

Chapter I.

SUMMARY OF FORMATTING
GUIDELINES.

BOLD—ITALIC—SMALL CAPS—PARAGRAPHS—
DASHES

OFTEN, THE FIRST word or words of a chapter or poem were typeset in all capitals or small capitals; retype these with normal capitalization. Words set in **bold characters** should be surrounded by special mark-up tags, and *italicized words and phrases* should also be set off by their own mark-up tags. Words that appear in SMALL CAPITALS within the text are changed to mixed case and tagged.

Each new paragraph is indicated by adding a blank line. Add a blank line if a page begins with a new paragraph. Remove any indentation at the beginning of a paragraph.

Don't remove or re-arrange **end-of-line breaks** ("carriage returns"). These are re-organized in post-processing anyway, and subsequent volunteers like the text and scan to match so they can more easily compare them line-by-line.

Remove headers and footers (such as the book or chapter title, page number) repeated on every page.

Old books often left extra space around punctuation, such as before a colon or semicolon ; remove it. The old-style letter *s*, printed as *ſ* or *f*, should be changed to a modern "s". Some old books would n't close up spaces in contractions; 't is proper to remove these.

Dee-libber-it mizspellin's (e.g., dialect) should be left as is. Clearly unintentional misspellings should be indicated by a note in the txet. It's also recommended to leave a note about it in the PROJECT FORUM. *The overarching principle is to preserve the text as the author wrote it.*

Hyphenation.—A word that is hyphenated because it falls at the end of a line should be restored to a full word (on the upper line). For compound words, such as the word "well-known," move the second half of the word up to join the first so as not to leave a "naked" hyphen. Further on hyphenated words, if the word at the end of the page is hyphen-

As correctly formatted

Delete header text.

Leave four blank lines above each chapter heading.

Chapter I.

**SUMMARY OF FORMATTING
GUIDELINES.**

Put one blank line
between each
section of the
chapter header

Bold--Italic--Small Caps--Paragraphs--Dashes

Leave two blank lines between the heading and the chapter text.

Often, the first word or words of a chapter or poem were typeset in all capitals or small capitals; retype these with normal capitalization. Words set in **bold characters** should be surrounded by special mark-up tags, and *italicized words and phrases* should also be set off by their own mark-up tags. Words that appear in **Small Capitals** within the text are changed to mixed case and tagged.

Each new paragraph is indicated by adding a blank line. Add a blank line if a page begins with a new paragraph. Remove any indentation at the beginning of a paragraph.

Don't remove or re-arrange **end-of-line breaks** ("carriage returns"). These are **re-organized** in post-processing anyway, and subsequent volunteers like the text and scan to match so they can more easily compare them line-by-line.

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Old books often left extra space around punctuation, such as before a colon or **semicolon**; remove it. The old-style letter *s*, printed as *ſ* or *f*, should be changed to a modern "s". Some old books **wouldn't** close up spaces in contractions; **'tis** proper to remove these.

Dee-libber-it mizspellin's (e. g., dialect) should be left as is. Clearly unintentional misspellings should be indicated by a note in the txet. **[**text?]** It's also recommended to leave a note about it in the **PROJECT FORUM**. *The overarching principle is to preserve the text as the author wrote it.*

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Delete footer text (page number here).

As printed

ated, type an asterisk * after the hyphen;¹ on the next page, put an asterisk before the second half of the word. Insert an asterisk after the hyphen in any end-of-line hyphenation if you are unsure if the hyphen should remain in a word such as up-stairs, to alert the post-processor. This is also true for end-of-page em-dashes, tag them with *.

A long dash—called an *em-dash*—should be replaced by two or four hyphens depending on the length of the original. Em-dashes that begin—or end lines—need to be clothed. Don't leave them dangling on ends—! Move the next word—or the em-dash and word—up to join the line before. An em-dash that ends a page is treated the same as an end-of-page hyphenation.

Footnote markers go in square brackets at the point within the text where they appear, as seen above. [All footnote symbols(*, †, ‡, §, etc.) are replaced with capital letters, numbers stay numbers.] Then, at the bottom of the page, surround the text with a special tag, like this: [Footnote 1: text], retaining line breaks and having a blank line between each one.

A blank line or space within a chapter (often with a line or some kind of mark), indicating a change of topic or scene, should be replaced by a blank line, then <tb>, and a 2nd blank line.

The presence of an **illustration** should be indicated by setting its caption within special tagging: [Illustration: caption] and putting it before or after the paragraph containing the illustration. If there is no caption, tag the illustration simply: [Illustration].



Fig. 1. Modern proofreader.

Special Characters include diacritical marks (as in coöperate, prêt-à-porter), ligatures (as in Æsop, Cæsar, Ædipus [an exception: mark as [OE]dipus!]), and other marks (£, ©, ±, °, ...). See the full Guidelines for details.

Foreign Characters: Greek characters should be flagged and transcribed. (There is a pop-up transcription tool on your proofing interface.) e.g., [Greek: pneuma] for πνευμα. Otherwise, and for other alphabets, just flag it: [Hebrew: **]

Other Topics.—Always check the Project Comments for special instructions before starting a new book. Like poetry:

The Guidelines will show you the way:—

To treat other things: front pages, Tables of Contents, page numbers, sidenotes, Indices, verse, and block quotes.

Use the Forum's Project Discussion area to read and leave messages about the book you're proofing.

¹ This aids the person who later assembles the pages to restore the hyphenated word.

As correctly formatted

***ated**, type an asterisk * after the hyphen;[1] on the next page, put an asterisk before the second half of the word. Insert an asterisk after the hyphen in any end-of-line hyphenation if you are unsure if the hyphen should remain in a word such as **up-*stairs**, to alert the post-processor. This is also true for end-of-page em-dashes, tag them with *.

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<tb>

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[**Illustration: Fig. 1. Modern proofreader.**]

Do not adjust line breaks.

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