

E-Notes Collation

Goal: To check the accuracy of collation between Text and E-Notes.

EXPLANATORY NOTES:

- For verse texts, check line numbers for accuracy. If the catchphrase spans multiple lines, there should be a line range, not just a single line. Line ranges should use an en-dash.
- Check that all catchwords/phrases are italicized.
- Check that all catchwords/phrases are accurate by collating against the Text.
 - For prose texts, ensure that all three elements (book, chapter, and/or paragraph numbers) are accurate. These headings should be placed **above** the relevant notes, as section headers.
 - Catchphrases that span multiple lines should have a three-dot ellipsis between the first and last phrase. The ellipsis should have a space between each dot.
 - In prose texts, catchphrases should be highlighted yellow
- If there are discrepancies between the Text and catchphrases, make them queries for the VEs.

NB: This will already be done for T-Notes in the prior MS Read