visa*) respectively. It is necessary to remark that every section can be accompanied by a comment, introduced by C + name of the section concerned (CROT, CNOB, CTYP, etc.)

The list of sections is to be found in the **Tools** file (**Tools** button on the lower toolbar), in the information regarding the petitions of Urban V.

B- The abbreviations

Other characteristics of the petitions are the absence of majuscules and the frequent use of abbreviations. Since the petitions were edited by the same team that finished the *litterae communes* of Urban V and those of Gregory XI, there is a great similarity in the choice of the abbreviations used for these three corpora. Nevertheless, the petitions are very different in that they have been primarily conceived for a database for which it was necessary to limit the number of characters. Apart from the fact that there are a few new abbreviations compared to the *litterae communes* of Urban V and the Gregory XI, it is necessary to note that the words are very often abridged and that the first names are most frequently reduced to a few letters. We have aimed at developing the terms that might cause most of the problems whilst reading, but it was impossible to do so for all documents.Therefore, we strongly recommend consulting the index before searching the database.

The list of abbreviations can be found in the **Tools** file (**Tools** button on the lower toolbar) of the program, in the information regarding the petitions of Urban V.

Suppliques

AIDE POUR L'UTILISATEUR DES SUPPLIQUES D'URBAIN V

Du pontificat d'Urbain V sont conservés 11 registres de suppliques (Reg. S. 36 à 46) couvrant les 4 premières années (1362-1365). Une publication informatisée, sous forme d'analyses détaillées, en a été réalisée de 1978 à 1985 par l'équipe du centre pontifical d'Avignon, sous la direction d'Anne-Marie Hayez et avec la collaboration de Janine Mathieu et Marie-France Yvan. Ces fichiers informatisés ont été convertis et rendus compatibles pour être versés dans la base *Ut per litteras apostolicas...*, avant d'être relus par Janine Mathieu et Laurent Vallière.

Il n'était cependant pas rentable de modifier de fond en comble leur structure d'origine. Au sein du corpus des lettres électroniques une place spéciale doit donc être accordée à ces suppliques. Les différences formelles avec l'ensemble des lettres communes ou curiales sont nombreuses mais ne doivent pas désarçonner le lecteur. Ce bref manuel est là pour le rassurer.

Deux difficultés se présentent : le maintien des noms codés des zones primitivement utilisés en majuscule qui scandent le texte et l'utilisation de nombreuses abréviations.

LES NOMS DE ZONE

Leurs intitulés abrégés pouvant surprendre le lecteur, nous donnons ici leur explication.

Chaque supplique peut se diviser en trois parties :
La première concerne le requérant et peut comporter les zones suivantes :
ROT : rotulus ou rôledans lequel la supplique est enregistrée
INT : intercesseur auprès du pape pour recommander la requête
MDT : mandement
BSN : requérant sans nom
CSN : requérant connu seulement par sa charge
NOB : nom du requérant
ORB : origine du requérant
PAB : lien de parenté du requérant
FAB : relation avec l'intercesseur
TIB : titre et diocèse ou ville en relation avec le titre
CHB : charge du requérant
TUB< : titre universitaire du requérant
COM : commentaire (souvent relatif à la situation bénéficiale du requérant)
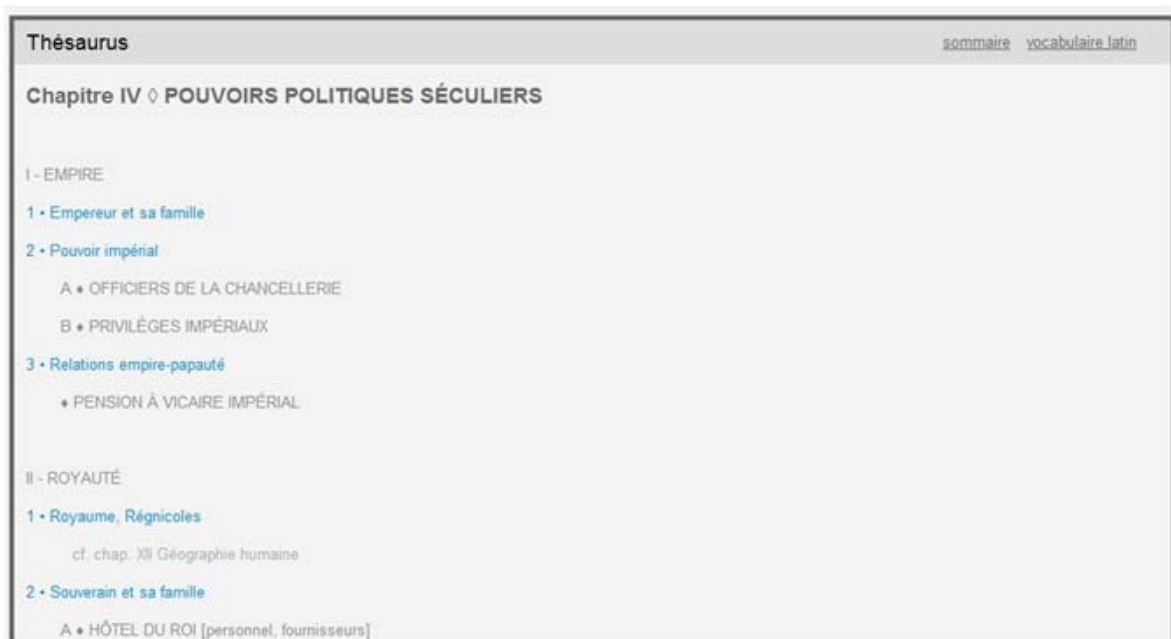
IV   THESAURUS

