Corrections Log Best Practices

Corrections Logs are where we record any changes made in an Updates InDesign Book or an XML-Export InDesign Book.

Every Updates and Export Book needs its own new Corrections Log document.
- ❖ The template for Corrections Logs lives in Creative Cloud
- ❖ Copy the Word document and paste it into the folder for the Book you are creating.
- ❖ Rename the file according to our File Naming Conventions.
  - ➢ Ex. Fein-Owl-Export-Corrections-Log

We record all changes made in a particular book. We will be sharing the Corrections Logs for Export Book to the public on GitHub. For transparency, it is important to note what change has been made, when, and by whom in their respective columns on the Log.

- ❖ Dates should be as specific as possible. Use the month/day/year format.
- ❖ Enter your full name in the "Person Who Entered Corrections" column.

As a general rule: Any corrections must be entered, in detail, in the Corrections Log. Please be as specific as possible. You will need to include what file the change has been made in.

N.B.: It is easiest to fill in the Corrections Log as you are making changes within the InDesign book.

You should note the following types of changes made:
- ❖ The creation of the book
- ❖ Any new documents added to it
- ❖ Content-based or copyediting corrections noted and requested by a volume editor post-publication
  - ➢ These corrections should always have been approved by the Managing Editor before being made.
  - ➢ These types of corrections need to be made in both the Updates Book and the XML-Export Book. Please double check that these corrections are entered properly in both places.
- ❖ Content-based or copyediting corrections noted and requested by METS staff post-publication
  - ➢ These corrections should always have been approved by the Managing Editor before being made.

- These types of corrections need to be made in both the Updates Book and the XML-Export Book. Please double check that these corrections are entered properly in both places.
- ❖ Content-based or copyediting corrections received as feedback from print / digital editions
  - These corrections should always have been approved by the Managing Editor before being made.
  - These types of corrections need to be made in both the Updates Book and the XML-Export Book. Please double check that these corrections are entered properly in both places.
- ❖ Any updates to METS guidelines, Parent Pages, Paragraph Styles, or Character Styles.
  - If doing a major round of updates, link to the Updates Google document you are working from. Note whether you have synced the book and whether any duplicated/irrelevant styles have been deleted from pages.
  - If changing only one Style or Parent Page, please be specific as to what change to which style has been made. Note whether you have synced the book and whether any duplicated/irrelevant styles have been deleted from pages.
- ❖ Any indicators added
- ❖ Any new or updated applications of Paragraph Styles and/or Character Styles.
  - These include any changes to semantic tagging.
- ❖ Any audits performed

When you complete major tasks or sections when working with an InDesign book, please notify the Managing Editor.