Bibliography Check Guidelines

Goal: To check the accuracy and conformation to METS style of all cited sources, both in the bibliography entries and internal citations.

Items you need: These should all be in the Volume Editor's folder, but not any of the subfolders

- Volume's Short Title Spreadsheet
- Bibliography in Microsoft Word
- Abbreviations List (at the end of the Front Matter) in Microsoft Word
- Introduction in Microsoft Word
- E-notes in Microsoft Word
- T-notes in Microsoft Word

If necessary, refamiliarize yourself with METS citations in the Style Guide. Read through the Internal Citations and Bibliography sections.

To speed up the process, we are now assigning two staff members to each Bib Check — one person will be in charge of checking MSS and Primary Sources, while the other will be in charge of checking Secondary Sources. You two will split the Abbreviations List between y'all, depending on what type of source an abbreviation is — either MSS/early prints or Primary Sources will be that person's purview, while Secondary Source abbreviations will fall to the other. Regardless of which type of source you're in charge of, both of you will need to complete all four parts below; the main difference is which of the three tabs of the short title list you'll be working in. The Primary Source checker will handle items in the Primary Sources and Manuscripts and Documents tabs, while the Secondary Source checker will be in charge only of the Secondary Sources tab.

Instructions: PART 1 — Documenting & Finding Sources

To check the accuracy of Primary and Secondary sources in the Bibliography, you will need to find all the publications, whether they're physical books in UR's Collections, digitized MSS or early prints, online texts, or ILL requests. Before you begin checking anything, you'll want to locate the source and document key information. NB: For the Primary Source checker, ignore the Manuscripts and Documents tab for now. You will work only in the Primary Sources tab for this part of the bib check.

1. Open the Short Titles spreadsheet (here is a sample): you will use this file to record info about all sources listed in the Bibliography. The spreadsheet should include all sources in the Bibliography, under boldface headings. The Primary Source checker should check that the first tab includes all sources listed in the **Primary Sources section** of the Bibliography. The Secondary Source checker should click on the second tab in the spreadsheet and check that the sources listed there correspond with the **Secondary Sources** section of the Bibliography.
   a. Take this time as well to select a color of font/highlighting that you will use to indicate needed revisions. Coordinate with your partner to ensure you don't choose the same color. In the first cell of the Notes column, indicate what your color is and include your initials. See the example in sheet 1, D2 in the sample spreadsheet.
   b. For the Primary Source Checker: As you skim through the sources in the Primary Source section of the Bibliography, stay on the lookout for any early prints. **They will NOT be listed in the Primary Source tab of the ST list.** Early print bib entries look like any other book entry, except that they should have some sort of STC number included (either ESTC, ISTC, or USTC).[1] If you see any of these STC numbers, highlight the entire entry in the Bibliography your chosen color. (See an example in sheet 1, row 5 of the sample spreadsheet.) But otherwise, ignore them. You'll return to them in **step 22, below.**
2. Create new columns in the spreadsheet, to the right of the extant columns: **Call Number**, **Location**, **Due Date, Bib Entry Checked, Total Appearances, Internal Citations Checked, Query for Managing Editor, Query for Volume Editor**. This info will help you keep track of sources.
3. Check that the Short Titles spreadsheet contains all the Primary and Secondary Sources from the Bibliography. Visually collate entries from the Bib against the Short Titles spreadsheet. If the spreadsheet is missing any entries, add them, highlight the new cells in your color, and in the Query for Volume Editor column add a note that this entry needs a short title. See sheet 1, row 9 in the sample spreadsheet for an example. If there are more than 5 sources missing, alert the Managing Editor.
4. Now you'll begin locating sources. Beginning at the top of the spreadsheet (the Primary Source checker can skip the sources in **Manuscripts and Documents** and start at **Primary Sources**), search for each source using DiscoverUR, our library catalog: https://www.library.rochester.edu/. **Pay attention to the bib entry**: if it's a 2nd edition or

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[1] STC stands for *The Short-Title Catalogue of Books Printed in England, Scotland, and Ireland, and of English Books Printed Abroad 1475-1640*, first published by A.W. Pollard and G.R. Redgrave in 1986. Among early modern books, it lists important titles and assigns them identifying numbers. METS requires VEs to include STC numbers for identifying purposes in their bib entries of early prints; it helps both us staff and scholars locate the exact print of a particular text. The ESTC, ISTC, and USTC are subsequent catalogs similar to the STC that were developed afterwards, and each has their own distinct numbering system. See **step 22c**, below, for a brief description of these 3 catalogs.

