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Bemiss House
210 Sprigg Lane
Charlottesville, VA 22903

If shipping by U.S. Mail:
P.O. Box 400318
Charlottesville, VA 22904-4318

Reviewing Proof and Creating the Index

Reviewing Proof

Once your manuscript has been copyedited, it will be reviewed carefully in-house and sent on for typesetting. The typesetters (also known as compositors) produce what we call page proof, with the type set as it will appear in the final book. We will email you a pdf of the page proof for use in proofreading and indexing, and we will also email you the final, edited manuscript files in Word, for your reference. We strongly recommend that you make at least one proofreading pass from a printed-out copy of the proof.

The University of Virginia Press cannot provide professional proofreading services, so the responsibility for reading the proof carefully is yours.

We generally allow three weeks for you to proofread, four weeks if you are also finalizing the index.

An important caution: Please note that we are concerned about electronic piracy. You will see that the page proof are typically watermarked, to indicate that the work is copyrighted. We ask that you use the pdf only to view and print out your proofing and indexing copies and that you not allow use or viewing by others. Once your work is complete, please delete the electronic file. Unauthorized distribution of the pdf is considered a violation of our contract and copyright.

Proofreading Tasks

We recommend that you read the page proof at least twice. This is your last chance to catch errors before the book is printed.

Please be aware that text can inadvertently be dropped or misset. It is a good idea to at least spot-check against the final manuscript during your first pass. In your final pass, reading from start to finish as your readers will is a good way to spot lingering mistakes.

As you are proofreading, please attend to the following:

- Check chapter titles, subheadings, running heads (headers at the top of the book page), and captions especially carefully: errors slip through easily in display type.
- Fill in any missing page numbers on the table of contents page, and double-check the accuracy of page numbers already set.
- Supply, or double-check the accuracy of, page numbers in the running heads to the notes section. The first page number in a running head should be that for the first note appearing on that page. (Disregard a note beginning on the previous page.) The second page number in a running head should be that for the last note appearing on that page. (This note may carry over to the next page in the notes.)

- Supply page numbers for any in-text cross-references.
- Verify note numbering.
- Check that page numbers (known as folios) progress correctly.
- Check to be sure that the typesetter has set special symbols correctly, including those added by the copy editor, such as en dashes and em dashes. (The en dash is lightly longer than a hyphen but shorter than an em dash, and it is most often found between digits that express a range, as in 44–48. It can also be used with open compounds, as in “pre–Civil War legislature.” Em dashes are the standard dashes employed—such as here—to break up a sentence.)
- Check to be sure opening apostrophes, such as in the word *'Tis*, are set correctly.
- Double-check end-of-line hyphenation, particularly in proper names and non-English text. (If a break seems awkward, to determine the correct division of a word or proper name, consult the most recent editions of *Webster's Collegiate*, *Biographical*, and *Geographical* dictionaries or merriam-webster.com. You might also need to consult foreign-language dictionaries.) We label incorrect word breaks as “bad breaks.”
- Respond to any queries from the typesetter or your in-house editor.

Noting Proof Corrections

We ask that you note corrections and changes directly to the proof pdf using Adobe Acrobat Reader's Comments feature. (*Please see instructions at the end of this document.*) Doing so allows for the most accurate transfer of corrections to the typesetters.

If you are unable to note changes in the pdf, please clearly list requested changes in an email. (If using this method, it's helpful to note page and line numbers as locators.)

Another option is to clearly hand-mark changes to the printed proof page using a colored pen/pencil (preferably red, so that changes stand out). Then either scan the marked pages and email them to your project editor or ship the marked-up hard copy. (If emailing scanned pages, please also send a list of the pages scanned, to ensure no pages are missed.)

If you spot anything unusual or if you have questions, please contact your project editor to discuss.

Checking Artwork

The page proof will typically contain art that is to appear in your book (photographs, maps, etc.) as “For Placement Only” (FPO) art. FPO art does not represent the quality of the art that will appear in your book, but you should still check it carefully. Proofread typeset captions against the manuscript copy for accuracy and completeness, and if art is referred to in the text, be sure that titles and descriptions in the text match those in the captions. Verify that the art is located correctly, soon after its in-text reference. Verify that the image has not inadvertently been reversed or incorrectly cropped. If the art program has been reordered, confirm that the list of illustrations and captions have been corrected.

Proofread all typeset tables carefully against the manuscript copy, and check tables against one another in proof to be sure they've been treated consistently.

