

## Quality Control Checks (Initial VE Submission)

This checklist is for the Managing Editor to complete when editions are first submitted. If major sections are incomplete or incorrect, the Managing Editor will alert the Editorial Board, and we'll decide if the edition needs to be sent back to the VE for revision.

**FILE AND COMPLETION ISSUES:** If anything is missing, contact the Volume Editor.

- Are all text files in Word? Is each section in a separate file, and clearly titled? Is pagination continuous across all files? NB: All files should be listed in the Cover Note.
- Is there a list of special characters, in the cover note? A short titles spreadsheet?
- Are all images in JPG? Are they all at least 300 dpi in quality? Are they all black and white? Do they all include captions, in separate Word files? Do the captions include all needed info (esp. credit to holding institution)? Is there an indication of where each image should go in the edition?
- Are there permissions included for all relevant images?
- Are there any tables or genealogical trees? If so, tables should be in Excel spreadsheets and genealogical trees should be image files, preferably jpgs
- Is there an indication of where to find the full-text base MS? If there is a published facsimile, the full bibliographic information and/or URL should appear in the cover note. OR VE should send scans of the MS. If MS scans are included, are they complete? Check that all relevant folios are included, and that they are HQ enough to be legible; if there are multiple texts, check them all.
- Is there extra back matter, or things that need to be moved into back matter? If so, take a look and determine if they will cause extra steps in production. Alert VE, if any back matter doesn't fit our ID Parent Pages.

**FORMATTING ISSUES:** See [Style Guide](#) for formatting instructions for each section. If there are major problems, return the files to the VE.

**TEXT:**

- Does the ME text generally follow transcription guidelines?
- Is the Text clean? There should be no brackets marking insertions
- Do all texts include foliation?
- For Verse texts, look at the stanza form. How many indents does it require? If there are more than 7 indents required, contact VE to discuss
- Do Drama texts include a Dramatis Personae at the beginning?
- Do Prose texts include paragraph numbers? There should be NO line numbers!
- Are all Prose glosses footnoted? Do multi-word glosses include the ME phrase, before the modE gloss? Check the first few pages and insert comments on errors; send back to VEs to ask them to check the rest for similar patterns of error.
- Do Prose texts include yellow and blue highlighting, to indicate E- and T-Note catchphrases?
- Do facing-page translations come in two separate files -- the original language and English translation? Do both files have the same number of lines? Spot check that they match up.

**APPARATUS:**

- Does the front matter include acknowledgments? Do the acknowledgments thank the NEH? (Managing Editor should reserve space for names of METS staff.)
- Is there a list of abbreviations at the end of the front matter?
- Modern English style: Does the apparatus generally follow American idioms, rather than British? Do singular possessive nouns ending in -s also have 's? Are headings properly punctuated? Are all ellipses 3-dot?
- Spot check internal citations in the Intro and E-Notes. No full citations allowed!
- Is the Intro complete? Does it include a Manuscript section? Editorial Practice section? If there are facing-page translations, does it explain translation philosophy?
  - Check the end of the Intro(s) to see if there are Further Reading or Witness/Sources lists of items. If so, check that each item appears in the Bibliography. If not, the VE needs to add them.
- Do the Explanatory Notes and Textual Notes have catchphrases italicized? 3-point ellipses in longer catchphrases? Any in-line caesuras in the Text should NOT be replicated in catchphrases.
- Are Textual Notes' ME characters properly formatted?
- Does the Bibliography have three sections: Manuscripts and Documents, Primary Sources, and Secondary Sources? Are entries generally alphabetized within each section?
- Spot check a few bib entries: Do they follow METS style? If VE consistently messes up a particular kind of citation, i.e., contribution to an online encyclopedia, web source, or multiple entries by an author, return to VE for corrections.
- Does the Glossary use grammatical abbreviations? If so, is there a key indicating what the abbreviations stand for? Is it generally alphabetized? Are cross-references bolded?

ADDITIONAL BACK MATTER: Usually, any additional back matter are Indices (for which we have 2 ID templates) or some sort of Appendix – types of each are detailed below. NB: These will need to be checked more thoroughly during #8: Glossary Check.

- For an Index of Proper Names, spot check for alphabetization and accuracy of references (Ex: Fein-Owl; Simpson-Hardyng)
- For an Index of First Lines, spot check that index is alphabetized and that first line listed in index matches first line of text (Ex: Fein-Owl)
- If the Appendix is a text from another witnesses, make sure that witness (whether an MS, early print, or modern edition) appears in the Bibliography and complete the TEXT formatting checklist for it, above (Ex: Parsons-Prayers, Campbell-Apocalypse; Symons-Castle – last 2 include T-Notes; Chandler-KingTars includes excerpts)
- If the Appendix are texts reproduced from other publications, ensure VE has permission to reproduce it! The source text should be credited in the Appendix, and appear in the Bibliography
- If the Appendix contains images, make sure they are included in the submission: see 3rd bullet of FILE AND SUBMISSION ISSUES, above (Ex: Purdie-Scottish)
- If the Appendix is a concordance, spot check that whatever edition is being collated appears in the Bibliography. NB: Managing Editor will need to decide if the accuracy of the collation needs to be more fully checked during Bib Check. (Ex: Livingston-Knyghthode; Nicholson-Granson)
- For Machaut music glossaries, spot check alphabetization and that Arno Pro has needed symbols

- For Machaut Miniatures List, spot check only for the relevant texts in the given volume: Earp's number, folio number, and figure number are accurate.

If the answer to all questions is yes, move ahead with the edition. Alert the editorial board to look for an external reader.