

Chapter I.

SUMMARY OF FORMATTING
GUIDELINES.

BOLD—ITALIC—SMALL CAPS—PARAGRAPHS—
DASHES

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 *f* 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>

SUMMARY OF FORMATTING
GUIDELINES.

Put one blank line
between each
section of the
chapter header

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

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.

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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. **[**text?]** 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.*

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Delete footer text (page number here).

As printed

ated, type an asterisk * after the hyphen;¹ 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 or four hyphens depending on the length of the original. Em-dashes that begin—or end lines—need to be clothed. Don't 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 <tb>, and a 2nd 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 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.

As correctly formatted

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<tb>

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[Illustration: Fig. 1. Modern proofreader.]

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***/**

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[Footnote 1: This aids the person who later assembles the pages to restore the hyphenated word.]

Do not
adjust
line
breaks.

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