PART 2

PROCEDURES

All Thoreau Edition volumes are collaborative works: transcribers create the initial transcription, perfecters check the transcribers' work, editors establish the text and create the editorial apparatus, and the staff at the Textual Center provides needed assistance at every stage of the production process, directing each volume through publication.

Features of the text and back matter that are to appear in italics in the final printed version are underlined in copy prepared by editors and staff members; the underlining is converted to italics at the Press.

What follows is a detailed account of the steps involved in producing a volume of the Journal in *The Writings of Henry D. Thoreau*. Most of these steps apply to any text in this series edited from manuscript. Specific instructions will be provided to the editors of each volume; these instructions will be tailored to the circumstances of the volume.

2.1 TERMINOLOGY

2.2 ABBREVIATIONS COMMONLY USED BY THE THOREAU EDITION:

TC:	Textual Center (Northern Illinois University)
PUP:	Princeton University Press (also referred to as the Press)
MS:	Manuscript (original, photocopy, or microfilm)
RC:	Ribbon Copy
PE:	Text as printed in Princeton Edition
HI:	Historical Introduction
TI:	Textual Introduction
BM:	Back Matter
AN:	Annotation
TN:	Textual Note
EM:	Emendation
AL:	Alteration
ELH:	End-of-Line Hyphenation
LR:	Later Revision
X-Ref:	Cross-Reference

2.3 TERMS FOR STAGES OF PRODUCTION (more detailed treatments of each of these stages follow later in this section):

TRANSCRIPT = A general designation for the typed copy of the manuscript that forms the basis for all the editorial work that follows. The more specialized terms for the transcript at various stages of work

follow.

PRE-RIBBON COPY = Transcribers proofread as they work, printing drafts as often as necessary. Each draft is proofread against the previous version. When transcribers have finished an assignment, they print out the entire assignment and proofread their work once more, reading against the photocopy of the manuscript. After all corrections have been made to the computer files, transcribers print out the entire document again. This printout is the pre-ribbon copy and will be sent to the TC to be passed along to the perfecter, who will mark additional corrections in the right-hand margin, with initials and date. A staff member at the TC will enter the perfecter's corrections in the computer files but will not reprint the files. The pre-ribbon copy with the perfecter's questions and comments and the computer files of the pre-ribbon copy are then passed on to the editors. Editors read the pre-ribbon copy against a photocopy of the manuscript to check it for transcription errors, mark their corrections in green pencil (they do not need to initial and date the corrections), and enter them in the computer files. Editors make copies of the corrected versions of the pre-ribbon copy and the computer files and send the copies to the TC at this time, where they are held as safety copies.

When the editors have finished editing the volume and submit the text and apparatus to the TC, they send the original pre-ribbon copy to the TC. The TC keeps the pre-ribbon copy as a reference until the volume is published, after which it is maintained in the Edition's archives.

RIBBON COPY = After the editors have made their final corrections in the computer files, the ribbon copy is printed from those files. There is only one ribbon copy throughout the editorial and production process; the editors mark this paper copy to reflect their decisions and comments. The ribbon copy will be the copy of record, reflecting all decisions by the editors and TC staff; it will eventually be placed in the Edition's archives.

ELECTRONIC EDITED TEXT = After the editors have printed out the ribbon copy, the corresponding computer files are called the electronic edited text. As they edit the volume, editors mark the ribbon copy according to their decisions and then revise the electronic edited text. If editors discover a large number of substantive transcription errors as they begin their editorial work, they should notify the TC to make arrangements for an additional proofreading. No printouts of the electronic edited text will be maintained permanently. Editors should make printouts to facilitate proofreading and check their work, but only the ribbon copy is to be marked and any printouts made for proofing should be discarded after that work is complete.

PAGE PROOFS = PUP composes page proofs of the text and back matter from the electronic edited text submitted by the TC, supplying running heads for both text and back matter. The page proofs are proofread and corrected by the staff at the TC and by the editors of the volume. Page proofs of text are composed first. After they have been checked and corrected, and no further corrections are deemed necessary, the page and line numbers of the back matter are revised to reflect the page and line numbers in the text page proofs; the back matter is then submitted to PUP and back matter page proofs are composed. After the back matter page proofs have been checked and corrected, PUP produces a final proof, lasers, and blue lines, which TC staff members review; corrections at these stages are difficult to make and are discouraged. After blue lines have been approved, the book is printed and bound.

Note: At each stage, it is crucial to identify a copy of record and to guard against proliferation of copies. During transcription, the transcriber has the copy of record for the pre-ribbon copy; after the transcriber

sends printout and computer files to the TC, the TC keeps the copy of record of the electronic version and passes the paper version to the perfecter. The perfecter returns the paper version to TC staff, and it is sent with the corrected electronic copy to the editor. The editor has the copy of record for the ribbon copy and the electronic edited files until editing is complete, and these are sent to the TC. Once copy has been submitted to the Press, the Press has the copy of record.

2.4 PARTS OF THE VOLUME:

FRONT MATTER = All material in the published volume that precedes the text. It includes, in order, the half-title page, title page, all copyright and publishing information, list of Editorial Board members, list of volumes published, and Table of Contents.

TEXT = Thoreau's Journal text.

EDITORIAL APPENDIX = Part of the back matter. It includes, in order, Annotations, Index, Notes on Illustrations, Acknowledgments, Editorial Contributions, Historical and Textual Introductions, and apparatus. The location of the four illustrations varies with each volume: the illustrations pages are inserted between signatures in the Editorial Appendix. The designer at PUP will inform the TC of the illustrations' location in the volume when the back matter is in page revises, so that page references in the Notes on Illustrations can be supplied.

BACK MATTER = All material in the published volume that is neither the text nor part of the front matter. Back matter includes the Index(es) of MS Volume(s) and the Editorial Appendix.

APPARATUS = All of the lists that document editorial decisions, including Textual Notes, Emendations, Alterations, End-of-Line Hyphenation, Later Revisions, and Cross-References to Published Versions. The apparatus is often extended to include all editorially supplied information.

2.5 TRANSCRIPTION

A NOTE ON THOREAU'S PEN AND INK. Thoreau almost certainly used a pen with a steel nib to write entries in his Journal. As transcribers and editors make their decisions, they should have a good idea of what that meant in practice. A nib pen has a split point and it has to be dipped in ink repeatedly: it has no cartridge or well to hold a quantity of ink. The width of the line the pen makes depends on the fineness of the points of the nib. Because of the many difficulties involved in reading Thoreau's handwriting, transcribers create a facsimile of each manuscript page to serve as a working version of the copy-text. From this literal transcript will come the electronic edited text.

Editorial work and production of the volume will build upon transcribers' work; the transcription is the foundation for the volume, although the manuscript is always the final authority. Care and consistency are essential to high-quality transcription.

Transcribers in the field will choose a word-processing program in consultation with Textual Center staff.[1] If the chosen program differs from that in use at the Textual Center, the transcriber will submit a test disk (3.5") containing copy created in the chosen program to be used to determine convertability. As with all work done on the computer, files should be saved frequently during transcription sessions; at the end of a session, transcribers must save their work both to the hard drive of their computers and to clearly marked back-up disks.

2.6 TRANSCRIBING. Transcribers work directly on the computer, transcribing from a photocopy of the manuscript.

General Guidelines for Transcription:

- The transcription is a facsimile of the manuscript: each line of the transcript ends where the manuscript line ends (place a hard return at the end of the line), and each page of the transcript ends where the manuscript page ends (place a hard page break at the end of the page).

- Line spacing is specified as single-spaced in the computer default, but each line is followed by two hard returns, except when a long line wraps (see below). This will give the transcript the appearance of being double-spaced.

- Lines in the manuscript that run over the default computer line are allowed to wrap onto the next line with no blank line separating them and without indentation. A blank line follows the wrapped line.

- Transcribers use the footnote function to record their notes. These notes describe features in the manuscript which cannot be duplicated on the computer, such as marginalia, double styles (a word that is both underlined and cancelled, for example) and other textual features. The exception to this rule is non-English characters (see FOREIGN WORDS).

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[1]Note: Most journal transcripts prior to *Journal 11* were typed, rather than word-processed; when electronic files exist for these files, it is because the typed transcripts have been scanned. In some cases, journal transcripts for *Journal 11* and beyond were also initially typed, and subsequently scanned. Typed transcripts have line numbers which run down the right-hand margin of each page. Line numbers in word-processed transcripts should be added electronically before the ribbon copy is produced.

- With the exception of the first file of a volume, the electronic page numbers for each file must be set manually.

- Computer files may be no longer than 20 pages. Files names indicate printed Journal volume number, followed by Thoreau's MS volume number, folder number, and portion of folder, designated a-z. For example, J12M241a signifies that the content will appear in PE *Journal 12*, that Thoreau numbered the volume 24, and that this file contains the first 20 pages of folder 1. The second 20 pages of folder 1 would be indicated with "b": J12M241b. The file extension will be assigned by the program.

For information on the treatment of specific features, refer to Guidelines (Part 4). The samples in Part 3 illustrate many of the procedures and guidelines that are necessary for accurate transcription.

2.7 PROOFREADING. Transcribers print out their work, proofread the printout against a photocopy of the manuscript, and enter corrections in the computer files. After all corrections have been entered, a corrected copy of the entire assignment is printed out. This printout is called the pre-ribbon copy (note that the pre-ribbon copy must be printed on legal-sized paper). Transcribers write the manuscript page number in the top right-hand corner of every page of the pre-ribbon copy. This number should match the bracketed number at the top of every page of the photocopied manuscript.

2.8 PERFECTING. The pre-ribbon copy is perfected against the original manuscript at the Morgan Library in New York by a Thoreau Edition perfecter and all corrections are marked in the right-hand margin. Every correction must be identified with the perfecter's initials and the date. A staff member at the TC makes corrections to the computer files. A printout of the final revised pre-ribbon copy will be made on legal-sized paper.

2.9 EDITING

In most cases, two editors are assigned to work on a Journal volume. Each prepares a section of the volume (both text and apparatus) according to the following guidelines, then they exchange sections and review one another's work. The initial version of the apparatus is regarded as preliminary; final decisions are made after the review of exchanged work. Co-editors keep in close touch as they work; they collaborate in writing the Historical Introduction.

