

Running Compendium of SEAS House Style for editing and proofreading

Hyphenation and spelling

Hyphenation and justification, in general; widows and orphans; and too-short last lines of paragraphs

- For ordinary text, there should be no widows or orphans. (If you see one, please report it; it is probably a blooper.)
- In ordinary text paragraphs, the last line should not be the last part of a hyphenated word carried over from the previous line. (If you see one, please report it; it is probably a blooper.)
- For a bibliography, because of the many short paragraphs and the nature of the material, the previous two prohibitions (widows-and-orphans and partial word as final line) are not imposed. (If you do not like the “look” of the bibliography this way, let the typographer know and another compromise method can be applied; however, every method is a compromise of competing ideals.)

Spelling, punctuation, character/word styles:

- British spelling can be retained for British writers, but the editor(s) should make this decision on a volume by volume basis.
- all quotation marks are edited to Yale SEAS American style
- quotation marks within (indented) block quotes (i.e., extracts) are double (“ ”)
- all other punctuation is American—and Yale SEAS—style, namely, end of sentence and end of phrase punctuation marks are within quotation marks, with the exception of colon and semi-colon
- foreign terms—normally italicized when in ordinary type—are set within double quotation marks when appearing in an italicized heading (Heading A or B). When they appear within small caps passages (such as Heading C), they may be set within double quotation marks or without distinguishing typography; the choice would depend on the nature of the material, and the editor should mark or advise which is preferred.
- decades like “1920’s and -’30s” are edited to “1920s and 1930s”
- possessive ’s after italicized (proper or foreign) noun is Roman (e.g., *rangsi’s*)
- date and time suffixes—B.C., A.D., P.M., A.M.—are small caps (American style), unless in italics, which require full caps (B.C., A.D., P.M., A.M.)
- punctuation and reference marks after styled text (italics, bold, etc.)
 - parentheses and brackets that surround styled text remain Roman
 - other punctuation that follows styled text takes the style of the preceding characters
 - reference marks (for notes) remain Roman
- for abbreviated citations, no spaces before or after colon: “1966:328”: however, space

- between date and volume number: “1966, I:328”
- p. # or pp. #—space after the “p.” (typographer may set as non-breaking space)
 - US\$350, e.g.—no space between \$ and amount; same for £ and possibly other currencies. If abbreviation rather than symbol is used for foreign currency, make non-breaking space between abbreviation and number [see CMS].
 - initials, followed by periods, for proper names (people or places):
 - for people, a space follows the period (e.g., C. A. Rambouts)
 - for places, without space following period (e.g., Ithaca, N.Y.)
 - abbreviations with two or more elements (like honors and degrees) followed by periods: without spaces (e.g., Ph.D., LL.D., M.A.)
 - Note to Editor/Author: The ellipsis (three periods) is typeset as a single character. A letter space buffers the word or punctuation mark immediately preceding or following an ellipsis, unless the ellipsis ends a sentence, in which case the final punctuation follows the ellipsis without an intervening letter space. Please clarify punctuation where ellipsis falls between sentences, namely:
 1. does the ellipsis end the preceding sentence, that is, is the ellipsis followed by a period?
 2. does the preceding sentence end without an ellipsis, that is, the period ends the preceding sentence and the the ellipsis follows indicating material omitted from the subsequent sentence(s)?

Acronyms and abbreviations

- Most acronyms should be small caps, not all caps, whether in text, notes, or reference citations. Please let me know if you spot one I missed.
- Acronyms and abbreviations with capitalized letters that will not be set in small caps but in full caps are:
 - Names that include initials: JFK, M. K. Fischer
 - Names of schools, companies, and so on: MIT, UC Berkeley, RJR Nabisco, the BBC
 - Place names: CT, USA, U.K., Washington, D.C.
 - Acronyms that occur in display type (such as headings)
 - Math
- The editor should mark exceptions to the above or provide instructions to the typographer where passages or volumes demand different treatment.

Headings (i.e., subhead) styles

Most monographs have three levels of subheads. If a volume has more than three heading levels (such as Monograph #53) the Heading C Alt, instead of the usual Heading C, is used, and heading levels D and E are added. (A separate sheet with typeset samples of subheads is available from MetaGlyfix to illustrate subhead levels.)

- Heading A: centered, italics, title case; following text paragraph is without first line indent; font: IPalitinoItalics, 11 pt
- Heading B: first line flush left, subsequent lines indented 15 pt.; italics, sentence case (no period at end); following text paragraph is without first line indent; font: IPalitinoItalics, 10.5 pt
- Heading C: flush left callout, small caps, lower case throughout, loose tracking (-5/200's), ending in period followed by en space; font: PalSC 10.5 pt, tracked 5/200s
- * Heading C Alt: like Heading B, but in lower case small caps; font: PalSC 10.5 pt, tracked 5/200s
- * Heading D: flush left callout, italics, sentence case, ending in period followed by en space
- * Heading E: flush left callout, small caps, lower case throughout, loose tracking (-5/200's), ending in period followed by en space; font: PalSC 10.5 pt, tracked 5/200s
- Note to Editors/ Authors: Please mark level of each heading. You do not need to specify the typography.
- Words that would be otherwise italicized but that occur within an italics heading (Heading A or B or D) are enclosed in double quotation marks. Otherwise italicized words that occur within small caps heading (Heading C) are either enclosed within double quotation marks or undistinguished.

Other text styles:

- First few words of each chapter and of any new major section break within a chapter: in small caps, lc and uc; slight positive tracking (about 3/200 em)
- Note to Editor: You do not need to mark the words to be set, but be alert to them when proofreading galleys.
- Major section breaks within a chapter are usually indicated with space above a flush left paragraph. Please indicate for the typographer where such breaks are desired.

