

# APPENDIX K

## BACK MATTER REVIEW INSTRUCTIONS

### HOW TO USE THIS DOCUMENT

Journal back matter review instructions comprise all relevant items listed in the “Thoreau Edition Style Sheet,” *Journal Manual*, Appendix C, and items compiled by TC staff based on experience. These instructions are for volume editors and TC staff both. They should be followed during the five stages in the production of a volume referenced in the following sections of the *Journal Manual* (though some of the items apply only to a particular stage):

- 2.21 Review by Editors
- 2.22 Co-Editor Review
- 2.35 Review by TC
- 2.48 Putting the Volume Together and Reviewing the Back Matter
- 2.51 Proofreading the Back Matter Page Proofs

These five sections describe the review of a Journal volume at five different stages performed by editors, co-editors, and TC staff respectively. The general instructions in these sections are expanded and further explained in the Back Matter Review Instructions, which also draw on other sections of the *Journal Manual*. Users of this document are encouraged to consult relevant sections of the *Journal Manual* for a fuller understanding of the production process.

### I. GENERAL INSTRUCTIONS

All last minute changes to the *text* should be reflected in all parts of the *back matter*. To review and/or proofread the back matter, the TC and editors need copies of text and back matter that reflect the latest changes.

The general style rules apply only to editorially supplied material. For any style-related questions not covered, refer to the *Chicago Manual of Style* and, when applicable, to previously published TE volumes.

Thoreau’s text always follows the manuscript. To confirm keywords or anything else in Thoreau’s text that appear in the back matter, use the most recent PE text pages.

Check *Journal Manual*, Appendix C, to confirm styles for specific words.

Proofread particular features in separate passes rather than attempting one master reading for everything.

## II. CHECK CONFORMITY WITH TE SERIES STYLE AND GENERAL STYLE RULES IN ENTIRE BACK MATTER

- Abbreviations* See Appendix H for a list of abbreviations.
- The same abbreviation of a term should be used in all parts of the back matter.
- Dashes* Lines of text may not end with dashes: any dash falling at the end of a line in the text is moved down to the line below (the only exception to this is when the line-end dash falls at the end of a paragraph). If an abbreviated word using a dash falls at the end of a line of text, move the word and its dash to the following line. Make sure that the Press keeps any unusual spacing which follows dashes (e.g., <en><th>).
- Hyphenation* Hyphenation should be turned off in files created for PUP.
- There is no hyphenation in PUP-set text pages; hyphenation is allowed in the back matter pages, but it is done at PUP.
- Justification* Text has a ragged right margin; back matter (except for the Index(es) of MS Volume(s), which has a ragged right margin) is fully justified.
- Numbering* Most numbers in front matter, text, and back matter, including running heads, are non-lining; numbers on the title page and on chapter head half-title pages as well as foliation are lining.
- Page/line numbers* Confirm that the page and line number(s) match the latest version of the PE text pages.
- Watch for any remaining ribbon copy (transcript) page and line numbers.
- Running heads* In the back matter, the running heads correspond to the section they run above, with the exception of the Bibliography, whose running head is “Annotations”. All running heads throughout the volume are letter-spaced and small caps.
- Names* *Webster’s Biographical Dictionary* is the first authority on the correct form and spelling of names. Get birth and death dates from this source, too. If *Webster’s* does not have the name and if the person concerned is an author, use the title page of the author’s work, which is in the master title page file at the TC. Finally, if no other source can be found, use the form Thoreau used in the Journal.
- For names of local people, use TC’s Concord Local People files as the primary authority and the Journal as a secondary source.
- Use full middle name if one is found unless standard form is with initial.
- For initials, use one space between two initials (C. H. Goddard and G. K. Hall & Co.) but no space between three initials (H.G.O. Blake and W.B.O. Peabody). In Thoreau’s text, follow his spacing; generally, one word space follows each initial, but sometimes initials are closed up (RR, PM).

