

## Chapter I.

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

## SUMMARY OF GUIDELINES

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BOLD—ITALIC—DASHES—  
FRACTIONS—PARAGRAPHS

\* \* \* \* \*

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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 retyped in ALL CAPITALS. *Italicized words and phrases* should be set off by special mark-up tags.

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

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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. *The overarching principle is to preserve the text as the author wrote it.*

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**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-

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

Move **footnotes** to the point within the text where they are referenced, surrounded by a special tag, like this: [Footnote: text], with line breaks before and after.

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, Œdipus [an exception!]), and other marks (£, ©, ±, °). See the full Guidelines for details.

**Foreign Characters**, such as Greek and 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.

The Guidelines will show you the way

To treat other things: front pages, Ta-

Bles 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!

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[Footnote: 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.]

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[Illustration: Fig. 1. Modern proofreader.]

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