Guidelines for Reviewing Legacy Transcription Files

These are the old Livingstone Online transcriptions that need one final proofing before they can be published. Select a letter to proofread and move the relevant file from the main “04-Legacy-transcriptions-for-proofing” directory to “in-progress-put-original-version-here”. Once you move an item here, you have “checked it out” and DO NOT need to move it out of this directory.

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">

3. When you are done, rename the file by adding your initials to the end. Now put the corrected file in the following directory:

/04-Legacy-transcriptions-for-proofing/done-your-revised-version-here

In other words, your revised file will go here. The original file will remain in the “in-progress-put-original-version-here” as described above. And that’s it!

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.