

Guide to Indexing Graduals in Cantus

Authors: Barbara Swanson, Jennifer Bain, Inga Behrendt, Elsa De Luca, Debra Lacoste, Jan Koláček
Created: November, 2015 **Last revised:** August 8, 2016 by Barbara Swanson

Indexing Individual Chants

See <http://cantus.uwaterloo.ca/tutorial> for guidelines on adding a source and chants.

Graduals and Liturgies

The following abbreviations designate the liturgy to which a chant belongs.

Cantus Abbreviation	Liturgical Type
MI, MI1, MI2, MI3	Mass, including options for multiple masses (eg. Nativitas I, II, III)
X	Other (Procession, Adoration of the Cross, Liturgical Drama, etc)
M, L, V etc	Office (if an Office or Office chant is included in a Gradual)

Chants Genres

The following list itemizes the various abbreviations used for each genre. Prefaces and Lessons should be indexed if notated. Chants specific to Holy Week, including the Improperia, Trisagion, and Exultet are indexed as Holy Week Varia.

Most Common				Less common			
Mass Propers		Mass Ordinary		Other		Only if notated	
In	Introit	Ky	Kyrie	Li	Litany	Gp/Ep	Gospel/Epistle
InV	Introit Verse	Gl	Gloria	Va	Varia	L	Lesson
InR	Introit Verse ad repetendum	Cr	Credo	VaHW	Varia (Holy Week)	Pr	Preface
Gr	Gradual	Sa	Sanctus	A	Antiphon		
GrV	Gradual Verse	Ag	Agnus dei	H	Hymn		
Al	Alleluia (Alleluia verse is included with the Alleluia)	Ite	Ite missa est	Sq	Sequence		
Tc	Tract						
TcV	Tract Verse						
Of	Offertory						
OfV	Offertory Verse						
Cm	Communion						
CmV	Communion Verse						
CmR	Communion Verse ad rep.						

Processions

Processional chants are not considered genres in Cantus, but rather are treated as having a processional performance practice.

- Use P in the position field when a chant is labelled in the manuscript as processional

Example 1. Procession indicated in the Position Field (Bellelay Gradual, f. 158)

Gloria laus et honor tibi						
Marginalia	Folio	Sequence	Office	Genre	Position	Cantus ID
<input type="text"/>	158	2	X	H	P	008310

MASS PROPERS

General Overview

1. Chants with Verses

- Chants (ex. Introit and Gradual) are each indexed separately from their Verses, using a common Cantus ID number plus suffix
- The only exception to this rule is the Alleluia, which is indexed with its Verse in a single record

2. Successive Chants

When multiple chants of the same genre (ex. Gradual) appear in succession:

- Use 1, 2, 3, etc. in the Position field (see example 2a)

If the multiple chants are identified as alternate (*alia*):

- Leave the Position field blank

3. Single or Multiple Verses

For a single Verse or multiple Verses:

- Use 01, 02, 03, etc. in the Position field (see examples 1b and 2b)

For Alleluia Verses that follow the initial Alleluia record with Verse combined

- Use 02, 03, etc. in the Position field for the subsequent Verses

4. Chants and Chant Verses in Incipit form

- Remove extra text from the Full Text (standardized spelling) field
- Add an asterisk after the remaining text in the Full Text (standardized spelling) field only

Genre-Specific Guidelines

5a. Introit [I]

The Introit has its own record, separate from the Introit Verse

5b. Introit Verse [InV]

The Introit Verse is linked to the Introit by a common Cantus ID number plus a suffix

Example 2. introit Verse (Bellelay Gradual, f. 20)

1	MI In	Prope esto domine ..	g02397
2	MI InV 01	Beati immaculati i..	g02397a

5c. Introit Verse with Differentia

If the Introit Verse includes a differentia:

- Include differentia text in the **Full text (MS spelling)** field (*not* standardized text field)

Example 3. introit Verse with Differentia (Bellelay Gradual, f. 15)

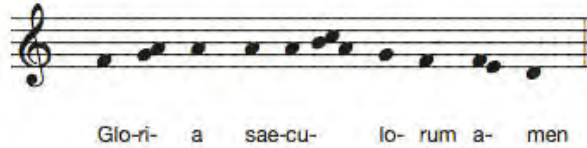
Full text (MS spelling)

Et pax dei quae exuperat omnem sensum custodiat corda vestra et intelligentias | Gloria seculorum amen

- Itemize each differentia formula with a two-digit code comprised of the final pitch of the differentia pattern followed by numbers in sequence for each different formula.

