

PRE-FORMATTING MANUSCRIPT CLEANUP

After the words in your manuscript are all polished up, verify the file is formatted in a way that makes applying the template simple. (A copyeditor can do all these formatting tasks for you while they edit, although you may want to request this so they know what you want.) The key elements of being ready for formatting are (1) making special formatting easy to find and (2) making everything else *consistent*.

1. FORMAT SCENE BREAKS

First, go through and find your scene or section breaks. The simplest way to prepare these for formatting is to place an easy-to-search-for symbol between the last paragraph of one scene and the first paragraph of the next, then remove any extra blank lines. Some easy symbols are the hash sign (#) or a triple asterisk (***). These signs are rarely used in writing, so you can easily use your software's Find functions to hunt them down when you're styling scene breaks in the template.

2. MAKE SPECIAL FORMATTING EASY TO FIND

Areas that have special formatting—like chapter breaks, headings, block quotes, etc.—will all need a particular paragraph style applied in the formatting template. So make them easy to find!

Page Breaks at Chapters: You can make your chapters easy to find by inserting a page break before each chapter title or number. To get a page break, simply hit Ctrl + Enter on a PC or Cmd + Enter on a Mac. Using a page break makes sure you don't use a lot of junk formatting, and that page break will show up in InDesign when you transfer your book.

Markers at Special Text: Once the chapter breaks are all marked, make sure it's easy for you to find any other special text. Some examples of special text are headings, block quotes, letters that are set off from the regular text, poems, songs, computer code, or text-messages-as-dialogue. When you're in InDesign, you'll want to apply special styles to these so they're set off for your reader.

How you mark these is up to you. Some publishers use a tagging system. For example, <quote>a block quote might be in tags like this</quote> so it's easy to search for. But if you don't have a lot of special text, you might just put a MS Word comment on each instance so you can quickly flip through the manuscript file and compare it with the formatted InDesign file. Pick something that will make it easy for you to find the text in InDesign and apply the right styles to get your book reader ready.

3. USE FIND AND REPLACE AUTOMATION

After your scene breaks and special text are marked appropriately, you can pull out the automation to help you make all your formatting consistent and get rid of junk formatting that is common during drafting.



The following directions are for Microsoft Word. Other word processors have find and replace functions that are similar, although some are not as robust or may use different shortcut coding for special dashes and characters. To access the Find and Replace dialog box in Word, use one of the following options:

- On a PC, hit Ctrl + H on a PC.
- On a Mac, hit Cmd + F. A panel will open on the left of your window. In that panel is a gear icon. Click that icon and select “Advanced Find and Replace.”

The following charts include a set of elements you can type into the “Find what” bar and the “Replace with” bar. These elements are broken into three groups:

1. Ones for which you can (and should!) use the “Replace all” button (you should even press the button repeatedly until Word returns no new replacements).
2. Ones for which you should look at each search result to make sure you input the right change.
3. One that searches for formatting.

Ready? Let’s get going.

SIMPLE FIND/REPLACE ALL

Note that *[space]* just means hitting the space bar while your cursor is in the correct box and *[blank]* means leaving the correct box entirely blank (not even spaces should be in there).

| ✓ | FIND | REPLACE | EXPLANATION |
|---|----------------|---------|--|
| | [space][space] | [space] | Double spaces are a relic of the days of typewriters. Ditch them. |
| | ^034 | “ | If Word’s default settings are on, this find/replace pair will make sure all your quotation marks are formatted the same, with the industry-standard curl. |
| | ^039 | ‘ | If Word’s default settings are on, this find/replace will make sure all your apostrophes and single quotes are formatted the same, with the industry-standard curl. |
| | ^p^p | ^p | Remove all extra hard returns. (Make sure you’ve marked all your scene breaks before doing this!) |
| | [space]^p | ^p | This removes any extra spaces at the end of a paragraph. |
| | ^p[space] | ^p | This removes any extra spaces at the beginning of a paragraph. |
| | ^t | [blank] | This removes all the tabs in your book. The indents for running-text paragraphs will be added automatically by the formatting template, and stray tab marks can cause hiccups. |



| ✓ | FIND | REPLACE | EXPLANATION |
|---|------|------------------------|--|
| | ^p | varies—see explanation | This finds soft returns and forced line breaks—these are times when a new line starts, but a new paragraph doesn't. Sometimes these are simple typos and need to be deleted. Sometimes these are used in place of a hard return, which signals a new paragraph. If a soft return is at the end of a paragraph, replace it with a hard return (^p). |

