

Second Comprehensive Read: Managing Editor

Goal: To review the edition for Style Guide conformity, layout and formatting, and copyediting. This review also spot-checks aspects of production that have taken place since First Read: Manuscript Read, Bib Check, E-Notes/Glossary Collation. **Its primary goal is to prepare the edition for InDesign formatting** — ensuring the volume follows METS Style; reads smoothly, consistently, and grammatically correctly; and to catch any remaining errors. Generally, Second Read shouldn't make major changes or additions — just corrections to the extant content. By this point, content should generally be good and formatting checked (transcriptions correct, line/paragraph numbering correct, glossing accurate and ample, and all citations confirmed and correctly formatted). The reader shouldn't need to add glosses, e-notes, or citations; corrections should be fairly small, sentence or word-level, although it's okay if pagination changes.

FRONT MATTER:

- Check that ToC is complete and in correct order (pagination will be checked later)
 - If there is visual material, like images of tables, add a List of Figures and Illustrations at the end of the ToC
- Read through Acknowledgments: make sure all METS staff are credited and the NEH thanked
- Check that Abbreviations List appears last in Front Matter and that it is alphabetized

INTRO:

- Read for consistency (check for terminology, including capitalization, no Britishisms, Oxford commas)
 - Spot-check that MS sigla and non-source abbreviations (institutions, series, langs) appear consistently. Use common sense: it is okay for VEs to alternate between sigla and shelfmarks in apparatus prose
 - Check that all MSS which are quoted or cited appear in the Bibliography! If not, add them.
- Read for correctness (spelling, grammar, or punctuation errors; any obvious contradictions in content)
 - Check and confirm the accuracy of quotes/citations from the edited Text(s). Add line/paragraph citations, as needed
 - If there are foreign languages, check they are correctly italicized. If there are non-Roman languages, ask VEs to check they're displaying correctly. If they lack English translations in brackets, ask VE to add them
- Read for clarity (vague pronouns/antecedents, awkward phrasing, unnecessary repetition)

TEXT:

Read from undergrad student's perspective:

- Spot-check editorial punctuation makes sense of the text

- Spot-check line/paragraph numbering

Check for correct formatting:

- Check for minimal (see t-note) tags, only for places where MSS change within a text or where there's damaged text
- Check that all (see note) and (see t-note) tags refer to actual Notes in the E-Notes/T-Notes sections
- Check that any foreign languages are italicized
- Spot-check that any numbers in the text follow METS style. See Transcription Practices > Numbers in the [Style Guide](#)

E-NOTES:

- Check that notes appear in sequential order. Line or paragraph ranges should appear before single line/paragraph notes.
- Spot-check ellipses are 3-dot with spaces in between each dot
- Check and confirm the accuracy of quotes/citations from the edited Text(s). Add line/paragraph citations, as needed
- Spot-check that MS sigla and non-source abbreviations (institutions, series, langs) appear consistently. Use common sense: it is okay for VEs to alternate between sigla and shelfmarks in apparatus prose
- Check that all MSS which are quoted or cited appear in the Bibliography! If not, add them.
- Check that any foreign languages are italicized and translated in brackets
- Check all web citations are correctly formatted
- Spot-check citations are correctly formatted for
 - Sections of volume are capitalized but not italicized
 - Line or ¶ number for citing own Texts
 - Page/folio numbers that are in ranges should repeat last two digits
- Read for correct spelling, grammar, punctuation — as in Intro
- Check that all cross-references are correct

T-NOTES:

- Check that notes appear in sequential order. Line or paragraph ranges should appear before single line/paragraph notes.
- Spot-check ellipses are 3-dot with a space between each dot
- Except for catchwords/phrases, check and confirm the accuracy of quotes/citations from the edited Text(s)
- Check that any foreign languages are italicized translated in brackets
- Check that all cross-references are correct

BIBLIOGRAPHY:

- Spot-check for three sections and alphabetization within each
- Spot-check for correct form:
 - Reference source
 - Website
 - Historical document, if relevant
- Spot-check authors with multiple titles appear in chronological order, not alphabetical
- Spot-check that cities of publication appear correctly: if it is a lesser-known city or the state does not appear in the publisher name, add state abbreviation. Here are exceptions for cities that can stand alone: New York, Boston, Chicago, New Haven, Princeton, Los Angeles, San Francisco, Philadelphia
- Spot-check that any URLs work, i.e., open a functioning webpage
- Search for cross-references: Look for instances of multiple book chapters/essays cited from the same book. If there are 2 or more, list the book itself as a separate bib entry, and for the entries with chapters, remove the title of the book. In its place, put “In” and the last name(s) of the principal author/s, *Short Title*, e.g., In Riches and Salih, *Gender and Holiness*. I’d suggest searching for “In” (make sure the i is capitalized!) to find all instances of chapters within a book and noting when a book title appears more than once; those will be entries that need to be shortened, and you’ll need to ensure that the book itself appears as a separate bib entry.
 - You can specify capitalization in your searches (in Word) by going to Home > Find dropdown > Advanced Find > click “More” > check Match Case
- If any entries have “forthcoming” publication dates, check with VEs that they’re not already published

GLOSSARY:

- Spot-check grammatical abbreviations follow [Style Guide](#), and all appear in Glossary
- Spot-check alphabetization of headwords
- Spot-check that parts of speech appear in homographs (they’re not required to appear in other headwords)
- Spot-check that bolded cross-references appear correctly (verbs should reference least-inflected form)