

## Chapter I.

### SUMMARY OF PROOFREADING GUIDELINES

**Note:** This document is meant to get you started. Please read the full guidelines once you have proofread a few pages.

FORMATTING—PARAGRAPHS—PUNCTUATION—  
HYPHENS & DASHES—FOOTNOTES

**I**N general, make sure that the text you are proofreading matches the original book. However, ignore **bold** or *italics* appearance. Proofread only the content. Sometimes the text will appear with `<i>markup</i>` tags `<b>around</b>` it. Please do not add any such markers; you may remove them if you choose, though. Leave words in SMALL CAPS in whatever CASE they came to you, whether ALL CAPPED, mixed case, or all lower case.

Each new paragraph should have a blank line before it, even at the top of the page. If a page does not start with a new paragraph, do not put a blank line at the top.

In general, ignore changes in font size.

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

We do make some changes in the text, though. We remove headers and footers (such as the book or chapter title, page number), repeated on every page.

Books often put space around punctuation, such as before a colon or semicolon; remove it. Some old books would n't close up spaces in contractions; 't is proper to remove these.

An ellipsis ... has three dots; ... do not leave spaces between them. Leave a space on either side of it as if it were a word. At the end of a sentence, though, don't leave a space before!... If the sentence ends in a period then there will be four dots total: one for the sentence and three for the ellipsis...

**Hyphenation.** If you are unsure whether a hyphen should remain in a word, put an asterisk \* after the hyphen when rejoining the word, as in up-stairs, to alert the post-processor. If a word is hyphenated across pages, type an asterisk af-

Delete header text.

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Delete footer text (page number here).

## As printed

ter the hyphen; on the next page, put an asterisk before the 2<sup>nd</sup> half of the word. 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). Do not leave the hyphen “naked” at the end of the line. For a compound word such as “well-known,” keep the hyphen when you rejoin it.

**Dashes.** An *em-dash*—a dash as long as 2–3 letters—should be proofread with two hyphens. A *long dash* (the length of 4–5 letters) should be marked with 4 hyphens. Remove any spaces around these dashes. If a dash begins—or ends—a line it needs to be “clothed.” Don’t leave it dangling on the end——! Move the next word—or the dash and word—up to join the line before. A dash that ends a page is treated the same as an end-of-page hyphenation.<sup>1</sup>

**Footnote markers** go in square brackets at the point within the text where they appear. Keep letters or numbers if used in the book, but convert special symbols to asterisks†. At the bottom of the page, proofread the footnote like normal text and put a blank line before each footnote. Make sure that the footnote has the same marker before it as you used above, but without the square brackets. (See the footnotes at the bottom of the page.)

Set off an **illustration caption** with a blank line above and below it; do not move it. If the illustration has no caption, no action is necessary on your part.



Fig. 1. Modern proofreader.

Dee-libber-it mizspellin’s should be left as is. *The overarching principle is to preserve the text as the author wrote it.* Clearly unintentional misspellings should be indicated by a noet.

**Special Characters** include accents (as in coöperate, prêt-à-porter), ligatures (as in Cæsar, Œuvre), and other marks: £, ©, ±, °, &c. Keep the original symbols where possible. See the full Proofreading Guidelines for details.

**Other Topics.**—Always check the Project Comments for special instructions before starting a new book. Visit the Project Discussion to read and leave messages about the text you’re proofreading. Please post there if you have any questions. See how easy proofreading is? So jump right in and give it a try!

The Guidelines will show you the ways:—

To treat things like tables, sidenotes,

The Table of Contents, and plays,

And subscripts, line numbers, and quotes.

<sup>1</sup> This aids the post-processor who later assembles the pages to restore the hyphenated word or phrase.

† Always use a \* even for multiple footnotes that have different symbols in the original book.

## As correctly proofread

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Ignore dividing lines,  
lines of stars, etc.

**Fig. 1. Modern proofreader.**

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