

APPENDIX D

KEEPING TRACK OF WORK AND REPORTING PROCEDURES

Editors keep accurate and complete records of the progress of their work. The Textual Center keeps production logs and extensive files which track stages of production. Checklists are another way to ensure that all responsibilities have been met and that work is not needlessly repeated; they also assist in keeping track of projected deadlines. In addition, the National Endowment for the Humanities, as well as other financial supporters of the Thoreau Edition, need to see detailed accounts of our progress.

We strongly encourage all editors to maintain files of material associated with their work on the project, a checklist of their responsibilities for the volume, and a production log of when various activities were worked on and completed. The TC is in close touch with all editors and asks once a month for a detailed update of progress on volumes. These progress reports from editors are used to write the semi-annual reports to NEH. The following sample checklist presents tasks in the order in which the editor is likely to do them and refers to the section or sections of the Journal Manual which explain each task.

EDITOR'S CHECKLIST:

Becoming Familiar with Thoreau and His Work (2.10):

Work plan devised (2.11):
It is:

Pre-ribbon copy corrected and changes input (2.12):

Safety copies (both hard copy and 3.5" disk) of pre-ribbon copy sent to TC (2.12):

Ribbon copy printed (2.13):

Annotations sent to TC (2.16): (deadline)

Cross-References identified (2.18):

ELHs identified (2.19):

Editing the Text (2.20):

MS Volume :

MS Volume :

Date and location lines placed (2.17):

Line endings and hard pages resolved (2.19):

Apparatus printed out (2.22):

Volume reviewed by the editor (2.22):

Safety copies made of ribbon copy (hard copy) and electronic edited text (3.5" disk copy) (2.23):

Editorial work sent to co-editor for review (2.23): (deadline)

Co-editor's work reviewed (2.23): (deadline)

Text and apparatus revised (2.24):

Editorial work on Index(es) of MS Volume(s) completed (2.25):

Final check of entire volume completed (2.26). This check should include:

A check that all apparatus items which have asterisks, also have Textual Notes and that all page and line numbers and keywords match exactly:

A check that all Textual Notes which are cross-referenced to another table in the apparatus discuss the same feature as that being discussed in the other table:

A check that no Alterations and Later Revisions deal with the same material (remember, a feature of the manuscript cannot appear as both an Alteration and a Later Revision):

A check that no Emendations and Later Revisions deal with the same material (remember, a feature of the manuscript cannot appear as both an Emendation and a Later Revision):

Text and Apparatus submitted to TC(2.27): (deadline)

Historical Introduction (2.28 C):

Textual Introduction (2.28 D):

Acknowledgments (2.28 B):

Choose Illustrations (2.28 A):

Illustrations' captions (2.28 A):

Text pages proofread (2.43):

Resolved ELHs reviewed (2.39):

Text pages finalized (2.46):

Back matter pages proofread (2.52):

Back matter pages finalized (2.52):