For accents, use the sources in the same order as specified for names (*Webster's*, title page of the author's work, the form Thoreau used in the Journal).

Names (including accents, initials, and middle name) must be consistent throughout the back matter (particularly Annotations, Bibliography, Index).

#### *References/citations*

Check all references to PE volumes and other non-PE volumes for

- correct title for the edition being quoted
- correct page numbers
- correct style of page numbers
- correct use of "p." and "pp."

Use complete page number references ("pp. 237-240," not "pp. 237-40").

Use roman numerals for book numbers (*Iliad*, XVIII, 607-608) and arabic for volume and page numbers (JMN, 2:21).

Pay attention to

- dropped opening "The", "A", and "An"
- lowercase vs. uppercase
- hyphens
- use of ellipses
- variant spellings
- punctuation
- publication information
- dates within the title

Don't make changes in quoted material unless you confirm against the edition the quote is from.

#### *Volume titles*

Staff at the TC will use the master title page file for titles Thoreau used. Follow title page use for all punctuation, especially hyphens (e.g., stet "New-York" if hyphen is in title page). Regularize display caps as well as capital and lower-case letters to conform to CMS practices.

For more current titles used in Annotations and Introductions (especially the Sources section in the Historical Introduction) refer to Appendix H, "Master List of Abbreviations and Short Titles."

### III. ITEMS TO WATCH OUT FOR IN ENTIRE BACK MATTER

<i>Abbreviations</i>	<p>Internal periods within abbreviations (except between two initials) are not followed by spaces (e.g., A.M., N.Y., U.S.).</p> <p>Do not use periods for abbreviations of points on the compass (e.g., NNE).</p> <p>When referring to dates, use BCE and CE with regular caps and without periods.</p> <p>Do not abbreviate months.</p> <p>Spell out editors' abbreviations that haven't been identified in surrounding text or headnote, taking into consideration the series style.</p> <p>For state abbreviations, use the preferred form in the <i>Chicago Manual of Style</i> (Mass. for Massachusetts, N.H., N.Y.), not the more modern two-letter form ("CT" and "MA").</p>
<i>American spelling</i>	Unless otherwise indicated, follow American spelling.
<i>AD</i>	See "Dates"
<i>BC</i>	See "Dates"
<i>Capitalization vs lc</i>	<p>The text always follows Thoreau's capitalization (or lack of).</p> <p>In the back matter within titles, lower case all prepositions regardless of length.</p> <p>Both singular and plural references are capitalized (e.g., Concord River, Concord and Merrimack Rivers, <i>but</i> the rivers Hudson and Mississippi)</p> <p>Compass directions that are spelled out are lower case (southeastern, western).</p> <p>References to the sections of back matter (Annotation, Textual Note, Emendation, Alteration, Later Revision, End-of-Line Hyphenation, Cross-Reference) or individual entries are capitalized, but other uses of these terms are lower case.</p>
<i>Centuries</i>	Centuries are spelled out, not abbreviated (e.g., eighteenth century, not 18th century). Use a hyphen when a century is used as an adjective (e.g., eighteenth-century volume).
<i>Circa</i>	Use "ca." (e.g., ca. 1850).
<i>Compare</i>	Use "cf."
<i>Dates</i>	<p>Use the following styles/formats for birth and death dates in Annotations text and Index (samples from <i>Journal 1</i> and <i>Journal 2</i>)</p> <ul style="list-style-type: none"><li>■ name (1817-1862) fought</li><li>■ name (b. 1817) was</li></ul>

- name (d. 1862) was
- name (1754?-1822)
- name (1660?-1705?)
- name (1840s)

Use a closed up hyphen, not a dash, between dates in a range (1875-1880). The full date is used each time, whether the dates fall within the same decade or not (1850-1856).

Use “BCE” (before common era) and “CE” (common era), not BC and AD.

*Ditto marks*

Use double primes (see Appendix F, “Coding for PUP”).