It is very important for editors to keep detailed records of the progress of their work. Suggestions to this end are in Appendix D, "Keeping Track of Work and Reporting Procedures." In addition, the TC asks for monthly progress reports from editors; these progress reports give as much information as possible, including dates for work performed.

The following detailed practical guide is based on the experiences of editors who have worked on the Journal. It will be revised as necessary as the work goes on. Part 4 gives information on the treatment of specific features of the manuscript. Editors should be familiar with this information before they begin editing.

Each editor receives from the TC:

- Photocopy and microfilm of the manuscript for the relevant manuscript volumes

- Pre-ribbon copy and the electronic version of the pre-ribbon copy on 3.5 " disk

- A folder containing photocopies of transcripts of Thoreau's correspondence for the relevant time period

- A copy of this manual.

2.10 BECOMING FAMILIAR WITH THOREAU AND HIS WORK. Editors become familiar with Thoreau's life and work and create a timeline for their volume's time period before beginning any editorial work. Although this timeline will not appear in the published volume, it is important for providing background on Thoreau's daily life during the period. This is essential information for competent editorial work, and it will assist researchers in their work on Annotations. This timeline includes references to Thoreau's travel, his surveying and lecturing, and to the essays and books that Thoreau was working on concurrently with the volume of Journal in question.

Information about Thoreau's surveying activities is most easily available on the Web, at <www.walden.org> go to "Thoreau's Life & Writings" then open "Life" in the frame on the left and click on "Surveying Activities." Two print versions are Thoreau Society Booklet 28, *Henry D. Thoreau, Surveyor: A Catalog of Thoreau's Surveys in the Concord Free Public Library*, ed. Marcia Moss (Geneseo, N.Y.: Thoreau Society, 1976) and *Thoreau's Canadian Notebook and Record of Surveys,* ed. Kenneth Walter Cameron (Hartford, Conn.: Transcendental Books, c1967). A list of Thoreau's lectures, with commentary, has been published in *Studies in the American Renaissance 1995* and *1996*: Bradley P. Dean and Ronald Wesley Hoag, "Thoreau's Lectures Before *Walden*: An Annotated Calendar" (SAR 1995, pp. 129-230) and "Thoreau's Lectures After *Walden*: An Annotated Calendar" (SAR 1996, pp. 216-329). These articles are also available on the Web, at <www.walden.org> go to "Thoreau's Life & Writings" then open

"Life" in the frame on the left and click on "Lecturing Activities."
For facts of Thoreau's life to supplement those he gives in the Journal, consult biographies and Raymond R. Borst's *The Thoreau Log: A Documentary Life of Henry David Thoreau, 1817-1862* (New York: G.. K. Hall, 1992). The TC will provide copies on diskette of transcriptions of the correspondence pertaining to the period of the Journal. Whenever possible, consult primary sources.

2.11 DIVISION OF LABOR. Co-editors agree on a division of labor and a work plan.

2.12 EDITORS' CORRECTIONS. Editors read the pre-ribbon copy against a photocopy of the manuscript to correct errors and misreadings. All corrections are marked on the pre-ribbon copy with green pencil and entered in the computer files. If there are gross errors in the transcript that bring its reliability into question, please notify the TC immediately. Questions that can be resolved only by checking the manuscript are held until the editor or editors can make a trip to the repository which holds the manuscript. If editors are unable to make such a trip during the editing process, TC staff will arrange for a perfecter or another editor to check the manuscript. Editors try to resolve as many transcription questions as possible at this stage (particularly those questions raised in footnotes). Any remaining questions are resolved when editing the volume.

Only text on leaves that are or were integral to a manuscript volume are included in the Journal text. Lists, notes, and essays that are laid in at the front or back of the volume are not part of the Journal unless it can be demonstrated that they are on leaves that were originally an integral part of the manuscript volume. Text on the endpapers and flyleaves of a manuscript volume is usually excluded as well, unless Thoreau used these leaves for continuous Journal text. Indexes to manuscript volumes, often found on these binders' leaves, are included in the Index(es) of MS Volume(s), as are indexes to any parts of Journal volumes-for example, the index to the "Ktaadn" draft in the Berg Journal. Although the staff will establish whether Thoreau's marks in his indexes should be represented as hyphens or dashes, editors are responsible for the accurate transcription of the words in Thoreau's indexes. See "Index(es) of MS Volume(s)" (2.37)

After editors complete their corrections and key them into the computer files, they photocopy the pre-ribbon copy, and send the photocopy and a copy of the computer files on 3.5" disk to the TC as safety copies.

2.13 RIBBON COPY. Editors print out a new copy of the computer files (note that the ribbon copy must be printed on legal-sized paper). They must write in the manuscript page number at the top of each page. From this point on, this printout is referred to as the ribbon copy. Editors record all of their decisions on the ribbon copy in colored pencil (blue for editorial decisions; green for corrections of mistranscriptions; red for comments or questions for co-editors). The ribbon copy is the copy of record.

2.14 ELECTRONIC EDITED TEXT. From this point on, the computer files are referred to as the electronic edited text. The copy of record of the electronic edited text exists only on the computer. Editors may print out the electronic edited text for their own reference, but these printouts should be discarded once the purpose for which they were printed (proofreading, etc.) has been served.

2.15 OTHER EDITORIAL TASKS. Throughout the editorial process, editors keep a number of things in mind in anticipation of future work. They maintain a list of people to be acknowledged. They keep a list of possible illustrations for the volume, looking for unusual features in the manuscript. They record events in Thoreau's life or features in the manuscript (such as list or use marks) which will be described in the Historical and Textual Introductions. Also, editors save their work frequently, both on their hard drives and on clearly marked 3.5" back-up disks. See also "Post-Editing Responsibilities" (2.27).

2.16 ANNOTATIONS. Editors identify items to be annotated (see Appendix G, "Guidelines for Annotation Research"); mark these items in the ribbon copy with blue pencil by placing capital "AN" in the right-hand margin of the line; and create a separate file (file name "JNan") containing transcript page and line numbers and keywords for material to be annotated. Any information editors can provide, including suggestions for researchers, is helpful, but they should not do extensive research.

Once this identification is complete, editors print out Annotation tables and send them to the TC, along with a copy of their timeline for the volume. The list of proposed Annotations is reviewed for additions or deletions. The TC forwards the results of this review to the editors. Staff members at the TC research the Annotations, using the guidelines given in Appendix G, "Guidelines for Annotation Research." The TC forwards the results of annotation research to the editors.

2.17 SPACING AND CODING. Throughout the editorial process, editors follow the guidelines in Appendix F, "Coding for PUP," to code the volume for publication. These codes, which reflect editorial decisions, are written on the ribbon copy in blue pencil, as well as added to the electronic edited text. Editors must remember to mark coded space that falls at the ends of lines or pages (<en><th>, <em>); editors should not remove hard returns or hard page breaks, as TC staff will remove these during their review.

In MS, most date lines ("June 15th") are centered and most time/location lines ("Pm to Trillium woods.") are indented, some deeply. Transcribers may have placed these flush left, center, or flush right. Editors regularize the placement of each date line and time/location line. Date lines may be regularized to flush left, center, or flush right. Time/location lines are treated as paragraphs, indented one em whether they are deeply or shallowly indented in MS.

THE TC STAFF PROOFREADS THE ELECTRONIC EDITED TEXT AGAINST THE RIBBON COPY; THEREFORE IT IS EXTREMELY IMPORTANT THAT EDITORS MARK ALL SPACING AND CODING DECISIONS ON THE RIBBON COPY.

2.18 CROSS-REFERENCES TO PUBLISHED VERSIONS. This table provides information about Journal material that appears in published works. For example:

| 3.3-4 | the . . . dreams | AW, 19-20 |

The first two columns furnish page, line, and keyword references to a Journal passage that is the

source for a passage that appears in a published work. The third column gives an abbreviated title and page reference for the passage in the published work (in this case, in *A Week on the Concord and Merrimack Rivers*). See Appendix H, "Master List of Abbreviations and Short Titles," Part A, for a full list of abbreviations and short titles to be used in the Cross-References.

This list of Cross-References is used in emendation decisions and in determining what is to be included in Later Revisions. It may be helpful to begin with the cross-references in the 1906 edition of the Journal, but it is important to remember that the editors of the 1906 edition excluded some material that constituted drafts for published work, so the cross-references noted there will be incomplete. Using the material gathered earlier about Thoreau's life and writings, editors identify Cross-References and create a separate file (file name "JNxref") containing transcript page and line numbers and keywords for material to be included in this table. Cross-References are not marked in the ribbon copy.

2.19 END-OF-LINE HYPHENATION. Editors identify all words hyphenated at the ends of lines by marking them in the ribbon copy in blue pencil and placing "ELH" in the right-hand margin of the line; a separate (file name "JNelh") should be created containing transcript page and line numbers and keywords for material to be included in this table.

The TC maintains the Compound Word List (CWL), a database of compound words. Once the electronic edited text has been submitted, a staff member at the TC resolves the ELHs, using the Compound Word List. Editors review the list of resolved ELHs, and a staff member at the TC adds resolved ELHs to the file created by editors.

For more information, see 2.38 "Resolving End-of-Line Hyphenation," COMPOUND WORDS, and Appendix I, "The Compound Word List."

2.20 EDITING THE TEXT. Editors create Textual Notes (TN), Emendations (EM), Alterations (AL), and Later Revisions (LR), mark each entry in the ribbon copy in blue pencil with its appropriate abbreviation in the right-hand margin of the line, and create a computer file for each category of apparatus. As they edit–and especially as they emend–editors describe any unusual matters or complicated decisions at the bottom of the ribbon copy page in handwritten notes. This is very important for consistency between and among co-editors, and makes the task of all reviewers much easier.

In the course of creating preliminary apparatus (TNs, EMs, ALs, and LRs) editors resolve positioning of all interlineations and the status of all pencilled text; mark decisions in the ribbon copy in blue pencil; and make changes to the electronic edited text. All queries placed in footnotes are resolved during this stage of production, and all footnotes are deleted from the electronic edited text.

