**“LIVE” AND “COMPLETED” FILE REVIEW**

1. Apparatus files: add to <div type=”apparatus”> either subtype=”manuscript” or subtype=”work”
   1. Add subtype also to <ref type=”apparatus”>
2. Glosses files: the distinction in file type work\_glosses and work\_glosses2 is replaced by <div type=”glosses”> with addition of either subtype=”contextual” (i.e., glosses) or subtype=”textual” (i.e., glosses2)
   1. Add subtype also to <ref type=”gloss”>
   2. Question: The glosses xml template specifies work\_glosses for the file type, but for hyperlinks defines <ref type=”gloss”>, which is what we’ve been marking up. Is the inconsistency a problem? I suppose it’s not, so long as the markup is consistent, but ought not the markup be consistent with <ref type=”apparatus”> <ref type=”note”> <ref type=”witness”>? If so, it’s the file type naming that should be amended from “glosses” to “gloss”.
3. Witness files: Review for presence of <handShift new=”xxx”> or <handShift corresp=”xxx”>. There should be one or the other, as I believe no <handNote> is detailed enough to have accounted for medium or script.
4. Titles and Names
   1. Revise Regularization Crib
      1. Review and incorporate additions to all coders’ copies of crib
      2. Transfer all listings in Titles @type=”architecture” to Names @type=”building”
      3. Other Names / Titles revisions
         1. Names: Change @type=”constellation” to @type=”astronomical”
      4. Regroup columns
      5. Review current list of @types for Titles and Names. Can some categories be simplified? Eliminated from markup altogether?
      6. See the Search schematization: the footnote “c” hanging from the Witness subcategory “Prose” is mistaken.
         1. The footnote seems to propose adding @subtypes for prose witnesses (sermon, mathematical proof), but that’s not correct. Such categories should be @types. While “Poem” suffices (obviously the markup could take on @subtypes for specific genres of poetry if we wished), “Prose” is too crude as a category covering everything else. We’ve already used type=”lesson” and type=”sermon”, I believe.
         2. The problem is already reflected in the crib, which shows a misalignment between witnesses marked <div type=”prose”> (which is used at least for all the “Account” prose sections) and the Title @type named “essay”.
      7. What about entries that may be missing from other tabs on the crib? Is there a way to automate search of markup that was never added to the crib?
   2. Revise Search menus
      1. My understanding is that the Search programming will automatically add new Title and Name @types. Is that correct?
      2. Probably will need to eliminate @types of Names and Titles in the current Search menu that no longer exist? (The crib for Titles especially has been radically streamlined since the pulldown menu for Titles was compiled.)
   3. Scan and revise all files as needed
      1. Search <title xml:id and add missing @type
      2. Search <title type=”architecture” and amend to <name type="building" corresp="xml:id">.
      3. Search <persName type="pen"> and amend to <name type="pen" corresp="xml:id">
      4. Search <persName type="fictional"> and amend to <name type="fictional" corresp="xml:id">. (All of these may already be marked up properly.)
      5. Search <name type=”constellation”> and amend to <name type=”astronomical”>
   4. Be on lookout for Titles that haven’t been marked up at all. (Less likely that Names have escaped markup, but maybe.)