**Instructions for reporters and authors**

To open a session:

-          Go to: <http://www.cepam.cnrs.fr/etygram/>

-          Log in with your username and password (right column « User Login »)

To change your password:

-         Go to edit profile

- Enter your password and a new password

To create a new etymon:

o    Go to the menu Dictionary

o    Select the submenu « Add (author) »

o    Fill at least all mandatory fields (with a*red \**)

— NB: Do not use dots after a one sentence quotation. Do not use capital letters (except for proper nouns)

o    Note on the first field « Word »: If the word already exists in the dictionary, it appears by typing: select it. Do not suppress the (spontaneous) number in parenthesis in the first field (Word).

o    There is a default URI for the dictionary entry in Perseus, for word and lemma. Click on <http://www.perseus.tufts.edu/hopper/resolveform> and then enter the Greek word (in Latin characters). Then replace the default URL by pasting the new one in the field “URL”.

— NB: Do not change the field filled with LSJ

o    Note on the field « Transliteration »: See transliteration table below (and use macron for long vowels)

o    Note on the field « Quotation »:

(1) The etymon must be in bold characters

(2) For poetic quotations please use slash to separate verses

(3) The font used for Greek words is Cormoran-Garamond. If you want to paste the text, copy without layout (!), and paste it first in Blocnote (Windows) or Word (Mac). Then copy and paste; on Mac use special paste function = paste adapting layout (*Shift + Option + Commande + V* viz ⇧+⌥+⌘+V)

(4) To link the quotation select in the Perseus page of the passage the *stable identifier* (right column, in front of #25 (Citation URI).

o    Note on the field « Translation »: transliterated Greek words (entry and etymon) are in plain text followed by English translation underlined and in inverted commas. See for example :

But some say that it is called *ouranos* “sky” because it \**ōrei* “takes care”or *ōreuei* “has care”ofthings*,* i.e. ‘guards’ them.

o    Validate the creation of the page by clicking on the blue button at the bottom « Save and keep published »

o    *You are redirected to the page of the etymon you created*

To edit an etymon (change the content):

-         Go to the menu Dictionary

-          Select a word in the left column and click on it (red capitals)

-          **Click on read more**

-          Click on Edit

-          Change the content in the faulty or incomplete fields

-          Validate your modification by clicking on the blue button at the bottom « Save and keep published »

-          *You are redirected to the page of the etymon you changed*

To link the quotation to the page on *Perseus*: select the quotation, click on the link icon in the formatting bar

and then paste the URI of the page on Perseus (see above for the link)

**Do not validate the entry you created** (just click on the blue button « Save and keep published »)

The entries will be validated by the staff within two months

The principle of the dictionary is *one entry for one quotation*. There will be as many entries as quotations. For the sake of completeness, we advice to **enter new words or new etymons rather than new texts for words already existing in the dictionary**. Similar texts (as it often occurs in Etymologica/Lexica) can be easily referred to in the field “parallels”.

Translitteration Table

|  |  |
| --- | --- |
| **Greek** | **Latin** |
| α | a |
| β | b |
| γ | g |
| δ | d |
| ε | e |
| ζ | z |
| η | ē |
| θ | th |
| ι | i |
| κ | k |
| λ | l |
| μ | m |
| ν | n |
| ξ | x |
| ο | o |
| π | p |
| ρ | r |
| ῥ | rh |
| σ | s |
| τ | t |
| υ | u |
| φ | ph |
| χ | kh |
| ψ | ps |
| ω | ō |