Notes for Copyeditors

The Big Picture Stuff

1. Copyedit in Microsoft Word.
2. Turn on Track Changes. It's found in the Review Ribbon. (You might find it useful to turn it off as you do general corrections, such as removing double spaces. But you should make sure you use it for everything else. This will allow the authors or collection editors to see the changes and either accept or reject them.)
3. Please read for clarity and edit as appropriate. We generally use a light touch as we edit, but sometimes we see problems and will suggest changes that will correct or clarify a passage.
4. Please understand how we address varieties of English. We publish in the US, so we use American spellings of words. If a writer from a non-English speaking country is using British English (and you are sure their first language is not a variety of English from the Commonwealth, e.g., India or Australia), then please convert any British spellings to U.S. spellings (e.g., change *centre* to *center*, *realise* to *realize*, *judgement* to *judgment*, and so on). If the writer is from a country that speaks the British variety of English, leave the British spellings in place.
5. Please check every in-text citation for format (it will be in either MLA or APA style).
6. Please check that every in-text citation has a corresponding entry in the works cited or references list.
7. Please check each citation in the reference list to ensure that it is actually cited in the text.
8. URLs should always be live. Check in-text URLs, URLs in footnotes, URLs in the reference lists, and URLs in figure captions. Sometimes (and I certainly don't understand why this is the case), authors will underline and format a URL in blue but will not make it live. Sometimes they'll remove the underlines and blue formatting for live URLs. You can check on this by either clicking on a URL (that's the slow way) or hovering your mouse over it. If it's live and you hover over it, a URL will appear above the link. To make a link live in Word, place your cursor after the URL and enter a space. Then delete the space (but don't backspace – that will remove the URL – instead, I generally use the arrow key to move one space to the left and then delete the space). You can also use the Link tools in Word, but that's much slower. Don't worry about the formatting of a link. I will manage that in production.

The Smaller Stuff

1. **Styles**

   a. In theory, the entire document should be "styled." That is, the normal style should be applied to body text, headings (heading 1, heading 2, heading 3, etc.) 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. In reality: Having said that styles should have been applied to the document, please don't worry about it other than to know that they should be there. We will ask that the book's editors/authors apply the styles at the very end of the copyediting process, right after they've accepted or rejected the edits. You should not be applying any styles unless you think the authors have applied the wrong heading style to a heading.

2. **Chapters Numbers and Section Numbers.** Most series use chapter numbers and section numbers. Please check on this. If the series uses chapter numbers, please add them (e.g., Chapter 1. This is the Chapter Title). It might be the case that just numbers are used. It might also be the case that a series uses Section One, Section Two, and so on, while another uses Section 1, Section 2, and so on. Please check on this.

3. **Author Affiliations in Edited Collections, Forewords, and Other Book Parts.** Please make sure that author affiliations are provided.

4. **Indentations in body text.** Indentations should be controlled by styles or formatting. If someone is using spaces or tabs or a mix of spaces and tabs (I've seen it all), please remove them.

5. **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 is the case with most of our books), be sure to use the Chapter.Table Number format (e.g., Table 2.1).

Table notes go below the table.

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.

6. **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. 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.

ALT tags should be provided in the manuscript, typically following the figure caption. If they are missing, please ask in a comment that they be provided.

7. **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.

8. **Reference Lists:**

    a. Lists of works cited should be titled "Works Cited" in MLA style and "References" in APA style.

    b. Please see the notes on citations styles in the guide for authors and editors.

    c. Be aware that some folks like to use periods or dashes to separate titles and subtitles. We follow US practice and use colons.

    d. Note that some folks seem to think that a space before a colon is okay. It's not.

    e. Plenty of folks will want to use MLA convention for page numbers when they are using APA style. 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).

    f. If you are citing a Clearinghouse publication, check for the DOI. You should use it in the citation rather then the URL.

9. **Section Breaks.** Please place page breaks at the end of each major element (parts openers, introductions, chapters). In Word, page breaks can be created using the CTRL-Enter command (Command-Enter in Mac, I think).

10. **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. Please don't worry about numbering of footnotes or endnotes. In production, I'll make sure they restart at chapter boundaries as appropriate.

11. **Nonbreaking Spaces.** The manuscript might include a number of nonbreaking spaces (you'll see them when you show hidden characters – they appear as superscripted circles where a space would otherwise appear). These are typically brought into a manuscript when text is copied from the web. To replace them, search for ^s and replace with a space.

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. **Multiple Returns.** Authors often include multiple returns (^p). They use this in place of the line spacing that should instead be provided through styles. You'll often find them before and after headings and after tables. You should search for them and replace them with single returns.

16. **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."*

17. **Full Names of Authors Who Are Cited.** Generally, we prefer to use the full name of an author on first mention in an authored book or in a chapter in an edited collection. This is part of our house style. For example, rather than writing *Donahue points out*, we would write *Don Donahue points out*.

18. **Useful Find and Replace Searches:** We recommend the following:

    - Search for and remove spaces before periods.
    - Search for and remove spaces before commas.
    - Search for and remove spaces before colons.
    - Search for and remove spaces before semi-colons.
    - Search for double spaces and replace with single spaces.
    - Search for periods before open parentheses .(Correct as appropriate.
    - 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 ellipsis marks. Word sometimes creates them. We prefer to use three spaced periods (or four when they occur at ends of sentences).
    - Search for nonbreaking spaces (^s) and replace them with standard spaces.
    - Replace multiple returns/paragraph breaks (^p) with a single return. Spacing should be handled with styles. An exception to this is an extra line break after a table.
    - 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.
    - In an APA-style manuscript, search for UP (upper case): in APA, you want this to be University Press, not UP.
    - In an APA-style manuscript, 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. /.

19. **Citing Clearinghouse Books:** In some cases, authors and editors provide incorrect citations of Clearinghouse. Search for instances of "clearinghouse", "parlor," "university press of Colorado", and "Utah state university press." 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. Note as well that writers sometimes replace Utah State University Press with University Press of Colorado. That's a problem because USUP is an imprint and stands on its own.

20. **Citing Clearinghouse Journals.** Search for citations of Across the Disciplines, The WAC Journal, Double Helix, Journal of Writing Analytics, Open Words, Journal of Basic Writing, Academic.Writing, Academic Labor: Research and Artistry, RLEE, and Language and Learning Across the Disciplines. Writers often provide URLs rather than DOIs. Please provide the DOIs in place of the URLS. The DOIs should appear as https://doi.org/DOIString (with the DOIString being the actual DOI).

21. **Figures.** Don't worry about figures. They should be left in the flow of the text (unless the author has already taken them out and inserted text that shows where a figure should be placed). The figures will be managed in production (including any problems you see with their format, cropping, and general lack of clarity).