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

1. Apparatus files: add to <div type=”apparatus”> either subtype=”manuscript” or subtype=”work”
   1. Add these subtypes also to <ref type=”apparatus”>
2. Witness files: doc type correctly identified “witness”; in the first div, the @type should also be “witness” while what is currently identified as the @type should be @subtype.
   1. The genres presently named @subtype=”prose” for witnesses need to be refined. While @subtype=“Poem” suffices, prose categories are too various to call them all “prose.” We’ve already used type=”lesson” and type=”sermon”, I believe. What’s called “prose” in the “Account” should become “essay.”
3. Figure files: doc @type should be identified as “figure” in both header and the first <div> of body, but the @subtype should be “drawing” or “engraving” or what have you.
4. All glosses files: the doc @type in header and in first <div> of body should be “glosses”. If you see the file type work\_glosses or work\_glosses2, replace with <div type=”glosses”>
   1. For “glosses” make subtype=”contextual”
   2. For “glosses2” make subtype=”textual”
5. Witness files: In header, define <handNote> as detailed as possible for entire document, including script and medium.
   1. If a very localized change in medium or script needs to be made in the course of markup, can use the <hi> tag.
   2. If more than one hand defined in <handNote>, and the manuscript is genuinely a collaboration, use <handShift corresp=”xxx”> to define the starting hand, and the same tag when hand shits to another.
   3. If there is a very localized change of hands, can put <handShift new=” “> nested within an <add> tag. Am I remembering this instruction correctly?
6. In locus, list images individually, instead of a range
   1. Code in rectos / versos and call these out to user
   2. Did we say that we’d continue to place the ID for facs in <pb>?
7. I also have a note from Thurs evening to “Turn on/off gloss”: I don’t remember what this means.
8. 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?
   2. Revise Search menus
      1. My understanding is that the Search programming will automatically add new Title and Name @types as they’re created.
      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.)