a reprint, search for that particular edition. (NB: if you find a more recent edition than the one cited, insert a comment alerting the VE and asking if they'd like to switch to it. If so, indicate that they'd be responsible for correcting all internal citations.) As you find each source, fill out the info for the new columns up until **Bib Entry Checked**. See whether or not the source is available; if it's checked out, you'll need to get it from Interlibrary Loan. (See **step 4c**, below.)

a. If the UR libraries have your source, copy the collection and call number under the **Call Number** column.

b. If Robbins/Koller-Collins has it, fill in the **Call Number**. You also have the option of checking it out. See **step 5** below for our Check Out Policies.

c. If you cannot find the book in DiscoverUR, this might mean that UR libraries don't have it or our search isn't great. To confirm, search for it in WorldCat, a more reliable catalog. Go to WorldCat (under DiscoverUR, choose Databases, and type in WorldCat). Once you have the record pulled up in WorldCat, click the red "Find at UR" button next to "External Resources." That will pull up a record in DiscoverUR — if UR has it, copy down the call number in the appropriate column. If UR doesn't have it (i.e., there's no location or call number), you'll need to request it through Interlibrary Loan (ILL): from the DiscoverUR page for this source, log into your account, and then it'll give you options for requesting the book. Choose Interlibrary Loan - River Campus Libraries/RCL, login to your account, and make the ILL request. On the spreadsheet, under the **Call Number** column, enter "ILL" and the date requested. You'll receive an email when the book comes in, at which point you can check it out. Make sure to update the **Location** and **Due Date** columns.

d. For shorter sources like journal articles and dissertations, you may be able to find the full text online. In these cases, I'd recommend downloading full-text sources as PDFs. If there isn't already a **Bib Check Articles** folder in the Editor's folder, create one and save all downloaded PDFs there. If it's not possible to download it as a PDF, look for a stable URL and copy it into the **Location** column on the spreadsheet; otherwise, fill out the column with "Bib Check Articles."

5. Once you've documented all sources on the spreadsheet, you'll be ready to go forth into the library and find the books! Don't try to gather everything at once; we don't have enough room in the office. **I'd recommend getting batches of ~20 books at a time (preferably from one section of the library, say Robbins PN) and running through steps 6-15 below, before moving on to the next batch. Your first batch should include all sources from the Abbreviations List, as detailed in Part 2 below.**

Check-out policies: I'd recommend checking out books selectively: perhaps only Robbins/K-C books and frequently-used sources (like those on Abbreviations List), to keep the number of books in the office manageable. No bookforts allowed!

You may check out Robbins/Koller-Collins books by bringing them to the Robbins front desk. Let the front desk worker know you're checking them out to METS. (Sadly, ILL books cannot be checked out to METS; you'll need to check out ILL books to your personal student account.) Rush Rhees Stacks books will need to be checked out downstairs at Q&I. **All checked out books should be kept in our METS office bookshelf, shelved by the order they appear in the Bib.** (This will make it easy for your partner to find a book you've checked out, if needed.) Indicate this on the spreadsheet by entering "METS Office" under the **Location** column and enter the **Due Date**.

PART 2 — Checking Abbreviations

In this section, you'll check that the abbreviations in the Abbreviations List follow our style and are used properly in the apparatus files. Check ONLY Primary and Secondary Source items right now; skip any Manuscripts or Early Prints — they'll be addressed in **step 22**, below.

6. In the short title spreadsheet, you'll first need to separate the abbreviated sources from everything else. Within your tab, search the spreadsheet for "abbr." (they should appear in the Short Title column): these are sources the VEs have identified as appearing in the Abbreviations List. See sheet 1, row 8 in the sample spreadsheet for an example. If it makes things easier for you, feel free to rearrange the rows according to order in the Abbreviations List and/or change the "abbr." in the Short Title to column to the actual abbreviation (e.g., CT or MS).
   a. Open the Abbreviations List, which is at the Front Matter. Check that all the relevant sources from it are accounted for in the spreadsheet. If you're the Primary Source checker, your list should include MSS/early prints, editions, and canonical reference texts (those with standard abbreviations are indicated parenthetically in the link under "Canonical Texts"). If you're the Secondary Source checker, your list should mostly include dictionaries, encyclopedias, and databases (standard abbreviations appear parenthetically within the link above), though you may have the odd monograph or journal article. Both checkers may disregard any items in the Abbreviations List that are not textual sources.
   b. If any sources are missing from the spreadsheet, insert a blank row in your abbreviations cluster, put the abbreviation in the Notes column, and add a comment in the Query for Volume Editor column indicating they need to add a bib entry both to the Bibliography and in the ST list.
7. Gather the sources from the Abbreviations List. To locate them, use the call numbers you documented on the Short Titles spreadsheet.
8. For each abbreviated source, find the corresponding bib entry in the Bibliography. In the Bib, check that the information is accurate (using the physical book) and that the entry

