**Proofreading Guide.**

Ellipses should be reduced to the standard ‘…’, with the exception of dialogue that is merely ellipses, where it should follow the original number.

Ellipses that represent a pause within a word should be flush with the text on both sides. E.g. "W...what is that?"

Ellipses that represent a pause *between* words are flush with the text on the left, and are followed by a space on the right. "She... is... an... Exor...cist..."

Sentences split across textboxes should use ellipses on both ends.

Train of thought cut-offs should be indicated by two dashes -- flush to the cut. Two to four dashes may also be used before punctuation add emphasis, and single dashes to indicate stammering.

Other sentence flow changes, such as a changing topic, should have their own line.

If a title is being used to replace a name, it should also be capitalised e.g. “Good morning, Earl.” If it’s proceeded by ‘the’ or a possessive pronoun e.g. ‘my’, it is not replacing a name and so does not need a capital letter e.g. “the earl is busy”.

‘Innocence’ and ‘Exorcist’ should be capitalised. ‘The’ in “the Black Order” need not be capitalised. Quotation marks around the name in general spoken use should also be removed.

Sound effects should be capitalised, on a separate line where appropriate, and indicated by \*’s. Any related punctuation should be enclosed within. E.g. \*Cough, cough!!\*

On the contrary, for any quoted phrases, punctation should be left outside the speech marks with the exception of where the punctuation comes from the original quote.

Sound effects related to ‘え’, should be translated as “huh”, with the exception of Lenalee’s dialogue.

Punctuation marks should be omitted from coloured text, e.g. “…by using #cySEARCH#wh.”

Quotation marks should be represented by {} in the formatted text.

♪’s (Music notes) should be replaced by [note].