GUIDING QUESTIONS: A CHECKLIST FOR VETTORS

LAST REVISED, 3 AUGUST 2000

<table>
<thead>
<tr>
<th>I. Basic Materials, Procedures, and Conditions</th>
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<tbody>
<tr>
<td>1.0</td>
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<td>3.1</td>
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<td>4.0</td>
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<td>4.1</td>
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<td>4.2</td>
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</table>
**II. Textual Essay**

<table>
<thead>
<tr>
<th>Section</th>
<th>Question</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>SEE REPORT</th>
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</thead>
<tbody>
<tr>
<td>5.0</td>
<td>Does the textual essay provide a clear, convincing, and thorough statement of the editorial principles and practical methods used to produce this edition?</td>
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<tr>
<td>5.1</td>
<td>Does it adequately survey all pertinent forms of the text, including an account of their provenance?</td>
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<td>5.2</td>
<td>Does it give an adequate history of composition and revision?</td>
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<td>5.3</td>
<td>Does it give an adequate history of publication?</td>
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<tr>
<td>5.4</td>
<td>Does it give a physical description of the pertinent MSS?</td>
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<tr>
<td>5.5</td>
<td>Does it give a physical description of the specific printed copies used for collation?</td>
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<tr>
<td>6.0</td>
<td>Does the textual essay provide a convincing rationale for the choice of copy-text, base-text, or the decision not to rely on either?</td>
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<td>6.1</td>
<td>Does it adequately acknowledge and describe alternative but rejected choices for the copy-text or base-text?</td>
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<td>6.2</td>
<td>If there are forms of the text which precede the copy-text or base-text, can they be recovered from the edited text and its apparatus?</td>
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<td>6.3</td>
<td>If not, is it practical, desirable, or necessary to make them recoverable?</td>
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<td>7.0</td>
<td>In the editor’s account of the evolution of the text, is there an adequate description of authorial and/or scribal changes to it?</td>
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<tr>
<td>7.1</td>
<td>Are the authorial and/or scribal changes to the text reported in detail as part of the textual apparatus?</td>
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<td>7.2</td>
<td>If the authorial and/or scribal changes are recorded, but the record will not be published, has the decision not to publish it been justified in the textual essay?</td>
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<tr>
<td>8.0</td>
<td>Is the <em>rationale</em> for emendation of the copy-text or base-text clear and convincing?</td>
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<tr>
<td>8.1</td>
<td>Are all emendations of the copy-text or base-text reported in detail, or described by category when not reported in detail?</td>
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<td>8.2</td>
<td>Are the emendations of the copy-text or base-text consistent with the stated rationale for emendation?</td>
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<td>8.3</td>
<td>Do the data from collation support the editor’s assertion of authority for emendations drawn from the collated texts?</td>
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<td>YES</td>
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<tr>
<td>8.4</td>
<td>If the author’s customary usage (spelling, punctuation) is used as the basis for certain emendations, has an actual record of that usage been compiled from this text and collateral texts written by the author?</td>
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<tr>
<td>8.5</td>
<td>Have you sampled the edited text and record of emendations for accuracy, and have you included the results in your report?</td>
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<td>8.6</td>
<td>Are emendations recorded clearly, avoiding idiosyncratic and/or ill-defined symbols?</td>
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<tr>
<td>9.0</td>
<td>Does the essay somewhere include an adequate rationale for reproducing, or not, the significant visual or graphic aspects of the copy-text or base-text?</td>
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<tr>
<td>9.1</td>
<td>Are all illustrations in the manuscript or the printed copy-text or base-text reproduced in the edited text?</td>
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<tr>
<td>9.2</td>
<td>If not, are they adequately described or represented by examples in the textual essay?</td>
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<tr>
<td>9.3</td>
<td>Are the visual aspects of typography or handwriting either represented in the edited text or adequately described in the textual essay?</td>
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<tr>
<td>9.4</td>
<td>If objects (such as bindings) or graphic elements (such as illustrations) are reproduced in photofacsimile in the edition, are the standards for sizing (enlargement or reduction) and for reproducing color explicitly set forth?</td>
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### III. Apparatus

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<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>SEE REPORT</th>
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</thead>
<tbody>
<tr>
<td>10.0</td>
<td>Has a full historical collation been compiled, whether or not that collation is to be published?</td>
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<tr>
<td>10.1</td>
<td>Is the rationale clear and convincing for publishing a selective historical collation (say one that excludes variant accidentals)?</td>
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<tr>
<td>10.2</td>
<td>Does the selective collation omit any category of variants you think should be included, or include any you think should be excluded?</td>
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<tr>
<td>10.3</td>
<td>Is the historical collation to be published accurate and consistent?</td>
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<td>11.0</td>
<td>Are the textual notes clear, adequate, and confined to textual matters?</td>
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<tr>
<td>12.0</td>
<td>Have ambiguous hyphenated compounds (water-wheel) in the copy-text or base-text been emended to follow the author’s known habits or some other consistent standard?</td>
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<tr>
<td>12.1</td>
<td>Have ambiguous stanza and/or section breaks in the copy-text or base-text been consistently resolved by emendation?</td>
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<td>12.2</td>
<td>Are both kinds of emendation recorded in the textual apparatus to be published?</td>
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</table>
### IV. Extra-Textual Materials

12.3 For words divided at the end of a line in the *edited text*, and stanzas or section breaks that fall at the end of a page in the *edited text*, can the reader tell how these ambiguous forms should be rendered when the text is quoted?

