

APPENDIX F

CODING FOR PUP

As most PUP formatting codes reflect editorial decisions, editors are responsible for keying as much coding as possible. These codes are essential for setting the volume into page proofs and they must be consistent. Editors are not responsible for coding the back matter except when they are quoting Thoreau's text within the back matter.

Some of the features of the electronic edited text can be coded using the global search and replace function, but editors should be wary of carrying out global changes without confirming each change. Save your file before you start each global change, in case you have to abandon the changed file.

All codes must be surrounded by angle brackets.

1. FEATURES TO BE CODED

BLANK LINE <dn12>

To code for one of Thoreau's blank lines, place the above bracketed code on a line by itself.

DASHES

one en dash <n->

one em dash <m->

two em dashes <m-><m->

Rules as to the spacing around dashes are listed in Part 4, DASHES and SENTENCE ENDINGS.

DATE LINES AND TIME/LOCATION LINES

Center <ct>: This code is placed right after the material to be centered. The next line begins flush left. If you need a paragraph indent at the beginning of the next line, place an em space at the beginning of the next line.

Flush left <lt>: This code is placed at the end of a line when the next line is placed flush left. If you need a paragraph indent at the beginning of the next line, place an em space at the beginning of the next line.

Flush right <rt>: This code is placed right after the material to be placed flush right. If you need a paragraph indent at the beginning of the next line, place an em space at the beginning of the next line.

Paragraph indent: see Paragraphs

DOUBLE PRIME <sc183>

These ditto marks may look like quotation marks in many fonts but it is very important that they are keyed as double primes and not quotation marks. In our printed volumes, double primes are two straight lines with a slight right-hand slant. In the text, the double prime appears under the letter or number that it appears under in the manuscript. But in the back matter (with the exception of the Index(es) of MS Volume(s)), the spacing around double primes is standardized, except when the material preceding or following the double prime in the manuscript is clearly

closed up to it. Normally, each double prime is preceded by two em spaces and followed by one (<sc183>). In the Index(es) of MS Volume(s), however, the double primes are centered under the numbers they represent. See examples in the manuscript index (Appendix) of *Journal 4*.

DRAWINGS <drawing>

All drawings are scanned into the electronic edited text at a later date. See Part 4, DRAWINGS for an example.

ELLIPSES .<th>.<th>. or .<th>.<th>.<th>.

Ellipses are surrounded by one word space on either side, unless it is a four period ellipsis that starts at the end of a sentence, in which case the first period is closed up to the word. The <th> code indicates a thin space. Ellipses are most commonly found in the keywords in the apparatus.

FOOTNOTES <su>

Footnotes appear in the published volume only in the Textual Introduction. To code for footnotes, place the code for the superscripted footnote number in the text at the place where it appears. Key the actual note at the end of the file, preceded by the superscripted footnote number, followed by a <th> space. For example, the first footnote for the file should have the code “<su1>” at the appropriate location within the text. At the end of the file, the first footnote would read: “<su1><th>The material to appear in the footnote.<lt>”.

FRACTIONS <af/>

Fractions must use this code. For example, 1/2 is coded as <af1/2>; 3/4 is coded as <af3/4>; 7 1/2 is coded as 7<af1/2> (with the whole number closed up to the fraction).

ILLEGIBLE WORDS {}

The space between braces indicating illegible words is standardized to 2 em spaces. These braces within the text and Later Revisions are changed to square brackets by a staff member at the TC (see 2.36 and 2.46 G). Illegible words or letters in Emendations will be indicated by “illegible in MS” in the entry’s note.

LOCATION LINES

See Part 4, DATES, DATE AND LOCATION LINES.

NOTES TO TC OR PUP<ig><tx>

Notes and queries about coding are placed within the codes <ig> [ignore what follows] . . . <tx> [return to text]. Using <ig> . . . <tx>, TC staff provide information to PUP about design specs and positioning of drawings, and call attention to features they don't know how to code. When editors are unclear how to code a feature, they may write a note to the TC using <ig> . . . <tx>. The coded version of the most recent volume should be consulted to determine design specifications.

PAGE COMMENT <ig>slug<tx>

PUP refers to this material as a bracketed slugline. When editors add a page comment to indicate a gap in the manuscript of more than one-fifth of a page, they also add the appropriate coding. Example: <ig>slug<tx>{Page comment}

PARAGRAPH ENDINGS

When followed by an indented paragraph: <ep>

When followed by a paragraph with no indent: <lt>

When followed by a flush right line: <lt> (the following line must end with <rt>)

When followed by a centered line: <lt> (the following line must end with <ct>)

PARAGRAPHS

All are indented one em. Place <ep> at the end of a line that is to be followed by a line indented one em, unless that line is to be centered or set flush right (in which case it will be followed by <ct> or <rt>). If the line preceding a paragraph is to be centered or set flush right, place at the beginning of the line to be indented.

POETRY

Poetry within the text, both Thoreau's and that quoted from other sources, is presented in the same font as the text; it is not set off with extra vertical space, unless Thoreau has left extra vertical space around the poetry in the manuscript. If Thoreau has indented the poetry, editors retain indents and code in increments of one em space. Short lines of poetry are retained. Note: this format is different from early volumes of *Journal*.

Poetry within the back matter is not coded for extra vertical space either, but it is presented in smaller type (8/10 type).

QUOTATION MARKS

Place a hair space (<hml> (letters hm, number one)) between double and single quotation marks.

