

Guidelines for Copyeditors

We urge you to maintain regular contact with the *EV* editors during the editing process. It is especially important that you contact *EV* immediately in the event of difficulties with the electronic files or schedule delays. We will do our best to respond in a timely fashion to your questions and concerns.

Description of Tasks

Your job on most projects will consist of the following steps:

- ◆ **Writing style** Because *Encyclopedia Virginia (EV)* will be used as a reference for general readers—from fourth graders learning about early Virginia history, for instance, to lifelong learners with a wide range of interests and needs—entries should be accessible in terms of language and should provide substantial factual information. Aim for clarity and fluency in the author’s prose without rewriting. Eliminate wordiness, field-related jargon, triteness, confusing statements, redundancy, vague generalizations, and mixed metaphors. Explain terms and concepts that cannot be considered common knowledge. Reduce unnecessary use of the passive voice.
- ◆ **Style** Impose consistent style treatment to elements such as the treatment of numbers and dates; hyphenation; capitalization; variant spellings; formatting of text elements such as lists and subheadings; and citation style. (See “General Style”.)
- ◆ **Mechanics** Correct errors of spelling, punctuation, grammar, and word choice; watch for logic and consistency in use of tense and person; impose parallel construction on elements in a series; improve faulty transitions.
- ◆ **Sensitivity** Revise and query *new* material that is slanderous, dated, obscene, sexist, or prejudiced (source material might illustratively or incidentally contain such materials).
- ◆ **Fact checking** Spot-check accuracy of facts easily ascertainable in desk (including *credible* on-line) references, and watch for inconsistencies and impossibilities (for example, someone who died in 1851 giving a speech in 1852). Do not check every fact mentioned or engage in deep research.

Editing Marks and Article Submission

- 1) Please submit an electronic file in Microsoft Word with the “Track Changes” feature enabled.
- 2) If you find something that requires correction, place a “comment” in the electronic version of the document or if appropriate, make the change in the document.
- 3) When copyediting is complete, attach a “comment” to the article title that reads “completed” with your initials. Documents will come to you titled as follows: *ev.Allen_Rozell_500_fc.doc*. Please save the completed version by adding “_ce” after the word count, so a completed entry will appear as *ev.Allen_Rozell_500_fc_ce.doc*.

Entry Format

General rules entries should follow:

Summary Opener

Each article should begin with a four to six sentence paragraph summarizing the significance of the subject. *EV* is designed to offer readers “summary” views of topics so that they have the option of delving deeper into a particular subject or moving onto another.

Subheadings

Longer Articles (more than 500 words) should have brief subheadings that will catch a browser’s eye and serve to break the material into logical, manageable sections. No more than two levels of subheadings (primary and secondary) should be used, and levels should be differentiated.

Cross-References

Cross-references should be identified in bold type. These should be navigational links from one entry to other entries that would or should be included in *EV*. Online, these cross-references will link from the text of each article to the appropriate topic. Cross-references that cannot be expressed within the narrative should be listed at the end of the article under the heading “Other *EV*Links.”

General Style

Encyclopedia Virginia uses *The Chicago Manual of Style 15th edition* as its guide to style. For spelling (including diacritics), hyphenation, and italicization (underlining) of foreign words, use the most recent edition of *Webster's Collegiate Dictionary*, supplementing it with *Webster's Third New International Dictionary*. If more than one spelling is given for a word, use the preferred spelling—the first in the dictionary entry. For proper names, *Webster's New Biographical* and *Webster's New Geographical* dictionaries can be useful.

- ✓ All parts of the entry are double-spaced. There is no single-spaced text anywhere in the entry.
- ✓ Titles and subheads are typed upper- and lowercase (Like This and This), not in all caps (NOT LIKE THIS).
- ✓ Automatic hyphenation is turned off.
- ✓ Margins are set for left justification only.
- ✓ There are no headers or footers
- ✓ Quotation marks and apostrophes are straight, not curly (not "smart quotes").
- ✓ Do not hit the return key at the end of each line; instead, allow your word processor to wrap the lines automatically.
- ✓ To mark a new paragraph, please indent (using the tab key) instead of leaving a blank line. This way we will know whether you want a new paragraph after a block quotation; it will also let us know that you intend to leave a blank line to mark a new focus in your discussion.

- ✓ To indent extracts, use the “indent” feature of your word processor. Do not use the tab or the space bar to move each line to the right.
- ✓ Abbreviations and shortened forms: Spell out in full the name of persons the first time they are mentioned. The last name should be used as a shortened form subsequently unless there is a chance of ambiguity. Commonly recognized personal titles may be abbreviated (Mr., Gov., and so on).
- ✓ *Do not abbreviate* months or state names.
- ✓ Use serial comma (Tom, Dick, and Harry).
- ✓ There are no apostrophes in plurals of numbers & decades (1920s).
- ✓ Insert space between two or three initials of a name (J. M. Bean).
- ✓ Avoid use of slash in dates in text. Dates should be written out as follows June 1994. June 14, 1994. June 14, 1994, through June 20, 1994.
- ✓ en dash: when separating word-level items such as date ranges (as in the birth and death of a person), use en dash with no spaces thus: "John Smith (1580-1631)" NOT "John Smith (1580 – 1631)" *see CMS 6.83 for further clarification*
- ✓ em dash: when separating phrase elements, use one em dash with no spaces thus: "In that year Congress also passed the 'permanent solution' to the farm problem—the 'ever normal granary' bill that attempted to stabilize crop production with a combination of production and marketing controls." *See CMS 6.87 for further clarification*
- ✓ Spell out "the fifties" but 1850s is fine.
- ✓ The state name of Virginia is not required to follow the names of cities, towns, counties, or other entities located within the state unless confusion is likely to arise (e.g., references to Brunswick County, Virginia, and Brunswick County, Georgia, within the same article).
- ✓ For cities, counties, or entities located outside of Virginia, the state name is always provided. This is true even for such well-known cities as "Chicago, Illinois," or "Los Angeles, California." The single exception is "New York City."
- ✓ The names of major political figures should be prefaced as follows at the first mention (unless otherwise explicitly stated in context). Subsequent references require only the last name:
 - First mention:** "U.S. president Abraham Lincoln" (NOT President Abraham Lincoln);
 - subsequent mentions:** "Lincoln"
 - First mention:** "Virginia governor Douglas Wilder"; **subsequent mentions:** "Wilder"
- ✓ Names of wars should always be followed by a date range at first mention unless such dates are clear from the context. For example, Civil War (1861-65) or World War II (1941-45)
- ✓ Remove ellipses from the beginnings and endings of quotations.
- ✓ Do not change capitalization around ellipses except to correct an inconsistency in the author's treatment. In most cases either braced (for example, [T]he) or “silent” (changed without the braces) changes in punctuation are acceptable; braced changes are strongly preferred in rhetoric and other books where precise meaning is essential, and not making any changes is strongly preferred otherwise.
- ✓ Refer to *CMS 8* in dealing with Names and Terms of people, offices, places, etc.
- ✓ Follow *CMS 8.167* in lowercasing prepositions in titles and display matter.
- ✓ Spell out numbers according to *CMS 9.2-13*, paying special attention to the consistency rule in section 9.7.
- ✓ For inclusive numbers and inclusive years, follow *CMS 9.62–68*.