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 records
  - Add 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