

## MIP gatekeeping corrections: Managing Editor

See MIP's checklist and gatekeeping PDF, in which all comments are marginal. Most corrections will be small and sentence-level and can be made immediately.

- Check that all corrections conform with METS style. If they don't, stet them. In the gatekeeping PDF, add a comment referring to the correct style in the [Style Guide](#).
- Check for corrections that require VE approval, like wording/grammar changes in the main text or questions about sources. **This should happen rarely.** Things like typos, bib check stuff, and changes for consistency can be made without consulting VEs.
- NB: If you're unsure about a correction, you can document it by leaving yourself a non-printing note to mark the spot as you make your decision.

Clear overrides: after all corrections are entered, make sure the Style Override Highlighter is turned on in the Paragraph and Character Styles. For every blue highlighted override, click in the relevant text and click the Clear Overrides button. This should clear the override, removing the blue highlighting. Audit every document in the book and clear all overrides.

- The only exception is in the ToC, the Front Matter's lowercase roman numeral page numbers will have an override. Keep it!

Double-check that pagination is correct, by checking the page numbers of each document against the Table of Contents.

Once overrides are cleared, save all docs and the book. Then, return to the Submission to MIP instructions and create the files needed for submission, starting from the Create PDFs step.