CROSS-REFERENCING APPARATUS ENTRIES. When apparatus entries are keyed to the same portion of text, editors cross-reference using "see"':

Example:

> EM: 4.9] & possibly a (see Alteration 4.9)
> AL: 4.9 &] a (see Emendation 4.9)

Asterisks are used in the apparatus to indicate that there is also a Textual Note for an entry. For example, if an Emendation has a corresponding Textual Note, and the keywords and page and line numbers of the two entries match exactly, an asterisk is placed in front of the page and line numbers of the Emendation. Note that the keywords and the page and line numbers for the two entries must match exactly, and the Textual Note must address the same feature being discussed in the original note, for an asterisk to be appropriate. In cases where the same portion of text is referenced, but the keywords do not match exactly, the regular parenthetical "see" should be used.

Guidelines for creating each category of apparatus follow:[2]

Emendations, Alterations, and Later Revisions are reported using words and phrases that are formulaic to the extent that they can be: similar situations are described in similar language within each category of apparatus. Reviewers at the TC will regularize this language; editors can help by keeping the formulas in mind as they write Emendations, Alterations, and Later Revisions.

A) TEXTUAL NOTES (file name "JNtn"). Textual Notes contain reports of two types: explanations of decisions to emend or not to emend, often including references to other versions of Journal entries or to Thoreau's sources; and descriptions of significant features of the manuscript-text appearing on boards or binders' leaves, remnant text on page stubs, unusual pagination sequences, blank pages, laid-in items, and mutilated or missing text. If editors do not initially have sufficient evidence to write a full Textual Note, they give only the keywords and a brief note about what information is required. For example,

> 227.4   And . . . waves: MS torn here; might emend from later version-see
>   Maine Woods, 171.16.

Editors must remember, however, to go back and complete these entries before they submit their work to the TC.

B) EMENDATIONS (file name "JNem"). The Table of Emendations includes two basically

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[2] Before the project began to use computers, we recorded four types of apparatus entries on 3 x 5 cards, with a different color card used for each type. For the information of editors who may come across such cards, the color-coding was as follows:

<div align="center">

Textual Notes: white
Emendations: green
Alterations: red or pink
End-of-Line Hyphenations: yellow

</div>

different types of entries: those that report the editors' uncertainty about just what word is in the text ("ring] possibly sing"), and those that report editorial corrections to the text ("thin] thiin in MS"). Editors record the first judgment only when the handwriting is so ambiguous that two readings are really possible. Editors correct Thoreau's text only when errors of fact, spelling, and grammar are likely to mislead or unduly distract the reader. In practice this means that a slightly variant spelling usually stands, but one that would cause the word to be pronounced differently or to be confused with another word is corrected.

Emended readings are derived from one or more levels of authority: (1) identical or analogous forms in the text itself; (2) earlier or later versions of the passage, in manuscript or print; (3) Thoreau's sources or reference works; (4) the editors' judgment. Editors may note the level of authority employed in making an Emendation in an accompanying Textual Note, marking the Emendation entry with an asterisk.

For example, an Emendation entry might read:

> *213.7   Scott]   scot in MS

"Scott" is the reading as emended, and "scot" is the reading in the manuscript. The accompanying Textual Note might read:

> 213.7 Scott: "scot" in MS; T refers to Ivanhoe at 210.5 and a later version (A Week, p. 112) reads "Scott".

Some manuscript features are normalized and not reported in Emendations. In order to avoid unnecessary emendation, editors become familiar with the following categories of normalization:

- Imperfectly formed HANDWRITING.

- Irregular spacing of APOSTROPHES, DASHES, HYPHENATED WORDS, and QUOTATION MARKS.

- Unusual features of the handwriting that cannot be printed exactly: see ABBREVIATIONS (Thoreau's), HANDWRITING, HYPHENATED WORDS, SUPERSCRIPTS, and UNDERLININGS (Thoreau's).

- Manuscript features that are meaningless or related to later revisions: see BLOTS, CROSS-REFERENCES, FLOURISHES, LIST MARKS, STRAY MARKS, and USE MARKS.

- Irregular spacing of text on manuscript pages, or in paragraphs and sentences. See BLANK SPACE; DATES, DATE AND LOCATION LINES; INDENTATIONS; PARAGRAPHS; QUOTATIONS; SENTENCE ENDINGS; and SPACING.

Editors use the following language in Emendations:

above	in MS
below	inserted
cancelled	interlined
with a caret	margin
erased	preceded by

followed by	possibly
illegible	uncancelled

Many of the Emendations can be described using one of the following rubrics:

• When the editor has corrected the text by supplying an element, look for *in MS*:

then] than *in MS*

• When the editor has had to make a judgment about an element, look for *possibly*:

toot, toot, toot] *possibly* ~ ~ , ~

• When the editor has had to position an element or elements, look for *interlined above / interlined below / added / written vertically with no mark for position*:

The tapping . . . time–] *interlined above* they . . . this *with no mark for position*

• When the editor is reporting an element that has been excluded but is not cancelled, look for *uncancelled* and *in MS*, though the rest of the rubric will vary with the situation:

prob the skunk] *followed by uncancelled* or *in MS*

• When the editor is accepting something written in pencil, something that would ordinarily be a later revision but that corrects or completes the on-line text, look for *in pencil* or *pencilled*; the rest will vary with the situation:

or a] *interlined in ink with a pencilled caret*

Each Emendation will fall into one of the categories listed below. The examples illustrate the formulas used in each case.

(1) POSSIBLE READINGS IN MANUSCRIPT. While these are not, strictly speaking, Emendations, they are a record of editorial decisions about readings which are ambiguous because Thoreau's handwriting is difficult. Certain letters are often indistinguishable from one another (e.g., r/s, u/w, j/y, s/z, A/a, C/c, M/m, S/s), and the same holds true for marks of punctuation, especially where stray marks or ink spots suggest meaningful punctuation. Write an entry only if the possible meaning is substantive and plausible (even] possibly ever); ignore nonsensical possibilities (jug] possibly yug).

15.2	anywhere] possibly any-where
104.5	silence] possibly Silence
113.11	be,] possibly ~,-

Note: The wavy dash (tilde) in 113.11 indicates that the words are identical in the key and to the right of the bracket; the only change is in punctuation (see DASH, WAVY (Tilde)).

(2) ERRORS IN MANUSCRIPT. Where Thoreau's errors of fact, spelling, punctuation, and handwriting in the manuscript would be likely to confuse or mislead readers, editors emend from

one of the four levels of authority discussed above. In cases where a mistake is emended from another manuscript or printed version, the editor writes a Textual Note citing the source of the Emendation.

Note: Thoreau's later revisions of errors, in both pencil and ink, are classified under this category as well and described in an Emendation.

35.1   same]   sam <u>in MS</u>

121.2   with its]   with is <u>in MS</u>

*143.6   from time to time]   from time <u>in MS</u>
TN: 143.6   from time to time: "from time" in MS; a later version (HM 924) reads "from time to time".

223.4   the day that]   day <u>added in pencil</u>

(3) INDECIPHERABLE ELEMENTS IN MANUSCRIPT. Blotted, torn, and illegible elements are emended from earlier or later versions of the text, or from Thoreau's source if found within a quotation. These Emendations are governed by the following guidelines:

(a) Blotted words, letters, or punctuation in manuscript. Editors should emend when blots or splotches of ink obscure words, letters, or marks of punctuation and the obscured element has been drawn from another source. A Textual Note citing the source of the Emendation is then created. For all blotted elements, editors will examine the original manuscript closely to determine if the blotted elements are legible.

*47.9   the cow]   the <u>blotted in MS</u>
TN: 47.9   the cow: "the" blotted in MS; a later version (<u>A Week</u>, p. 79) reads "The".

(b) Manuscript torn. Transcribers report physical gaps in the manuscript directly in the text; missing leaves or pages and torn or missing words are described within or set off by braces: {<u>Four leaves missing</u>}; and I went to {   } before 9 a.m. Editors emend if the manuscript is torn but enough of the original word remains to suggest a conjectural reading, or if the missing elements can be emended from another source. A Textual Note citing the source of the Emendation is then created. If the word cannot be reconstructed, braces are used around the standardized space of 2 em spaces. Undeciphered ink remnants, appearing at the cut or torn edges of missing leaves, are also reported here, keyed to the description in braces. See MUTILATIONS OF MANUSCRIPT.

Examples:
10.1   different]   differ{<u>MS torn</u>}
93.5   them.]   them{<u>MS torn</u>}
136.7   offerings]   offering{<u>outer edge worn</u>}
155.12   <u>missing</u>]   <u>ink remnants at torn edge</u>

(c) Illegible words or letters in manuscript. Editors emend if Thoreau's handwriting cannot be normalized as "imperfectly formed" (see HANDWRITING), cannot be deciphered, or has been emended from another source. A Textual Note citing the source of the Emendation is then created. Braces are not retained in Emendations; undeciphered elements should be described exactly, including location in the manuscript if pertinent:

    *62.7   harvest] <u>illegible in MS</u>
TN: 62.7   harvest: Illegible in MS; an earlier version (<u>Journal 1</u>, p. 156)
                reads "harvest".

(4) AMBIGUOUS PLACEMENT OF TEXT IN MANUSCRIPT. Editors emend if unusual placement of text cannot be normalized, or, if printed, would be seriously misleading. Occasionally, a Journal passage is discontinuous or entries are out of sequence because Thoreau completed an entry at the bottom of the facing page or inadvertently skipped pages. This category might also include marginalia Thoreau failed to position clearly in the text and other odd features in the manuscript. Many of these features will be checked in the original manuscript; editors should keep track of their queries or suggestions. If the emended feature results from an unusual or complex alteration, the Emendation is keyed to the pertinent Alteration. Examples:

    58.22   -Carlyleish- <u>written in margin between flourishes</u>
  2.32-33 friend . . . Concord.] <u>written at lower edge of following MS page below</u>
              <u>line 3.19 and horizontal line (see Alterations 2.32-33)</u>

(5) THOREAU'S PAGINATION IN MANUSCRIPT. Editors emend Thoreau's references to his own page numbers in the manuscript, except when the page number refers to an adjacent passage (see CROSS-REFERENCES, Thoreau's). Editors should not emend Thoreau's page numbers in his indexes to the manuscript volumes; these are printed in the Index(es) of MS Volume(s), and Thoreau's page numbers help to identify the length of lost entries or missing pages. Printed page numbers are given in braces. Since the printed volume pagination is not established until text page proofs are composed, manuscript page numbers, not Thoreau's page numbers, are used at the preliminary stage (see PAGE NUMBERS (Electronic, Manuscript, and Thoreau's)).

