# 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): US

**Endings**

ize (theorize) / ise (theorise): ize

**Serial commas**

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

**Italics**

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

Italics are used solely for emphasis; all uses are marked with \emph{…} in the LaTeX source.

**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?

The most important is that “JavaScript” has an upper-case ‘S’ in the middle: it is not “Javascript”.

Names of specific software packages are often title-cased, e.g. “Node Package Manager” rather than “Node package manager”.

Our list appears to be:

* ASCII
* Boolean (though ‘boolean’ appears in all-lower case in typewriter font when referring to a specific datatype in JavaScript)
* Cascading Style Sheets (three words, not two) and the accompanying acronym CSS
* Creative Commons and “Creative Commons—Attribution License” (em-dash, no spaces)
* Comma-Separated Values (hyphenated and title cased as shown) and the acronym CSV
* Content Delivery Network and CDN
* Cross-Origin Resource Sharing (hyphenated and title cased as shown) and CORS
* Document Object Model and DOM
* GNU, GNU Public License, and GPL
* HyperText Transfer Protocol (capital ‘T’ in the middle of “HyperText”) and HTTP
* JavaScript Object Notation and JSON
* MIT (as in the university)
* NoSQL (lower-case ‘o’, the rest capitalized – I swear I don’t make these up)
* Node (when referring to the software package – it may be ‘node’ lower-case when referring to a data structure)
* Not a Number and NaN (lower-case ‘a’ in the middle)
* object-oriented programming (all lower case, hyphenated) and OOP as an acronym
* read-eval-print loop (all lower case) but REPL (acronym)
* RGB
* SQL
* URL
* UTF-8 (upper case and hyphenated as shown)
* XML

**Quotation marks**

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

the latter

**Punctuation**

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

This unfortunately depends upon the case. If the text inside quotation marks is a literal JavaScript string, the punctuation comes afterward. If it is a quotation from Mark Twain, the punctuation comes within. We believe these are all currently set correctly.

**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?

Unpointed. We have spelled out first use only. We have not bothered to spell out a handful that are now in common use, such as HTML and URL.

**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?

Multi-word adjectives should be hyphenated, i.e. “Asian-American history”.

**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.)

Unspaced.

**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)

Spelled out to ten, Arabic thereafter, maximum spans.

**Dates**

7 June 1918 / June 7, 1918

The latter.

**First letter after colons**

lower-case/ capitalized

lower case.

**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)

If the list is meant to be read as a sentence, lower case with commas at the end of each item and a penultimate “and”. Otherwise, sentence styling for list items.

**Figures and tables**

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

Yes / No

Yes.

## Referencing style

**General style**

Harvard / Chicago / APA / MLA / Other

Chicago

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)

Doesn’t come up in this text, so we will defer to house stle.

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

listed chronologically / listed alphabetically

Chronologically.

## 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.