FIND/REPLACE (WITH CHECKS)

These checks search for *potentially* problematic elements, but sometimes the search will return results that are perfectly fine the way they are. Check each instance before replacing it with the “fix.” Note that *[space]* just means hitting the space bar while your cursor is in the correct box.

| ✓ | FIND | REPLACE | EXPLANATION |
|---|-----------------|----------|---|
| | ” | ” | In American punctuation, periods are almost always tucked inside of quotations marks, “like this.” (They almost never appear “like this”.) However, for British or World English or for a few style guides, this may vary, so don't use Replace All unless you're sure of your style and you don't have any quotes from British/World sources. |
| | ” | ” | In American punctuation, commas are almost always tucked inside of quotations marks, “like this,” and almost never appear “like this,” regardless of context. However, for British or World English or for a few style guides, this may vary, so don't use Replace All unless you're sure and you don't have any quotes from British/World sources. |
| | [space]-[space] | ^+ or ^= | Most people type a hyphen framed with spaces when they intend to use an em dash—a much longer line than the hyphen, which looks like this: -. Check any instances of a space-framed hyphen. If that hyphen is breaking up clauses and thoughts (rather than connecting words, like a hyphen should), replace it with an em dash (^+ in the Replace bar). If the hyphen is, instead, standing in for the word <i>to</i> or <i>through</i> in a number range (e.g., Read pages 3-4), you need an en dash, which looks like this: - (^= in the Replace bar). |
| | -- | ^+ | Most people type a double hyphen when they intend to use an em dash—a much longer line than the hyphen, which looks like this: -. Check any instances of a space-framed hyphen. If that hyphen is breaking up clauses and thoughts (rather than connecting words, like a hyphen should), replace it with an em dash (^+ in the Replace bar). |



| ✓ | FIND | REPLACE | EXPLANATION |
|---|-------------|------------------------|---|
| | [space]- | ^+ | See the above explanation of em dashes. This helps catch times when the typist <i>meant</i> to include a space-framed hyphen and made a typo. |
| | -[space] | ^+ | See the above explanation of em dashes. |
| | [space]^+ | ^+ | Em dashes don't need to be framed with spacing in most fonts (and definitely not in the fonts chosen for Looseleaf's templates!). |
| | ^+[space] | ^+ | Em dashes don't need to be framed with spacing in most fonts (and definitely not in the fonts chosen for Looseleaf's templates!). |
| | [space]^= | ^= | En dashes don't need to be framed with spacing in most fonts (and definitely not in the fonts chosen for Looseleaf's templates!). |
| | ^=[space] | ^= | En dashes don't need to be framed with spacing in most fonts (and definitely not in the fonts chosen for Looseleaf's templates!). |
| | .. | . | Check for double periods—they can crop up during revisions, especially if the author has been cutting a lot of text. But don't Replace All—some of these may be part of nonstandardized ellipses. |
| | ... | .^s.^s. | Replace trios of periods with no spacing with three periods connected by nonbreaking spaces. This is standard practice in print. |
| | ^i | .^s.^s. | Replace single-character ellipses with three periods connected by nonbreaking spaces. Although the ellipses characters are helpful on the web, they aren't standard for print and look out of place there. |
| | .^s.^s. | varies—see explanation | Make sure there is space on either side of each properly spaced ellipses (unless it is at the end of some dialogue, as mentioned in the next checklist item). |
| | .^s[space]" | .^s" | Make sure ellipses at the end of dialogue nestle right up against their closing quotation mark. They don't need space between them. (But leave the space if the narration is trailing off before and opening quotation mark.) |



REPLACE FORMATTING

To find a type of formatting, open the Find/Replace dialog box and put your cursor in the “Find what” bar. Then click “Format” down at the bottom left of the box (if you see a button that says “More” down there, click that first). This will let you search for formatting.

To run the check in the table that follows, click Font. In the new box that pops up, select Underline Style and choose the first solid-line style option. Click OK. Then click your cursor into the “Replace with” bar, click “Format,” then “Font.” Make sure the Underline Style is set to “none.” Then select “Italic” in the “Font Style” box and click OK. Now click Replace All in the Find and Replace dialog box until the program says it can’t find any underlines.

| ✓ | FIND | REPLACE | EXPLANATION |
|---|-----------------|-------------|---|
| | underlined text | italic text | Underlines vs. italics are another holdover from typewriters. In final, printed or e-distributed books, you want italics. |