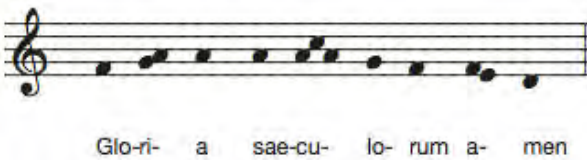
Note: Each manuscript will identify the differentia differently

Example 4. Differentia **D1** (Bellelay Gradual, *Beati immaculati*, f. 36)



- Distinguish variations (including pitch, ligation, and liquescents) with a letter suffix

Example 5. Differentia **D1a** (Bellelay Gradual, *Peccavimus cum patribus*, f. 26)



- For fully-notated psalms without a differentia text (euouae, seculorum amen, etc), identify the differentia from the end of the psalm tone.

6a. Gradual [Gr]

The Gradual has its own record, separate from the Gradual Verse

For multiple Graduals in a row (*successive* rather than alternate chants)

- Indicate the order of the Graduals using 1, 2, 3, etc in the Position field

Example 6. Multiple Graduals (Bellelay Gradual, f. 91)

MI Gr 1	Propitius esto dom..	g00707
MI GrV 01	Adjuva nos deus sa..	g00707a
MI Gr 2	Protector noster*	g00709
MI GrV 01	Domine deus*	g00709a
MI Gr 3	Convertere domine ..	g00711
MI GrV 01	Domine refugium fa..	g00711a

6b. Gradual Verse [GrV]

The Gradual Verse is linked to its Gradual by a common Cantus ID number plus suffix.

For multiple Gradual Verses (*successive*, not alternate chants)

- Indicate the order of the Gradual Verses using 01, 02, 03, etc in the Position field

Example 7. Multiple Gradual Verses (Bellelay Gradual, f. 267)

MI Gr	Ecce quam bonum et..	g00114
MI GrV 01	Sicut unguentum in..	g00114a
MI GrV 02	Mandavit dominus b..	g00114b

7. Alleluia [AI]

The Alleluia and Alleluia Verse comprise a single record.

- The Verse text in full immediately follows the word Alleluia

Example 8. Alleluia with Verse (Bellelay Gradual, f. 247)

Full text (standardized spelling):

Alleluia Te decet hymnus deus in Sion et tibi reddetur votum in Jerusalem

7b. Alleluia Verses (AIV)

In the case of a second or more Alleluia Verses:

- Indicate the order of the subsequent Verses beginning with 02, 03, etc. in the Position field

Example 9. Multiple Alleluia Verses (Bellelay Gradual, f. 247)

MI AI Alleluia Te decet .. g01181
MI AIV 02 Replebuntur in bon.. g01181a

8. Sequences (Sq)

Although Sequences have multiple Verses, the entire Sequence is in a single record.

- In the **Full Text (MS spelling)** field, use the vertical stroke to separate each half verse (likely identified by a coloured or capital initial)

9a. Tract [Tc]

The Tract has its own record, separate from the Tract Verse

9b. Tract Verse [TcV]

The Tract Verse is linked to the Tract by a common Cantus ID number plus a suffix

For multiple Tract Verses

- Indicate the order of the Tract Verses using 01, 02, 03, etc in the Position field (same as for the Gradual Verse, described above in #3)

10a. Offertory [Of]

The Offertory has its own record, separate from the Offertory Verse

Because the Offertory has a "repetendum" like the Responsories of Matins:

- Use the vertical stroke to identify the repetendum in the **Full Text (MS spelling)** field only

Example 10. Offertory (Bellelay Gradual, f. 52)

Full text (MS spelling)

Jubilate deo universa terra iubilate deo universa terra psalmum dicite nomini eius | venite et audite et narrabo vobis omnes qui timetis deum quanta fecit dominus anime mee alleluia

For multiple Offertories in a row:

- Indicate the order of the Offertories using 1, 2, 3, etc in the Position field (same as for the Gradual, described above in #2)

10b. Offertory Verse [OfV]

The Offertory Verse is linked to its Offertory by a common Cantus ID number plus suffix.

