



**Notes for Copyeditors**

1. **Styles.**
	1. The entire document should be “styled.” That is, the normal style should be applied to body text, headings (A, B, and C) applied to headings, the quotation style applied to block quotations, reference list style applied to reference lists and works cited lists, and so on.
	2. One oddity worth noting: The Reference List style can cause problems if more than half of the reference uses italic font (titles are italicized, so this applies to references that have a long title). In this case, the style will overwrite the italics in the reference. This is a feature in Word, not a bug, and is apparently intended to apply the style more uniformly. It is okay to have small bits of formatting in a paragraph, but not okay if much of the paragraph deviates from the style definition.
	3. **Headings**
		* Use the Section Title style for Part titles (e.g., Part 1, Section 2).
		* Use the Chapter Title style for chapter titles (and for things like Introductions, Acknowledgements, Dedications, and so on). Along with the Section Title style, it’s the highest level heading (one higher than Heading A, which is used inside chapters and intros).
		* A Heads, B Heads, and C Heads should always use title case. Capitalize the first word of the heading as well as all nouns, verbs, pronouns, adjectives, and adverbs.
		* Remove paragraph breaks within chapter titles and headings. We can manage those in production. It’s best to run them in.
		* Do not place paragraph breaks above or below the headings. This is handled through style definitions.
		* Use the Normal – No Indent style for the first paragraph following a heading (and in the first paragraph in a chapter, even if there is no heading above it).
	4. **Author names** are formatted with the Author Name style definition. Do not place breaks above or below names. We’ll handle spacing with the style definition.
	5. **Author affiliations** are formatted with the Author Affiliation style definition. Do not place breaks above or below affiliations. We’ll handle spacing with the style definition. If the editors of a collection have not provided author affiliations, please ask them to do so.
	6. Use the Abstract style definition for **abstracts**.
	7. In Contributor sections, generally at the end of the book, please ensure that the first mention of author names in lists of contributors are bold faced, as follows:

**Jeff Sommers** is Associate Professor of English at West Chester University and Professor Emeritus at Miami University.

1. **Chapters and Authors.** Most series use chapter numbers. Please check on this. If the series uses chapter numbers, please add them (e.g., Chapter 1. This is the Chapter Title). Please make sure that author affiliations are provided.
2. **Indentations in body text.** Please do not indent the first paragraph following a heading (or the first paragraph in a chapter). Use the Normal – No Indent style. Please use the Normal style for all other paragraphs.
3. **Tables.** Table titles go above the table. They do not end with periods. Do not place paragraph breaks above or below the title. We’ll use style definitions to handle spacing.

In books that use chapter numbers (which really should be all of our books), be sure to use the Chapter.Table Number format (e.g., Table 2.1). Use the Table Title style:

**Table 2.1. The title of the table is formatted in lower case with the exception of proper nouns.**

Use the Table Text style for table contents.

Use the Table Header style for table headers (and columns that serve a similar function).

Table notes go below the table. Use the Table Notes style.

Generally, place a paragraph break below a table to separate it from paragraph text. If a heading follows the table, it’s generally not necessary to add the paragraph break.

Please eliminate any positional notations that authors might make regarding tables, such as “see Table 1.1 below” or “see Table 1.2 on the following page.” There are few guarantees about where tables will be placed, so it will save us work if words such as “below” and “above” are removed.

1. **Figure captions** go below the figure. They end with periods (or possibly a question mark, but that would be unusual). They might include a source note. Use the Figure Caption style. The caption is formatted in lower case with the exception of proper nouns.

In books that use chapter numbers (which really should be all of our books), be sure to use the Chapter.Figure Number format (e.g., Figure 2.1). Figure titles should be set up as *Figure 2.1. This is the caption*.

Please eliminate any positional notations that authors might make regarding figures, such as “see Figure 1.3 below” or “see Figure 3.2 on the following page.” There are few guarantees about where figures will be placed, so it will save us work if words such as “below” and “above” are removed.

