

## Chapter I.

## SUMMARY OF GUIDELINES

BOLD—ITALIC—DASHES—  
FRACTIONS—PARAGRAPHS

OFTEN, THE FIRST word or words of a chapter or poem were typeset in all 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.

Each new paragraph is indicated by skipping a line. Remove any indentation at the beginning of a paragraph.

In general, ignore changes in font size.

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

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, but clearly unintentional misspellings may be corrected, although it's recommended to leave a note about it in the Project Comments area of the Forum. *The overarching principle is to preserve the text as the author wrote it.*

**Hyphenation.** —A word that's hyphenated because it falls at the end of a line should be restored to a full word (on the upper line). For compound words, as is very well-known, move one part-word to the other line so as not to leave a "naked" hyphen. If the word at the end of the page is hyphen-

Delete header text.

Leave four blank lines above each chapter heading.

&lt;i&gt;Chapter I&lt;/i&gt;.

SUMMARY OF GUIDELINES

\* \* \* \* \*

BOLD--ITALIC--DASHES--FRACTIONS--PARAGRAPHS

**Often, the first** word or words of a chapter or poem were typeset in all capitals; retype these with normal capitalization. Words set in **<b>bold characters</b>** should be surrounded by special mark-up tags, and **<i>Italicized words and phrases</i>** should also be set off by their own mark-up tags.

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In general, ignore changes in font size.

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Dee-libber-it mizspellin's (e.g., dialect) should be left as is, but clearly **unintentional misspellings** may be corrected, although it's recommended to leave a note about it in the Project Comments area of the Forum. **<i>**The overarching principle is to preserve the text as the author wrote it.**</i>**

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Delete footer text (page number here).

## As printed

ated, type an asterisk \* after it;<sup>1</sup> on the next page, put an asterisk before the tail of the word.

**Footnote markers** go in square brackets at the point within the text where they appear; then at the bottom of the page surround the text with a special tag, like this: [Footnote: text], separated by line breaks.

A long dash—called an *em dash*—should be replaced by two hyphens. Don't split the hyphens between lines or leave the dash "naked" unless the author did.—

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; put it before or after the paragraph containing the illustration.



Fig. 1. Modern proofreader.

**Fractions** are re-typed: 3½ becomes 3-1/2 (note the hyphen).

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

**Foreign Characters**, such as Greek or Cyrillic, may be flagged and transcribed; e.g., [Greek: pneuma] for πνευμα. 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. See how easy proofreading is? So jump right in and give it a try!

<sup>1</sup> This aids the person who later assembles the pages to restore the hyphenated word. Insert an asterisk also wherever you are unsure of something (even a spelling), as a flag to alert the post-proofer. But most things are covered in the Proofing Guidelines.

## As correctly proofed

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

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Do not  
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line  
breaks.

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