Because the Offertory Verse has a "repetendum cue" like the Responsories of Matins:

- Separate the cue from the Verse with a vertical stroke in the **Full Text (MS spelling)** field only

Example 11. Offertory Verse (Bellelay Gradual, f. 53)

Full text (MS spelling)

Locutum est os meum in tribulatione mea locutum os meum in tribulatione mea holocausta medullata offeram tibi | venite

For multiple Offertory Verses

- Indicate the order of the Offertory Verses using 01, 02, 03, etc in the Position field (same as for the Gradual Verse, described above in #3)

11. Communion [Cm]

The Communion may or may not have a Verse.

With a Verse:

- Link the Verse to the Communion with a common Cantus ID number plus suffix

LITANY (See also the description for Kyrie and the Agnus dei)

12. For the multiple sections of the Litany:

- use Cantus ID 909040 for the Litany (Li) and 909041 for the Litany during Holy Week
- use related Cantus ID numbers with letter suffixes for Litany Verses (LiV)

Example 12. Litany Verses

909041a	LIV	Pater de caelis deus miserere nobis Fili redemptor mundi deus miserere nobis Spiritus sancte deus miserere nobis Sancta trinitas unus deus miserere nobis	Sabbato Sancto
909041b	LIV	Sancta Maria ora pro nobis Sancta dei genetrix ora pro nobis Sancta virgo virginum ora pro nobis Sancte Michael ora pro nobis Sancte Gabriel ora pro nobis Sancte Raphael ora pro nobis	Sabbato Sancto

MASS ORDINARY

General Guidelines

13. Feast

Mass Ordinary chants should be assigned to the relevant feast in the manuscript.

If no feast is discernible, use "Ad missam."

Example 13. "Ad missam" (Bellelay Gradual, f. 4)

Kyrie eleison kyrie eleison Christe	Ad	MI	Ky	509501
Kyrie eleison kyrie eleison Christe eleison	Missam			
Christe eleison kyrie eleison kyrie eleison				

14. Cantus IDs

Each Ordinary chant has a unique ID

<i>Kyrie</i>	Ky	509501
<i>Gloria</i>	Gl	509502
<i>Credo</i>	Cr	509503
<i>Sanctus</i>	Sa	509504
<i>Agnus</i>	Ag	509505
<i>Ite</i>	Ite	509506

Genre-Specific Guidelines

15. (a) *Kyrie* [Ky] 509501

The given text for Cantus ID 509501 has three iterations each of *Kyrie eleison*, *Christe eleison*, *Kyrie eleison*

- In the **Full text (standardized spelling)** field:
 - Include the number of iterations as found in the source
 - Retain standardized spellings (Ex: *Kyrie eleison*)

Example 14. *Kyrie* (Bellelay Gradual, f. 195)

Full text (standardized spelling)

Kyrie Christe Kyrie eleison

- In the **Full text (MS spelling)** field:
 - Include the number of iterations as found in the source
 - Use manuscript spellings

Example 15. *Kyrie*, Manuscript spelling

Full text (MS spelling)

Kyrieleison

(b) Kyrie Litany [Li]

- If the *Kyrie* occurs in an unexpected location, or alternating with "Domine miserere," it is likely being used as part of a Litany
 - Index most instances of the *Kyrie* litany using the code 909040

Example 16. *Kyrie* Litany options

909040	Li	Kyrie eleison Christe eleison kyrie eleison	
909041	Li	Kyrie eleison Christe eleison Kyrie eleison Christe audi nos Christe exaudi nos	Sabbato Sancto

16. Gloria [Gl] 509502

Although lengthy, the *Gloria* has a single record in Cantus

- The *Gloria in excelsis deo* has a distinct Cantus ID and should not be mistaken for the doxology after a psalm verse (*Gloria patri et filio ...*)
- In the **Full text (MS spelling)** field, remember to use upper case letters as you see them, given that the *Gloria* has many sections, each likely identified in the manuscript with an upper case letter

17. Credo [Cr] 509503

Although lengthy, the *Credo* has a single record in Cantus

- In the **Full text (MS spelling)** field, remember to use upper case letters as you see them, given that the *Credo* has many sections, each likely identified in the manuscript with an upper case letter

18. Sanctus [Sa] 509504

Although lengthy, the *Sanctus* has a single record in Cantus

- In the **Full text (MS spelling)** field, remember to use upper case letters as you see them, given that the *Sanctus* has various sections (*Sanctus, Hosanna, Benedictus, Hosanna*), each likely identified in the manuscript with an upper case letter.

