METS First Comprehensive Read

MIDDLE
ENGLISH
TEXTS
SERIES

First Comprehensive Read Checklist for:	Volume Editor, *Title*	
Name of Reader; date started and finished (US style)	Reviewer Name	00/00-00/00/00
GENERAL ISSUES	If answer is not yes action needs to be taken ↓	**Add any notes or further information in this column ↓**
INTRODUCTION(S)		
Are all of the following addressed? Identify any missing pieces: CONTENT: Brief synopsis of text(s), authorship, date of publication	Y/N	
LANGUAGE AND STRUCTURE: language/dialect, meter and rhyme scheme (if applicable)		
CONTEXT: historical/cultural context, source texts, and significance Optional: thematic material		
MANUSCRIPT HISTORY: major MS and early print witnesses, and modern editions		
DESCRIPTION OF BASE MS: size, binding, collation, hand, scribe(s) (if known) any relevant signatures and other identifying marks If copytext is an early print edition, include printer, typeface, date of publication, and any running titles/headers		
EDITORIAL PRACTICE: rationale for emendation, large-scale text divisions, extra-textual elements, translation philosophy (if applicable)		
Is relevant scholarship cited? Is there any major scholarship missing? NB: Further Reading bibliography may be included at end of Intro, but not required		
Check citations: Are there any quotations, paraphrases, or specific facts that should be cited but are not? Are there any citations that should be footnoted but are parenthetical? NB: Only references to the edited Texts themselves should appear parenthetically. All other citations should be footnoted.		

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Does the structure of the Introduction make sense? Is there a logical progression from section to section?		
Is the English of non-native-speakers acceptable, in terms of (i) formal academic register; (ii) idiomatic English; (iii) spelling and grammar?		
Is it in American English – in particular: Are American quotation marks used (single within double, with punctuation inside the closing quotation mark)? Are -ize, -izi, and -iza used, as opposed to -ise, -isi, and -isa? So spellings conform to American practice (color, center, traveling, and suchlike)?		
MIDDLE ENGLISH/ORIGINAL LANGUAGE TEXT(S)		
For drama texts, is there a list of Dramatis Personae? Do all speakers in the Text appear in the Dramatis Personae? Are characters listed in order of appearance?		
Does the transcription follow METS standardization? Frequent mistakes include: Do ME characters like þ or ȝ appear? They should be standardized to modern equivalents		
Does *ff* appear to indicate capital *F?* They should appear simply as *F*		
u/v and *i/j* should be regularized		
Should distinguish between *the* vs. *thee, of* vs. *off*		
Final syllabic e's should include an acute accent(*é*)		
Religious terms should be consistently capitalized		
Roman numerals: 1-99 should be spelled out in ME; 100+ should be transcribed but must be glossed		
Are non-English words and phrases italicized?		
For Managing Editor only: If original text is not French, check for French words/phrases and, for semantic tagging purposes, clarify with VE which French: Old French (ca. 842-1400); Middle French (ca. 1400-1600); Anglo-Norman? Leave language notes in "Notes for Formatter"		

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Are the glosses accurate? If necessary, check the MED. Do glosses make sensible semantic units?		
Do glosses appear frequently enough for student readers who may be encountering ME for the first time?		
For Managing Editor only: Do glosses make sensible semantic units?		
For prose texts, check that catchphrases in footnotes are correct. (Only multi-word ME phrases need catchphrases in the footnote; single word glosses should NOT include a catchword)		
If there are lost, damaged, or otherwise missing lines, are they indicated with dotted lines? Do they include a (see t-note) tag in the right margin? Does the cited Textual Note explain why the passage is compromised? (For prose texts, check that (see note) and (see t-note) tags appear at the end of footnoted glosses. They should NOT appear in the main text.)		
Does the text flow in roughly coherent sentences? Check that the text's grammar and punctuation make sense to a modern audience		
Do certain words or passages need explanatory notes? If so, add marginal comments in the Text. For types of METS e-notes, see **Explanatory Notes** below.		
Are (see note) tags minimal? They should appear only if the reader would not understand the literal meaning of the text without a note		
EXPLANATORY NOTES		
Explanatory Notes should address the following content. If you'd like to suggest any additional notes, add marginal comments in the E-Notes document: ● Specialized ME terminology (e.g., chivalric, liturgical, legal contexts), usually citing the *MED* ● Proverbs or proverbial phrases, citing Whiting. ● References to other texts or figures (Classical, Scriptural, historical), including source texts ● References to the Middle English literary canon ● Genre conventions – verbal tags, or tropes like the disguised knight or the Nine Worthies ● Place names, sometimes identifying their modern analogues ● Thematic concerns of the text, at the editor's discretion		
Do the notes accommodate student audiences who may not have medievalist specialist knowledge? This may mean including or adding notes for "basics" like		

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chivalric/feudal terminology, lesser-known religious figures, theological concepts, liturgical hours, racial terms, etc.		
Do the notes cite relevant scholarship? Are there items left uncited that should be cited?		
For Managing Editor only: Capitalize cross-references to check later. Repeat in Textual Notes		
BIBLIOGRAPHY		
For Managing Editor only: Skim through 3 sections. Do correct kinds of sources appear in each?		
GLOSSARY		
Spot check that definitions match in-text glosses. To find a word in the text, type Ctrl+F and type the word into the search box		
If entries include parts of speech, spot check these for accuracy. If needed, consult the MED.		
ADDITIONAL BACK MATTER		
Spot check that references to the text are accurate		
For Managing Editor only: check that any internal citations appear in the Bibliography. Add to "Notes for Formatter"		
OVERVIEW OF ISSUES NEEDING ATTENTION		