# Notes for the Copyeditor

* The copyeditor will be checking your manuscript for consistency in punctuation, word usage, referencing and general style, so it is vital to give him/her accurate information. 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.

## If this is an edited manuscript, have you aimed for consistency throughout the *entire* volume? Or have you applied consistency only *within each chapter*? If a contributed book and the style is consistent throughout, please complete one copy of this form. If the style varies by chapter and you are ok with that, the copyeditor will not make it consistent throughout; therefore you may want to ask each contributor to complete one of these forms so that the copyeditor is aware of each chapter’s style.

* Please also indicate if you would prefer that the copyeditor not alter your personal formatting with regard to spelling, punctuation, citations style, etc.

## General style

**Spelling**

UK (colour) / US (color)

**Endings**

ize (theorize) / ise (theorise)

**Serial commas**

Yes (this, that, and the other) / No (this, that and the other)

**Italics**

Are there any key words where italics are used and need to be retained?

**Capitalization**

Are there any key words where capitalization or punctuation should be retained? (e.g. Supreme Court or U.S./US). Any other capitalization formatting that should be followed?

**Quotation marks**

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

**Punctuation**

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

**Acronyms**

unpointed (USA) / pointed (U.S.A.)

How often should acronyms be spelled out? First use only? First use per chapter? Are there any acronyms that do not need to be spelled out? If so, which ones?

**Hyphenation**

Do you have any preferences regarding hyphenation (e.g. Asian American, African American or Asian-American, African-American)? Are there any key words that need to be hyphenated or which shouldn’t be hyphenated?

**Dashes**

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

**Numbers**

* spelled out to ten, Arabic thereafter (one to ten, 11–) / another system (please describe)
* maximum number spans (135–136) / minimum number spans (135–6)

**Dates**

7 June 1918 / June 7, 1918

**First letter after colons**

lower-case/ capitalized

**Bulleted and numbered lists**

* Each line begins with a capital letter / lower-case letter
* Each line ends with a full stop / semi-colon / nothing
* Another system (please describe)

**Figures and tables**

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

Yes / No

## Referencing style

**General style**

Harvard / Chicago / APA / MLA / Other

If you selected ‘Other’, please provide one example of each of the following, if used:

* In-text citation:
* Book:
* Chapter within a book:
* Journal article:
* Website:
* Others that feature significantly (e.g. blog post, newspaper article, manuscript, dissertation):

**Author initials**

* unpointed (MFK Fisher) / pointed (M.F.K. Fisher)
* unspaced (M.F.K. Fisher) / spaced (M. F. K. Fisher)

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

listed chronologically / listed alphabetically

## Distinctive usage

Please provide details below of any general style points that the copyeditor should be aware of and should follow or leave as is. List any scientific or technical details that should be brought to the attention of the copyeditor.