follows METS style in the sequence of its information. If there are any links/URLs, check that they open to the correct webpage. Refer to the Style Guide as necessary. NB: See **step 12c** below for **Common Errors in Bib Entries**.

    a. If our copy's publication information is different than what's listed in the Bibliography, make a note in column D of the spreadsheet. Something like "Robbins/Rush Rhees copy has different publication info." Then, check WorldCat to see if you can verify the VE's publication info. If so, leave the bib entry as is — for now — though we'll revisit once we start checking this source's internal citations. Add to your note in the spreadsheet that it's verified in WorldCat.

        i. If you cannot verify the publication info in WorldCat, alert the Managing Editor.

IMPORTANT: **Make sure Track Changes is on, so the VEs can see the revisions.** If you have questions for either the VE or the Managing Editor, insert a marginal comment in the appropriate entry, and leave a short summary of your question and the specific location (section, page or note number) in the appropriate column of the spreadsheet — either **Query for Managing Editor** or **Query for the Volume Editor**.

    b. Once the entry is correct, indicate this on the spreadsheet. Under the **Bib Entry checked** column, enter your initials into the column; if you have a question, enter Q. Leave the cell blank to indicate it still needs checking.

9. In the Abbreviations List, check that the abbreviations in the left column follow METS style.

    a. Manuscript sigla should be a letter or two, capitalized. Arabic numbers — whether in normal font or super/sub-scripted — are okay.

    a. Editions of the Text(s) should be abbreviated by editor(s)' last name.

    b. Reference works should follow assigned abbreviations from our Style Guide; at the bottom, abbreviations are in parentheses.

    c. Frequently Cited sources (12 or more appearances) should give initials of the title, i.e., *Confessio Amantis* (*CA*); *Siege of Jerusalem* (*SJ*); *Romance of the Rose* (*RR*).

    d. Check that the corresponding sources listed in the right column are formatted correctly: MS shelfmarks should include city, holding institution, and shelfmark; all other references should include author (if applicable), shortened title, and editor/translator (if applicable). Editor names should be included in Reference and Frequently Cited sources wherever possible.

10. Now, check that abbreviations are used correctly throughout the apparatus sections, i.e., that they appear in only one abbreviated form. (If you do find that a single source appears in more than one form, leave a query for the Managing Editor.) For each abbreviation, search for appearances in the T-Notes, Intro, and E-Notes. If needed, review the Abbreviations List section of the Style Guide. Manuscript sigla and editions should appear most frequently in the T-Notes, while Reference and Frequently Cited sources are more likely to appear in the Intro and E-Notes.

a. For manuscript sigla, you are not responsible for checking the accuracy of each appearance. Check only that sigla are used consistently, i.e., that there is only one sigla for each MS. **You are only responsible for checking sigla in T-Notes.** NB: the Managing Editor will check the consistency of sigla in Intro and E-Notes during Second Read.

b. For editions of the edited text(s), you are responsible for checking the accuracy of each appearance. Check that the abbreviations are used consistently and specifically, i.e., where necessary, they include page citations. For more on specificity and accuracy, see **step 15a-b**, below. NB: As you check, make sure you've got the correct source: since the name of the editor is the abbreviation, it's likely that this editor has also authored other sources on the topic. Not all instances of the name will indicate your given edition.

c. For reference works, you are responsible for checking the accuracy of each appearance. Check that the abbreviations are used consistently and specifically. For more on specificity and accuracy, see **step 15a-b**, below.
i. For a dictionary or encyclopedia entry, make sure the headword of the entry is included, italicized, and, if there is a contributor, include their name as the author in the citation. See [Style Guide](#) > Internal Citations > "For online dictionaries and encyclopedias." NB: It is possible there will be other sources in the Abbreviations List (in addition to the Reference Sources listed in the Style Guide) that the VE considers reference sources.
ii. *MED*. Check the [online version](#). When you search the website, make sure you get the right word (check the part of speech), and check that the specific definition cited is correct or makes sense in context. See [Style Guide](#) > Internal Citations > "Cite entries from the *Middle English Dictionary*."