SPACING

Once an editorial decision has been reached about the desired spacing between sentences or between marks of punctuation, use the following codes to indicate those decisions. See Part 4, SENTENCE ENDINGS for examples.

Em Space : One em space equals two word (en) spaces. Em spaces appear throughout the apparatus and are used for standardized spacing such as the spaces surrounding double primes and the spacing between braces to indicate illegible manuscript material.

Hair Space <hml>: This space is used between double and single quotes to indicate a hair space. Example: "<hml>" (hm "one" not hm "el")

Thin space <th>: This space is used between the periods in ellipses and between a footnote number and the footnote to indicate a thin space, and in conjunction with <en> to indicate a space and a half.

Word space <en>: Normally, single word spaces do not need to be coded, but when a word space is being used in conjunction with another size space (such as a thin space), it is coded.

SPECIAL CHARACTERS

When special characters are needed (such as greek letters), a note to PUP is written referring to a mock-up submitted on the page following the page of Electronic Coded Text which contains relevant material. See "Notes to TC or PUP<ig><tx>" above.

Example: <ig>Set in Greek; see attached mock-up<tx>

STYLES

Styles such as underlining do not need to be specially coded. Although in the printed volumes all underlined material will appear in italics, editors use only underlining and do not italicize any

material in the volume. PUP will convert all underlining to italicization at a later stage of production.

SUPERSCRIPIT <su>

Material to be superscripted is enclosed in angle brackets and preceded by "su". For example, a superscripted number 1 is coded as <su1>.

2. GUIDELINES FOR CODING APPARATUS (to be performed by or at the direction of TC staff)

When to code: after page and line numbers have been changed to reflect text page proof page and line numbers and both the form and content of apparatus sections are stable.

Always work with a printout of the files you are coding. If any of the manual checks that precede the global changes results in changes to the file, mark the printout to reflect the changes you make in the file. Then read the marked printout against the new one.

Before beginning the manual checks, read the most recent printout against the marked printout that preceded it to see that all changes were made. Make and mark any changes that were skipped.

MANUAL CHECKS

To be checked individually with the word processor's "Find and Replace" function, using the "Replace" (rather than the "Replace All") option.

In each file,

1. Search for double tabs and remove one: no need to mark the printout for this because you can't usually see it.
2. Search for "O" used in place of "0" and correct: mark the most recent printout.
3. Search for ". . . ." and check text printout. In keywords, use only three ellipsis points unless the ellipsis begins with an abbreviation that's followed by a period. In that case, retain the period and the three ellipsis points. Within Annotations, Notes on Illustrations, Introductions, and Textual Notes, follow the *Chicago Manual of Style*, 10.54-62. Mark any changes on most recent printout.

Replace all legit with .<th>.<th>.<th>.

4. Search for <en><th> and see that it's used correctly and closed up to preceding and following text. Revise if necessary and mark any changes on most recent printout.
5. Search for double spaces and reduce to single spaces.

GLOBAL CHANGES TO SPACING OF APPARATUS ELEMENTS

To be changed via a single command in the word processor's "Find and Replace" function, using the "Replace All" (rather than the "Replace") option (presented according to format of apparatus section).

Note: Global changes must be done in the prescribed order to get the desired result. SAVE the file after each global change.

Two-column lists with brackets: Emendations, Alterations

Note: columns with a <ct> will not actually be centered in PE pages, but the <ct> code is a necessary tool for PUP's appropriate arrangement of columns.

1. Replace . . . with .<th>.<th>.
2. Replace]TAB with]
3. Replace RETURN TAB with <lt>RETURN
4. Replace remaining TAB with <ct>TAB
5. Add <lt> at end of final entry

TAB31.6-8TABwhen other . . . editor]TABinterlined with a caretRETURN
TAB31.21TABclose]TABfollowed by cancelled theRETURN

Becomes

31.6-8<ct>when other .<th>.<th>. editor]interlined with a caret<lt>RETURN
31.21<ct>close]followed by cancelled the<lt>RETURN

Two-column lists without brackets: ELHs

The ELH table will be a 4-column list in PE pages; however, it starts in the TC's electronic copy as a 2-column list. Note: columns with a <ct> will not actually be centered in PE pages, but the <ct> code is a necessary tool for PUP's appropriate arrangement of columns.

1. Replace RETURN TAB with <lt>RETURN
2. Replace TAB with <ct>TAB
3. Add <lt> at end of final entry

Paragraph-style sections with colons: Annotations, Textual Notes, Later Revisions

1. Replace . . . with .<th>.<th>.
2. Replace :TAB with :
3. Replace RETURN TAB with <ep>RETURN
4. Replace TAB with
5. Add <lt> at end of final entry

Three-column lists with neither colons nor brackets: Cross-References

Note: columns with a <ct> will not actually be centered in PE pages, but the <ct> code is a necessary tool

for PUP's appropriate arrangement of columns.

1. Open file in “reveal code” mode and be sure that each entry follows this order:

TAB[1]000.00-000.00TAB[2]keyword . . . keywordTAB[3]Vol, pRETURN

If third tab is missing, insert it by hand.

1. Replace . . . with .<th>.<th>.
2. Replace RETURN TAB[1] with <lt>RETURN (this picks up the TAB[1])
3. Replace TAB[2] only with <ct>TAB, using the “confirm” feature of the search and replace function. Replace TAB[2], skip TAB[3], replace TAB[2], skip TAB[3], etc.
4. Leave all cases of TAB[3] as they are
5. Add <lt> at end of final entry

11/99