

# APPENDIX E

## CHANGING PAGE AND LINE NUMBERS IN THE APPARATUS

### SOME BACKGROUND

Most of the sections of back matter in a Journal volume include items that are keyed to the text by page and line number. The ribbon copy of the transcript is used as the basis for these page and line numbers when the back matter is composed or compiled; when printed pages are in final form, the ribbon copy page and line numbers in the back matter are changed to printed page proof page and line numbers.

The following parts of the apparatus contain page and line numbers here and there:

Historical Introduction  
Textual Introduction  
Notes on Illustrations

In the following parts, every entry is keyed to at least one place in the text:

Index of Manuscript Volume(s)  
Annotations  
Index  
Textual Notes  
Emendations  
Alterations  
End-of-Line Hyphenation  
Later Revisions  
Cross-References to Published Versions

Finally, printed page numbers for the text must be added to first page proofs of the Table of Contents.

### THE PROCEDURE

In order to make the job of checking the new numbers easier, and to make the vettor's task less confusing, we color-code keywords on a photocopy of the ribbon for six of the categories. Categories and colors are:

Annotations	light blue
Textual Notes	orange
Emendations	green
Alterations	pink
ELH	yellow
Later Revisions	purple
Cross-References	pencilled box around keywords

In addition, we indicate apparatus entries on the page proofs by entering an abbreviation next to the line containing the entry. If there is more than 1 apparatus entry on one line (two different alterations, for example), enter as many abbreviations as appropriate on that line:

Index of Manuscript Volumes	IMS
Annotations	AN
Index	IN
Textual Notes	TN
Emendations	EM
Alterations	AL
ELH	ELH
Later Revisions	LR
Cross-References	XR

You'll need to have the following laid out in order to do this most efficiently:

A copy of the MS

A copy of the ribbon copy

The most recent copy of the text page proofs

A double-spaced printout of the apparatus section you're working on

First, locate the apparatus keyword(s) in the copy of the ribbon. If you are working with text in Nota Bene, it's important to remember that while the page number of the apparatus entry will almost certainly match the machine number in the bottom right corner of the color copy of the ribbon, the line numbers are in general six or seven ahead of the ribbon line numbers. This is because the line numbers were assigned by Nota Bene, which counted the blank lines it added at the top of every page.

If you're uncertain about whether you've located the correct entry, you have a couple of aids. First, the editors often marked the margin of the ribbon with apparatus abbreviations—look for those abbreviations. You can use the MS to confirm an Alteration (Thoreau's change)—even if you don't see it on the ribbon because the transcriber couldn't represent it in type, you'll find Thoreau's change in the MS. This will also work for Emendations (the editors' reports of uncertainty or changes)—you can usually see the ambiguity or error in the MS that the editor is reporting.

In confirming keywords, keep the following in mind:

- With small words like "I," "it," "a," "an," "the" and the like, make sure there is only one such word on the PE line; otherwise revise the keyword by adding an adjacent word.
- Be sure to include all punctuation present in T's alterations (e.g., if T has a period at the end of his interlined material, be sure that period is included in the alteration).
- Also confirm T's text included within AL, TN, and EM entries (e.g., the "young" in "*interlined above young*").

When you're confident that you've got the right keyword(s) in the ribbon, mark the keyword—or the first and last words of the key in cases of ellipsis—with a narrow stripe of the appropriate color. Don't mark through the whole word top to bottom—many words are keys for more than one category of apparatus and you need to leave space for other stripes of color.

Then find the key or keys in the page proofs and mark the line on which the key begins with the appropriate letter. The proofs are printed with line numbers and you can usually take them right off the

page. In a couple of cases, however, you'll have to count lines. One of these is when the page contains a blank line: blank lines are not included in the line count. A line that has only one character or even just a dash is counted, but in the case of a blank line you'll have to subtract from the printed line numbers to get the correct line numbers below that blank line. The other case is that in which a drawing occupies one or more lines. When a drawing, or part of a drawing, and text share a line, that line is counted as one line (J7, p. 48); when part of the drawing extends above or below that line and is not accompanied by any text, the lines into which the drawing extends are not counted (J8, p. 18); when a drawing alone takes one or more lines, these lines are not counted (J7, p. 240).

Then write the page proof page and line number next to the ribbon page and line number on the double-spaced copy of the apparatus. Please write neatly and legibly—someone will be entering these numbers in the electronic files of apparatus in the next phase of the work. In the case of a string of keywords—represented in the coded copy as “word .<th>.<th>. word”—the string will sometimes begin on one line and end on another. In those cases, indicate both lines: “4.5-6” for example.

If you notice anything in the apparatus that just doesn't look right, including discrepancies between keywords in the apparatus and in the text, please ask. Don't change keywords or descriptions without asking.

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Revised 12/00 to add color for Annotations

Revised 2/01 to clarify instructions for J8

Revised 2/01 to clarify instructions for drawings (need to supply copies or scans of examples)