

BOOK TYPOGRAPHY CHECKLIST

Please note that this list has been compiled with Adobe Minion Pro in mind, and based on my own typographic preferences and tastes. It is not meant as a list of hard rules. Each designer/typographer/typesetter needs to establish their own set of guidelines based both on convention and taste.

— Jason Dewinetz

A few things to be added soon, suggested by the good folks in the Typophile community:

- placement of punctuation marks inside/outside quotation marks;
 - period, comma: always inside right quote;
 - question, exclamation: inside right quote *only* if part of quote;
 - colon, semicolon: always outside right quote;
 - footnote superscript: always outside right quote (kerned carefully);
- use of appropriate numbers (proportional oldstyle, tabular oldstyle, proportional lining, tabular lining);
- use of small caps only when true small caps are available;
- *Œ* and *℞* for ligatures when not using OpenType fonts (*esp.* fi, fl, ffi, but also ffi, ffl);
- positioning of @, ©, ™, ®;

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Ongoing tasks for each new project:

While plotting & formatting a new project, compile a list of the following and once the copy is finalized run F&R to correct/adjust all such instances throughout the book:

- abbreviations & acronyms = to be converted to small caps (see *Small Caps*, below)
- equations (e.g. $3 \times 4 = 12$) = no break (discretionary breaks where necessary)
- volume/issue data (e.g. vol. 2, no. 3) = no break (discretionary breaks where necessary)
- parenthetical references (e.g. Johnson 34) = no break (discretionary breaks where necessary)
- initials (e.g. R. H. Johnson) = remove space (e.g. R.H. Johnson; see *Initials*, below)

F&R (error clean-up):

- <wordspace><wordspace>
- <wordspace><comma/period/exclamation/question>
- <wordspace><colon/semicolon>

F&R (typographic considerations):

- alternate Q (if available for Qu combinations)
- alternate &, &ℒ, ℓ', &G (if available & beneficial)
- f ligatures fi, ffi, fl, ffl (if available & beneficial)
- Th ligature (if available & beneficial)
- true fraction glyphs $\frac{1}{2}$, $\frac{1}{4}$, $\frac{3}{4}$, $\frac{1}{8}$, $\frac{3}{8}$, $\frac{5}{8}$, $\frac{7}{8}$, $\frac{1}{3}$, $\frac{2}{3}$, %o, (if available)
- true multiplication glyph [×] if lowercase x has been used in typescript

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Ampersand:

“In heads and titles, use the best available ampersand” (Bringhurst).

Bulleted lists:

- Be cautious of the relative size of bullet glyphs as they are often too dark (the body copy in this document is set in 10pt Minion, but the bullets are set at 8pt – with the exception of the bullet introducing this item, which is set at 10pt and is a bit too dark).
- Another option is to use hollow bullets to introduce items.
- Still another option is to use an ornament, but be cautious of its colour.

• If you want to get really picky, set before an initial cap the bullet should be aligned to the vertical middle of the cap-height (look closely).

• if set before lowercase text, the bullet should be aligned to the vertical middle of the x-height (look really closely).

- Closing period if items are capitalized (*i.e.* if each item is a complete sentence).
- closing comma/semicolon if items are continuation of list title, thereby making up one complete sentence (title/introductory clause + items/continuing clauses);
- no punctuation if items are not continuation of list title and/or items are not capitalized (grocery-type lists)

Setting:

- 1 Indent paragraph (*e.g.* 1 em).
- 2 Outdent first line (*e.g.* 1 em).
- 3 Tab between bullet & content.

Dashes:

Note: Convention suggests a variety of standards for using dashes – like this – in the midst of a sentence. I prefer to use thin-spaced en-dashes, as defined in the left column below. However, InDesign protocol is to view thin-spaced en-dashes as non-breaking sequences, and thus very strange line wraps can occur throughout the flow. The work-around that appears to work best is to replace all instances of thin-spaced en-dashes with word-spaced em-dashes and condense the 3-part string by 65%. Doing so visually emulates thin-spaced en-dashes while allowing such strings to break at the end of a line. The first word-space in such a string may need to be set as a non-breaking space if the dash is to be kept from beginning a new line.

Standard use: text here – text here
text here<thin><en-dash><thin>text here

Work-around: text here – text here
text here<word-space><em-dash><word-space>text here

With quotes: text”– text
text<doublerightquote><hair><en-dash><thin>text

With quotes: text”– text
[use work-around above but kern into the double-quote]

With quotes: text”–“text
text<doublerightquote><hair><en-dash><hair><doubleleftquote>text

With quotes: text”–“text
[use work-around above but kern into each double quote]

Number range: 1945–1956
number<en-dash>number [kern all instances of en-dash ranges]

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Ellipses:

Ellipsis omission: text...text
text<ellipsis>text

Closing ellipsis: text.... Text
text<ellipsis><hair><period><thin>Text

Closing ellipsis (other): text...? Text
text<ellipsis><question><thin>Text

Closing ellipsis (other): text...! Text
text<ellipsis><exclamation><thin>Text

Intro ellipsis (ellipsis outdented): ...text
<ellipsis><hair>text

Ellipsis with comma: text,... text
text<comma><hair><ellipsis><thin>text

Fractions:

If true fractions are not available in the font, be sure to use the correct numerator & denominator glyphs, separated by a solidus [/] (not a virgule [/]):

correct: $\frac{7}{16}$ <numerator><solidus><denominator>
incorrect: $\frac{7}{16}$ <superscript><virgule><scientific inferior>

However, combine the two slashes where necessary: 8/9½

Hyphenation: “Leave at least two characters behind and take at least three forward” (Bringhurst).

