

## Chapter I.

## SUMMARY OF PROOFING GUIDELINES

BOLD—ITALIC—SMALL CAPS—PARAGRAPHS—  
DASHES—FOOTNOTES

Words set in **bold characters** or *Italicized words and phrases* should be ignored as to style. Proofread only the text. Sometimes a text will appear with `<i>italic</i>` or `<b>bold</b>` mark-up tags as well as some additional mark-up. Please just ignore these tags and just proof the text. Words within the text that are SMALL CAPPED should be left in whatever case they appeared in. If they were ALL-CAPPED, leave them ALL-CAPPED, etc.

Each new paragraph is indicated by skipping a line.

In general, ignore changes in font size.

Don't remove or change **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. Leave only one space after punctuation.

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.

A note in the PROJECT FORUM is also appreciated. *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-

Delete header text.

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Delete footer text (page number here).

## As printed

ated, type an asterisk \* after the hyphen; on the next page, put an asterisk before the second half of the word. If you are unsure if a hyphen should remain in a word such as up-stairs, put an \* after the hyphen when the word is rejoined to alert the post-processor.

A long dash—called an *em dash*—should be replaced by two hyphens. Em-dashes that begin—or end lines—need to be clothed. Do not 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.<sup>1</sup>

**Footnote markers** go in square brackets at the point within the text where they appear, [All footnote symbols(\*, †, ‡, §, etc.) are replaced with \* asterisks; numbers stay numbers.], then at the bottom of the page, proof the text exactly as it appears, retaining line-breaks and putting a blank line above and below the footnote. Make sure that the footnote text has the same marker† before it. (See the footnotes at the bottom of the page.)

The presence of an **illustration** should be indicated by setting off its caption with a blank line above and below it. If the illustration has no caption, no action is necessary on your part.



Fig. 1. Modern proofreader.

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

**Foreign Characters**, such as Greek, should be flagged and transcribed; e.g., [Greek: pneuma] for πνευμα. There is a Greek transcription tool on your proofing interface. 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. See how easy proofreading is? So jump right in and give it a try!

<sup>1</sup> This aids the post-processor who later assembles the pages to restore the hyphenated word or phrase.

† Remember to change all symbols to asterisks.

## As correctly proofed

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Ignore dividing lines, lines of stars, etc.

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Do not adjust line breaks.