# Notes for the Proofreader (author-typeset titles)

* We would advise that you think carefully about the spelling, punctuation and referencing style you would like to use before typesetting your title, as it is much easier to make changes to these in a word processor/original format than within typesetting software.
* The proofreader will be checking your manuscript for consistency in punctuation, word usage, referencing and general style, so it is vital to give him/her clear instructions. Please fill in this form so that we know what style choices you have made. It should only take a few minutes. Different options are highlighted, so please delete as appropriate. If no options are deleted, we will assume the question is not relevant. Examples are given in brackets.
* Please note that the proofreader will mark up suggested changes on the pdf using Adobe Comments, and you will be responsible for inputting the corrections. There is no obligation to input all of the corrections with the exception of corrections needed to the title page or imprint page by the publisher.
* If you are the editor of a contributed book and the style is consistent throughout, please complete one copy of this form. If the style varies by chapter, you may want to ask each contributor to complete one of these forms.

## General style

**Spelling**

US (color)

**Endings**

ize (theorize)

**Serial commas**

Yes (this, that, and the other)

**Quotation marks**

double with single within (“the ‘new’ regime”)

**Punctuation**

inside quotation marks (‘it is a fresh start.’)

**Acronyms**

pointed (U.S.A.)

**Dashes**

spaced en dash (The essay – first published in 1960 – addresses this question.)

**Numbers**

* spelled out to ten, Arabic thereafter (one to ten, 11–)
* maximum number spans (135–136)

**Dates**

7 June 1918

**First letter after colons**

lower-case

**Bulleted and numbered lists**

In general each line begins with a capital letter and ends with a full stop. But for some, each line begins with a lower-case letter and ends with a semi-colon.

**Figures and tables**

Should there be an in-text reference for every figure and table, e.g. ‘see Figure 7.9’?

Yes

## Referencing style

**General style**

Chicago

**Author initials**

* pointed (M.F.K. Fisher)
* unspaced (M.F.K. Fisher)

**Multiple works by same author in references list**

listed chronologically

## Distinctive usage

Please provide an alphabetical list of any words whose usage or spelling is distinctive and should be retained: for example, capitalization (Indigenous Studies), hyphenation (African-American), italics or unusual abbreviations.