

Summary of Best Practices for Editors

This formatting checklist ensures we're producing reports, manuals, and other documents to a set standard.

Spaces and Tabs

- Insert nonbreaking space between "Section(s)" and the number
- Change double spaces to single spaces
- Delete duplicate tab marks
- Remove space before and after tab character
- Replace double paragraph returns with single
- Remove space before and after paragraph return
OR Remove trailing spaces at the end of lines
- Remove leading spaces at the start of lines
- Replace manual line break with paragraph return at the end of lines
- Ensure nonbreaking spaces are used in initials (e.g., J. K. Rowling)

Quotation Marks

- Replace straight quotes with smart/curly quotes
- Replace straight apostrophes with smart/curly apostrophes

Dashes and Hyphens

- Replace hyphens with en dashes in number ranges (e.g., 10–20)
- Replace double hyphens (--) with em dash (—)

Nonbreaking Spaces

- Insert nonbreaking spaces before, after, and within ellipses (. . .)
- Insert nonbreaking spaces between numerals and measurements (e.g., 10 kV, 20 MW, 5 ft, 100 sf)
OR Replace space between numeral and metric with nonbreaking space (e.g., 5 kg)
- Insert nonbreaking spaces between month name and date (e.g., July 12)

Parentheses and Brackets

- Remove space after an opening parenthesis/bracket
- Remove space before a closing parenthesis/bracket
- Check for balanced parentheses and brackets (no missing opening/closing marks)

Punctuation and Symbols

- Remove punctuation at the end of URLs
- Remove space before percent sign, Celsius sign, Fahrenheit sign, and currency signs
- Remove space before commas and periods
- Remove space before and after em dashes
- Remove space before and after slashes
- Remove space before closing quotes
- Remove space after opening quotes
- Replace superscript "o" with degree sign (°)
- Check for consistent use of typographic symbols (e.g., × for multiplication vs. x)
- Check for proper use of minus sign (−) in equations (distinct from hyphen/en dash)

Punctuation Placement

- Move period inside closing quotes
- Move commas inside closing quotes
- Move question marks outside closing quotes (typically)
- Correct space around equal signs and other mathematical expressions (e.g., × +, -, =) (add space before and after)

Figures

- Ensure figures are numbered consecutively
- Insert nonbreaking space between "Figure" and the number in text (e.g., Figure 1)
- Delete period at end of figure title
- Add a note to author to replace low-res images with high-res images
- Add placeholder for Source citation if necessary
- Confirm that all images have appropriate alternative text for accessibility

Tables

- Ensure tables are numbered consecutively
- Insert nonbreaking space between "Table" and the number in text (e.g., Table 1)
- Delete period at end of table title
- Remove "10pt after" space in column headings
- Place em dash (—) in empty cells
- Confirm that all images have appropriate alternative text for accessibility

Final Check

- Spell check entire document
- Reinsert DRAFT watermark