*Editorial comments*

Watch for any remaining editorial comments in brackets that should have been resolved and eliminated.

*Editorial directions*

Editorial directions are set in roman in Annotations, Historical and Textual Introductions, and Textual notes (lowercase “see . . .” within parentheses; uppercase “See . . .” outside parentheses); these directions should be italicized in the Index and, along with the parentheses surrounding the phrase, within the Emendations, Alterations, and Later Revisions tables as part of the editorial comments.

Check all “see Textual Note . . .” and “see Annotation . . .” to confirm that there is one and that the page and line number reference is correct.

*Ellipses*

Pay attention to correct use of three-dot and four-dot ellipses: three periods may be used for most omissions; four periods are used to note omission of a whole sentence or paragraph.

*Em space*

Check for correct em space (<em>) between page and line numbers, keywords, and entry text.

*Flourished*

Use “fl.” (fl. 1000 BCE).

*Fractions*

Fractions are transcribed on the line with a space separating whole numbers from fractions (2 1/2). The space is eliminated in coding (2<af1/2>), and in PUP-produced pages a fraction following a whole number is closed up to that number (2½).

*Hair space*

Watch for places where letters and punctuation seem to touch, e.g., when punctuation follows a letter in italic font; mark these places for hair space to be added.

*Indentation*

The first paragraph in all back matter sections, with the exception of “Notes on Illustrations,” has a 30-point indentation.

*Italic punctuation*

Commas, semicolons, and colons should be italic following italicized titles and text, except for colons following italic keyword(s).

*Keywords & colon*

Colons following italic keywords should be roman.

<i>Latin abbreviations</i>	<i>Sic</i> is italic but et. al., ibid, ca., passim, i.e. are roman.
<i>Latin plant names</i>	Pay attention to uppercase and lowercase in Latin plant names.
<i>Latin volume titles</i>	Normalize old Latin “u” to “v” and old Latin “v” to “u”.
<i>Line endings</i>	In back matter, when indicating a break in Thoreau’s line, surround a slash with word spaces (##).
<i>Misspelling</i>	Use [ <i>sic</i> ] after misspelling in back matter text. In the Index Thoreau’s spelling follows in brackets after standard spelling in main entry.
<i>Newspaper titles</i>	Italicize both the name of the paper and the name of the city.
<i>Number order</i>	In the apparatus, 175.18-24 precedes 175.20.
<i>Ones and zeroes</i>	Watch for Ls vs. ones and Os vs. zeroes.  <lt> should be “l” (letter) “t” rather than “1”(number) “t”.  Dates should be “1” (number) rather than “l” (letter).
<i>Ordinals</i>	Use “2d” and “3d,” not “2nd” and 3rd (e.g., 2d ed.; 3d ed.).
<i>Page numbers</i>	Do not abbreviate the second page number in a range (e.g., pp. 88-89, pp. 206-207).
<i>Poetry</i>	Separate lines with ##/## (see <i>Journal 1</i> Annotation 85.27-28, <i>Journal 2</i> Annotations 43.24-28, 175.32-33).
<i>Punctuation</i>	Punctuation marks are followed by one space.
<i>Punctuation &amp; ()</i>	Place punctuation inside parentheses if they enclose a complete sentence, outside if the sentence continues  (Complete sentence.) (sentence continued).
<i>Quotation marks</i>	Pay attention to open and close single and double quotes in correct pairs and coding.
<i>Reprinted</i>	Abbreviate to “rpr.” (used in <i>Cape Cod</i> ).
<i>See &amp; see also</i>	In Index, “see” is italic.  In Annotations, Historical and Textual Introductions, and Textual Notes, “see” is roman (“see Annotations,” “see Textual Notes”).  Within the Emendations, Alterations, and Later Revisions tables, both the “see” phrase and the parentheses are italicized as part of the editorial comments.
<i>Thoreau</i>	Abbreviate to T or T’s when referring to Henry D. Thoreau within Annotations and

Textual Notes.

