



Notes for Copyeditors

1. Styles.

- a. 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.
- b. Please use the WAC Clearinghouse Perspectives on Writing Style Set (available from Mike, if you don’t have it). Generally, it will be applied to the document before you receive it.
- c. 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.

d. 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.
- e. **Author names** are formatted with the Author style definition. Do not place breaks above or below names. We’ll handle spacing with the style definition.
 - f. **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.
 - g. Use the Abstract style definition for **abstracts**.

- h. 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 an Associate Professor of English at West Chester University and Professor Emeritus at Miami University.

2. **Chapters and Authors.** Please number all chapters (e.g., Chapter 1. This is the Chapter Title). Please make sure that author affiliations are provided.
3. **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.
4. **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.

5. **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.

6. **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.

7. Reference Lists:

- a. 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.
- b. Use the Reference List style for the entries.
- c. If you are using MLA style, remove extraneous words, such as “Publishers”, “Incorporated,” “Inc.” and so on. For example, you can change *Lawrence Erlbaum Associates, Publishers*, to *Lawrence Erlbaum* and *Sage Publications* to *Sage*.
- d. If you are using APA style, please note that APA prefers that we use initials for author first names (not full names). Please defer, however, to the author or editor’s choice in this matter. It is perfectly appropriate to provide full names should that be the author or editor’s preference. The only thing that would be necessary is to be consistent (i.e., don’t use full names for some citations and initials for others).
- e. If you are using APA style, keep in mind that inc. and similar words are still eliminated, but *University* is not abbreviated to *U* and *Press* is not abbreviated to *P*. Press is kept. For example: Instead of *U of Minnesota P*, use *University of Minnesota Press*.
- f. Check for proper use of APA format for articles. Note use of italics for Volume (but not issue number). Many folks miss this. Similarly, they sometimes want to use a colon before the page numbers, which is not correct in either MLA or APA latest versions:
 - i. *Journal Name, Volume*(Issue Number), page numbers, eg., *College Composition and Communication, 23*(4), 345-367.
- g. Check for proper punctuation of editors throughout. Note the use of a period after the closing parenthesis. For example:
 - i. Hansen, K. T. (Ed.). (2008). *Youth and the city in the global south*. Bloomington, IN: Indiana University Press.
 - ii. Hull, G. A., & Schultz, K. (Eds.). (2002). *School’s out: Bridging out-of-school literacies with classroom practices*. New York: Teachers College Press.
- h. Check for proper punctuation in multi-authored works in APA style. It should appear as follows. Note the comma after the initials in each name. Note as well the comma after a period before the ampersand in a reference (including works by two authors):
 - i. Palmquist, M., & Carbone, N. (2018). How to cite sources in APA style. *Journal of Silly Findings, 1*(2), 202-222.
- i. Be sure to place a space between multiple initials in APA and MLA formats. For example:
 - i. Blair, K. L. [not Blair, K.L.]

- j. Be particularly careful about the format of chapters in an anthology or edited collection. Note that the editors use the First Initial. Last Name format, the punctuation of (Eds.) or (Ed.)—in particular the trailing comma—and the need for pages numbers in parentheses (not italicized).
 - i. Kostouli, T. (2009). A sociocultural framework: Writing as social practice. In R. Beard, D. Myhill, J. Riley, & M. Nystrand (Eds.), *The Sage Handbook of writing development* (pp. 98-116). London: Sage Publications.
- k. Be cautious about dissertations, theses, reports, unpublished manuscripts and so on. The general rule for theses and dissertations is to follow the title with a parenthetical (Unpublished doctoral dissertation) or (Unpublished master's thesis) and then a period. There should be no period between the title and the parenthetical note. This is also true of reports and unpublished manuscripts. Essentially, the parenthetical becomes part of the title. Also note that dissertation, theses, and unpublished manuscript titles are in regular case, while titles of reports are italicized.
- l. Note that the title of a web page or site is italicized in APA format. The publisher or host website is not. If the name of the website follows the resource or page title, the site name is not italicized. For example: Kiefer, K. (2012). *An introduction to WAC*. WAC Clearinghouse. Colorado State University. Retrieved from ...
- m. In APA style, periods **should not** appear after the URL in a references list.
- n. In APA and MLA style, there should be a period after the author element, e.g., Colorado State University. (2012). *How to Apply*. Retrieved from ...
- o. Communications on the web, including Blog entries and replies, are not italicized in APA style, even though they would otherwise look a lot like a web page.
- p. When citing an article, book, materials related to a presentation, or some other form of scholarly work that you obtained from the web, follow the citation guidelines for that type of source. Do not treat it as a web page.
- q. Be aware that some folks like to use periods to separate titles and subtitles. We follow US practice and use colons.
- r. Note that some folks seem to think that a space before a colon is okay. It's not.
- s. 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).
- t. Note that in APA style, it is not appropriate to place n.p. in place of page numbers for sources that lack page numbers (e.g., a journal article in html format). Simply put the volume and issue (if there is an issue), a period, and then start the Retrieved from string.
- u. It's also not necessary to show the access date for articles and other stable web sources in APA. Simply use Retrieved from (the URL).

- v. Finally, for APA style, check the capitalization of the titles of articles, books, and websites. The initial word in the title, the first word after a colon, and proper nouns are capitalized. All other words are not. This is a real problem for folks who convert from MLA to APA.
8. **In-text Citation:** If APA style is being used, check for quoted in references. It should be “as quoted in” or “as cited in” rather than “qtd. in” (the latter is how MLA does it).
 - a. There is no need to provide page numbers in an APA in-text citation unless a quotation is provided.
 - b. If a digital source is provided and page numbers are not present in the document, an author may provide paragraph numbers or section numbers – but only if they are present in the text. People can search for the quotation in a digital source.
 - c. Remove page numbers from APA in-text citations if no quotation is provided. The addition of page numbers is an MLA convention. It is unnecessary (and probably distracting) to include them in an APA in-text citation.
 - d. If an author is making a parenthetical comment and includes a citation with a date, surround the date with square brackets. For example: (This is best seen in Carley [1993].)
 9. **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.
 10. **Page Breaks.** Generally, avoid these. I’ll remove them as I prepare the copyedited manuscript for production.
 11. **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.
 12. **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.
 13. **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.
 14. **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. . .).
 15. **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.”*
 16. **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 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. /.

17. **General Usage:** Some quick notes:

- a. "website" rather than "web site"
- b. "email" rather than "e-mail"
- c. "wiki entry" rather than "wiki post"
- d. "blog entry" when referring to a single entry in a blog
- e. "blog" when referring to an entire blog
- f. "ebook" rather than "e-book"
- g. "Ph.D." rather than "PhD"
- h. No doubt we'll add to this list as we go.

18. **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 Perspectives on Writing series books (and this will be true of the International Exchanges, K-12, and ATD series as well) the Clearinghouse is lead publisher. The location should be Fort Collins, CO. Parlor Press or the University Press of Colorado should appear second. For Reference Guides books, the location should be either West Lafayette, IN, or Anderson, SC (depending on date). The Clearinghouse should appear second.

