Proofreading *Faustus* Encodings: A Checklist

First: Check to make sure your file is valid. Correct any errors until you get that happy green square at the bottom of your screen.

Although validity is the first step toward an accurate encoding, it is hardly the last. Our goal is to CONSISTENTLY encode our texts with the correct descriptive tags.

The following checklist is not exhaustive, but meant to guide you as you peer-review your group partners' encoded texts. Please go through and carefully check that EACH ELEMENT is properly encoded with the appropriate attributes (if included). Work through the list ONE ELEMENT AT A TIME to ensure accurate proofreading.

- ☐ <div>
  Make sure each <div> tag has a "type" attribute. This may be "fragment" or "chapter."

- ☐ <fw type="header">
  Make sure all headers are formatted correctly. These are tricky because many have left AND right aligned page numbers, plus the centered short header title. Thus you may have up to THREE <head style="XXX;">

  E.g., <fw type="pageNum" style="text-align: left;">14</fw><fw type="header" style="text-align: center; font-style: italic;">The History of</fw><fw type="header" style="text-align: right;"><add rend="handwritten">23</add></fw>

  - ▪ Proof to make sure all are encoded correctly. If you are adding the right-aligned, handwritten page numbers, you want to encode them as follows:

    <fw type="header" style="text-align: right;"><add rend="handwritten">23</add></fw>

- ☐ <lg>
  Make sure all line groups are enclosed with a <lg> tag and that each line has opening and closing line <l>....</l> tags.

  - ▪ Note: Often your line groups will continue on to the following page. It may be helpful to include a comment to remind yourself of that (and your group for when you collate!). <!-- line group continues on next page -->

- ☐ <lg type="epigraph">
  There are many inconsistencies with the way folks are treating the verse lines of argument following "CHAP" titles. These line groups should be encoded as epigraphs (do not use title tags here).

- **<persNames>**

  Check to make sure all of your <persNames> are tagged. Note, we are not tagging "Devil" as a <persName>. Also note that <persNames> generally shift fonts and you'll have to encode that. If you're working in the blackletter version of *Faustus*, you'll want to encode that as follows:

  - <persName style="font-style: normal;">Fauſtus</persName>

  - If you're working in the Roman font version, you'll likely want to style these <persName> elements as italic:

  - <persName style="font-style: italic;">Fauſtus</persName>

- **<placeNames>**

  Check to make sure all of your <placeNames> are tagged. See the notes about formatting <persNames> as these rules also apply to <placeNames>.

- **DropCaps**

  <l><hi style="float: left; font-size: 5rem; padding: 0.5rem; margin: 0 2rem   1rem 0">N</hi>ow

- **Indentations**

  All of our texts have different kinds of indentation patterns. Check each encoding to make sure the "em" value is correct and that the formatting is correct.

- **Catchwords**

  Catchwords ALWAYS come BEFORE Signatures and are most often aligned right:
  - <fw type="catchword" style="text-align: right;">of</fw>

- **Signatures**

  Although there are a few signatures supplied by the printer in these texts, we're supplying much information. Signatures ALWAYS come AFTER Catchwords and are most often centered. The following example offers the encoding for a signature in which the printer has supplied the letter, but no additional information.

  - <fw type="signature" style="text-align: center;">A<supplied reason="omitted-in-original">3r</supplied></fw>

- **Page Breaks**

  Be sure you include a self-closing page break tag following your sig: <pb/>

- **Figures**

  Both texts contain many decorations that we call "a printer's ornament." These figures are encoded as follows:

  ```
  <figure>
      <figDesc>A decorative printer's ornament is here.</figDesc>
  </figure>
  ```

- ☐ Delete placeholder brackets
  - Be sure to delete all [square brackets] that we used as placeholders for encoding tags during the transcription process.

- ☐ Change your xml:id on your file
  - See slide 34 on the Encoding Powerpoint for details

- ☐ Add your name to the TEI header
  - You will be a Contributor and your xml:id will be:
  - contr_firstinitial+4 digits of last name
  - So, Prof. Hamlin will be contr_shaml