

Parts of the book

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Half Title

Title

Copyright

Dedication

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Notes:

Page numbers only added to pages following the contents, never to blank pages

Final page count includes all blank pages

Document Specs to set

- Typeface
- Typesize
- Caps, small cpas, lowercase, cap and lowercase, upper and lower case, cap and small cap
- Italic or roman
- Letterspacing
- Vertical position (sinking, distance from top-most element, distance between elements)
- Leading
- Measure (width, for justified)
- Horizontal position (flush left, flush right, indented, centered, etc.)
- Wordspacing
- Weight

Text Parts – Style Guide

Poems

Follow the styles guide

Use ***poem1-hanging*** for the first line of the poem (use the right hanging style to create best alignment)

Use ***poem1*** for first line of new stanzas and ***poem3*** only for the last line

Use quotation marks at beginning of each new stanza, if poem is a dialogue quote of character

Stories

After the ***text-spaceafter*** style, use ***text*** (with indent) for first paragraph of story section and the first paragraph returning to normal text

General text formatting

What to do with O or Oh

Use O only in poetry, following the original text's use of O or Oh

Use Oh in prose

No spaces before or after em or en dashes

Footnotes

Use a tab for the footnote spacing

