Initial editing of *SoJourn* articles & other texts

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Below are tips for cleaning up copy text before the serious work begins. These should be completed no later than a week after you receive your assigned article (slightly longer if you are assigned a longer text). Please let me know if you have difficulties:

Read once through without making changes

It will be a good idea to read through your text completely before making any changes. You will be reading your pieces many times, so read it once through, then begin on the work described below.

Save original file and work with renamed copy

When you receive the electronic copy of your article, save the original and begin work on a copy renamed with "Title rev your initials"—thus if the file I received were titled "Immersion," I would begin work on a draft file renamed "Immersion rev TK."

Working in *Word*

Our initial editing will be completed using Microsoft *Word*. The tips that follow should be completed before you begin line and copy editing.

What is the difference between line and copy editing?
https://nybookeditors.com/2015/01/copyediting-vs-line-editing/

Justification & Line Spacing

If your document has been justified on the left and right margins, change it to just left justified.

Change your line spacing to 1. Do this by highlighting the entire text (Control A), then clicking on the "Format" dropdown menu and selecting "paragraph." Set your line spacing to "Single" but just as importantly, set your spacing "Before" and "After" to "0 pt." (Don't just select single line spacing from the menu bar – you need to make sure the spacing before and after paragraphs is set to 0).

Spacing after punctuation

We will be using one space after final punctuation such as periods, question marks, and exclamation points—just one. Many writers were trained to include

two spaces after final punctuation, so these must be reduced, in all cases, to one. Usage in most of our manuscripts appears to be quite inconsistent, so go ahead and just get this grunt work done in an initial editing. Use the "Find and Replace" tool for global replacements (find two spaces and replace with one space); hit the replace button until you arrive at "0."

Dashes

Normalize all dashes to Em dashes with no space on either side. The easiest way to create an Em dash using *Word* is to move to the end of a word and then leaving no space type two consecutive hyphens followed by the next word with no space in between. When you complete the second word, an Em dash will appear. Alternatively, you can select the "Insert" dropdown menu, then "Symbol," then "Advanced Symbol" and select Em dash from "Special Characters." (You can also hold down the "alt" key and type in 0151 on the numeric keypad to the right of your main keyboard. You CANNOT use the numbers at the top of the keyboard.)

It may be helpful, once you have created one Em dash to copy it and simply paste it where needed. Remember, no spaces before or after Em dashes.

En dashes (shorter than em dashes) are used in special instances, such as between listing of years 1833 – 1845. The easiest way to create an En dash using *Word* is to move to the end of a word and then leaving a space type two consecutive hyphens followed by a space and then the next word. When you complete the second word, an Em dash will appear.

Compare the following for length:
—   em dash
–   en dash
-     hyphen

Do not use a single hyphen in place of a proper em or en dash.

Quotation Marks

Make sure that all punctuation, with the exception of colons, semi-colons, question marks, and exclamation marks, are located inside or to the immediate left of the closing quotation marks. Question marks and exclamation marks are placed to the left of the closing quotation marks if part of the original quotation. Make sure the use of single quotation marks is limited to quotes within a quote. Make sure all single and double quotation marks and apostrophes are true curved punctuation marks and not straight feet and inch marks.

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<u>Numbers</u>
Ascertain that all numbers from 1 to 20 are expressed as words: one to twenty.
Above twenty, all numbers should be expressed as numerals: 21, 22, 100, 1000, etc.
Likewise, cardinal numbers should be spelled out: eighteenth, not 18th, nineteenth,
not 19th, etc. Fractions should be expressed as true fractions: ½, not 1/2; ¾, not
3/4; etc.