



TETRA GON

## WRITERS' GUIDE

### INTRODUCTION

The most important thing to bear in mind is that the final book *will not look like the Word document*. To aid quality typesetting, you must use the styles provided, which should cover 90-100% of cases. For formatting not covered in the list below, either write a note to say how a certain part of the text should look if it occurs only rarely. If it occurs often, create a new style and describe how it should appear in the notes to the typesetter.

You should not need to create new styles except for extremely complex formatting.

As you're working on a document, if you don't like the way something looks, whether it's the colours, the line spacing or anything else, you should modify the styles in the document to suit your preferences. These changes will be ignored by the typesetters. For most purposes, you can just edit the "Normal" template.

### FILE FORMAT

Save final documents in the older .doc format (Word 97-2004 Document) to allow for wider document compatibility. Styles will work in both the old and new formats without issue.

### IMAGES AND FILENAMES

The rough area in which an image will be placed in the document should be indicated by a single paragraph styled as **image-ref**. It should be *exactly* the same as the filename of the image. This should be a two-digit number representing the image's position in the book, followed by anything concise and descriptive. Try to remove any non-standard characters (e.g. accents, unusual symbols, etc.). E.g.:

09 - Fig. 1 - Champs Elysees.tif

If you have to rearrange your images, it's fine to have a number missing, or 01B (if you need to insert a new image after 01). The main thing is that they should represent the correct order when alphabetized.

The caption, if applicable, should go below the **image-ref** part and be styled as **caption**.

If there are any specific requirements as to the placement of images, write these in double square brackets at the end of the caption. E.g.

Figure 1. The main square [[to appear halfway down previous long paragraph]]

Anything more complex should be included in a separate note.

### FOOTNOTES AND ENDNOTES

- » These *must* be provided as Word footnotes, not simply listed separately. If the document needs to distinguish between footnotes and endnotes, you should use the Word equivalents and write a note to that effect. Otherwise, use footnotes exclusively.
- » Don't style notes at all unless they are very long and include unusual formatting (e.g. a long verse quotation). In this case, write a note to that effect.

STYLING DOCUMENTS

- » Documents must be styled in accordance with our house style for copy-writers. If you prefer to style the document after writing it, you can do so, but you must be consistent. If doing this, it's advisable to make a backup first.

PRELIMS

- » Everything before the main body of the book (copyright page, about the author, table of contents, etc.) should be provided in a separate document. Styling this is not necessary.

TITLES OF PARTS, CHAPTERS AND SECTIONS

- » These should always be styled as detailed below, and always written in roman, and title case, *not* all caps and not italic unless quoting a foreign word or work as per the style guide.
- » Italics should not be used to denote a title / subheading, etc., except where they would be used in ordinary writing.

Wrong:

*The Influence of Kurdish Nationalism*  
NATO AND FOREIGN POLICY  
*The State and Revolution: a Turning Point*

Correct:

The Influence of Kurdish Nationalism  
NATO and Foreign Policy  
*The State and Revolution: a Turning Point*

LINE BREAKS

- » A single carriage return on its own line should be used to denote a break in the text.
- » Don't put carriage returns between elements like **chapter**, **part**, **section**. They will be spaced automatically.
- » A more significant break should be represented by a single asterisk on a line of its own styled as **asterisk-break**.
- » Do not insert a carriage return between every paragraph. If you prefer to work in this way, change the "Normal" style to include a space after each paragraph.
- » Do not use line breaks to separate block text from ordinary text

TABS, INDENTS AND SPACING

- » As a rule, don't ever use tabs, unless there is no alternative.
- » Don't change the first-line indentation of a paragraph, either by using spaces or tabs or by changing the indentation manually (e.g. for the first paragraph in a chapter, or after a block quote). These will all be corrected at a later stage.
- » Never begin lines with spaces unless it is to denote unusual formatting (e.g. poetry where part of the first line needs to be further to the right than the second). Do this sparingly, and *always* write a note.
- » Don't use section or page breaks, as they will be deleted. Only do this if it makes the document easier for you to work with (e.g. you want a table to appear all on one page). The default template will insert a new page before chapters and parts, and space above and below sections, to make the structure as clear as possible.