Hyphenate “Thor-/eau”, not “Tho-/reau”.

*Titles (personal)*

Drop all but inherited or life titles (Sir, Lord, Baron) when citing in Annotations, Annotations Bibliography, and Index.

Use Dr., Professor, General, Prince, Rev., within editors’ text (Annotations, Historical Introduction, Textual Introduction, Textual Notes) if desired.

*Typos & other*

Continue to check for typos, misspellings, and grammatical errors throughout the stages of proofreading.

## IV. INSTRUCTIONS FOR SECTIONS OF THE PE VOLUME

### FRONT MATTER

*Board and publication lists* Editorial Board and publications lists should be up-to-date with the correct format of names (the use of a middle initial or name, etc.).

### INDEX(ES) OF MS VOLUME(S) (T'S INDEX)

*Hyphens and dashes* Watch for incorrect use of hyphens and dashes.

*Spacing* Watch for extraneous spacing between Thoreau's words and page references.

### ANNOTATIONS

*Entire section* Highlight the following items in different colors and confirm them:

- all proper names, birth and death dates (yellow)
- all volume titles in one color (orange)
- all references to other pages or parts of the back matter (pink)
- all map coordinates (green)
- all quotations (purple)

*Keywords & colon* Watch for dropped colons after keywords.

Colons following italic keyword(s) are roman.

*Local place names* Any local place name that is annotated should be followed by a reference to the Baumann map.

Check map coordinates against the Annotations map. The format is "Map, D-3" and "Map, C,D-3". (In most cases you will need the help of Map #18 from *The Thoreau Gazetteer*, a copy of which should be included in the annotations files, to locate the place on the Baumann map.)

*Page and line numbers* Confirm that page and line number(s) match the latest version of the PE text pages.

Check for em spaces before and after page and line numbers, and after colons following keywords.

*Proper names* Check proper names for consistency in the Annotation headnotes, short title list, Annotation keyword(s) and text, Annotation Bibliography, and Index, paying special attention to

- exact spellings
- middle names or initials



- accents
- spaces within names (“DeWitt” vs. “De Witt”)
- titles (titles other than inherited or life titles—Sir, Lord, Baron—are dropped except in the Annotation keywords)??

There should be one word space between initials (“C. H. Goddard,” not “C.H. Goddard”).

“Thoreau” should be abbreviated to “T” when referring to Henry D. Thoreau within the Annotations text.

Check birth and death dates if given.

*References*

Confirm references to other Annotations and “see references” for entries in other parts of the back matter and other PE volumes. Especially check the Annotation numbers for references to the other Annotations and references to text in the current volume.

*See & see also*

In Annotations, “See” or “see” is roman.

*Short title list*

Check the Annotations short title list to see whether the abbreviations match the short titles used in other PE volumes (refer to the *Journal Manual*).

Throughout the Annotations, make sure short titles are used when referring to volumes *on* the list, and short titles are not used within the Annotations if they are *not* on the list.

*Volume titles*

Look at volume titles for consistency in the Annotation headnotes, short title list, Annotation keyword(s) and text, Annotation Bibliography, and Index, paying special attention to

- exact title
- variant spellings
- dropped articles
- use of ellipses
- punctuation
- publication information
- dates
- use of hyphens in old titles (“New-York” for example)

Check volume titles for appropriate use of full title or abbreviation. If an abbreviated title is used, check for the consistency of the abbreviation used throughout the Annotations and whether the abbreviation is in the short title list or not.

Confirm variant spellings of titles and publishers in different editions; make sure the final version conforms to the title page of the edition cited.

## INDEX

- Order and style of entries* Entries should be in alphabetical order and follow the PE series style for the Index.
- Names and titles* Names and titles should match, *as appropriate*, the spelling in Thoreau's text, the back matter text, or the Annotations Bibliography. Check especially how the Index, the Annotations, and the Annotations Bibliography match or do not match.
- See & see also* In Index, "see" is italic.