d. For all other abbreviations, assume that they are frequently-cited sources. This means that you will need to count the appearances; each abbreviation needs to appear at least 12 times throughout the edition. If it appears fewer than 12 times, insert a comment informing the VE that they'll need to change it to a short title. You are responsible for checking the accuracy of each appearance. Check that the abbreviations are used consistently and specifically. For more on specificity and accuracy, see **step 15a-b**, below.

e. Once all citations of a source are correct, indicate this on the spreadsheet. Under **Total Appearances**, you DO NOT need to record the total number of times the abbreviation appears in the edition, because this would mean a stupid amount of counting; instead, count cited appearances up to 12 in the E-Notes, T-Notes, and Intro. Once you hit 12, you can stop counting, and put "12+" in the **Total** column. Then, if you've checked and corrected all appearances of a source, enter your initials into the **Internal Citations checked** column; if you have a question, enter

Q and the page/note numbers. Leave the cell blank to indicate it still needs checking.

PART 3 — Checking Sources

Now that you've finished checking the abbreviations, it's time to move on to all remaining sources. In this section, you'll check each individual source for accuracy and METS style. **For each source, you'll check all its citations at once — across the apparatus files — before moving onto the next source.** A caveat: this is the section of the Bib Check that takes by far the longest, so feel free to put on music/podcasts or take snack breaks as needed.

11. Gather your next batch of sources, using the call numbers documented in the Short Titles spreadsheet.
12. Start in the Bibliography. For your source's bib entry, check that the information is accurate (using the physical book) and that the entry follows METS style in the sequence of its information. If there are any links/URLs, check that they open to the correct webpage. Refer to the [Style Guide](#) as necessary, and see **step 12c**, below for **Common Errors in Bib Entries**. **Make sure Track Changes is on, so the VEs can see the revisions.** If you have questions for either the VE or the Managing Editor, insert a marginal comment on the appropriate entry, and leave a short summary of your question and the specific location (section, page or note number) in the appropriate column of the spreadsheet — either **Query for Managing Editor** or **Query for Volume Editor**. For questions for Pam, make sure you start the marginal comment with "Pam" so I can immediately spot it. Record your comments/queries as you run across them; because you're checking so many sources, it's easy to lose track of problems and their idiosyncrasies if you don't note them down immediately.
    a. If our copy's publication information is different than what's listed in the Bibliography, make a note in column D of the spreadsheet. Something like "Robbins/Rush Rhees copy has different publication info." Then, check WorldCat to see if you can verify the VE's publication info. If so, leave the bib entry as is — for now — though **we'll revisit once we start checking this source's internal citations in step 15b, below**. Add to your note in the spreadsheet that it's verified in WorldCat.
        i. If you cannot verify the publication info in WorldCat, alert the Managing Editor.
    b. Once the entry is correct, indicate this on the spreadsheet, **Bib Entry checked**.
    c. **Common Errors in Bib Entries**: Look for the errors below throughout the Bib
- that publication information is complete
    o books sometimes are missing series information, if they are part of a series

- entries that are early print sources tend to be missing a publisher, city of publication, or an STC (short title catalog) number. See **step 22**, below, for finding and confirming STC numbers.
  - journal articles tend to have volume numbers but sometimes are missing issue numbers
  - If the library copy you use to confirm citations is a reprint, add that information at the end of the bib entry: "Reprint: City of publication: Publisher, Year."
- that capitalization is correct: For sources in English, follow headline-style capitalization (first and last words in titles and subtitles are capitalized, as well as all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions; do not capitalize articles; prepositions; and coordinating conjunctions). For sources in European languages other than English, follow sentence-style capitalization, capitalizing only the first word.
- that, for any names with initials (say, R. F. Yeager), a space appears between each initial
- that, for essays or chapters within a book, "In" appears before the book title. Ex: Young, Karl. "The *Dit de la Harpe* of Guillaume de Machaut." **In** *Essays in Honor of Albert Feuillerat*. Ed. Henri M. Peyre. New Haven: Yale University Press, 1943. Pp. 1–20.
- that, for U.S. cities of publication, state abbreviations are added if the city is not well-known. (Ex: "Kalamazoo, MI" but New York or Boston can stand alone. Be careful with "Cambridge": it can mean either Cambridge, MA or Cambridge in the UK. Always check and if it's MA, add "MA"). NB: we never add country names, so cities of foreign countries always stand alone.