BOLD / UNDERLINED / ITALIC TEXT

- » Never use bold or underlined text except extremely sparingly, and write a note to say why. Bold is acceptable in tables to aid clarity. Italics should be always be used for emphasis (or roman if the surrounding text is already italicized).
- » Don't use character styles for bold / italic / underlined text; just use the Word features as needed.

STYLES PROVIDED IN THE TEMPLATE

PARAGRAPH STYLES

Name	Definition
<b>asterisk-break</b>	To signify a break in the text without a heading that is stronger than a double-spaced line break. This should only ever be a single asterisk on a line of its own.
<b>block</b>	For long indented quotations
<b>caption</b>	The caption to an image
<b>chapter</b>	The name of a chapter. If the chapter has a number and a name, it's best to style the number as <b>chapter</b> and the name of the chapter on a separate line as <b>subhead</b> .
<b>epigraph</b>	Often used in conjunction with source (attributing the epigraph to someone). Often appears
<b>image-ref</b>	Type the image's filename here, as per the instructions above.
<b>list</b>	This should be used for numbered or other types of list.
<b>Normal</b>	This will be the vast majority of the text.
<b>part</b>	If the book is divided into larger parts (each containing chapters), represent them with this.
<b>poem</b>	Used for styling poetry. Separate stanzas with a single blank line. If unusual indentation is required, use spaces and write a note.
<b>section</b>	Usually a division inside a chapter not warranting a new page.
<b>source</b>	Author attribution, e.g. the author's name at the end of an introduction, or the source of an <b>epigraph</b> is derived. Will usually be right-aligned.
<b>subhead</b>	Used as a subheading for parts or chapters.
<b>subsection</b>	Used for cases where there is a further division below the <b>section</b> level.

CHARACTER STYLES

Name	Definition
<b>href</b>	Style hyperlinks with this. They will not be linked correctly in the eBook if not.
<b>smallcaps</b>	For characters where small caps are usual, e.g. BC, AD. Use sparingly.

CREATING NEW PARAGRAPH STYLES

In the interests of simplicity, not all possible styles are provided with the default template. If, for example, a quotation from a work of drama needs to be included, you should create new styles for this and apply them to the relevant sections.

You should *not* create large numbers of new paragraph styles as this leads to confusion and (more often than not) inaccuracies. For these, write a note as above.

CHARACTER STYLES

Don't use any character styles in your document, except:

- » to denote small caps. For this, use the **smallcaps** style.
- » for hyperlinks. For this, use the **href** style.

## FURTHER READING

There's a lot of information online about how to use styles, so please take a look at some of the following if you're unfamiliar with the basic concepts:

- » <http://office.microsoft.com/en-us/word-help/understanding-paragraph-character-list-and-table-styles-HA001187614.aspx>
- » <http://www.makeuseof.com/tag/how-to-use-styles-in-microsoft-word-to-save-a-lot-of-work/>
- » <http://www.techscribe.co.uk/ta/styles-in-word.doc>
- » <http://www.shanakelly.com/word/styles/stylesms.html>

The following is a good, simple guide to the right way to work with Word documents:

- » <http://pubs.logicalexpressions.com/pub0009/lpmarticle.asp?id=119>

## DOCUMENTS SUPPLIED

### WORD TEMPLATE

The template, [tetragon.dot](#), contains all the styles detailed on the previous page, set up as a sample document. You should create a new document based on this. After looking at the sample layout, you can delete the contents and either write directly into the template, or copy and paste your existing document into the template and go through applying the relevant styles yourself. If doing this, the best way is usually to select everything, style it all as **Normal** (which will lose some of the existing paragraph formatting such as centring and indentation), and style the parts of the document that are not normal body text, comparing against the original document where in doubt.

### NOTES TO THE TYPESETTER

Fill out the notes to the typesetter form with anything regarding layout that may not be obvious, or that you were not clear on, if applicable.

### NOTES TO THE PROOFREADERS

Detail any unusual conventions you have decided to adapt, or anything that you think a proofreader should bear in mind as they go through the work.