    Examples:

      (Entry) MS, RC: (See p. 77)
             EM: 52.14 116] 77 <u>in MS</u>
             PE: (See p. 116)

      (Index) MS, RC: Trees p. 12
             PE: Trees p. 12 {249}

(6) UNHYPHENATED END-OF-LINE SYLLABLES IN MANUSCRIPT. Editors emend when Thoreau neglected to hyphenate words at ends of lines; these should then be marked in blue for closing up, and closed up in the electronic edited text. If the words are compound or possibly compound, see HYPHENATED WORDS.

    Examples:
           MS, RC: my own dis

ease is neglect
EM: 130.18   disease] dis / ease <u>in MS</u>
PE: my own disease is neglect

(7) ABBREVIATIONS IN MANUSCRIPT. Editors emend abbreviations that must be expanded in the text because they cannot be understood from context. If the meaning of an abbreviation is ambiguous, write a Textual Note providing alternatives. See also ABBREVIATIONS (Thoreau's).

Example:
MS, RC: to Con.
EM: *97.4   Concord] Con. <u>in MS</u>
PE: to Concord
TN: 97.4 Concord: Since context indicates that T is in Cambridge, "Con." probably means "Concord," though he uses the same abbreviation for "Conantum."

(8) UNCANCELLED FALSE STARTS IN MANUSCRIPT. Thoreau's uncancelled false starts should be deleted without report if they are meaningless; however, if one or more letters can be identified, the deletion should be reported in the Emendations table. Neither uncancelled nor cancelled false starts should be reported in the Alterations table.

Example:
MS, RC: down. t Slants
EM: 114.5   Slants] <u>preceded by uncancelled</u> t
PE: down. Slants

(9) UNCATEGORIZED EMENDATIONS. Emendations should be created for any unusual aspects of Thoreau's handwriting or peculiar features of the manuscript which cannot be reproduced typographically and to which none of the preceding categories apply. Suggestions and fuller comments should be entered as needed; examination of the original manuscript will resolve most questions.

Examples:

141.2   Breezes's] <u>apostrophe written as flourish</u>

64.1   --40] <u>written with dry pen stroke</u>

C) ALTERATIONS (file name "JNalt"). Thoreau seems to have made truly spontaneous Journal entries only rarely; it was his general practice, in the later Journal especially, to keep field notes as he walked and boated, and to compose entries from these one or two or several days later. His on-line and current revisions are reported in the Table of Alterations. These include cancellations; insertions of words or letters between words, lines, or in the margins; and modification of letters or words. On-line revisions are those in which Thoreau makes a change as he is writing a line; for example:

This ~~morning~~ afternoon I walked to the pond.

Determining the currency of other types of revision is difficult but important, since changes made later are neither adopted in the text nor reported in the Table of Alterations, but are reported in Later Revisions. Editors use a combination of physical evidence and information about Thoreau's later use of Journal passages to make this decision. As a general rule, revision in another medium than the on-line text–usually pencilled changes in a text written in ink, but sometimes two distinct colors of ink–is automatically considered later. A single ink revision to a page written in ink is almost always accepted as current. Extensive revision usually indicates that Thoreau is reworking a passage for a literary purpose. Evidence that confirms this includes the presence of a use mark drawn through the passage (see USE MARKS) or Thoreau's incorporation of the passage in a published work. Beginning with *Journal 6*, the editorial policy regarding Alterations was modified to accommodate Thoreau's increasing use of botanical and phenological cross-references. As he often wrote several entries in one sitting, these types of cross-references are accepted as current when written in ink and referencing an entry up to five days forward.

It may be helpful to remember that a primary aim of the editorial process is to present the Journal as Journal, with all the information Thoreau wanted it to contain at and around the time he was writing it.

The Table of Alterations reports only changes from one complete word or mark of punctuation to another: if Thoreau writes "in" over "fr", the change is not recorded, but an Alteration from an exclamation point to a question mark is included. The following kinds of corrections made by Thoreau are not reported in Alterations:

- Corrections of meaningless misspellings (e.g., "peope" altered to "people"), including cancelled words that are part of longer words that Thoreau did not complete writing but wrote later in the sentence or paragraph (e.g., cancelled "me" for "meanders"). Record any possibly substantive changes (e.g., "why" altered to "when") even if the original word is not meaningful in context.

- Corrections of cancelled meaningless false starts (e.g., cancelled "cl" preceding "core"). This change is not reported because the cancelled letters never became a meaningful word (see also FALSE STARTS).

- Corrections of handwriting where Thoreau merely re-formed, repeated, or retraced the same letters or words for greater clarity (see also HANDWRITING).

- Corrections of handwriting that is now impossible to read, like the "st" of "breast" written over illegible letters, or "pond" written over a completely erased word. Record the Alteration only if an erased word is still legible.

When Thoreau has altered single letters, editors report only the revised and unrevised forms, separated by a closed bracket. For example,

135.2   come] comes

means that Thoreau first wrote "comes" and then altered it to "come", but does not explain whether he altered by cancelling the "s" or by erasing it.

The letter "t" presents a special case. In writing an initial "t," T sometimes continued from the

base of the vertical stroke to the next letter, completed the word, and then returned to the "t" to write a horizontal stroke that begins with a looping flourish. These have sometimes been interpreted as having been altered from "t" to "T", but they should not be reported as alterations--T is simply expressing his intention in two steps. The only situation in which an alteration is reported is one in which the "t" is crossed twice, once by a (relatively) straight line and once by a horizontal stroke that begins with a looping flourish. See CAPITALIZATION OF "T" for guidelines for determining whether a "t" is upper or lower case.

Alterations involving entire words are usually described at greater length, using the following words in regular patterns:

above	added
below	cancelled
with a caret	erased
followed by	inserted
interlined	margin
preceded by	possibly
uncancelled	

Many of the Alterations can be described using one of the following rubrics:

- When the editor is reporting T's revision to a word, the later and earlier versions are all that are included:

 thus] this

- Position of the revision and the presence or absence of a caret are indicated by the following phrases:

 word] interlined

 word] interlined with a caret

 word] interlined above

 word] interlined below

 word] interlined above cancelled word

 word] followed by cancelled word

 word] preceded by cancelled word

 word] added

 word] added in margin

 word] inserted

The Alterations table is not intended to be a record from which readers can construct a facsimile

of the manuscript; descriptions should not be elaborate, but they must be precise.

Examples:

MS, RC: bridge ~~fell~~ tumbled
     AL: 12.3   tumbled] <u>preceded by cancelled</u> fell

                       meekly
MS: as ~~unconsciously~~ as
                       meekly
RC: as ~~unconsciously~~ as
AL: 380.16   meekly] <u>interlined above cancelled</u> unconsciously

                    several
MS, RC: The ~~various~~ fates
                    ∧
     AL: 25.1   several] <u>interlined with a caret above cancelled</u> various
                   many
MS: after   a summer
RC: after many a summer
AL: 100.5   many] <u>inserted</u>

                 excess of
MS, RC: weep from very strength
     AL: 488.11   excess of] <u>interlined above</u> from very

"Inserted" is used to describe words squeezed in the spaces between other words; "added" is used to describe text written after the end of a paragraph (on the rest of the line and/or in the space between paragraphs); "added in margin" is used to describe words and short phrases written on-line in the margin space (but not text written vertically in the margin, which often requires an Emendation for positioning; see MARGINALIA). Note too that "interlined above" and "interlined below" can be used only when the added material is connected with a particular line of text and positioned with respect to it.

For example,
                   though
      MS: felt as ~~if~~ we were

is most easily described as "though] <u>interlined above cancelled</u> if".

Again,

     Line 1   All works pass directly

     Line 2   out of the hands of the architect.
               and though he has bungled she will perfect them at last.
     Line 3   Her own fish-hawks hover over our fish-ponds.

is an example in which the phrase "and . . . last." can be described as interlined below the

sentence it is part of. However, in some cases the interlineation is between two other lines and can't accurately be described as either above or below.

For example,

Line 1   I walked by Walden this AM

Line 2   picking up arrow heads and stones.
                    I have since seen larger ones of the same description
Line 3   The arrow heads are of every color

The interlined sentence has been printed after "stones." It is described as "interlined". In either case, editors write an Emendation entry indicating that the interlineation was not marked for positioning.

This table is also used to report alternate readings when Thoreau did not choose between them, as well as when he did. In the first case, a second possible reading is interlined above the one on-line and neither is cancelled. Usually the on-line reading is accepted.

Examples:
                                terrier
          MS, RC: I saw the dog sitting there.
              AL: 12.7   dog] <u>uncancelled</u> terrier <u>interlined above</u>
              PE: I saw the dog sitting there.

                                quickly
          MS, RC: Help was (soon) dispatched.
              AL: 24.17   soon] <u>enclosed in parentheses and uncancelled</u> quickly
                           <u>interlined above</u>
              PE: Help was soon dispatched.

In the last example above, the parentheses are considered to be part of the later revision in which "quickly" was added (see PARENTHESES). Editors may, of course, decide to accept an interlined, uncancelled alternate reading on the basis of context or other evidence, although they need to write an Emendation to record this editorial decision. In the case below, Thoreau makes a choice by cancelling one of the readings.

Example:
                                ~~charm~~
              RC: These delicious harmonies tear me to pieces while they charm
                        me-
              AL: 665.20   harmonies] charm <u>interlined above and cancelled</u>
              PE: These delicious harmonies tear me to pieces while they charm
                        me-

Occasionally, alterations within alterations are encountered; the secondary alterations are reported in the primary Alteration entry.