1. **Trademark and Service Mark Symbols (TM, SM, ®).** Generally, these should be avoided, unless an author is showing the logo for a company or product. In that case, if the logo does not incorporate a trademark or service mark, please add it. If an author chooses to use a trademark or service mark symbol, it should appear only on the first or most prominent mention of the company or product. One exception: in some cases, you might want to include it in both an abstract and in the text of an article. Afterwards, it should not be used. Most readers find the symbols distracting.
2. **Reference Lists:**
	1. Always use the Heading A style for the title of the reference list (References or Works Cited). Lists of works cited should be titled “Works Cited” in MLA style and “References” in APA style.
	2. Use the Reference List style (or whatever style is in use in the document for citations) for the entries.
	3. Please see the notes on citations styles in the guide for authors and editors.
	4. Be aware that some folks like to use periods to separate titles and subtitles. We follow US practice and use colons.
	5. Note that some folks seem to think that a space before a colon is okay. It’s not.
	6. Plenty of folks will want to use MLA convention for page numbers. Check for this. APA uses inclusive page numbers (e.g., pp. 312-328 instead of pp. 312-28). This is true in both in-text references and in the references list (e.g., *College English 33*(2), 234-243).
	7. If you are citing a Clearinghouse publication, check for the DOI. You should use it in the citation rather then the URL.
3. **Section Breaks.** Please place section breaks (next page) at the end of each major element (parts openers, introductions, chapters). I use them to determine where endnotes will appear.
4. **Page Breaks.** Generally, avoid these. I’ll remove them as I prepare the copyedited manuscript for production.
5. **Notes.** Don’t worry about footnotes or endnotes. The recent versions of InDesign handle footnotes well (and endnotes less well, but not terribly badly). If you see a mix of endnotes and footnotes, please convert the endnotes to footnotes.
6. **Spaces.** Please remove all double spaces from the document (except in places, such as tables, where they use them for odd purposes – and even there they are probably not necessary). Generally, we follow periods and other major punctuation marks with a single space.
7. **Tabs.** Please remove all unnecessary tabs. Occasionally, they might be required in a figure or some other specially formatted passage of text. But they should not appear in the reference lists or in paragraphs.
8. **Ellipsis Marks.** Generally, we use three spaced periods to indicate an ellipsis mark (this was fun . . . but) unless the next punctuation mark is a period. In that case, add a fourth spaced period but remove the space between the end of the sentence and the period (This was fun. . . .).
9. **Punctuating quotations.** Generally, it’s best to have full statements read in sentence case. For example, *According to Garp, “This is great.”* Rather than *According to Garp, “this is great.”*
10. **Useful Find and Replace Searches:** I like to do the following:
* Search for spaces before periods.
* Search for spaces before commas.
* Search for spaces before colons.
* Search for spaces before semi-colons.
* Search for double spaces and replace with single spaces.
* Search for UP (upper case): in APA, you want this to be University Press, not UP.
* Search for periods before open parentheses .(
* Search for commas before numbers (e.g., ,1 ,2), which is often a problem in reference lists and in-text citations.
* Search for periods before numbers (e.g., .1 .2), which is often a problem in reference lists and in-text citations.
* Search for 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, 9th, and 0th. Replace with superscripts as appropriate (1st, 2nd, etc.).
* Search for en and em dashes in the references lists. These are sometimes inserted automatically by a word processing program in place of hyphens. In some cases (e.g., em dashes in titles), it’s fine to have them. But they should not come between page numbers.
* Search for ellipsis marks. Word sometimes creates them. We prefer to use three spaced periods (or four when they occur at ends of sentences).
* Make sure commas appear after *e.g., i.e.,* and before *etc.*
* Make sure a period appears after *et al.*
* Check for single quotes where double quotes are required.
* Check for straight single and double quotes, replace with curly quotes.
* For APA style, look for periods at the end of URLs in the reference list. Things to search for, using that style as a filter: .pdf. .cfm. .php. .asp. .htm. .html. /.
1. **Citing Clearinghouse Books:** In some cases, authors and editors provide incorrect citations of Clearinghouse and Parlor Press books. Search for instances of “clearinghouse” and “parlor.” When appropriate, change the citation. Note, for example, that for most Clearinghouse book series the Clearinghouse is lead publisher. Parlor Press or the University Press of Colorado should appear second. For Reference Guides books, the Clearinghouse should appear second.