BELLEROPHON PRODUCTIONS

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Precomposition Checklist

General

___ Is the title and subtitle clearly indicated? Colon after the title? Title and subtitle spelled and punctuated exactly the same when cited in the text? Tip: electronically search the text files for fragments of the title of the book.

___ Are the author/s or editor/s name/s presented exactly as they should appear on the cover and the title page, complete with credentials and affiliations? Extraneous text removed?

___ Has a thorough and concise Table of Contents been coded in the text by specifying style sheet heading levels to the TOC elements?

___ Do the chapter titles and the table of contents match? If chapter titles are long, has an abbreviated version been specified for the running heads?

___ Is a list of tables/charts/figures/illustrations desired? Have the table heads been given a style or code?

___ Has *all* the front matter been accounted for? Is it in the correct order? Is the introduction part of the roman or arabic pagination?

___ Place comments/notes like this <!-- comment here -->.

Chapters/Articles

___ Have the running heads for the individual chapters been identified—verso and recto pages?

___ Are the chapter titles/headers in upper/lower case in accordance with a style manual?

___ Are the headers organized in a logical, organized manner, and their level defined?

___ If there is a block quote, is it clearly indicated where it begins and ends? The tag </bq> can be used to end if styles haven't been applied to the paragraphs.

___ Are sidebars and pull quotes uniquely identified—beginning and end—so as not to confuse with body text?

___ Multi-author publications: Are the author's name's, credential's, and affiliation included with the individual chapters? Extraneous text removed?

___ Multi-author publications: Are each of the author bios included with their respective article/chapter/essay?

___ Multi-author publications: Does each article/chapter/essay follow an outline so that elements are included consistently in each article, i.e., key terms, abstract, helpful tips, and the like?

Tables/Charts/Figures

___ Are the T/C/F's titles and numbers consistently punctuated in accordance with a style manual?

___ Are the T/C/F's represented numerically?

___ Are all T/C/F's accounted for?

___ Do T/C/F's contain images that are intellectual property of an outside source?

___ Credits and permissions acquired?

___ If T/C/F's contain images are the images of sufficient resolution?

___ Have T/C/F's been individually reviewed for complexity and cost?

___ If tables align on decimal points have two zeros been added after the whole number?

Photos/Digital Images

___ Are photos accounted for and an indication placed in the text where they should appear?

___ Are captions included with the photos?

___ Credits and permissions?

___ Sufficient resolution for print? Note: 266 or 300 pixels per inch (ppi) @ 100% of the image size is standard for print. 72 ppi @ 100% of display size is standard for web.

Style Sheets

___ Have the style sheets from the author-furnished file been reviewed? Are they intentional or extraneous? Are they relevant to the text that is to be typeset?

___ Delete extraneous style sheets and replace with "normal" or a purposefully named style sheets or codes. (To find style sheet usage; Edit-->Find-->Find What-->More-->Format-->Styles). Be careful not to lose attributes as errant style sheets contain paragraph and character formatting/styling.

___ If editorially created or approved style sheets/codes exist, has a key been given for composition?

___ Remove localized (style-override) text formatting and communicate elements with styles/codes.

Typography

___ Have tabs, returns, or multiple spaces been used to force line wraps in the middle of a paragraph? Tip: Using Word's search/replace utility type ^t to search for tabs and ^p to search for carriage returns.

___ Has line-wrap hyphenation been forced in the word processing program? If so remove forced hyphens.

___ Is there one space at the beginning of a sentence as opposed to the old monotype typewriter standard of two? Tip: type two spaces in Word's "Find" box and type one space in the "Replace" box. Search and replace all until double spaces are returned. Html will truncate spaces, .xml and print-optimized text will not.

___ Are attributes (e.g., bold, italic, superscript, subscript) applied consistently, i.e., if used in one context, are they applied likewise when the same or similar contextual situation appears elsewhere in the publication?

___ Have attributes been applied *precisely* where they should be, not one space or character too far or short?

___ **Run-in bold, *bolditalic*, or *italic* headers:** does the punctuation mark following the run-in-head carry the same attribute as the RIH (such as the colon above)? Ensure consistency per editorial style.

___ Reference section for example: do punctuation marks have the same attribute as the character preceding them? Print- and web-optimized text requires the composition artist to account for all attributes whether on a space, carriage return, comma, or other. Attributes *cannot* be wholly found by proofing laser prints or monitor viewing. The editor must search electronically: Find What-->More-->Format-->Font (italic, bold, superscript. . . .).

___ Ordinal numerals, e.g., 1st, 2nd, et al.; are the characters superscripted consistently—or not superscripted,—according to the editorial or publisher's style?

___ Are spaces used in conjunction with hyphens to form compound hyphenated words? Check hyphens to ensure they have correct spaces (before, after, not at all—depending upon the context).

___ Use two hyphens, set closed, to signify an em dash.

___ Are en dashes (or a code equivalent) used to connect or indicate inclusive numbers?

___ Has the ampersand been used improperly in lieu of the word "and"?

___ Bulleted and numbered lists—are periods placed or not placed consistently at the end of each entry in the list?

___ Bulleted and numbered items should have *one* tab, not spaces, placed between the bullet and/or number and the first character of text). Word's bulleted and numbered list utility may not convert to print-optimized text.

___ Remove spaces in conjunction with tabs.

___ Are there spaces between punctuation marks such as parentheses, brackets, semi-colons, colons, quotation marks, solidus and the like and characters? Tip examples: Edit-->Find-->Find What-->type "(" and hit the space bar, or type a space bar and ":" in the Find box, and so on.

___ Mathematical entities: one space on either side of symbols? Have unique characters been identified and coded?

___ Are ellipsis dots formatted consistently; three or four depending upon the context—three points for an omission with a sentence; or a period (question or exclamation mark as well) and three points for an omission at the end of a sentence?

___ Are quotation marks used in conjunction with italic attributes with newly introduced or emphasized terms or phrases? Consult the style manual for guidance as to which to use.