Example:

<div align="center">

AL: 61.25 at Fullers hotel] <u>interlined with a caret;</u> Fullers
<u>interlined above cancelled</u> our

</div>

D) LATER **R**EVISIONS (file name "JNlr"). This list contains either significant later revisions (*Journal 1*, *Journal 2*, *Journal 3*) or all later revisions (*Journal 4* and subsequent volumes). Later Revisions are not incorporated into the text, and this is the only place they appear. List and use marks are not reported in the list of later revisions and do not appear in the text, although editors may want to discuss them in the Historical Introduction. Sometimes a later revision is further revised; in these cases, only the final version is reported in Later Revisions. When it is difficult to determine whether a revision is current or later, editors indicate the basis on which they made the decision at the bottom of the ribbon copy page.

Please note: a feature of the manuscript may not appear as both an Emendation and a Later Revision or as both an Alteration and a Later Revision.

When it is impossible to be certain of a reading that is to be reported in this table, editors may use "or" and braces to indicate the uncertainty.

Example:

334.11 words.: VS. {<u>or</u> V5.} They showed me little Johnny Macarty

Thoreau's cancellation of material may be deemed to be a later revision: if editors decide that this is the case, and that the cancelled material should appear in the text, they remove strikeout lines. To mark the ribbon copy, editors put a green dot under each cancelled letter that is to be included in the printed text, and write and circle "stet" (the proofreader's symbol meaning "let it stand") in the margin.

If Thoreau's later revision is illegible, editors represent by braces surrounding 2 em spaces.

The headnote to Later Revisions indicates that revisions are in pencil unless otherwise noted; identify the medium of the Later Revision only when it's ink.

Although several rubrics can be used to report later revisions, use "<u>revised to read</u>" in all instances where possible to eliminate the need to write complicated entries. This rubric should be used in all instances where T uses a caret, even if the resulting text does not make sense grammatically, and it should be used in all instances where the position of the revised material is unambiguous.

In using other rubrics, the parts of the description are generally ordered as follows: phrase (Thoreau's), position (on the page), medium (only if it's in ink), placement device (generally a caret).

Example:

[phrase] <u>interlined above in ink</u>
[phrase] <u>added in margin in ink</u>

2.21 SELF-REVIEW BY EDITORS. Each editor checks his or her own work. All changes must be marked on the ribbon copy and made in the electronic edited text.

Editors print out draft apparatus files for their review of the text.

All sections of the back matter must be checked carefully, to ensure not only that they reflect all editorial decisions, but also that they are consistent with one another. This point is particularly relevant when reporting Later Revisions. The list of Later Revisions is like the Emendations table in that they both reflect decisions about what should be included in the text and what should not. If editors change their minds about Later Revisions, as they may well do on a second or third review, the result will change the text. The last chance to make text changes is in second or third page revises. Therefore, the time to review Later Revisions is before the text of the volume goes into first page proofs.

Editors should remember the transcriber of the manuscript was working from a photocopy and probably couldn't see the pencilled text clearly, and that even the perfecter may not have been able to decipher some parts of it. To recheck without visiting the repository, editors use the microfilm, which often shows pencilled marks more clearly than photocopies.

In reviewing entries in the list of Later Revisions, editors first check the medium. As the headnote for Later Revisions states (see published volumes in this series), "Revisions are in pencil unless otherwise noted." When editors review Later Revisions against the microfilm, they mark "p" or "i" on their printout of the Later Revisions table; this is an easy way to keep track of work and facilitates last minute checking. Editors add "in ink" to the appropriate entries. Editors also make a list of any material about which they're uncertain, and send it to the TC. TC staff will make arrangements for someone to check those items at the repository against the original. All footnotes should be eliminated from the electronic edited text by this point.

As editors review the microfilm, they keep an eye out for any pencilled text that might have been missed on an earlier pass and add any new Later Revisions. It is very important to keep all sections of the apparatus up-to-date. If editors decide to accept a Later Revision, thereby emending it into the text, they need to remove it from the Later Revisions and put it in Emendations. Then all other parts of the apparatus should be checked to be sure that they reflect the change. All ink revisions are also inspected at this time to ensure that the editors do not want to emend the material into the text.

Once this review is completed, the existing printouts of the electronic edited text and the apparatus tables are discarded.

2.22 CO-EDITOR REVIEW. The goal of the co-editor review is to promote consistency in the editorial decisions that have shaped the text. Each pair of co-editors will develop their own working style; what follows describes the essential parts of the process.

Co-editors exchange their work, sending the ribbon copy and the electronic edited text and apparatus tables on 3.5" disk (both editors should already have a photocopy and microfilm of the manuscript for the whole volume). **IMPORTANT**: Each editor retains a copy of the electronic

edited text on his or her computer (and a safety copy on 3.5" disk) and a photocopy of the ribbon copy. At this stage, editors make changes only to their co-editor's work; if they discover changes that need to be made to their own work, these should be marked in a photocopy of the ribbon copy so that they can be located when the co-editors again exchange the disks containing each editor's copy of record for his or her section.

As part of their review, editors print the electronic edited text and apparatus tables. When reviewing the text, editors cast a fresh eye over the manuscript: this is the time to add Alterations or Emendations or corrections that might have been missed earlier. As each item is reviewed, put a check in the margin of the apparatus printout next to the item. Bill Rossi and Heather Thomas, co-editors of *Journal 6*, suggest that as reviewing editors find items to query, they mark those on the ribbon copy with a question mark in red pencil, adding initials and the date. They have found it useful to create a separate file for comments and questions and to add to the file the responses to these comments and questions. This file then becomes a record of editorial work that can be consulted as the production process goes forward. When the reviewing editors consult and agree about a particular rubric or treatment that will result in a change to the apparatus, the editor with the copy to be revised puts a "C" (with initials and date) in the margin of the ribbon copy in red pencil next to the abbreviation for the apparatus entry to indicate that a change has been made. When the reviewing editor believes a new apparatus item should be added, he or she adds that item, writing it in the proper place on the printout of the apparatus and marking the ribbon copy. But in cases where the reviewing editor believes an apparatus item should be deleted, he or she does not delete the item but enters a query as described above.

Both editors ensure that their blanket decisions that require explanation are spelled out in a Textual Note or in the headnotes of the apparatus sections. Any changes to the editorial policy described in this manual must be discussed with the Editor-in-Chief.

Both editors should remember that any changes to the text or back matter may affect other sections of the volume, such as the Historical or Textual Introductions or other areas of the back matter. For instance, deciding that an Alteration is really a Later Revision might affect one of the Textual Notes. When changing text, check all apparatus keyed to the changed material; when changing back matter, check other apparatus categories for the same keys.

After the review is complete and any inconsistencies in treatment of features have been resolved, each editor returns his or her co-editors' half of the volume (electronic edited text, printout of apparatus tables, and ribbon copy), remembering to first make a safety copy of each. Each editor should now have the electronic edited text for the half of the volume that he or she originally edited; each is responsible for recording the final results of any editorial decisions made at this late stage to his or her half of the volume. If final decisions result in any changes, these changes are made in the electronic edited text and recorded in the ribbon copy: corrections are in green pencil, editorial decisions are in blue pencil. Editors also consult the original manuscript to resolve any questions; it has been helpful to some editors to work together at the Morgan Library.

2.23 APPARATUS FILES. Editors revise apparatus files.

2.24 INDEX(ES) OF MS VOLUME(S). Editors review the Index(es) of MS Volume(s), ensuring that all

transcribed material is accurate.

2.25 Final Check of the Volume. See Appendix D, "Keeping Track of Work and Reporting Procedures."

2.26 Editors Submit Text and Apparatus to the Textual Center. Editors ensure that they have completed the checklist in Appendix D, "Keeping Track of Work and Reporting Procedures," and that they have saved copies on both their hard drive and on 3.5" disk of the electronic edited text and the apparatus, as well as a photocopy of the ribbon copy and pre-ribbon copy, before submitting material. Editors submit the Index(es) of MS Volume(s) at this time, as well.

2.27 Post-Editing Responsibilities:

A) Notes on Illustrations and Illustrations. Each volume has four pages of photographic reproductions: these often illustrate points made in the introductions and provide examples of characteristic or difficult manuscript pages. See previous volumes in this series for examples.

Editors make suggestions for the illustrations in their volumes and pass this information along to the TC, where the staff will order the necessary photographs. The editors will also write the captions for the illustrations.

B) Acknowledgments. At an early stage of work, editors begin keeping a list for this section, which includes any institutions or agencies that have supported their work, as well as libraries and individuals which have been helpful. TC staff will add to this list after editors have submitted their work.

C) Historical Introduction (file name "JNhi"). This is a concise account of the composition, revision, and content of the text. The essay presents biographical and historical episodes affecting the text and estimations of its place in Thoreau's intellectual and artistic development. In later Journal volumes, which sometimes cover a year or less, the Historical Introductions may be quite short.

Editors collaborate on a draft of the HI, keeping a file of photocopies for all items they refer to or quote. This folder should contain a photocopy of each title page and the material being cited or quoted. Editors check citations and references against the material in this file. Although staff members at the TC will also check these references, editors may catch many errors at an earlier stage by first checking the material themselves. Editors send these photocopies to the TC when they have completed the draft of the Historical Introduction.

D) Textual Introduction (file name "JNti"). This is a brief account that (1) lists, describes, and locates relevant versions of the Journal; (2) presents a rationale for the choice of copy-text; (3) describes editorial procedures for the printed volume, from transcribing to proofreading; (4) describes the Table of Emendations, normalized features, and unemended anomalies of the copy-text; (5) describes the Table of Alterations and normalized features; (6) describes other

significant sections of apparatus (e.g., End-of-Line Hyphenation or Textual Notes); (7) describes non-textual design features of the printed volume (see DESIGN FEATURES). TC staff provide a boilerplate for this section, as well as a physical description of the manuscript volumes; editors will be asked to supply particular information pertinent to their volume.

