Guidelines for Reviewing Legacy Transcription Files

1. You are engaging in a final review of the given letter and should not normally need to consult the images. Instead just read through the XML transcription of the letter, and see that it looks OK. For these letters, we are not employing the full XML coding that we used for the items covered by LEAP.

2. Rather, as you read, check to make sure these tags are instituted as normal (they should be):

persName

placeName

bloc

country

region

settlement

geogName

foreign

2. As you read, also add these tags as relevant, as per normal:

bibl

orgName

term

Note: Not all <term>s that we mark for will already be coded, so you need to add those that are missing, for example: <term type="animal">

Notes for proofing.

1. Don't worry that <pb> is done differently than what we normally do.

2. Address all coding queries if you can. Any that remain, bring them to AW’s attention.