Please be aware that, when looking at the spread of pages in an open book, the even-numbered pages will fall on the left-hand side, and odd-numbered pages will fall on the right-hand side. Thus, it's possible that an image mentioned on one page but set on the following will actually appear across from its discussion. (While viewing the pdf, view spreads by setting “View” to Page Display, Two Page View. Be sure also to check “Show Cover Page in Two Page View” so that even-

numbered pages will appear on the left as in the final book.)

Author's Charges

Changes in proof are costly, can introduce new errors, and can result in scheduling delays. Your suggested changes, then, should be minimal and limited to true corrections rather than stylistic tweaks.

Your contract with the Press specifies that you as author are to pay for all AAs above a certain percentage of the total composition/typesetting cost. Thus, if composition costs \$2,000 and if the allowance stipulated in your contract is 5 percent, we absorb the costs of such author corrections up to \$100, but you will be billed for your changes in excess of that amount. Typesetters' rates vary, but a single, minor change can cost several dollars.

Keep in mind that even a small insertion may require resetting an entire paragraph and may even cause repaging (which in turn creates problems with page numbers cited in the index). If an error must be corrected, please try to limit new text to approximately the same number of characters and spaces as the deleted text.

Please note any errors made by the typesetter (that is, the manuscript is correct but the proof is not) as PEs, printer's errors. If you feel an error was introduced by us or by the copy editor, please note that as an HA, a house alteration.

Creating the Index

We encourage you to get a head start on the index as soon as the manuscript has been copyedited and finalized.

At that time, you can select the terms to be included in the index and set them up in a Word file. Bear in mind that terms, names, and titles corrected during editing should be corrected in your index, as well. Be sure to make the same changes in spelling, capitalization, italicization, and such, as were made during editing. Once you have the page proof in hand, you need only add the page numbers and print out the final index copy.

Our reference for indexing is the *Chicago Manual of Style (CMS)*, 17th edition. (A booklet of the indexing chapter, *Indexes*, ISBN 978-0-226-52485-6, is available from the University of Chicago Press, 1-800-621-2736 or <https://press.uchicago.edu>, or from the usual online bookstores, for about \$16.) The American Society for Indexing has also issued a best practices guide, available for free at <https://www.asindexing.org/best-indexing-practices/>.

Index Style

Virginia uses letter-by-letter alphabetization of entries and subentries; *CMS* 16.58 and 16.59 contain a comprehensive explanation of this system, and *CMS* 16.61 offers useful examples.

Subentries should be alphabetized, although entries for the subject of a biography may be placed in chronological sequence, to provide a quick summary of the subject's life and career.

For main entries, disregard *initial* articles, conjunctions, and prepositions in the alphabetization scheme and place these at the end of the entry, preceded by a comma. However, if the title of a work begins with a preposition or a conjunction, the title's word order should be retained—e.g., preposition: *Of Mice and Men*, alphabetize under *O*; conjunction: *And the Band Played On*, alphabetize under *A*; article: *Tale of Two Cities*, *A*, alphabetize under *T*. The same is true for foreign-language titles. For a proper name beginning with a preposition, use the alphabetization traditional for that person and language. For subentries, disregard initial prepositions, articles, and conjunctions in the alphabetization scheme, but retain them in their initial position.

Capitalize the initial letter of an entry only when it is always capped in the text.

Retain all diacritics as in the text.

Use italics for titles, foreign words, and other words or phrases consistently italicized in the text. Check the edited version of the manuscript to verify these matters.

Distinguish between consecutive (43, 44, 45) and inclusive (43–45) cites.

Elide continuous page numbers over 99 as follows: 108–9, 163–64, 168–70, 299–301, 1068–70, but 100–102, 200–211. Continuous page numbers under 100 are not elided: 9–18, 71–74.

Use the “run-in” style for subentries (see under Index Examples).

The following run-in styles are used for cross-references:

- *See also* dogs; giraffes; zebras
- *See also* dogs, training of; leashes
- *See* dogs
- *See under names of breeds*

Note that cross-referenced entries or subentries are not italicized; do italicize, however, phrases that do not themselves appear as actual entries or subentries (“names of breeds”).

Front matter and bibliographical notes are not usually indexed, although discursive notes should be indexed. When indexing notes, give the page number on which the actual text of the note appears (not the page in the main text to which the note is tied), along with the note number (e.g., 278n12). Consecutive notes are indexed as such: 279nn15–16. For endnotes that continue onto another page, normally only the first page number is given. If the reference is to material that appears on the second page, however, use the second page number.

If illustrations require indexing, use italicized page numbers to indicate an illustration (39). In addition, please create a new line of text before the first index entry stating “Italicized page numbers refer to illustrations.”