2.28 PRODUCTION

2.29 BEFORE EDITORS SUBMIT THE TEXT AND APPARATUS TO THE TEXTUAL CENTER, there are several projects which are undertaken at the TC to speed production of the volume. Staff members keep careful records of the steps they have taken at each stage (including the names of staff members who worked on each stage and precise dates for each step of work done on the volume).

2.30 ANNOTATIONS. The TC coordinates all research on Annotations after the editors have submitted their list of what should be annotated.

Once research on Annotations is complete and the editors have submitted the text and apparatus, Annotation entries are written at the TC.

2.31 ANNOTATIONS BIBLIOGRAPHY (file name "JNbib"). Once all annotation research is complete, a staff member at the TC compiles the Annotations Bibliography. This section contains an alphabetical listing of all of the works Thoreau cited in his text, but not all of the works cited in the Annotations. Citations follow the format specified for the Annotations Bibliography in 2.47 I. The bibliographic information in this section matches the information cited in Annotations; all Index entries for this material also match the Bibliography. The back matter should be checked carefully for consistency, with particular attention paid to material common to these three sections (Annotations, Bibliography, and Index).

2.32 INDEX (file name "JNindex"). See Appendix J, "Making an Index." Although the page numbers for the printed volume cannot be entered at this time, a staff member at the TC identifies preliminary entries, creates the Index, and submits it for the Editors' review.

2.33 OTHER AREAS OF THE BACK MATTER:

A) TEXTUAL INTRODUCTION. See 2.27 D for a description of the components of the TI. TC staff draft this section and contact the editors for specific information about the manuscript volumes involved.

B) ACKNOWLEDGMENTS (file name "JNacknow"). Libraries and individuals who have given permission to refer to, copy, or publish manuscript material are acknowledged here, as well as curators and photographers who have been of special help, proofreaders, anyone who has contributed to annotating (whether or not the contribution is used), and institutions and agencies that have supported the editors' work.

From the beginning of the production process, the TC keeps a complete list of names to be included in this section.

C) EDITORIAL CONTRIBUTIONS (file name "JNedcon"). Individuals who substantially contributed to editorial tasks, such as preparing transcripts, completing editorial work, or

reviewing editorial work, are listed here. From the beginning of the production process, the TC keeps a complete list of names to be included in this section.

D) ILLUSTRATIONS. The editors submit their selections for four illustrations for the volume to the TC. A staff member at the TC establishes the bibliographic information associated with each illustration and orders 8 x 10 black and white glossies from the appropriate repositories.

E) NOTES ON ILLUSTRATIONS (file name "JNnotes"). The Editor-in-Chief collaborates with the editors in writing the captions for the illustrations.

F) COMPOUND WORD LIST. A staff member at the TC compiles the Compound Word List for each volume. See Appendix I, "The Compound Word List," for detailed instructions.

2.34 AFTER THE EDITORS SUBMIT THE TEXT AND APPARATUS TO THE TEXTUAL CENTER, TC staff have a number of specific steps to perform before the volume can be submitted to the Press. Staff members record the steps they have taken at each stage (including the names of staff members who worked on each stage and dates for each step of work done on the volume).

2.35 REVIEW BY TC. Staff members at the TC read the electronic edited text against the ribbon copy, word for word, to ensure that all editorial decisions are recorded in the ribbon copy and that they are reflected in the electronic edited text. This step includes a check of the spacing before the hard returns at the end of every line and every page in the electronic edited text to ensure that a global removal of them results in the correct spacing and that this spacing is clearly marked on the ribbon copy, if necessary. Throughout the production process, all changes or corrections made to the ribbon copy by staff members at the TC are initialed and dated in the margin of the ribbon copy.

TC staff review all of the apparatus submitted by the editors. This task involves at least one staff member and is carried out under the supervision of the Editor-in-Chief. The reviewer must be fully acquainted with the editorial principles laid out in this manual. Check the Textual Notes, Emendations, Alterations, and Later Revisions to ensure that editors have carefully followed our editorial policy and that their treatment of the material is consistent and complete. Check that each apparatus entry is accurate; that the keywords for each entry match the text; and that there is no inconsistency between sections of the apparatus. Also, all apparatus entries, spacing, and coding decisions must be marked in the ribbon copy. The Editor-in-Chief contacts the volume editors with any questions that arise from this review. The Editor-in-Chief has the final word on all matters of editorial policy.

2.36 ILLEGIBLE MANUSCRIPT MATERIAL IN THE TEXT. If illegible elements remain in the text (which is unusual by this stage of production), the braces surrounding them are changed to brackets. This change cannot be done globally as some features require braces, such as the notation for torn or mutilated manuscript material (see MUTILATIONS OF MANUSCRIPT and PAGE COMMENTS). A staff member at the TC reads through the text and makes any necessary changes.

In addition, a staff member at the TC checks the ribbon copy to ensure that brackets have been

marked for deletion for any material accepted by the editors.

2.37 INDEX(ES) OF MS VOLUME(S) (file name "JNims). Although editors are responsible for the content of Thoreau's indexes, the staff at the TC makes final decisions about spacing, punctuation, and pagination.

The short marks that Thoreau uses between page numbers in his indexes are transcribed as dashes; the staff at the TC determines whether these marks will be printed as hyphens or dashes on the basis of their function. If numbers refer to continuous text that covers several pages, use a hyphen to separate them: for example, "Indians 94-5-6-7" if the passage about Indians covers pages 94 to 97. If numbers refer to separate entries on several different pages, use dashes: for example, "Indians 94-97-120" if each page contains a passage about Indians.

As a general rule, editors accept all revisions Thoreau made to his indexes, regardless of medium. Revisions in the same medium as the base text are not reported as Alterations, nor are revisions in a different medium reported as Later Revisions; Textual Notes record significant features of the manuscript.

In addition to Thoreau's page numbers, the indexes in the Index(es) of MS Volume(s) give appropriate printed page numbers. A staff member at the TC correlates passages and places the appropriate ribbon copy page number in braces after Thoreau's page numbers. After the text page proofs have been finalized, the ribbon copy numbers can be replaced by page numbers from the text page proofs. In the rare cases when Thoreau has given a page number in the Index(es) of MS Volume(s) but no references to the topics can be found on the corresponding pages, the corresponding ribbon copy and the printed page number should be included in the text page number bracket even though the reference does not appear on this page.

2.38 RESOLVING END-OF-LINE HYPHENATION. Using the list of ELHs submitted by the editors, a staff member at the TC resolves all ELHs using the following steps:

- Create a worksheet with all of the ELHs and their locations within the text (ribbon copy page and line numbers). Space should be left to enter information about the current volume, information from the Compound Word List, and the resolution of the ELH. For example:

47.21 apple-trees
J8 =

CWL =

Resolution =

- Referring to the compound word list for the volume being worked on (see 2.33 F), determine whether there are any additional ELHs which should be added to the list. These additional ELHs are placed on a separate worksheet from the ELHs submitted by the editors, so that the editors can review them more easily.

- Search the ribbon copy of the volume to discover any additional occurrences on line of compound words determined to be ELHs in the current volume. Using the example above, a staff member would search the *Journal 8* files to see if there are any additional occurrences of the word "apple-trees," "appletrees," or "apple trees" which were not originally listed in the compound word list for *Journal 8*. The compound word list for the current volume is then updated to reflect any additions.

- Using the updated list, tally all occurrences of each compound word determined to be an ELH in the current volume and what form each compound word took in the manuscript. For example, "apple-trees" may have appeared seven times in *Journal 8*, once as an ELH. How do the other forms of the word appear? It occurred twice as one word (e.g., "appletrees"), three times as a hyphenated word (e.g., "apple-trees"), and once as two separate words (e.g., "apple trees"). Record this information on the worksheet.

- Use the master Compound Word List for all volumes to tally the occurrences of each compound word that is an ELH in the current volume.

- Refer to the ELH tables in published volumes of Journal to see if any ELHs from the current volume appear in these tables and how they were resolved. This information is recorded on the worksheet.

- Check the editors' list of cross-references to see if any of the ELHs appear in later versions of the passages and if so, what form they are in. This information is recorded on the worksheet.

- Check the manuscript for any ELHs which contain "t"s or "i"s: the cross of the "t" or the dot of the "i" may have been mistaken for a hyphen.

- Check contemporary dictionaries for any ambiguous ELHs to see if there was a standard form for the word during Thoreau's time. This information is recorded on the worksheet.

- Using the information compiled on the worksheet, and referring to the policy on ELHs specified in the Textual Introduction to all published volumes of Journal, determine the final form of all ELHs.

- Send photocopies of the worksheet to the editors for their review.

After the editors have reviewed the ELHs, a staff member at the TC makes necessary revisions to the electronic edited text and the ribbon copy and adds the resolved ELHs to the file created by the editors. The second word in each ELH in the electronic edited text should be moved up to the line with the first word, regardless of the resolution.

2.39 FINALIZING CROSS-REFERENCES. The majority of Cross-References are identified by the volume editors. A staff member at the TC may check available sources or circulate passages that sound familiar in an attempt to identify more Cross-References. Additional Cross-References are added to the file by a staff member at the TC. All Cross-References must be checked against their sources for accurate page and line citations. Refer to Appendix H, "Master List of Short Titles

and Abbreviations" (Part A), for the correct form for short titles.

2.40 STRIPPING THE TEXT (NOTA BENE FILES ONLY). Embedded apparatus must be removed from Nota Bene text files before they are sent to the Press. TC staff perform this stripping operation before final proofreading, so any problems caused by the stripping operation itself can be caught.

Instructions for stripping the text: Copy the program called strip.pgm (written by Gretchen Oberfranc of PUP and modified by John Morris) onto the C: drive. Open each text file; move to Access; select XPL Programs; select Run; name the drive and program ("strip.pgm"); hit enter.

2.41 CODING THE TEXT. Coding is done at the TC ; see Appendix F, "Coding for PUP."

2.42 PROOFREADING THE TEXT. Under the supervision of the Editor-in-Chief, the staff at the TC proofreads all text and back matter, word for word, and ensures that all editorial decisions (such as apparatus entries, spacing, and coding) are clearly marked on the ribbon copy. This reading will include sight collations with a photocopy of the manuscript and the 1906 edition to provide a final check on the accuracy of the transcription. The TC retains safety disks (3.5") and hard copies of all of this material.