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>SEE REPORT</th>
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</thead>
</table>

13.0 Does the historical introduction dovetail smoothly with the textual essay?

13.1 Has the editor quoted accurately from the edited text in the introduction and the textual essay?

13.2 Has the editor verified references and quotations in the introduction and the textual essay?

13.3 Has the editor checked the author’s quotations and resolved the textual problems they present?

13.4 Have you spot-checked to test the accuracy of quotation and reference in the introduction, textual essay, and text—and have you included the results of that spot-check in your report?

14.0 Are the explanatory notes appropriate for this kind of edition in their detail, purpose, and number?

14.1 Is there a sound rationale for the explanatory notes, whether or not the rationale is to be made explicit anywhere in the published work?

15.0 Does the apparatus omit significant information?

15.1 Can the history of composition and/or revision and/or the history of printing be studied by relying on the textual apparatus?

15.2 Is the purpose of the different parts (or lists) in the apparatus clearly explained or made manifest?

15.3 Is cross-referencing between the parts (or lists) clear?

15.4 Is information anywhere needlessly repeated?

15.5 Is the format of the apparatus adapted to the audience?

15.6 Are the materials well organized?

16.0 Has the editor obtained permission to publish any materials protected by copyright?

17.0 For the sample of the edition you examined, did you see photocopy of the actual printer’s copy?

17.1 If you did not see photocopy of the actual printer’s copy, were you satisfied with the state of completion of the materials you did see?

17.2 Has the press approved the content and format of the edition?
<table>
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<tr>
<th></th>
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<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>SEE REPORT</th>
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<tbody>
<tr>
<td>17.3</td>
<td>Has the press approved the printer’s copy requirements?</td>
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<td>17.4</td>
<td>Has the press approved the requirements of book design?</td>
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<td>17.5</td>
<td>Has the press approved that end-matter (textual apparatus and notes) must be cued to final text pages by page and line number?</td>
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<td>17.6</td>
<td>Has the press approved amount of time needed for proofreading?</td>
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<td>18.0</td>
<td>Has responsibility for maintaining accuracy throughout the production process (typesetting, proofreading, and correcting the type) been assigned to one person?</td>
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<td>18.1</td>
<td>Are both two-person proofreading (reading aloud against copy) and single-person proofreading (reading silently against copy) used to ensure a high level of accuracy in the published edition?</td>
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<td>18.2</td>
<td>How many proofreadings were done, or will be done --of printer’s copy against copy-text or its equivalent (before typesetting begins)?</td>
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<td>18.3</td>
<td>--of type against the printer’s copy?</td>
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<tr>
<td>18.4</td>
<td>--of type against the copy-text or its equivalent and the record of emendations?</td>
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<tr>
<td>18.5</td>
<td>--of type against <em>photocopy</em> of the copy-text or its equivalent?</td>
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<tr>
<td>18.6</td>
<td>How many stages of proof will there be?</td>
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<td>18.7</td>
<td>When a new stage of proof is read to verify changes or corrections in the type, is adequate provision made for ensuring that all other parts of the type have not been corrupted?</td>
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<td>18.8</td>
<td>Is there a provision in place for machine collation or light-box comparison of the first correct stage of proof against the blue-lines?</td>
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<tr>
<td>19.0</td>
<td>Is part or all of the volume in electronic files?</td>
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<td>19.1</td>
<td>Will the editor code the files for typesetting?</td>
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<td>19.2</td>
<td>Will the editor or the typesetter make corrections of these files?</td>
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<td>19.3</td>
<td>Will proofs be read against original hard copy?</td>
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<tr>
<td>20.0</td>
<td>If an index is to be prepared and published, will it be checked in detail by the editor?</td>
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<td>21.0</td>
<td>Can the edited text be easily reprinted?</td>
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<tr>
<td>21.1</td>
<td>Is it suitable for photo-reproduction?</td>
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<td>21.2</td>
<td>Will electronic files of the edition be archived for reprinting or other use?</td>
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<tr>
<td>21.3</td>
<td>Will a correction file be set up and maintained for correcting the text before any reprinting?</td>
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