## NOTES ON ILLUSTRATIONS

- Page and line numbers* Confirm page and line numbers in the notes (text, HI, TI, Annotations) against the final text and back matter copy.
- Order of notes* Make sure the notes are in the order the illustrations will be printed in.

## ACKNOWLEDGMENTS

- Individuals* Names of and other information about individuals should be up-to-date. Confirm that the names are in the preferred format (the use of a middle initial or name, etc.). Delete extraneous names picked up from the preceding volume.
- Agencies and institutions* All contributing agencies and institutions should be included and their names should conform to their official version. Information about them should be up-to-date.

## EDITORIAL CONTRIBUTIONS

- Names of contributors* Names of contributors should be up-to-date and in the preferred format.

## HISTORICAL INTRODUCTION AND TEXTUAL INTRODUCTION

- All references* Highlight all references to page numbers, other volumes, references to the text, other parts of the back matter, and quotations. These should be checked and confirmed.
- Confirm the exact title, publication information, and dates for any references to other volumes, especially in the "Sources" section at the end of the Historical Introduction.
- Footnotes* Check footnote numbers and their format (there are usually some in the

Textual Introduction). The Historical Introduction cites specific sources on the line and concludes with a list of general sources.

*Journal vs journal*

Watch for the correct use of “Journal” and “journal”:  
Journal = when referring to T's specific body of work  
journal = when referring to non-specific journals  
*Journal* = when referring to one of our printed volumes

*Order of illustrations*

Pay attention to references to illustrations named as “third” or “second”; the order may have changed.

*See & see also*

In Historical and Textual Introductions, “see” is roman.

*Vettor*

Include the name of the vettor in the Textual Introduction.

**TEXTUAL NOTES**

*All references*

Highlight all references to other pages or parts of the back matter. Check and confirm them.

*Format*

Textual Notes are like Annotations in that they are discursive. They shouldn't be wordy or speculative, though some speculative ones always seem to get in.

*Capitalization*

The first word of Textual Note text should be capitalized, except when it is a lowercase word from Thoreau's text.

*Keywords & colon*

Watch for dropped colons after keyword(s).

Colons following italic keyword(s) are roman.

*See & see also*

In Textual Notes, “see” is roman.

*T vs Thoreau*

“Thoreau” should be abbreviated to “T” within the Textual Note text.

*X-referenced TN*

Check all cross-referenced Textual Notes to make sure that each TN discusses the same feature as that discussed in the table to which it is cross-referenced.

**EMENDATIONS**

*All references*

Highlight all references to other parts of the back matter and check and confirm them.

*Asterisks*

Check that all items which have asterisks also have Textual Notes, and that all page and line numbers and keywords match exactly.

*Close brackets*

Watch for dropped close brackets after keywords.

*EM vs LR* Ascertain that no Emendation and Later Revision deals with the same material (a feature of the manuscript cannot appear as both an Emendation and a Later Revision).

*Italics* Watch for correct placement of italics.

*See & parentheses* In Emendations, both the “see” phrase and the parentheses are italicized as part of the editorial comments.

*Format* 1) When the editor has corrected the text by supplying an element (a mark of punctuation, a letter, or a word), look for *in MS*:

then] than *in MS*

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

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

3) 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*

4) 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*

5) 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*

## **ALTERATIONS**

*All references* Highlight references to other parts of the back matter and check and confirm them.

*AL vs LR* Ascertain that no Alteration and Later Revision deals with the same material (a feature of the manuscript cannot appear as both an Alteration and a Later Revision).

*Asterisks* Check that all items which have asterisks also have Textual Notes, and that all page and line numbers and keywords match exactly.

