# **Humanities**-**Ebooks** **Word Template**

## **1. Introduction**

Please keep the first seven pages in this document until you have finished your book as they may be needed for reference. However, some care should be taken not to amend the template as you go since *every time you paste in formatted text you import whatever styles were used in the source document*. For that reason, the instructions include advice on saving this file as a template on your computer so that you can generate a clean copy whenever you need one.

If you find that the template is repeatedly modified while drafting, it may be necessary to consider drafting your entire work in plain text, pasting it into a new copy of the template *without formatting*, then applying the correct styles. If you are unable to use this template Humanities-Ebooks will supply detailed instructions on how to set up your own. However, this will require more work than using the one supplied and should be avoided unless absolutely necessary.

## **2. First Steps**

## Save this file as a template (Go: ‘File’>‘Save As’: File Name Insights Template> File Type Document template”). Then you can create a new copy whenever you want, using the File>New command). To make sure that you can ‘see’ the template in operation, open it as follows:

1. “View>Print Layout”
2. “View>Footnotes”

## **3. Use of Styles**

In drafting your work, please use only the styles contained in this template and illustrated on pages 3 and 4. When there is conversion from Word to InDesign it is essential that the styles convert properly which they will only do if they retain the same names.

To ensure against importing styles when pasting in from another document, use the command ‘paste special’ rather than ‘paste’ and select ‘text only’. To avoid losing *italics*, if pasting in references or booklists, you may prefer to format such text in a separate document (in this template of course), then copy and paste. If, as sometimes happens, part of the selected text does not convert, do not apply the style a second time or you will lose your italics: try applying the correct font style and point size instead. It is very likely that your template will change as you use it (common problems are that Normal style ceases to be justified; margins change; spaces change), in which case you should make sure that all your paragraphs are nominally in the correct style, select all, copy and paste (formatted) into a new copy of the template. This will usually fix the problem.

Footnotes pasted in from one document to another will almost invariably come out wrong: you should re-create the footnote within the template (select the footnote text, delete the footnote, and then re-insert using Insert>Reference>Footnote).

## **4. To apply the styles:**

1. go to the drop down Format menu;
2. select ‘Styles and Formatting’ (this should open a new menu at the right of the screen);
3. in the ‘show’ menu at the foot of this right hand column click ‘available styles’

The style box in your top toolbar should now show only the recommended styles. Select the relevant text and click on the required style.

Please check ‘Available Styles’ from time to time, and ‘Formatting in use’: the latter will show variants, such as text colour or bold and italic, but if any named styles have appeared please delete them!

It is also useful to print out pages 3 to 5 so you have a visual record of what the inbuilt styles should look like – it is easy to alter these accidentally.

## **5. Page set up (if you need to create your own template)**

The paper size is Demy-Octavo: 140 mm by 216 mm. The page is set with a top margin of 40 pts and left right and bottom margins of 30 points. It has a page number in the top right hand corner.

## **6. Built-in Styles (a to k illustrated below)**

(a) **Normal** and **Normal First** (Times new Roman 12 pt). No margins. Justified. Single space. Widow and Orphan control is disabled (the Publisher will rectify awkward page breaks in production).

Please ensure that Normal, not Body Text, is your default style. Normal First means the first paragraph of a new section, or after a block quotation, and it has no indent.

If you wish to use sections without headings, as here, use a line space and no indent. It is preferable, however to use a sub-heading (in Heading 2 style) so that it can be included in the navigation bar. Do not separate sections with rows of asterisks. We can apply a drop cap if you like.

(b) **Examples** (or Comments). This may be used to enable a distinction between your text and any little preamble or addenda to a paragraph, such as a summary or pedagogical questions or a list of examples. Embolden it if you wish. Or, as an alternative, use Prose Quotation (see below) for the same purpose.

**(c) Heading 1 (for Chapter Headings) 15 pt bold**

## **(d) Heading 2 (First level sub-heads) 12 pt bold**

### ***(e) Heading 3 (Sub-headings) 12 pt italic bold***

(f) Prose Quotation 12 point font. Indented 20 points left and 10 points right. Includes a line space before and after the quotation block.

Prose Quotation Indent has a first line indent.

(g) Free Verse. 12 point font. 20 point hanging indent (for the overflow in longer lines (or Whitman’s versicles), and a line space before and after. Use a carriage return only at the end of a ‘versicle’ and insert a line space between verse paragraphs or ‘stanzas’. Do not use your space bar.

(h) Poetry Quotation (indented). 12 point font. 40 point indent. Use a single carriage return between stanzas. For elaborate layout (i.e. variously indented lines) please use **en or em spaces** (in the special characters section of the Word symbol menu) and supply a photocopy of the required layout. Do not use tabs or your space bar.

