

Chapter I.

SUMMARY OF FORMATTING  
GUIDELINES.

BOLD—ITALIC—SMALL CAPS—DASHES—  
PARAGRAPHS

OFTEN, THE FIRST word or words of a chapter or poem were typeset in all capitals or small capitals; retype these with normal capitalization. Words set in **bold characters** should be surrounded by special mark-up tags, and *italicized words and phrases* should also be set off by their own mark-up tags. Words that appear in SMALL CAPITALS within the text are changed to mixed case and tagged.

Each new paragraph is indicated by adding a blank line. Add a blank line if a page begins with a new paragraph. Remove any indentation at the beginning of a paragraph.

Don't remove or re-arrange **end-of-line breaks** ("carriage returns"). These are re-organized in post-processing anyway, and subsequent volunteers like the text and scan to match so they can more easily compare them line-by-line.

Remove headers and footers (such as the book or chapter title, page number) repeated on every page.

Old books often left extra space around punctuation, such as before a colon or semicolon ; remove it. The old-style letter *s*, printed as *ſ* or *f*, should be changed to a modern "s". Some old books would n't close up spaces in contractions; 't is proper to remove these.

Dee-libber-it mizspellin's (e.g., dialect) should be left as is. Clearly unintentional misspellings should be indicated by a note in the txet. It's also recommended to leave a note about it in the PROJECT FORUM. *The overarching principle is to preserve the text as the author wrote it.*

**Hyphenation.**—A word that is hyphenated because it falls at the end of a line should be restored to a full word (on the upper line). For compound words, such as the word "well-known," move the second half of the word up to join the first so as not to leave a "naked" hyphen. Further on hyphenated words, if the word at the end of the page is hyphen-

As correctly formatted

Delete header text.

Leave four blank lines above each chapter heading.

<i>Chapter I.</i>

<b>SUMMARY OF FORMATTING  
GUIDELINES.</b>

Put one blank line  
between each  
section of the  
chapter header

<sc>Bold--Italic--Small Caps--Dashes--Paragraphs</sc>

Leave two blank lines between the heading and the chapter text.

**Often, the first** word or words of a chapter or poem were typeset in all capitals or small capitals; retype these with normal capitalization. Words set in **bold characters** should be surrounded by special mark-up tags, and *italicized words and phrases* should also be set off by their own mark-up tags. Words that appear in **Small Capitals** within the text are changed to mixed case and tagged.

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Delete footer text (page number here).

## As printed

ated, type an asterisk \* after the hyphen;<sup>1</sup> on the next page, put an asterisk before the second half of the word. Insert an asterisk after the hyphen in any end-of-line hyphenation if you are unsure if the hyphen should remain in a word such as up-stairs, to alert the post-processor. This is also true for end-of-page em-dashes, tag them with \*.

A long dash—called an *em dash*—should be replaced by two hyphens. Em-dashes that begin—or end lines—need to be clothed. Do not leave them dangling on ends. Move the next word—or the em-dash and word—up to join the line before. An em-dash that ends a page is treated the same as an end-of-page hyphenation.

**Footnote markers** go in square brackets at the point within the text where they appear, as seen above. [All footnote symbols(\*, †, ‡, §, etc.) are replaced with capital letters, numbers stay numbers.] Then, at the bottom of the page, surround the text with a special tag, like this: [Footnote 1: text], retaining line breaks and having a blank line between each one.

A blank line or space within a chapter (often with a line or some kind of mark), indicating a change of topic or scene, should be replaced by a blank line, then 5 asterisks indented 7 spaces and set 7 spaces apart, and a 2<sup>nd</sup> blank line.

The presence of an **illustration** should be indicated by setting its caption within special tagging: [Illustration: caption] and putting it before or after the paragraph containing the illustration. If there is no caption, tag the illustration simply: [Illustration].



Fig. 1. Modern proofreader.

**Special Characters** include diacritical marks (as in coöperate, prêt-à-porter), ligatures (as in Æsop, Cæsar, Ædipus [an exception: mark as [OE]dipus!]), and other marks (£, ©, ±, °, ...). See the full Guidelines for details.

**Foreign Characters:** Greek characters should be flagged and transcribed. (There is a pop-up transcription tool on your proofing interface.) e.g., [Greek: pneuma] for πνεύμα. Otherwise, and for other alphabets, just flag it: [Hebrew: \*\*]

**Other Topics.**—Always check the Project Comments for special instructions before starting a new book. Like poetry:

The Guidelines will show you the way:—

To treat other things: front pages, Tables of Contents, page numbers, sidenotes, Indices, verse, and block quotes.

Use the Forum's Project Discussion area to read and leave messages about the book you're proofing.

<sup>1</sup> This aids the person who later assembles the pages to restore the hyphenated word.

## As correctly formatted

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**[Illustration: Fig. 1. Modern proofreader.]**

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adjust  
line  
breaks.