A- Structure

The hierarchical structure of the thesaurus was established in the frame of the U.A. 1011 of the CNRS under the direction of Jean-Claude Maire-Vigueur by a team that united specialists in the religious history of the Middle Ages of the École française de Rome, familiar with the pontifical registers, and with the support of Mrs Lucie Fossier. The thesaurus aims at reproducing the nature of the documentary sources offered by these registers according to an outline hierarchized into four levels, in a sense serving as an *index raisonné* of subjects.

Thirteen general chapters (French concepts) were established. Two intermediate levels (elaborated by Janine Mathieu) structure the subject matter encountered in each of these chapters. Finally a fourth level, that of the Latin vocabulary first inventoried on the basis of the digitalised *litterae communes* of the first year of Gregory XI (by Anne-Marie Hayez, then responsible for the pontifical centre of Avignon), constitutes the most efficient level for our database, as it offers the most targeted search criteria. This evolving list of Latin terms may increase with the examination of the Latin vocabulary encountered in the database. Its principal role is thus to function as an aid to the search, and as a conductor of sorts for the search. Still in an experimental phase, it appears only in the *litterae communes* of Gregory XI of the first year, in a footnote, facilitating thematic searches for the user of the *Ut per litteras apostolicas….*

B- Utilisation

The thesaurus should serve as a reference point in searches and offers aid in the complementary search in the wordlists you can consult in the search field.

The Thesaurus can be accessed in the **Tools** file (**Tools** button in the lower toolbar). When selected, the screen will give the general contents of the thesaurus, the chapters of which can be displayed by clicking on the desired section. In each chapter, the **vocabulary** button gives access to the Latin terms proper to the domain concerned (in smaller chapters, the Latin vocabulary is integrated into the structure). The buttons at the bottom of every screen allow you to return to the previous level.

Thésaurus   sommaire   vocabulaire latin

Chapitre IV ◊ POUVOIRS POLITIQUES SÉCULIERS

I - EMPIRE

1 • Empereur et sa famille

2 • Pouvoir impérial

    A • OFFICIERS DE LA CHANCELLERIE

    B • PRIVILÈGES IMPÉRIAUX

3 • Relations empire-papauté

    • PENSION À VICAIRE IMPÉRIAL

II - ROYAUTÉ

1 • Royaume, Régnicoles

    cf. chap. XII Géographie humaine

2 • Souverain et sa famille

    A • HÔTEL DU ROI [personnel, fournisseurs]

44

Thésaurus

IV - POUVOIRS POLITIQUE

imperatrix
vicarius imperialis
littere imperiales
regnum
rex, regina
coronari in regem
regnicole
metus potentie regie
familiares, capellani
senescallus, cancellarius, vicecancellarius, secretarius
officiales
ambaxiator
parlamentum, regium parlamentum, in regio parlamento

territorium
dominium temporale
dominium utile
demanalia, demmanalia
comitatus
nobiles
subditus
ligium homagium, vassallagium
potestas
infeudatus

merum et mixtum imperium
bassa et alta jurisdictio

V   EXAMPLES OF SEARCHES AND PRACTICAL ADVICE

1. **A few examples of searches** are presented here, ranging from a simple search to a more complex one.

