Glossary Check

Goal: To check the accuracy of some glossary content, and confirm glossary follows METS style. This check specifically addresses steps that need to be corrected before InDesign formatting.

- Skim the glossary. If entries include grammatical information, make sure there is an abbreviations list at the top.
  - Check that abbreviations for parts of speech/grammar match the "Grammatical abbreviations" in the Glossary section of the Style Guide. If additional abbreviations are used, the VEs should spell out what each one means.
  - Check that abbreviations are listed alphabetically.
- Check alphabetization of headwords, following the modern alphabet (i.e., do **not** treat *i* and *y* as interchangeable)
- If there are homographs (words with the same spelling but different meanings), make sure they are separate entries and that each entry includes a part of speech
- Spot check that parts of speech are accurate, using the *MED*. If you think the grammatical information is wrong, insert a comment for the Managing Editor
- Spot check that all cross-references are correct. These entries are different forms of the same word, so use the *MED* to check that these different forms are attested.
  - If the word being cross-referenced is a verb, check that the tag refers to the least-inflected form of the verb, which should be a headword. See the Style Guide for an example of multiple forms being cross-referenced and below for "Preferred Order of Verbs." The form closest to the infinitive should be the form referenced, after "see." This can involve complicated grammar, so if you have questions, insert comments for the Managing Editor.
- Choose 10 words at random and spot check that definitions given match in-text glosses. Search for the ME headword in the Text, look at all appearances, and check that each gloss appears in the Glossary as definitions for that ME word
  - If some definitions are missing, add them to the Glossary with Track Changes on

If there are additional Indices in the Back Matter, complete the following spot-checks for them:
- Check alphabetization of headwords, following the modern alphabet (i.e., do **not** treat *i* and *y* as interchangeable)
- Spot check that all cross-references are correct.
- Spot-check that formatting is consistent, esp. with bolding, italicization, bullet points, etc.
- Choose 10 words at random and spot check that their textual citations are accurate

If there are additional Appendices, see the Quality Control Checks > Additional Back Matter and check with the Managing Editor to see if they need more intensive checks.