2.43 FINAL PREPARATION OF THE TEXT AT THE TC. The staff at the TC completes a final check before submitting the text to PUP, following the specifications from PUP on file at the TC and the guidelines in Appendix F, "Coding for PUP."

Instructions should be written to PUP (using <ig> . . . <tx>) regarding placement of chapter titles, which begin on a recto and are followed by a blank verso; the text begins on the next recto.

Hard returns at the ends of lines and hard breaks at the ends of pages must be removed before the text goes to PUP. TC staff should check to be sure that each end-of-line hard return is preceded by a word space; hard returns should then be deleted. Follow the steps below when deleting hard returns and hard page breaks; make these changes globally, using the "Find and Replace" function with the "Replace All" option.

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

1. Delete all hard page breaks, then all hard page breaks at the end of each chapter (i.e., manuscript volume).

2. Remove all hard returns by replacing "[HRt]" with "<Nothing>"

3. Replace all instances of "<ep>" with "<ep>[HRt]"

4. Replace all instances of "<lt>" with "<lt>[HRt]"

5. Replace all instances of "<ct>" with "<ct>[HRt]"

6. Replace all instances of "<rt>" with "<rt>[HRt]"

7. Globally replace all instances of two consecutive spaces with a single space. Save the file. Recheck the file for further instances of two consecutive spaces, and replace all of these with a single space. Save the file. Continue to check for instances of two consecutive spaces until none are found.

Copies of Thoreau's drawings are submitted with the text, so they can be scanned in and positioned; they will appear in first page proofs. TC staff will provide three copies of each manuscript page on which a drawing appears. The first, a copy of the entire manuscript page, serves to show the designer and compositor how Thoreau positioned the drawing with respect to the text: on that copy the drawing is circled in a contrasting color. For the second, the drawing is cut out of its context and fixed to a page alone, and lines extraneous to it are whited out: this copy serves to show what should be eliminated from the scanned version. The third copy shows the entire manuscript page; it is made on paper that can be successfully scanned at PUP (Hammermill Laser Paper has been used so far). Unusual features of drawings–size, position, text within the drawing–will be noted, to be resolved with the designer.

Drawings are numbered in the sequence in which they are to appear in the printed text, and these numbers are added to the notations of drawings in the electronic edited text before copy is submitted to PUP.

After the text has been checked and corrected, and the drawings pages and any other pages of examples are positioned behind the appropriate text pages, each page is machine numbered. The letter that accompanies this material to PUP lists and describes the contents of the printed and disk versions and reiterates the design requirements particular to our series. Among the lists is included one of the drawings giving the number and a short description for each drawing and indicating where it should be positioned in the text.

2.44 AFTER THE TEXT HAS BEEN SUBMITTED TO THE PRESS, TC staff complete additional work on the back matter.

A) HISTORICAL INTRODUCTION. By this point, the HI is in the final stages of revision. The Editor-in-Chief and the volume editors must all sign off on the HI. A staff member at the TC checks the photocopies of title pages and material cited in the HI against the quotations to ensure accuracy.

B) PERMISSIONS. TC staff write the repositories holding the manuscript material edited or cited in the volume, including manuscript material cited in Annotations and the Historical Introduction, requesting permission to publish the material and to ask how the institutions wish to be cited. The repositories holding the material presented in illustrations must also be contacted for their permission to publish the material and to ask how the institutions wish to be cited.

C) BACK MATTER. Complete as much work on the other parts of the back matter as can be done at this time.

2.45 PROOFREADING TEXT PAGE PROOFS. Once PUP has composed text page proofs and sent them to the TC, a staff member at the TC date-stamps each page and photocopies the page proofs, sending a set to each editor. Depending upon the available resources, editors may proofread with research assistants or alone. For an overview of proofreading methods, see the excerpt from Peggy Smith's *Mark My Words* in Appendix B, "Proofreading." TC staff proofread with a team of four to five readers, reading word for word against the final electronic edited text (the coded computer printout which the TC submitted to PUP). They consult the manuscript, ribbon copy, and the 1906 version of the Journal when necessary. Staff at the TC review each page to ensure that the text conforms to the specifications for the volume (on file at the TC), and the guidelines in Appendix C, "Thoreau Edition Style Sheet" and that the running heads are correct. Drawings are reviewed to ensure their placement reflects that in the manuscript as closely as possible, without unduly disrupting the flow of the text. Any late changes to the text are recorded on the ribbon copy, with the initials of the person making the change and the date the change was made; the electronic edited text must also be updated to reflect any changes. All parties pay special attention to the fact that corrections in the text may change entries or portions of the back matter.

To make corrections to page proofs, clearly mark the page proof in both the margin and text (place a caret in the text and write the correction in the margin; see Appendix B, "Proofreading"). Page proofs are placed in a folder labelled "first text page proofs" with the date indicated on the label of the folder; this folder is filed in a convenient place for future reference.

A staff member at the TC collates the results of the TC's and editors' readings, marking the master text page proofs with any corrections. A staff member at the TC copies the collated page proofs (as they will be returned to PUP) and sends copies to the editors. The master text page proofs is the copy against which first page revises are read, and to which pages that have been revised are stapled. This copy should be placed in a folder labelled "master text page proofs" with the date indicated on the label of the folder. The TC returns the marked page proofs to PUP.

PUP sends text page revises for corrected pages to the TC, where a staff member date-stamps each revised page, photocopies them all, and sends copies to the editors. These revises are checked against the master text page proofs to ensure that requested changes were made. This check includes reading element for element the lines on which changes were made; if changes resulted in more than one line being revised, proofread until the lines of the two versions come back into synch. A staff member at the TC makes two photocopied sets of the revised pages. One set is filed and labelled "first page revises"; each page revise of the second set is stapled on top of its corresponding page in the first proof. TC staff collate all readings and send any further corrections to PUP (the TC sends copies of these changes to the editors). This process continues until the TC and the editors are satisfied with the accuracy of the text.

2.46 ONCE THE TEXT PAGES HAVE BEEN FINALIZED, TC staff continue work on the back matter for the volume and begin work on the front matter.

A) PROVIDING MATERIAL FOR THE FRONT MATTER. The Press composes the front matter, which contains all of the material preceding the chapter title page of the text in the published volume. Using the immediately preceding published volume of the Journal as a model, TC staff create a file for front matter in which the front matter is mocked up (file name "JNfront"). The

front matter contains the following pages:

- half-title page, recto: series and volume titles

- half-title page, verso: series and office names

- title-page, recto: author, title, General Editor (for *Journal 6* and *Journal 8*), volume editor(s) (check with each editor for the form of his or her name), publisher, date

- title-page, verso: CSE emblem (PUP has this in a file), CSE copy, copyright information, CIP data (provided by PUP), statement about paper quality

- [i]: Editorial Board members, volumes published to date, including the volume containing the list

- [iii]: table of contents, with chapter titles and page numbers

- [iv]: chapter half-title page

B) EDITORIAL APPENDIX. TC staff create a file for this half-title page (file name "JNedapp").

C) NOTES ON ILLUSTRATIONS. This section contains text page and line numbers to be changed; the location of the illustrations themselves-"following p. 000"-is not known until the back matter is in final page proofs and is determined by the PUP designer.

D) ACKNOWLEDGMENTS AND EDITORIAL CONTRIBUTIONS. TC staff create a file for each section. Each of these sections is finalized by contacting the volume editors to ensure that all names to be included in these sections have been added to the TC's files and that they are spelled correctly (using correspondence and personnel files).

E) HISTORICAL AND TEXTUAL INTRODUCTIONS. TC staff should ensure that the Editor-in-Chief and the volume editors have signed off on both sections. TC staff should also ensure that all citations and quotations in both sections have been checked against their sources. Both sections should be read for sense, as well. These sections contain text page and line numbers to be changed.

F) ADDING PRINTED TEXT PAGE NUMBERS. Text page numbers have to be changed in most sections of the Editorial Appendix, as well as in the Index(es) of MS Volume(s), Annotations, and Index, which precede the Editorial Appendix. Internal references within the back matter appear as "000" or "000-000" until the back matter is in final pages.

G) ILLEGIBLE MANUSCRIPT MATERIAL IN BACK MATTER ENTRIES. If illegible elements remain in back matter entries (which is likely in Later Revisions), the braces surrounding them are changed to brackets. This change cannot be done globally as some features require braces, such as the notation for torn or mutilated manuscript material (see MUTILATIONS OF MANUSCRIPT). A staff member at the TC reads through the back matter and makes the necessary changes.

H) ENSURING CONSISTENCY WITHIN THE BACK MATTER. The form of citation for names and

titles must be consistent throughout the back matter, particularly in the Annotations, Annotations Bibliography, and Index. All editorially supplied material conforms to the guidelines established in Appendix C, "Thoreau Edition Style Sheet."

I) CODING. TC staff are responsible for coding the back matter, using the following guidelines (guidelines for coding the tables appear below in 2.48 C):

Index(es) of MS Volume(s): begins on a recto

T's page number<em>{PE page number}<em>entry<em>T's page numbers (with appropriate hyphens and dashes)<em>{PE page numbers}<lt>

Example: 3<em>{5}<em>Mts in horizon<em>10-11<n->22<em>{10-12, 20-21}<lt>

Annotations Bibliography: begins immediately after Annotations, on the same page

Author (last name, first name (middle name or initial, if applicable)).[space]<u>Full Title</u>.[space]Number of volumes.[space]Place of publication:[space]Publisher, [space]date of publication.<lt>

Example: Milton, John. <u>The Poetical Works of John Milton, .<th>.<th>. with a Life by John Henry Todd</u>. 6 vols. London: J. Johnson, 1801.<lt>

Annotations Map: Map by Theo Baumann on file at PUP. The map (on facing pages) begins on the verso following the last page of the Annotations Bibliography. It is followed by a blank verso.

Index: Appendix J, "Making an Index," should be consulted for a full explanation of the phrasing and coding of the Index. Each entry should be followed by a "<lt>" code. The Index begins on a recto.

Editorial Appendix: Appears on a recto, followed by a blank verso.

