**Metamark Revisions**

**For Integration Across Transcriptions 2017**

Justin Livingstone

All metamarks below can also include, as relevant, rend and resp, to indicate colour (gray or red) and hand (#U2 or #U3).

<metamark function="insertion"/>

Use for long arrows pointing to additions in the margin.

<metamark function="deletion"/>

Use for the proof correction symbol for deletion.

<metamark function="dele-abbr"><choice><abbr>dele</abbr><expan>delete</expan></choice></metamark>

Use for various abbreviations for editorial annotations signaling deletions (i.e. d, del, dele).

<metamark function="newParagraph">#</metamark>

Use for various symbols that mark new paragraphs (i.e. #, //).

<metamark function="no-newParagraph"/>

Use for the proof correction mark that indicates that the space between paragraphs should be closed.

<metamark function="substitution">/</metamark>

Use for marginal slashes that indicate the substitution of one letter for another. Livingstone also occasionally uses this sign to signal an insertion (instead of his usual arrow), rather than strictly a substitution. Other symbols may also be used.

<metamark function="let-stand" spanTo="#meta-1"/><del type="cancelled">And</del><anchor xml:id="meta-1"/>

Use for words with a dotted underline, signaling they should be retained.

<metamark function="stet" >Stet</metamark>

Use for the proof correction mark “stet”. This also means let-stand, but it should be marked as “stet” in order to differentiate the mark from the dotted underline that is usually used to indicate that an amendment should be ignored.

<metamark function="query"><choice><abbr>Qu</abbr><expan>Query</expan></choice></metamark> or <metamark function="query">?</metamark>

Use for various abbreviations for editorial annotations signaling query (i.e. Qu or Q) and for question marks.

<metamark function="placeMark"/>

Use for large slashes in the margin signaling the beginning or end of a section of copy-edited manuscript

<metamark function="ed-mark">x</metamark> or <metamark function="ed-mark">[</metamark>

Use for a range of editorial marks that serve to point to or highlight a particular portion of text (i.e. [ or x).

<metamark function="flag" spanTo="#meta-2"/>portion of text encircled or bracketed<anchor xml:id="meta-2"/>

Use for any portion of text flagged, circled or bracketed (often to separate a marginal addition from the main body of text).

<metamark function="reorder" spanTo="#meta-3"/><seg corresp="#reorder-1">word</seg><anchor xml:id="meta-3"/> to be moved here <metamark function="insertion"/><anchor xml:id="reorder-1"/>

Use for words circled to indicate reordering/transposition.

<metamark function="transposition" >tr</metamark>

Use for the abbreviation for transposition. This has the same function as “reorder” but it should be marked as “transposition” in order to differentiate the mark from the circled text and arrow normally used to indicate reordering. Use also when transpositions are signified by numbering.

<metamark function="close-space"/>

Use for the proof correction mark for close up space, indicating that the space between words should be reduced.

<metamark function="unknown"/>

Use for any mark where the function cannot be reasonably inferred.