

ReWords

Cleanup Guidelines

General

- Turn off or disable as much of Word's auto formatting as possible. Turn off live spell check and live grammar check.
- Work with invisible characters (paragraph returns, tabs, spaces) showing.
- Do NOT make global changes of repeated editing changes.
- Do NOT use Track Changes.
- Flag pages with tables, math, and figures (sticky note on right-hand side of page).
- Delete figures from the manuscript.

Standard Cleanup (Before Text Correction)

- Select all and apply Normal style.
- Select all and apply bold (to make all bold) and apply bold again (to remove all bold).
- Select all and apply underline (to make all underline) and apply underline again (to move all underline).
- When a paper has an asterisk footnote, it should be manually deautomated—copy & paste the footnote text into a new note at the end of the paper, then delete the auto note.
- Globally change:
 - ^l (caret ell—forced line break) to space
 - 2 spaces to 1 (as often as necessary)
 - ^m (manual page break) to ^p
 - space ^p to ^p
 - ^p space to ^p
 - ^p^p to ^p (as often as possible)
 - space ^t to ^t
 - ^t space to ^t
 - em dash space to em dash
 - space em dash to em dash
 - two hyphens space to two hyphens
 - space two hyphens to two hyphens

Standard Cleanup (After Text Correction)

- Do a search for bold, and then a search for italic. Remove all extraneous bold and italic formatting, including formatting on adjacent spaces and paragraph returns.

Specifically:

- no paragraph marks or tabs should be italicized
- no spaces, periods, commas, or other punctuation marks before or after italicized phrases should be italicized
- if a phrase is italicized, all the spaces between the words in the phrase should be italicized too

So, e.g., in

Heinz v. French International

the space between "Heinz" and "v." should be italicized.

- Do a spell check.

Styling and Formatting

- Do not worry about paragraph-level formatting (type size, typeface, line spacing, indentation, head styling, etc.). All such formatting is handled in layout. Worry only about character-level formatting—italics, boldface, superscripting, etc.—and characters themselves.
- Apply italic, bold, etc. styling *only* to the regular text according to markup (italic document titles, superscript numbers, etc.).
- Do not add extra blank line spaces (paragraph spaces). If there are line spaces between each paragraph, remove them.
- If there are opening indents in the form of tabs, remove them. (But see the treatment of list prefixes under "Lists", below.)
- Quotation marks can be either straight (" ", ' ') or curly (“ ”, ‘ ’). Do not bother making them all either straight or curly.
- Remove all bolding, underlining, and italics from headings. Remove all formatting *except superscript* from superscript footnote numbers.
- Put into a single paragraph any headings that are manually broken over two lines.

N.B.: Do not include the space before or after the text in the styling, and remove any extraneous styling from the space surrounding the text. Similarly, do not include any punctuation after the text in the styling, unless the editor has clearly marked punctuation as, say, italic (as she would in a sentence that ends with a case name ending in "*Ltd.*"—that is, the period should be italic, because it "belongs" more to the

italicized text than to the sentence). Similarly, remove any extraneous styling from punctuation that follows styled text.

N.B.: Small caps are a combination of lowercase letters and the small caps code.

Punctuation and Spacing

- CTF does not use en dashes at all. Change all en dashes to hyphens.
- Use a hard or non-breaking space (represented here as "^s", as distinct from regular spacebar spaces, represented as "#") between a word and an ellipsis or between a punctuation mark and an ellipsis. If an ellipsis is to follow a word (e.g., "law"), type "law^s...#"; if a period and an ellipsis are to follow, type "laws.^s...#".

N.B.: In CTF texts, ellipses are typed as spaced periods: .^s.^s.^s.

N.B.: On Mac, type a hard space as: option + spacebar. On Windows, type a hard space as: ctrl + shift + spacebar.

- Use a hard space in paired elements like s. 17, 5 percent, Figure 1, Table 1. Make such a change and then do a global of the same change (or do globals as such things occur). There is no need to put a hard space between "section" and "24" in "section 24."
- If a hairspace is marked, use "[hair]".

Lists

- If a list is "automatic" (with automatically applied bullets, numbers, or letters), deautomate the list and manually type the list prefix and tab(s) as noted below.
- There should be a tab before and after a number or letter in an NL and LL:
<NL>[tab]1.[tab], <LL>[tab]a.[tab]
- There should be a tab only *after* a bullet: <BL>•[tab]

Coding

- Add paragraph-level codes at the beginning of paragraphs. No space precedes or follows paragraph-level codes: e.g., <H1>The First Heading. (See Appendix 2 to this document for more about tags.)
- Add <SPACE> (i.e., an otherwise blank line space coded <SPACE>) before and after lists and block quotations. Do not add <SPACE> before or after a heading. No <SPACE> is needed before or after a list if the list appears *within* a block quotation.
- In statutory quotations, change the space following the section number or letter to <en> (an en space): <BQ2>12(3)<en>Subject to subsection 12(4.1) income ...
- Do not put <SPACE> around BQs in footnotes.