Simple search with one search criterion in one field: a proper noun (person's name or place name), a concept, etc.

- Letters on floods disorganizing the liturgical services
  Analysis/transcript *inundatio**

- Letters related to the place "Cahors" (under pontificate of John XXII)
  Analysis/transcript *Caturcen**

- Letters relating to heresy (under pontificate of Urban V)
  Analysis/transcript *heretic**

- Letters relating to the tithe (under the pontificate of John XXII)
  Analysis/transcript *decim** (tithe)
  Result = the documents that also contain the word decime under the pontificate of John XXII; it is also useful to refine the search (e.g. linking the term with *exemptio**, *reductio**, *diminutio**, and to look at the fiscal vocabulary in the **Thesaurus***).

Advanced search with one search criterion in different fields, linked by a logical operator:

- Letters relating to tabellions under a chosen pontificate
  Pope *Benedict XII* AND **Type of letter** *De tabellionum litteris* AND **Analysis/transcript** *tabell**

Crossed search within one field with several search criteria in one field linked by Boolean operators:

- Letters mentioning clergymen of Liège (under John XXII)
  Analysis/transcript *"cler* leodien*"* AND *"eccl* Leodien*"*

- Letters mentioning the reduction of the dime
  Analysis/transcript *diminutio**AND *decim**

Crossed search over several fields by crossing several search criteria in one or more fields linked by several logical operators:

- **Pope** *John XXII* AND **Year of pontificate** *I* OR II OR *III* AND **Analysis/transcript** *Aurelianen** AND *professor**
  Result = the letters of the first years of John XXII, in cases that concern professors in Orléans.

- **Pope** *Benedict XII* OR *Clement V NOT* **Place of promulgation** *Av?nion** AND **Analysis/transcript** *"ep* Leodien*"* OR *"archid* Leodien*"*
  Result = the letters of Pope(s) Benedict XII and Clement V, which were not promulgated from Avignon, concerning the high clergy of Liège.

2. Practical advice
The following comprises a few indications, which allow for the optimal use of the software, and enable the user to avoid two principal problems:
- "silence", that is to say, the absence of satisfactory results;
- "noise", that is to say, the presence of undesirable results.

The experience of each user will certainly allow for discovering other tips for avoiding these problems. However, we can already establish a few principals in order to help the user to attain the greatest possible amount of pertinent results.

- Searches must always be multiplied. It is exceptional that an initial search gives all of the expected results. Always assume that the database contains adequate responses other than those already obtained.
- The consultation (in the **Tools** file, accessible by clicking the **Tools** button, lower toolbar) of the abbreviations specific to each pontificate can be very helpful. Thus, a user searching for the word "diocesis" must pay attention to what Mgr Mollat, in his edition of the *litterae communes* of John XXII uses as abbreviation: "di", compared to "dioc." used by other editors.
  N. B. Certain abbreviations can be used with a different meaning by different editors: "cap." signifies "capitulum" for the editors of the *litterae communes* of Urban V and Gregory XI, but "capellanus" for the editors of Benedict XII and John XXII. Unfortunately, these abbreviations are not systematically used by the editors. It is thus indispensable to use a wildcard at the end of each abbreviation.
- Consider different spellings: the indexing program of *Ut per litteras apostolicas…* has taken into account the great number of common variants encountered in the Latin documentary mass (cf. *supra*, II-C-7, *Spelling standardization*). These only take into account the common variants; for proper nouns diverse forms should be used.

The textual part of the database is so vast that the variants are infinite in number. Certain variants are coincidental and unpredictable but there are other cases which the researcher needs to think of. In order to facilitate this task, we have listed below the more or less frequent spelling equivalents, which may help the researcher to use various spellings in the search process. In addition, the wordlists contain all of the forms present in the database, and the elimination of inflexions of

Latin by using truncation (asterisk *, replacing none, one or several characters in the search term), or by utilization of a mask ("?", replacing none or a single character in the search term), allowing for the optimization of results.