19. Agnus dei [Ag] 509505

Variant versions of the *Agnus dei* are used for Requiem mass and within the litany

- use **Ag** with Cantus ID g01575 for use within the Requiem

Example 17. *Agnus dei* in the Requiem Mass

g01575	Ag	Agnus Dei qui tollis peccata mundi dona eis requiem Agnus Dei qui tollis peccata mundi dona eis requiem Agnus Dei qui tollis peccata mundi dona eis requiem sempiternam	Pro Defunctis
--------	----	---	---------------

- use **LiV** for the *Agnus dei* as Litany Verse

Example 18. *Agnus dei* within the Litany

909041g	LiV	Agnus dei qui tollis peccata mundi parce nobis domine Agnus dei qui tollis peccata mundi exaudi nos domine Agnus dei qui tollis peccata mundi miserere nobis Christe audi nos Christe exaudi nos	Sabbato Sancto
---------	-----	--	-------------------

HOLY WEEK AND HOLY WEEK VARIA [VaHW]

General Guidelines

20. Liturgy

Holy Week includes various unique liturgies that are neither Mass nor Office

- Use X in the Liturgy field for unique Holy Week liturgies including
 - Palm Sunday Procession
 - Veneration of the Cross, etc.

Example 19. Veneration of the Cross (Bellelay Gradual, f. 176)

X A	Ecce lignum crucis..	002522
X A	Crucem tuam adoram..	001953
X A	Crux fidelis inter..	001962

21. Genre

Holy Week includes various unique chants that do not fit easily into the Mass or Office genres

- Use VaHW in the Genre field to identify unique Holy Week chants, including
 - Improperia
 - Trisagion
 - Exsultet
 - Lumen Christi

Chant-Specific Guidelines

22. *Improperia* (Reproaches) and *Trisagion* (*Agios o theos*)

There are three primary forms of the *Improperia*:

- Greater (alternating with the *Trisagion* text of *Agios o Theos*, etc)
- Lesser (*Ego* phrases alternating with *Popule meus*)
- Aquitanian (beginning *Popule meus* and alternating with *Vae nobis*)

To identify the connection between these different text types

- Use VaHW in the Genre field
- Use 1, 2, 3, etc. in the Position field

Example 20. *Improperia* with *Trisagion* (Bellelay Gradual, f. 176-78)

X VaHW 1	Popule meus quid f..	008451
X VaHW 2	Agios o theos agio..	008450
X VaHW 3	Quia eduxi te per ..	008452
X VaHW 4	Agios sanctus*	008450
X VaHW 5	Quid ultra debui f..	008453
X VaHW 6	Agios sanctus*	008450

2. Exsultet [VaHW] **please note that this section is in draft form**

The Exsultet comprises multiple parts, with variable text and melodies among sources.

- Use 850202, editing minor textual variants as needed to match the content of your manuscript
- Different letter suffixes may be used for Verses

Example 21. Exsultet (Bellelay Gradual, f. 186)

X VaHW Exsultet jam angel.. 850202

Please consult the **Volpiano Protocols** and the **Volpiano Neume Protocols** for detailed guidelines regarding the transcription of melodies into Cantus.

The following items address barlines issues specific to Graduals and Mass chants only.

Volpiano Barlines

Volpiano melodies are transcribed using barlines that delineate the form of a genre.

- A thin double barline delineates the end of a chant
- A single barline delineates an incipit or a section within a chant
- In general, ignore given barlines within a manuscript

Barlines for Mass Propers					
In	Introit				
InV	Introit Verse				
	Introit Verse with differentia				
Gr	Gradual				
GrV	Gradual Verse				
Al	Alleluia and Verse				
Tc	Tract with Verses (TcV)				...
H, Sq	Hymn, Sequence with Verses (HV, SqV)				...
Of	Offertory				
OfV	Offertory Verse				
Cm	Communion				
*	Incipit of any genre				
Barlines for Mass Ordinary					
Ky	<i>Kyrie</i>				
Gl	<i>Gloria</i>				
Cr	<i>Credo</i>				
Sa	<i>Sanctus</i> <i>Benedictus</i>				
Ag	<i>Agnus dei</i>				
Ite	<i>Ite missa est</i>				
Other					
Va					
Li	Litany with Verses (LiV)				...