13. Check the end of each Introduction, to see if there are additional lists of sources. If so, check that they are identical to the sources in the Bibliography. If any changes were made to the bib entries, make sure to replicate them here.

14. Before you move on to checking internal sources (in the next step), take a moment to check the "Notes for Formatter" document in your Volume's Production Files folder. This document will indicate to you if there are additional sources or citations in any of the volume's back matter (Indices, Appendices, etc.) and, if so, where they appear. If there are, check that:
    a. They appear in the Bibliography. If not, add them.
    b. Run through the entirety of **step 12**, above, to ensure their accuracy.
    c. If there are internal citations, make a note to yourself in the spreadsheet to check them.

15. Move on to checking internal citations for this source. You will need to check the accuracy of all citations where this source appears in the apparatus files. Luckily, it's easy to search for these citations because they'll all use the short title form, given in the Short Titles spreadsheet. Open up the Short Titles spreadsheet, copy the source's short title (in the second column), then search for it in the edition: ctrl+F, paste the short title, and search. You will need to search in at least 3 sections: Introduction, E-notes, and T-notes (for each Text). I would recommend starting in the E-Notes, then T-notes, and Intro last. (NB: If you don't find any instances, try searching for the author's name or the title separately – there might be typos.) If the short title doesn't appear, insert a comment saying so on the bib entry and enter 0 under Total in the spreadsheet. The

Managing Editor will give the VE a chance to add citations before deleting the bib entry. For each appearance, you'll need check the following:

    a. **Is the citation adequately specific?** Sometimes, the citation lists just a source and no specific page numbers or sections within. You need to figure out if the usage is general enough to indicate the entire source, or if it's citing something specific within. If the VE pulls a quotation from the source, the citation MUST include a page reference! If you're unsure whether the citation should be more specific, insert a question for the VE.

        i. **If the citation is for an edition, is the editor/translator's name listed?** It should be. This sometimes means a citation will include both an author's name, if known, and an editor's. See [Style Guide](#) > Internal Citations > "Most primary sources tend." NB: A common error is that popular texts (*Iliad*, Dante, etc.) are sometimes cited without editions. VEs need to provide an edition (and a full bib entry) for every cited text!

        ii. Bible citations: Unless otherwise noted, we use the Douay-Rheims version of the bible, available here: http://www.drbo.org/index.htm. (If another edition of the Bible is cited/quoted without justification, alert the Managing Editor.) The website includes tabs for both the Douay-Rheims English and the Latin Vulgate that is its source. Check that the titles of Biblical books, as well as their chapter/verse numbers match the titles and numbering of this Bible (so Isaia**s**, not Isaia**h**). Check that any quotations match this edition. If Latin quotations are given, check that they match the Vulgate Latin in the website above. If you find Biblical citations, please make sure our edition of the Bible appears in the Bibliography! Here is the bib entry:

          The Holy Bible: Douay-Rheims Version. Rockford, IL: Tan Books and Publishers, 1899. Online at https://www.drbo.org/.

    b. **Is the citation accurate?** This will require you to open up the source and skim the indicated section to see if the volume editor essentially captures its meaning.

        i. **Can you find the quote or paraphrase?** If yes, go to the next step. If not, check the previous page and the next page. It's not unusual for human error to occur when recording page numbers. If you still cannot locate the reference, check column D of the spreadsheet to see if your source has different publication information than what the VE lists in the Bibliography. If it does, this may mean that the VE's edition has different pagination than yours. If you suspect this is the case, alert the VE: Go the appropriate entry in the Bibliography and insert a comment. Tell them about the discrepancy in the publication information and ask whether they'd like to keep their original publication or if it's okay for us to change the bib entry to our copy. If they opt to keep their original publication, they'll need to send us scans of the front matter and select pages for us to verify

the publication information and internal citations. If they allow us to change it, we can update the internal citations ourselves.

ii. **Is there a quote or paraphrase from the source accompanying your citation?** If there is a quote, check that quote for accuracy (down to the punctuation and italics) and that its page citation is accurate. If it is a paraphrase, check the source to make sure the paraphrase is accurate. It's not uncommon for quotes to have typos or for the page number to be wrong.