Notes on Illustrations: The guidelines in Appendix C, "Thoreau Edition Style Sheet" and Appendix F, "Coding for PUP," should be followed. Notes on Illustrations begins on a recto.

Acknowledgments: The guidelines in Appendix C, "Thoreau Edition Style Sheet," and Appendix F, "Coding for PUP," should be followed The Acknowledgments begin on the verso of the Notes on Illustrations.

Editorial Contributions: The guidelines in Appendix C, "Thoreau Edition Style Sheet," and Appendix F, "Coding for PUP," should be followed The Editorial Contributions begin on the recto or verso following the Acknowledgments.

Historical Introduction: The guidelines in Appendix C, "Thoreau Edition Style Sheet," and Appendix F, "Coding for PUP," should be followed. All citations should be within the body of the introduction; there are no footnotes or endnotes in the

Historical Introduction. The HI closes with a brief section titled "Sources" (see previous volumes of Journal for examples). The HI begins on the recto or verso following Editorial Contributions.

Textual Introduction: The guidelines in Appendix C, "Thoreau Edition Style Sheet," and Appendix F, "Coding for PUP," should be followed. All citations should appear in footnotes. The TI begins on the recto or verso following the HI.

2.47 PREPARING THE APPARATUS FOR THE PRESS:

A) CHANGING PAGE AND LINE NUMBERS AND CREATING MASTER APPARATUS FILES. Once the text page proofs are finalized, TC staff members change all page and line numbers in back matter files from transcript page and line numbers to final page proof page and line numbers. Changes are marked on a printout of the file for the apparatus section being worked on, then the changes are entered in the file itself. If more than one instance of the apparatus entry keyword appears on the same line, the key should be modified to eliminate ambiguity. For detailed guidelines, see Appendix E, "Changing Page and Line Numbers in the Apparatus."

B) HEADNOTES. Using the most recently published volume of Journal as a guide, a TC staff member adds the appropriate headnote to each section of the apparatus. All of the information should be checked to ensure that it is pertinent to the current volume. For additional information for the Annotations and Cross-References headnotes, Appendix G, "Guidelines for Annotation Research" and Appendix H, "Master List of Short Titles and Abbreviations," should be consulted.

C) CODING. TC staff are responsible for coding each apparatus section, using the following guidelines:

Annotations: begins on the next recto or verso after the Index(es) of MS Volume(s)

page.line<em>key:<em>Note.<ep>

Example: 24.32-33<em>Kossuth:<em>See Annotation 8.15.<ep>

Textual Notes: begins on the recto or verso following the TI.

page.line<em>key:<em>Note.<ep>

Example: 252.25-259.32<em>Rubus .<th>.<th>. battalions.:<em>Spacing and alignment of T's irregular columns have been standardized for print.<ep>

Table of Emendations: begins on the recto or verso following the Textual Notes.

page.line<ct>[tab]emended reading]<em>unemending reading<lt>

Example: 6.30<ct>   Slumbrous]<em>Slunbrous in MS<lt>

Table of Alterations: begins on the recto or verso following the Emendations.

page.line<ct>[tab]reading as altered]<em>unaltered reading<lt>

Example: 105.32<ct>   Greece]<em>greece<lt>

End-of-Line Hyphenation: begins on the recto or verso following the Alterations.

page.line<ct>[tab]resolved compound<lt>

Example: 449.29<ct>   something<lt>

Later Revisions: begins on the recto or verso following the End-of-Line Hyphenation.

page.line<em>key:<em>later revision<ep>

Example: 14.20<em>Savannah:<em>seringo interlined above<ep>

Cross-References to Published Versions: begins on the recto or verso following Later Revisions.

page.line<ct>[tab]key[tab]reference,[space]page number<lt>

Example: 48.36-37<ct>   the crow .<th>.<th> SW.   Wa, 239<lt>

See also Appendix F, "Coding for PUP."

2.48 PUTTING THE VOLUME TOGETHER AND REVIEWING THE BACK MATTER. The TC ensures that the back matter is compiled in the order it appears in the published volume. The checklist at 2.57 should be used to keep track of file names and the progress of work on the back matter (including when each review was completed and by whom).

After all earlier steps are completed, TC staff conduct a final review. This review includes a check to ensure that the apparatus is complete, that the coding is correct and complete, that the page and line numbers are in numerical order, and that internal page references have been changed to reflect printed page and line numbers. The review also includes a check of the references made in the Annotations, Bibliography, Historical Introduction, and Index to printed sources, ensuring that all bibliographical information is correct and consistent throughout the back matter. Short titles are checked against Appendix H, "Master List of Short Titles and Abbreviations." All quotations and references must be checked against the originals or photocopies of the originals.

Finally, the entire back matter should be read for sense and consistency (see Appendix C, "Thoreau Edition Style Sheet"), and the back matter should be paged through to ensure that all pages are in the correct order and that all material has printed correctly.

2.49 FINAL PREPARATIONS OF THE FRONT AND BACK MATTER AT THE TC. TC staff check the front and back matter to ensure that the guidelines given above have been followed, including the

guidelines established in Appendix C, "Thoreau Edition Style Sheet," and Appendix F, "Coding for PUP."

The TC submits a 3.5" disk copy and hard copy (with machine numbered pages) to the Press, with an explanatory letter. The TC retains safety copies of both the disk and hard copy.

2.50 VETTING. Once the back matter has been prepared for PUP, the Editor-in-Chief requests a vettor from the Chairman of the Committee on Scholarly Editions. The staff at the TC prepares a sample of the published volume (including the text, relevant apparatus tables, the HI, and the TI); this sample also includes a photocopy of the manuscript, a photocopy of the ribbon copy, and a copy of this manual.

When the vettor's report is received, the Editor-in-Chief responds to the report.

2.51 PROOFREADING THE BACK MATTER PAGE PROOFS. Once PUP composes the back matter page proofs and sends them to the TC, a staff member at the TC date-stamps them and photocopies sets for the editors. Depending upon available resources, editors may proofread with research assistants or alone. For a review of proofreading methods, see Appendix B, "Proofreading." TC staff conduct a careful word-for-word proofreading with a team of three readers; one reads aloud and two follow on photocopies of the page proofs. The version of the copy that is read aloud is chosen with a view to reviewing carefully the final revisions that were made in each section. If a section has undergone many changes just before being submitted to the Press, the latest marked copy should be read rather than the printout of the coded copy that went to the Press. It is helpful to make a chart of the sections before beginning proofreading, in order to keep track of which version the person reading aloud is supposed to have. For a sample, see Appendix B, "Proofreading."

In addition to the word-for-word reading, TC staff review each page to ensure that the specifications have been followed and that all material conforms to the rules listed in Appendix C, "Thoreau Edition Style Sheet." Separate reviews are carried out to be sure that the running heads are appropriate and that foliation (page numbering) is continuous and all in lining figures. Page numbers for cross-references within the back matter, which will have been indicated with "000" in the coded copy, are supplied from the proofs at this stage. The exception is page numbers for the illustrations: the illustrations section is positioned after the back matter signature breaks are established, which usually does not occur until back matter pages are in final revises. As TC staff members work, they keep track of pages on which page numbers had to be changed and re-check the changes all in one pass.

Throughout the proofreading process, staff at the TC update the electronic edited text and the back matter with any changes or corrections.

To make corrections to page proofs, the page proof is clearly marked in both the margin and text (a caret is placed in the text with the correction in the margin; see Appendix B, "Proofreading"). The TC's set of page proofs are filed in a folder marked "first back matter page proofs" with the date indicated on the label of the folder.

A staff member at the TC collates the results of the TC's and editors' readings, marking the master back matter page proofs with any corrections. A staff member at the TC copies the collated page proofs (as they will be returned to PUP) and sends copies to the editors. The master back matter page proofs is the copy against which first page revises are read, and to which pages that have been revised are stapled. This copy is filed in a folder labelled "master back matter page proofs" with the date indicated on the label of the folder. The TC returns the marked page proofs to PUP.

PUP sends back matter page revises for corrected pages to the TC, where a staff member date-stamps each revised page, photocopies them all, and sends copies to the editors. These revises are checked against the master back matter page proofs to ensure that requested changes were made. This check includes reading element for element the lines on which changes were made; if changes resulted in more than one line being revised, the text should be proofread until the lines of the two versions come back into synch. A staff member makes two photocopied sets of the revised pages. One set is filed and labelled "first page revises"; each page revise of the second set is stapled on top of its corresponding page in the first proof. Any page revises that have additional corrections are sent by PUP to the TC, where staff collate the readings of the TC and the editors and send any further corrections to PUP (the TC sends copies to the editors). This process continues until the TC and the editors are satisfied with the accuracy of the back matter.

2.52 DUST JACKET PROOF. When PUP requests it, TC staff write the text for the dust jacket.

2.53 COMPLIMENTARY COPIES LIST. The TC maintains a list of individuals and institutions who receive complimentary copies of the volume. PUP requests a copy of this list when they have a bound book date for the volume.

2.54 BLUE LINES. When back matter page proofs are in their final form, PUP produces blue lines for the entire volume. These blue lines are sent to the TC, where staff check and return them to PUP within twenty-four hours.

2.55 POST-PUBLICATION. A staff member at the TC writes Thoreau's list and use marks, which the transcriber has not included, on the ribbon copy. The TC maintains one volume's files (both paper and computer) as a reference for the next volume; dead files go to the Thoreau Edition Archives.

2.56 Volume Checklist and File Names
(N = volume number)

Front Matter: JNfront.

Index(es) of MS Volume(s): JNims.

Annotations: JNan.
        Annotations Bibliography: JNbib.
        Map: on file at PUP; no computer file required

Index: JNindex.

Editorial Appendix: JNedapp.

Notes on Illustrations: JNnotes.

Acknowledgments: JNacknow.

Editorial Contributions: JNedcon.

Historical Introduction: JNhi.

Textual Introduction: JNti.

Textual Notes: JNtn.

Table of Emendations: JNem.

Table of Alterations: JNalt.

End-of-Line Hyphenation: JNelh.

Later Revisions: JNlr.

Cross-References to Published Versions: Jnxref.