

EAD Proofing Guide

- ✓ Follow all “Note to Processor” notes and delete green text after completion
- ✓ Follow all “Replace Text” instructions
- ✓ Encode filename in <eadid>
- ✓ Edit <titleproper> and <subtitle> as needed
- ✓ Check Preferred Citation section <prefercite> and capitalize words in collection title.
- ✓ Add <revisiondesc> when making changes to existing finding aids (enter date, changes made)
- ✓ Select appropriate series statement and delete extra spaces
- ✓ Check quantity in <physdesc>
- ✓ Check dates and normal attribute in <unitdate normal=“YYYY/YYYY”>
- ✓ Check/add language notes in <langmaterial>
- ✓ Update accession numbers in <acqinfo>
- ✓ Proof abstract, biographical/historical notes, scope and content, restriction statements, and unit titles for grammar, spelling, punctuation, and capitalization:
 - ✓ Match quantity, abstract, catalog headings, and other appropriate areas to MARC and OCLC recordsAdd project logo and sponsorship statement if needed
- ✓ Check locators for accuracy and completeness
- ✓ Delete empty tags
- ✓ Run spell check
- ✓ Check display in Firefox and Internet Explorer