iii. If the quote is in a non-English language, an English translation must be provided in square brackets. If a non-English quote is already translated, the citation should make clear who the translator is – either from the source or the VE themselves. If either an English translation or the translator is missing, insert a comment to the VE to add it.

c. **Does the citation follow METS style?** Keep the Internal Citations section of the [Style Guide](#) open. You'll need to check it frequently. If it doesn't follow our style, fix it with Track Changes on.

d. Double-check the search. Sometimes, VEs accidentally misspell their citations and your initial search will not catch any typos. So do 2 quick searches, 1 with the author's/editor's name and another with the shortened title; for the author/editor search, manually check the short title to make sure you're finding the right source. These searches will catch any instances of the citation where either the author or title is misspelled. If you do catch any typos, fix them and then run through **step 15a-c** above for each appearance. NB: A quick way to check if there are no typos is to count the appearances for both searches. If the counts match up, you've probably caught all appearances; if they don't, there's a typo somewhere and you need to hunt it down.

If you find errors in either accuracy or formatting, **make sure Track Changes is on and fix them**. If you have other questions about types of sources, refer to the *Chicago Manual of Style*. If you have questions for either the VE or the Managing Editor, insert a marginal comment in the appropriate entry, and leave a short summary of your question and the specific location (section, page or note number) in the appropriate column of the spreadsheet — either **Query for Managing Editor** or **Query for Volume Editor**.

16. Repeat **step 15a-d** for every appearance of the source in the E-Notes. Move onto the T-Notes.
17. Search the T-Notes for your source's short title and repeat **step 15a-d** for each relevant citation. NB: There should be fewer citations here than in the E-Notes and Intro.
18. Search the Introduction for your source's short title and repeat **step 15a-d** for each relevant citation. Citations should appear only in the footnotes, with one exception:
    a. Check the main text around the footnote number to see if the citation includes a quote or paraphrase.

19. Once all citations of a source are correct, fill out **Total Appearances** and **Internal Citations checked** on the spreadsheet. This means searching (ctrl+F) the short title in the appropriate apparatus files and adding together the total number of appearances.
   a. If a source appears 12+ times, insert a comment telling the VE it needs to be made an abbreviation rather than a short title.

20. Repeat **steps 11-19**, above, for each new batch of sources until you've made it through all the sources listed in your half of the Bibliography.
   a. Once you've completed checking for each source, you'll need to decide whether to keep or return the relevant book. Out of your current batch, keep any that haven't completed all steps, or that you have questions about. I'd recommend keeping frequently-cited sources, like those from the Abbreviations List. **Any sources that you keep need to be checked out, and their Due Dates listed in the spreadsheet!**
   b. But sources that are only cited once or twice can be returned as soon as their checks are done, and if you don't have remaining questions about them. Once you return a source, change the **Location** on the spreadsheet to "Returned."
   c. ILL sources can be re-checked out, but try not to do this too much. Return ILL sources once they're checked, but if they're frequently cited, you may want to recommend that the library purchase them (you can do this on the ILL slip on the physical book itself).

Whew! You're done with all the short titles now, but there are a couple last things to check in the Bibliography.

PART 4 — Bibliography Overview:

21. In the Bibliography, check that your sections' entries are correctly alphabetized. Remember that multiple works by a single author are arranged chronologically by date of publication, not alphabetically.
   a. The Primary Source checker is responsible for the **Manuscripts and Documents** section, and the **Primary Sources** section.
   b. The Secondary Source checker is responsible for the **Secondary Sources** section.

22. **For the Primary Source checker only**: In the **Manuscripts and Documents** section of the Bibliography, check that each entry follows METS style. If you need a refresher on what MS bib entries should look like, see the Bibliography section in [Style Guide](). Also, take this time to check the same thing for any of the highlighted early print entries from **step 1b**, above.
   a. Then, check the accuracy of each entry. For this, go to the third tab, **Manuscripts and Documents**, of the spreadsheet, where you'll log key info and any needed revisions. Create new columns in the spreadsheet, to the right of the extant columns: **MS Catalog**

OR STC URL, Bib Entry checked, Query for Managing Editor, Query for Volume Editor. This info will help you keep track of sources.