Lower case (old style) Arabic figures

Old style figures are used throughout, with the following exceptions:

- 1) equations
 - 2) tabular numeric data and sometimes table column and row heads (whether to use lining or old style figures in tables is decided on a volume by volume basis)
- Note to Editor: You do not need to mark lower case Arabic figures, but be alert to them when proofreading galleys.

Italicization:

- Roman: ca., cf., et al., ibid., idem, passim
- Italics: *sic*, *s.a.*—changed to *n.d.*, *s.n.*—changed to *n.p.*
- Words that would be otherwise italicized but that occur within an italics passage or

heading (Heading A or B) are enclosed in double quotation marks

Notes:

- Notes at end of chapter (multiple author volume) or end of book (single author volume) labeled “Notes” (not “endnotes”).
- No new page for “Notes” when at end of chapter
- Acknowledgement note at beginning of chapter is set as unnumbered footnote on opening page of chapter.
- True footnotes may be set for volumes with few notes (usually less scholarly topics, e.g., Monograph #42).
- References marks (usually numbers, sometimes letters or symbols)—at least in the text, are in the text font face (Palatino); that is, they are not italics or bold, even when following an italics or bold character.

Bibliography (or References):

- New page for “Bibliography” or “References” section at end of book. Editor should indicate which title is the appropriate one.

Extracts/quotations:

- First paragraphs (and all paragraphs) are set with indented first line unless they are clearly a continuation of the preceding text.
Note to Editor/Author: Please please indicate when the latter is the case.
- Subsequent paragraphs are set with indented first line.
- Citation on separate line, right aligned, within parentheses, without final period.

Illustrations (i.e., figures [drawings and photos] and maps) and tables:

- Short titles usually listed in front matter, following Contents.]
- Full captions accompany illustrations
- Captions numbered by chapter and series, e.g., Map 2.1, Map 2.2, etc.; Table 2.1, Table 2.2, etc.; Figure 2.1, Figure 2.2, etc. Photos are designated merely 2.1, 2.2, etc. [Exceptions for #50: no figure or map numbers]
Other possible exceptions: when there are few maps or only one map per chapter??
- Maps and tables are numbered in separate series. Figures include text figures (that is, drawings, graphs, etc.) and photos and are numbered in the same series. (For example, if Chapter three contains two maps, two tables, a line drawing, two photos, and a second line drawing, the series would be:

Map 3.1, Map 3.2

Table 3.1, Table 3.2

Figure 3.1 [a line drawing], 3.2 [a photo], 3.3 [a photo], Figure 3.4 [a line drawing]

- Placement of captions, legends, and notes:
 - Tables — caption above (“Table 3.1”), legend (if any) below, notes (if any) below
 - Maps — caption above (“Map 3.1”), notes (if any) below; legends have a special meaning within a map
 - Text figures (e.g., drawings) — caption above (“Figure 3.1”) in recent volumes; could be below, as when mixed with mostly photos; legend (if any) below, notes (if any) below
 - Photos (and art work) — caption usually below; when numbered, no tag (“3.2,” not “Figure 3.2”); may be without numbering throughout when appropriate to volume, as when all or most illustrations are photos; legend (if any) below; notes (if any) below
 - Figures in scientific volume (such as Monograph #53) may have caption and legend combined below (see following Note).
- Note to Editors/ Authors about captions: The caption is a title or headline, not a sentence ending with a period. The rest of the material could be explanatory (legend), source notes, or footnotes. If the caption supplied is multiple sentences, the editor should edit or extract a suitable title for the figure and treat the rest as legend or notes. That said, this might not be the best approach to a volume in the natural sciences. If all or most of the text figures are supplied with legends only, then it might be best to eliminate captions altogether (“Figure 3.1 [en space] Blah, blah, blah legend text in sentences.”) Be consistent for the entire volume.
- Drop folio for full-page maps and for pages with map on upper portion of page only, followed by text; drop folio for pages with photos at top of page; normal expressed folio in header if illustration is only on lower portion of page. (Revised for #47; previous volumes did not express folio for full-page maps). However, see text figures in #48, with normal expressed folios in headers.

Note to Editors: Editors do not need to mark folio position, but be alert to them when proofreading galleys.

Miscellaneous:

- Drop folios for opening pages of chapters
- Bibliography and Index begin on recto page. Chapter One begins on recto page. First chapter in a named Part begins on recto page. Other chapters begin recto or verso, on page immediately following preceding chapter.
- Index does not index front matter or bibliography.

Important (cost-saving) reminder to editors and publisher

Before submitting a manuscript (including accompanying illustrations and tables) to the typographer, be sure you have followed the instructions in the separate booklet, *Guidelines for Submitting Materials for Typesetting and Layout for Yale Southeast Asia Studies Monograph Series*, also available in PDF format and (updated) online at <www.metaglyfix.com/tips/msguide.html>. Among the two most important are:

- 1) For submitting text/word processing files: Keep the formatting as simple as possible in every respect. If you use MS Word, clean up the file by deleting all extraneous material, such tracked changes, before saving. Then also SAVE AS an RTF file, and submit both versions. (Sometimes one or the other or both together work better for typesetting.)
- 2) For illustrations (drawings and photos and maps) and tables, the guidelines warn NOT to embed them or their captions, titles, legends, notes, or credit lines in the text of the manuscript. They must all be edited and submitted separately from the manuscript text. The text should then be marked merely to indicate where the illustration or table should (ideally) appear. Also, never submit graphics of any kind as a MS PowerPoint file or pasted or embedded in a word-processing file. Failure to follow the submission guidelines in these and other matters will cause delays and extra costs.