

METS File Naming Dictionary

Section Title: These are generally abbreviated. Text titles are shortened into a unique keyword or two

Front = Front Matter

Dedication

Acknowledgments

Abbreviations

Intro = Introduction

 Gen Intro = General Intro

 [Keywords from Text Title] Intro = Text-specific Intro; Ex: Holkham Intro

[Keywords from Text Title]-Text = Specific Text

Verse

Prose

Drama

DramatisPersonae

FP = Facing Page

 FP-Verse

 FP-Prose

 FP-Drama

Enotes = Explanatory Notes

Tnotes = Textual Notes

Headnote

Bib = Bibliography

Glossary

Index

App = Appendix

 If the Appendix is a text, add a text type following it: App-Prose, etc.

Production Steps: These are used only for print production, and are abbreviated. From InDesign forward, no Production Steps will be noted in file names.

QCC: Quality Control Checks

EXT: External Review

1CR: First Comprehensive Read

MS: Manuscript Read

BC: Bib Check

2CR: Second Comprehensive Read

Staff Initials

py = Pam Yee

sd = Steffi Delcourt

ep = Eleanor Price

dk - Dan Kephart
jn = James Norris
je = Juan Espinosa
na = Nick Anderson