b. For MSS, you'll need to go online to the holding institution's catalog, and search for the shelfmark. Make sure to find the manuscript catalog, rather than simply the library catalog! Once you find it, check that each piece of information in the bib entry is accurate. If folio numbers are included, check that they match up with the correct text in the MS. If a URL is included, check that it opens to the correct webpage. Copy and paste the catalog link into the **MS Catalog or STC URL** column of the spreadsheet. Once you're done, fill in the cell for **Bib Entry Checked** with your initials.

    i. We prefer that, for each MS listed in the Bibliography, the VE specifies the folio numbers for the relevant text. If an MS is missing folio numbers, insert a comment for that bib entry requesting the VE adds them. Also add your query in column G of the spreadsheet. See an example in sheet 3, row 2, column G of the sample spreadsheet.

c. For early prints, you will need to check the accuracy of more traditional publication information, an STC number, and, in some cases, the holding institution. If a URL is included, check the information there. But I'd also confirm the STC number at one of the three websites below. If there is no URL, go straight to looking up the source in one of these three catalogs:

    i. ESTC: English Short Title Catalogue. This is a union catalog of English printers, compiling information for English incunables from the late 15-18th centuries. **If your source is in English, search for it here.** The fastest way to find it is to copy the ESTC number from the bib entry. If there is none or it doesn't work, you can search by author or title, but you may get multiple results and you'll have to look at the publication information to figure out which record is correct. When you find its catalog page, confirm that each piece of information in the bib entry is accurate. Make sure to check that the ESTC number in the bib entry matches the ESTC citation No. (NOT the system no.) at the top of the catalog.

        1. If the VE includes a shelfmark, you can only check if the holding institution is correct (under ESTC's Copies), because the ESTC does not give specific shelfmarks.

        2. Make sure too that there's a bib entry for the ESTC in the Bibliography. If there isn't, add it:
British Library. *English Short Title Catalogue*. 2019. Online at http://estc.bl.uk/.

        3. When you're done, click the Permalink button in the top right of the ESTC catalog page and copy the link. Paste it in the **MS Catalog or STC URL** column of the spreadsheet.

    ii. ISTC: Incunabula Short Title Catalogue: Compiles bibliographic information for 15th century European incunabula printing. **If your source is 15th century**

(1400-1500) and non-English, search for it here. The ISTC's search is the least robust of these three catalogues, so if you need to find a source, I'd recommend clicking Browse at the top of the home page; this will take you to an advanced search where you can filter your search by various pieces of information in their dropdown menu. The easiest way to search is by the ISTC number. If you use any other info to search, you'll likely need to sort through multiple results to find the correct record. Once you do, confirm the information in the bib entry, including the ISTC number.

1. If the VE includes a shelfmark, check the ISTC's list of holdings, which is divided by country; sometimes it includes shelfmarks but it is sporadic.
2. Sometimes, the ISTC record lists digital reproductions. If the VE has not included a URL in the bib entry, but the digital reproduction appears in the ISTC record, add that URL to the bib entry.
3. Make sure too that there's a bib entry for the ISTC in the Bibliography. If there isn't, add it:
   British Library. *Incunabula Short Title Catalogue*. Consortium of European Research Libraries, 2016. Online at https://data.cerl.org/istc.
4. When you're done, copy the URL for the ISTC catalog page and paste it in the **MS Catalog or STC URL** column of the spreadsheet.

iii. USTC: Universal Short Title Catalogue. Compiles bibliographic information for print from 1450-1700. **If your source is non-English and not 15th century, search for it here.** The fastest way to find it is to copy the USTC number from the bib entry. If there is none or it doesn't work, I'd recommend searching by author, title, or printer and inputting the year, but you may get multiple results and you'll have to look at the publication information to figure out which record is correct. Once you do, confirm the information in the bib entry, including the USTC number.

1. If the VE includes a shelfmark, you can only check if the holding institution (under USTC's Known Copies) is correct, because it does not give specific shelfmarks.
2. Make sure too that there's a bib entry for the USTC in the Bibliography. If there isn't, add it:
   University of St. Andrews. *Universal Short Title Catalogue*. Dir. Andrew Pettegree, 1997. Online at https://www.ustc.ac.uk.
3. When you're done, copy the Permalink at the bottom of the USTC catalog page and paste it in the **MS Catalog or STC URL** column of the spreadsheet.

d. Once all sources in the **Manuscripts and Documents** section are corrected, make sure to check if these sources appear at the end of the Introductions. If so, copy the corrected entries into those Intros.

CONGRATULATIONS, YOU'RE DONE!