- In table titles, (an em space) separates the table number from the table title proper: <TT>Table 1Marginal Effective Tax Rates ...
- Other than en and em spaces and fraction tags (see "Special Text (Math, Art, Tables, Queries)", below), any angle brackets that appear *within* a paragraph (e.g., less than or greater than signs, or angle brackets around a URL) must be "escaped". Put a backslash before such brackets: \<, \>.

Special Text (Math, Art, Tables, Queries)

- Replace math symbols and Greek characters with the codes shown in Appendix 1 to this document.
- Flag instances of math in a paper with just flag per set/collection of math, not for each math sign.
- Replace fractions that the editor has marked as a fraction with plain, tagged text. For example, replace $\frac{1}{2}$ or $\frac{1}{2}$ with <frac>1/2</frac>. Insert "[FRACTION]" after all such instances. (N.B.: The editor may not mark unusual fractions or ratios—e.g., 183/365.)
- Flag manuscript pages that have art (boxes and lines; graphs). In the electronic file, where the art is to go, add a catchline in a separate paragraph—e.g., "[CATCH ART FIGURE 1 MS PAGE 20]".
- If formal tables (called "Table 1," etc.) are included in the same file as the text, cut them and save them as another file—e.g., "01-table01.docx". Insert catchlines in the text where formal tables are to go. Informal tables (untitled, usually brief) stay where they are. Don't worry about aligning or fixing tabs: leave all tabs as they are. If the editor asks for dot leaders, put two tabs. Everywhere else, put one.
- Type author queries in bold directly into the electronic file at the appropriate place. Author queries take the form "[AU: {editor's query to the author}]".

N.B.: Do not type author queries in CTF texts unless the editor has explicitly marked the query to be inserted.

Appendix 1: Math and Greek Codes

Replace math symbols and Greek characters with the following square-bracketed codes.

Math Symbols

| | |
|---|-------------|
| + | [plus] |
| − | [minus] |
| × | [times] |
| ÷ | [divide] |
| = | [equal] |
| ≡ | [equiv] |
| ≠ | [nequal] |
| ± | [plusminus] |
| ' | [prime] |
| " | [dprime] |
| · | [middot] |
| > | [gt] |
| ≥ | [ge] |
| < | [lt] |
| ≤ | [le] |
| → | [rarr] |
| ← | [larr] |
| ↔ | [harr] |
| ∞ | [inf] |
| ∫ | [int] |
| Σ | [sum] |

Greek Characters

| | |
|---|-----------|
| α | [alpha] |
| β | [beta] |
| γ | [gamma] |
| δ | [delta] |
| Δ | [Delta] |
| ε | [epsilon] |
| ζ | [zeta] |
| η | [eta] |
| θ | [theta] |
| ι | [iota] |
| κ | [kappa] |
| λ | [lambda] |
| μ | [mu] |
| ν | [nu] |
| ξ | [xi] |
| ο | [omicron] |
| π | [pi] |
| ρ | [rho] |
| σ | [sigma] |
| ω | [sigmaa] |
| Σ | [sum] |
| τ | [tau] |
| υ | [upsilon] |
| φ | [phi] |
| Φ | [phia] |
| χ | [chi] |
| ψ | [psi] |
| ω | [omega] |

Appendix 2: Overview of Tags

Editors add tags (or codes) to manuscripts at the copy editing stage. During the layout process the tags are converted to paragraph styles in InDesign.

Tag Name Rules

- Tags always take the form <[tag or style name]>.
- Paragraph tags are added at the beginning of paragraphs. They are required only where the tagging changes; repetitive tags can be omitted, but it is advisable to tag every paragraph, especially in manuscripts with a complicated or sophisticated design; InDesign will crash if some tagging is absent.
- No space or other character precedes a paragraph tag; no space follows a paragraph tag.
- Character tags (with the exception of <en>, , and <frac></frac>) are not added in the editorial process; they are created and used solely in the production process.

Example of Tag Use

<TI>Toward a Broader Base for Personal Taxation: Reconciling Equity and Efficiency

<AU>Jonathan Rhys Kesselman*

<H1>Introduction

<TX1>In the century since the introduction of Canada's personal income tax (PIT) in 1917, the base of the tax has undergone notable changes, reflecting political pressures, ideological swings, and the evolution of expert thought. ...