Spelling variants
- ✓ Interchangeable letters:
  - **t** or **c**
  - **u, o** or **ou** (e.g. Curtracen, Cortracen, Courtracen)
  - **m, ni** or **in** (e.g. Gaucelino, Gaucelmo)
  - **gn, gu** or **g**
  - **c** or **g** (e.g. Crupta = Grupta Caragodanis = Garagodanis)
  - **g** or **q** (e.g. Astaraguesio = Astaraquesio)
  - **al** or **au**
  - **b** or **v**
  - **b** or **p**
  - **x** or **ss** (e.g. Vexionen or Vessionen)
  - **t** or **cl** (ex. Squerdi, Squerti or Squardi)

- ✓ Possibility of double consonants: **l** or **ll, t** or **tt, f** or **ff, b** or **bb** (e.g. Rollandus , Robbertus).

- ✓ Possibility of inversion: **er** or **re, ar** or **ra.**

Particular cases of onomastic and toponymic terms (also consult the database wordlists):
- ✓ Possibility of transcription of two downstrokes by **n, u, v, ii** and of three downstrokes by **m, ni, in, vi** or **iv**

- ✓ Names composed of two terms may be either attached or detached, and may even be typed in proper order or in inversed order (e.g.: Case Dei or Casedei; Silve majoris or Silvemajoris; Villaveteri or Veterivilla).

Think, for patronyms or toponyms, of the common forms that may substitute the Latin forms.

E.g.: Colart or Colardi; Galli or Le Coq; Petrafita = Pietrafita

E.g.: Concotio, Conquos, Concoutz; Jammori = Giamori; Tanton or Taunton.

✓ The initial vowels of certain patronyms, whether they are original or added as a result of the evolution of pronunciation, may be present or missing.
E.g.: Astaraguesio or Starag

✓ The diphthong **ai** can be represented as **ei**, or even as **e** alone.
E.g.: Reynaldus, Raynaldus, Renaudus
E.g.: Peyrolo or Perolo

✓ Quite often a patronym has an inflexion in the singular or plural form.
E.g.: -is or -iis

✓ Finally, a limited case of toponyms of multiple variants.
E.g. Beccoheloyni, encountered under no less than 7 different spellings: Beccoheluyni, Becchoheloini, BeccoheloUini, etc. (search the correspondences in the wordlist and beyond).

Abbreviated formulas

Certain traps to be avoided in using abbreviations:

- the designation of the principal monastic orders can be searched for with or without full stops. Without full stops, the search term needs to be put between quotes and the letters need to be separated by a space: "O S A"/O.S.A. (order of canons regular of Saint Augustine); "O S B"/O.S.B. (order of Saint Benedict);
- the term *Papa* is abbreviated as P.P.;

- for *cum cura* the abbreviation may be c.c., and the same applies to *sine cura,* s.c.;
- the abbreviations for *sanctus, beatus,* are s., b. immediately followed by the vocable, or s., b. followed by a space before the vocable.

A list of abbreviations can be consulted in the **Tools** file, accessible by clicking the **Tools** button (lower toolbar).

VI   DATA EXPORT

The following options are available:

- Saving information:
  - The simple-results hit list or the individual documents can be saved in various formats with the **Export** command in the hit list, the result overview, or the full document screen. The first option is to save the results in HTML format; the software used as default for opening the HTML files will be the one set by your browser (e.g. Internet Explorer or Mozilla Firefox). The results can also be saved as a Word (.rtf) or Excel file. Online users are strongly advised not to open the files within their online session, but to save their results first to some physical location (e.g. hard-drive, USB flash drive …). In order to protect unauthorized downloading of the data, saving from the hit list is limited to 500 records, from the overview list to 100 records, at any one time.
  - In the export screen, you can select the method you prefer to use. There are two options: downloading the results or sending them by email. The document name can be defined in the field *File name*.
  In order to download the file, tick the **Download** box and hit the **Export** button.
  For sending the result(s) by email, indicate this option, insert the correct email address in the corresponding field and hit the **Export** button. A confirmation will appear stating that an email, with the file in attachment, has been sent by litpa-export@brepols.net. The user will receive a message entitled *Ut per litteras apostolicas … export*.

- Printing information:
  - The **Print** command is available in the main browser menu at the top of the screen. The simple-results hit list or the complete document-records are printed, depending on whether you are in the hit list screen, the overview screen, or the full document screen when you press the command. In case the hit list is rather long (more than one page), save the (complete) list in a HTML, Word, or Excel document before printing.

VII   ONLINE HELP (HELPDESK)

Should you encounter problems while consulting this database, click on **Help**. The online version of the manual will give you information on the functions of the software.

For questions concerning the contents of the database or on the functioning of the software, please contact:
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