(i) **Footnote Text (Arial 9 pt)**. To insert a footnote go: “Insert > Reference > Footnote”. This style, which is automatically applied, incorporates a hanging indent, but you will need to insert a tab after the numeral to ensure that all text is in line beneath the first letter of the note. [n.b. **Footnote Reference** is the bold superscript style automatically applied to the **numeral** when you create a footnote. Do NOT apply this to the text of your footnote or it will all be in bold superscript **and will look like this**.] To prepare a text for Kindle conversion we will simply convert footnotes (numbered by the page) to endnotes (numbered continuously), and convert tabs to em-spaces.

Please minimise the use of footnotes. Arguably, a Literature Insight can be written entirely without reference to secondary matter except in the section on reception. Furthermore large number of footnotes can make conversion to certain publishing formats difficult as they have to be manually linked.

(j) Hyperlink. If you insert an external hyperlink (select a phrase, go “Insert > Hyperlink” and copy the full URL in the dialogue box) it should automatically appear in this style.

Please try to avoid placing hyperlinks in footnotes. They are an absolute nuisance in terms of breaking up layout and they have to be manually reconfigured in InDesign to avoid them being surrounded by boxes. In a Kindle file they will never be of any utility because your reader is not going to follow an internal link to your endnote, and then follow another to an external source.

*If your book is to be printed* it will not be possible to use the hidden form of **external hyperlink** (i.e. where the URL is active but invisible) for the sake of neatness. This means that you should take care not to build lengthy hyperlinks into continuous sentences, but set them out individually and preferably in a special section of the bibliography devoted to online materials:

http://www.somethingorother.com/andsoon/andsoforth.html

(k) **Bibliography**. 12 point. Incorporates a hanging indent as illustrated below. In most cases your booklist should be brief and it must be annotated: there is little value in offering students an extensive list of books and essays without guidance. You may wish to use dark blue to differentiate your comments from the bibliographical data. Please use whichever referencing style your general Editor recommends (MLA, MHRA or whatever), and always use italics—not underlining—for titles. PLEASE make sure there are no carriage returns with entries or the layout will go all over the place when converted. It should look like this:

Charlesworth, Max. *The Existentialists and Jean-Paul Sartre*. London: George Prior Publishers, 1976. A lively book includ-ing stimulating interviews. Emphasises the Marxist question.

## **Typing your document**

1. Headers in the template include their own line spacing. **Do not insert any line spaces at all** (except for stanza breaks in poetry quotations). **Never** use a carriage return when setting out a prose quotation or a bibliography (except of course between paragraphs or items).
2. At the end of a chapter use a page break command (CTRL+Enter), **not** a series of returns.
3. **NEVER use the space bar or tabs for any kind of formatting.** As all extraneous spaces (that is other than a *single space* between words and a ***single*** space after a full stop) will be removed as the first step in preparing the final book, any layout achieved by using spaces will disappear. Typographers, as opposed to typists, never use a double space. All text in your Ebook should be in Normal style unless it is a header, a hyperlink, a quotation, a footnote or part of a bibliography.
4. All block quotations must be in Prose Quotation, Poetry Quotation or Free verse style. These styles provide the correct indent line spacing and type size. You may find these styles useful other purposes. A Drama style can be provided on request (i.e. with an indent after the first line of speech with the character’s name).
5. Usetabs only after the numerical reference in a footnote.
6. In poetry quotations requiring elaborate stanza indentations it is best to use combinations of en and em spaces (Insert>Symbol>Special Characters). Use an em space [ ] for a paragraph indent, or initial indent, within a prose quotation.
7. For numbered or bulleted lists please use the automatic word facility (the numbering facility is in use here as your toolbar will show) to ensure that they are all in the same layout. But make sure that auto-numbering is NOT engaged for numbered sections. You may also find it appropriate to use Prose Quotation style for such lists.
8. **Never use hyphens in page references or date spans or ‘relational’ spans or as dashes**. A page reference or date span should use an en-dash as in 23–39 or 1914–18 as should a concept such as the England–Australia test match. For parenthetical dashes—or sentence breaks—use abutted em-dashes. If you cannot find these in your Word Symbol tool, please copy these.
9. For complicated layout (for example a Chronology) you will need to use tables. Please see the style sheet for advice and, if need be, **ask the publisher to design one for your needs**. **NEVER** use tabs or spaces or borders. If you need to arrange matter in two or three columns, simply insert a two or three column table (Table > Insert Table > select columns and rows).

Please consult the Humanities-Ebooks Style Sheet for all aspects of usage, punctuation, typographical conventions and so on.

Start your text here.