## As printed

*Chapter I.*

SUMMARY OF FORMATTING
GUIDELINES.

**INLINE FORMATTING, FOOTNOTES,
ILLUSTRATIONS, BLOCK QUOTES, POETRY**

OFTEN, the first word or words of a chapter were typeset in all capitals or small capitals; change these to normal capitalization. Words set in **bold characters** should be surrounded by special markup tags, and *italicized words and phrases* should also be set off by their own markup tags.

Words that appear in SMALL CAPITALS, when they contain a mixture of bigger and smaller letters, are changed to mixed case and tagged. Match the case of the original: regular-sized capitals stay capitals while smaller ones become lower-case letters. On the other hand, spans of capitals that are ENTIRELY SMALL should be left in all upper case, and tagged in the same way.

In general, ignore changes in font and font size. Bold and ALL SMALL CAPS should not be marked in a chapter or section heading since this is usually just a change of font or font size, and the extra blank lines already serve to set it apart from the regular text.

When inserting markup for italics, bold, *&c.*, punctuation should be placed outside of the closing tag unless that punctuation **belongs with the text that is being marked**, *e.g.* in the case of an abbreviation or complete sentence.

———————

**Thought breaks**.—A blank line or space within a chapter (often with a horizontal line or some kind of decorative mark), indicating a change of topic or scene, should be replaced by a blank line, then <tb>, and a 2$^{nd}$ blank line.

**Footnote** markers stay in square brackets as proofread. Keep letters or numbers if used in the original, but convert special symbols to capital letters. Mark the footnote text at the bottom of the page like this: [Footnote 1: text] and retain the line breaks[1]. If there is more than one footnote, separate them with blank lines as for paragraphs.[†] Ignore any horizontal lines separating the footnotes from the normal text.

———————

[1] Format the footnote contents normally, marking bold, italics, etc.

[†] If a footnote continues onto the next page, mark it as usual but then add an asterisk

## As correctly formatted

Leave four blank lines above each chapter heading.

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<i>Chapter I.</i>

<sc>Summary of Formatting
Guidelines.</sc>
```

Put one blank line between each part of the chapter heading.

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INLINE FORMATTING, FOOTNOTES,
ILLUSTRATIONS, BLOCK QUOTES, POETRY
```

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

```
Often, the first word or words of a chapter
were typeset in all capitals or small
capitals; change these to normal capitalization.
Words set in <b>bold characters</b> should be
surrounded by special markup tags, and
<i>italicized words and phrases</i> should also be set
off by their own markup tags.

Words that appear in <sc>Small capitals</sc>, when
they contain a mixture of bigger and smaller
letters, are changed to mixed case and tagged.
Match the case of the original: regular-sized
capitals stay capitals while smaller ones become
lower-case letters. On the other hand, spans of
capitals that are <sc>ENTIRELY SMALL</sc> should be left
in all upper case, and tagged in the same way.

In general, ignore changes in font and
font size. Bold and <sc>ALL SMALL CAPS</sc> should not
be marked in a chapter or section heading
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When inserting markup for italics, bold,
<i>&c.</i>, punctuation should be placed outside of the
closing tag unless that punctuation <b>belongs
with the text that is being marked</b>, <i>e.g.</i> in the
case of an abbreviation or complete sentence.

<tb>

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within a chapter (often with a horizontal line or
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one footnote, separate them with blank lines as
for paragraphs.[A] Ignore any horizontal lines
separating the footnotes from the normal text.

[Footnote 1: Format the footnote contents normally,
marking bold, italics, etc.]

[Footnote A: If a footnote continues onto the next page,
mark it as usual but then add an asterisk]*
```

## As printed

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] with no colon or space before the closing bracket.

Fɪɢ. 1. Modern proofreader.

For a **block quote** (a block of text printed differently than the regular text), surround it with /# and #/ markers, as detailed in the Formatting Guidelines:

> On any page where you use an opening marker, be sure to include the closing markup tag as well.... Leave a blank line between the regular text and the opening marker, and similarly leave a blank line between the closing marker and the regular text.

Apart from adding the markers, block quotations should be formatted as any other text. Text within this markup will be rewrapped during post-processing.

When the line breaks and/or indentation need to be kept as in the original book, use the *no-wrap* markers /* and */. In poetry for example:

> The Guidelines will show you the ways:—
>      To treat things like tables, sidenotes,
> The Table of Contents, and plays,
>   Font sizes, line numbers, block quotes.

As with block quotes, put each marker on its own line and separate it from the regular text with blank lines. Use even numbers of spaces to recreate any relative indentation within the poem, but do not indent the whole thing—that will be done automatically during post-processing.

**Other Topics**.—Always check the Project Comments for special instructions before starting a new book. You should also check the Project Discussion, where you can read questions and answers from other formatters of the project. If a topic isn't covered in the Formatting Guidelines it may have been addressed already during the proofreading rounds, but ask in the forums if you are unsure. If you have a question about a particular page please mention the png (page) number when posting.

after the closing bracket. Similarly, if you find a footnote that began on a previous page, mark it as *[Footnote: text]. In both cases the asterisk indicates to the post-processor that the separate parts of the footnote need to be joined.

## As correctly formatted

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[Illustration: <sc>Fig. 1.</sc> Modern
proofreader.]

The presence of an <b>illustration</b>
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] with no colon
or space before the closing bracket.

For a <b>block quote</b> (a block of text printed
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Formatting Guidelines:

/#
On any page where you use an opening marker, be
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Leave a blank line between the regular text and the
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#/

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*[Footnote: after the closing bracket. Similarly, if you
find a footnote that began on a previous page,
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asterisk indicates to the post-processor that the
separate parts of the footnote need to be joined.]
```

Do not adjust line breaks.