<i>Close brackets</i>	Watch for dropped close brackets after keywords.
<i>Hyphen vs ?</i>	Use the word “hyphen” in “hyphen inserted”; use the symbol “?” in “? inserted”
<i>Italics</i>	Watch for correct placement of italics.
<i>See &amp; parentheses</i>	In Alterations, both the “see” phrase and the parentheses are italicized as part of the editorial comments.
<i>Format</i>	<p>We have tried to keep the reporting of alterations simple, realizing that we can’t give the reader a picture of the MS by using lots of words to describe the changes Thoreau made.</p> <p>1) When the editor is reporting T’s revision to a word, the later and earlier versions are all that are included:</p> <p>thus] this</p> <p>2) Position of the revision and the presence or absence of a caret are indicated by the following phrases:</p> <p>word] <i>interlined</i>  word] <i>interlined with a caret</i>  word] <i>interlined above</i>  word] <i>interlined below</i>  word] <i>interlined above cancelled word</i></p> <p>word] <i>followed by cancelled word</i>  word] <i>preceded by cancelled word</i></p> <p>word] <i>added</i>  word] <i>added in margin</i></p> <p>word] <i>inserted</i></p>

## **ELHs**

The resolution of compound words hyphenated at the ends of lines is based on the compound word list for the volume. To confirm editors’ decisions, check each entry in the ELH table against this list.

## **LATER REVISIONS**

<i>All references</i>	Highlight all references to other parts of the back matter and check and confirm them.
<i>Asterisks</i>	Check that all items which have asterisks also have Textual Notes, and that all page and line numbers and keywords match exactly.

<i>Keywords &amp; colon</i>	Watch for dropped colons after keyword(s).  Colons following italic keyword(s) are roman.
<i>Italics</i>	Watch for correct placement of italics.
<i>LR vs AL</i>	Ascertain that no Later Revision and Alteration deals with the same material (a feature of the manuscript cannot appear as both an Alteration and a Later Revision).
<i>LR vs EM</i>	Ascertain that no Later Revision and Emendation deals with the same material (a feature of the manuscript cannot appear as both an Emendation and a Later Revision).
<i>See &amp; parentheses</i>	In Emendations, both the “see” phrase and the parentheses are italicized as part of the editorial comments.

#### **CROSS-REFERENCES TO PUBLISHED VERSIONS**

<i>Abbreviations</i>	Check the X-Ref abbreviated title list to see whether the abbreviations match the abbreviations used in other PE volumes (refer to the <i>Journal Manual</i> ). Check to see whether the abbreviations used in the table match the X-Ref abbreviation list.
<i>Collection of essays</i>	Make sure specific essays are identified if a volume of collected essays is cited.
<i>Page numbers</i>	Make sure page numbers conform to the PE series style.

## V. INSTRUCTIONS FOR CHECKING CODING FOR TYPESETTING

Review the list of PageWright codes in the *Journal Manual* to become familiar with the codes; keep the list next to you as a reference.

All PageWright codes have beginning “<” and closing “>”.

Check codes for section headings and codes to begin and end headnotes.

Pay close attention to the coding for Thoreau’s MS volumes within a section (if there is more than one MS volume included).

*Display caps* Watch for coding of display caps at beginning of headnotes and within certain sections (such as “BIBLIOGRAPHY”). We can use all caps to represent display caps, but they must be coded for PUP.

*Indent or flush left* Think about when text should be indented or flush left. Indented paragraphs either have to begin with <em> or the line above has to end with <ep> rather than <lt>.

*Italics* All italics were done with NotaBene underlining. Gretchen at PUP will switch the underlining to PageWright italics. The files should be consistent so that Gretchen can switch to PageWright italics with one global change.

*Order of files* Use the “Parts of a Princeton Edition Journal: Recto/Verso Information” checklist to check order of files, recto or verso notes to PUP, and codes to begin files.

*Pairs of codes* Check for *pairs* of PageWright codes when necessary, e.g., <ig>...<tx> notes to the press.

*Periods* Make sure there is 1 space instead of 2 after periods.

*Quotation marks* Pay attention that open and close single and double quotes are in correct pairs and coded correctly.

*Vertical space* Think about when you need vertical space and check coding.

Revised by TC staff 3/00