Tie up any page-ending hyphenated word, excepting hyphenated compound words.

Initials:

Set no space between initials but a word-space (or thin space, as in this example) after: W.B. Yeats.

Italics (this topic’s list borrowed from Felici, *The Complete Manual of Typography*):

- book titles & periodicals, works of art including musical compositions, films, plays and television shows
- terms introduced in a manuscript for the first time, as well as technical terms (“Early cursives were called *Aldinos*.”)
- definitions within a sentence (“His name in Hebrew means *Peace*.”)
- proper names of ships and aircraft (“U.S.S. *Enterprise*”)
- single letters referred to as letters (“Cross every *t* and dot every *i*.”)
- punctuation after words or letters set in italics, including periods, commas, colons, and semicolons (but not punctuation marks)
- note that the possessive *s*, when attached to an italic word, is set in roman, as is the apostrophe that precedes it (“*King Lear*’s depressing ending.”)

Justification:

- set foot-/section-/end notes ragged right
- set reference/bibliographic listings ragged right
- set epigraphs & quoted passages ragged right
- set bulleted & numbered lists ragged right

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Kern (potentially troublesome):

“A ‘A
f” f”
f’ f’
f) f) (f)
f] f] [f]
f} f} {f}
f? f? f?
f! f! f!
f* f* f*
(J (J
[J [J
{J {J
(j) (j)
[j] [j]
{j} {j}

17 19 37 39 47 49 57 59 67 87 97

Latin:

c. 1927 [circā, from circum, around, from circus, circle]
<italic>c.</italic><hair>1927
cf. [confer (compare)]
<italic>cf.</italic>
e.g. [exempli gratia (for example)]
<italic>e.g.</italic>
et al. [et alii (and others)]
<italic>et al.</italic>
i.e. [id est (that is, that is to say)]
<italic>i.e.</italic>

Other abbreviations:

n.d. (no date)
<italic>n.d.</italic>
esp. (especially)
<italic>esp.</italic>

Measurements (primes):

3′ = 36″
3<singleprime><hair>=<wordspace>36<doubleprime>

Non-breaking spaces (to avoid line-wrap breakages):

W.B. Yates
2 × 2 = 4
6.2 mm
page 3
chapter 6
AuthorName Page (Johnson 3)

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Numbered lists (indents & tabs):

- no period following introductory numbers
- Closing period if items are capitalized.
- closing comma/semicolon if items are continuation of list title;
- no punctuation if items are not continuation of list title and/or items are not capitalized

Setting:

- 1 Indent paragraph (e.g. 1 em).
- 2 Outdent first line (e.g. 1 em).
- 3 Create *right*-aligned tab for number (e.g. see 95 below).
- 4 Create left-aligned tab for content.

95 Example of right-aligned list number.

Parentheses:

- always use Roman parentheses with italic content
- some characters/digits may benefit from adjusting their baseline, e.g. (3) not (3)
- if content inside parentheses begins & ends with a cap, adjust baseline of parens up, e.g. (Henry M) not (Henry M)

Standard use: (text)

<leftparen><hair>text<hair><rightparen>

Parentheses with punctuation inside: text.) text”) text;)

text<period/doublerightquote/semicolon><rightparen>

Quotes:

Single-inside-double: “text”

<doubleleftquote><hair><singleleftquote>text<singlerightquote><hair><doublerightquote>

With colon/semicolon: text: “

text<colon/semi><thin><doubleleftquote>

Slashes:

Kern all instances: “text/text”

Small Caps:

27° C 27<degree><hair><sc>C</sc>

81° F <degree><hair><sc>F</sc>

H₂O <sc>H</sc><inferior>2</inferior><sc>O</sc>

A² + B = C² <sc>A</sc>²<hair>+<thin><sc>B</sc>
<thin>=<thin><sc>C</sc>²

V84 6T2 postal codes

BC, DC, NY all provincial/state abbreviations (do not use periods)

WWI World War I

WWII World War II

Exceptions:

U.S. U.K. E.U. T-shirt I-Ching U-turn

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Superscripts: (all superscripts will need to be kerned carefully)

Without period: text³ text

text<hair><semibold-superscript><wordspace>text

With closing period: text.³

text<period><semibold-superscript>

With period plus text: text.³ Text

text<period><semibold-superscript><hair><wordspace>Text

With quotes: text."³ Text

text<period><quotedblright><semibold-superscript><hair><wordspace>Text

Tables:

Double-, triple- & quadruple-check all tabular alignments.

<u>Left</u>	<u>Centre</u>	<u>Right</u>	<u>Decimal</u>	<u>Dimension</u>	<u>Equals</u>	<u>Colon</u>
1234	1234	1234	123.25	2 × 4	2 + 2 = 4	2 : 3
4567	4567	4567	18.75	3 × 6	6 × 6 = 36	45 : 67
7890	7890	7890*	9.3	24 × 36	$a = 2b$	890 : 123
123	123	123	7.5	124 × 236	$2a = c$	23 : 456

URLS:

www.domain.com/Pagename_WITHCAPS.html

- remove “http://” from all URLs
- no closing punctuation
- where needed, include closing slash to avoid confusion *inter.com/*
- no break
- use small caps for strings of capitals, but retain capitalization otherwise
- last-referenced dates: (2 June 2004)