
Subject: Updated manual

From: Adrian S. Wisnicki [REDACTED]

To: [REDACTED]
[REDACTED]
[REDACTED]

Date: Sunday, August 17, 2014 4:02 PM

Hi everyone,

I wanted to let you know that James has now updated the manual, and so a new version is available here: [LEAP project TEI Customization](#)

Using this link you'll want to do two things:

1. If you use the manual on your computer, rather than the online version, you'll want to right click and select "Save As" both the "Encoding Manual (generated from LEAP TEI ODD file)" and "leap-doc.css (for the above manual)" links and put them in the same place on your computer for future use. If you use manual online, there's nothing you need to. It's automatically updated at the link.

2. *Everyone* will need also to download the new version of the schema, "LEAP RelaxNG Schema", which has now been corrected in a number of ways.

With this email, I'm also attaching a one-page summary of the changes that have been made to the manual (I've also just put this in Spacely). Between this document and reviewing the manual itself, all should be self-explanatory, but if you have any questions for me (or notice any of those pesky typos that keep creeping in!) just let me know.

I should also note that I'm in the process of reviewing the FD III transcriptions so should you start getting (if you haven't already) feedback from me.

Finally, as you'll know from Google docs, each of our transcriptions goes through several levels of review to ensure that we do the best work that we can. Since it's been while since we reviewed this, I thought it'd be useful to quickly summarize here what happens at each of these stages.

Groundwork stage: Division of diary, distribution of assignments, setting dates, coordination (Megan).

First stage: Initial transcription and encoding (transcription team).

Second stage: Proofing of initial transcription and encoding (transcription team). Focus is on 1) making sure the text is transcribed properly, 2) coding has been done properly, and 3) everything that should be coded *is* coded.

Third stage: Encoding review (Adrian, with James). I further review the coding (In general I'm not checking transcriptions) to make sure everything is done properly and that various coding practices are done consistently within transcriptions and across transcriptions. I also resolve any coding issues that have arisen and, as needed, transcribe/encode those pages others left for me. As needed, I consult with James on particularly thorny issues.

Four stage: Integration and quality control (Heather). Heather integrates the

separate transcriptions into a single file. She further reviews for transcription and encoding consistency, errors, and any other issues that may be present in how the coding is done. Finally, she proofs those pages on which I did the initial transcription and encoding.

Fifth stage: Final review of transcription (Chris). Chris has more experience transcribing Livingstone's texts than anyone on the project, so he provides the final check on the text itself (without the distraction of the XML coding) to make sure everything is transcribed properly and, as needed, provides contextual and other illumination.

Livingstone's texts are of course quite complex, there are lots of gray areas/alternatives in terms of how things might be coded/transcribed and, of course, each of us (even with the manual to hand) will do things slightly differently, so part of the goal in the above procedure is to develop transcriptions that are both rigorous and uniform, but that simultaneously gain from the different insights each of us individually can bring to the project.

I hope this helps. Thanks again for all your work on this!

Adrian

LEAP project TEI Customization

LEAP project TEI Customization This page contains links to some LEAP TEI Customization related files: Encoding Manual (generated from LEAP TEI ODD file) leap-doc.css (for the above manual)

View on research.it.ox.ac.uk

Preview by Yahoo