

Setting Pagination

NB: Our pre-set InDesign settings automatically number pages. You will only need to check a few things.

- In the InDesign book, check pagination in ToC and each section: front matter should be in lowercase Roman numerals. All other sections, beginning with the Intro should be in Arabic numbers. Confirm that the first pages of all sections (except for facing-page texts!) begin on a recto page. Update ToC's page numbers, if needed.
- Finalize cross-references: Check Intro, E-Notes, and T-Notes for any CAPITALIZED (placeholder) cross-references, confirm and add the correct line, page, or note number, and then rewrite them in lowercase. If you're unsure about any referents, ask the VE to confirm or add them.
- If the edition has any visual material (images or tables), they should already be listed at the end of the ToC under "List of Illustrations," including their page numbers. Check that they appear in the correct location, are labeled with the correct figure number, and are linked correctly in InDesign. (See Cook & Strakhov ToC for sample List of Illustrations.) Ensure images include captions and credits.