Index Examples

Indexes are set in paragraph form, with the subentries run in (continuous with the text), rather than with each subentry set on a new line. If you have sub-subentries, use em dashes to stand in for the repeated subentry, unless your index contains many sub-subentries. In the latter case, use the indented style only for those entries containing sub-subentries (refer to the *CMS* indexing chapter). Note the punctuation and the form for continuous numbers in the following example. (Since many of the entries are invented, however, do not use the following as an example of a well-organized, logical index.) The example is single-spaced: your final index copy should use 1.5 spacing.

California: agriculture, 17–20; early legislation, 34, 40, 42; —, reform of, 44–46, 49, 52, 56

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“McWorld,” 11, 21. *See also under* “Jihad”

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Meeks v. Dade County, 51

Mesa Rotunda, La, 51

Miami Herald, 44, 45, 52, 73, 153–54, 202

Miami Partners for Progress, 154. *See also* Berwick, G. A.; Palanca, Katherine; partners, business

Miami Riot of 1980, The (Porter and Dunn), 76

Miami's New Group, 51

“Miami Syndrome,” 96

Miami Times, 59, 153, 54, 202

mobilizationism. *See* instrumentalism

myths, about Cubans, 109–11

New South Magazine, 73–75, 112

Newsweek, 104–9

New Yorker, 78–79, 152

New York Times, 10, 125

Ney, John, 61, 98

Formatting the Index

If you have created the index in a program other than a word-processing program, please convert the file to standard Word. Use your word processor's hanging-indent feature for entries of more than one line. The first line should fall at the left margin (1 inch), and other lines in the entry should be indented ½ inch. Please do not insert tabs, hard returns, or spaces to achieve this hanging indent.

Format the index file for 12-point Times New Roman and 1.5 spacing throughout, using one-inch margins; do not divide the index into columns. Set line justification for left only (this document has left justification; the right margin is “ragged”). Use italics as you would in standard manuscript copy (e.g., for book titles or foreign terms). Set page numbering in the upper-right-hand corner.

Be sure that the page numbers you note are the page numbers that appear in the running head on the book page rather than the page number of the pdf (i.e., the page numbering of the pdf may include front matter pages as well, so page 3 of the book's main text might appear as page 21 of the full pdf).

Please submit the final Word file to your in-house project editor by email.

To the Freelance Professional Indexer

If you have questions about these instructions, please contact the author's project editor at the Press directly; you can get his or her name and contact information from the author.

Conveying Proof Corrections and Index to the Press

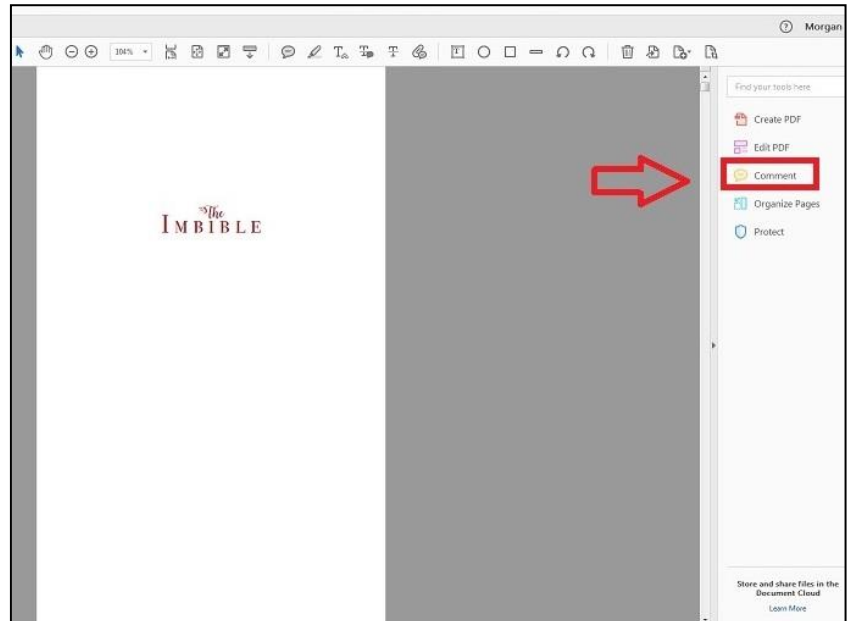
Please convey corrections to your project editor along with the Word file for your index. Your project editor will carefully review all corrections and will copyedit the index to ensure that it is styled consistently. The Press reserves the right to veto editorial or nonessential changes that might delay the production schedule for your book or prove too costly.

The proof will be sent to the typesetter for correction, along with the index manuscript for typesetting. Your project editor will review corrected proof and the typeset index. Your project editor will also check jacket and case material. After approval of all these elements, the pages will be printed and the books bound and shipped. You will receive your contractual author copies shortly thereafter.

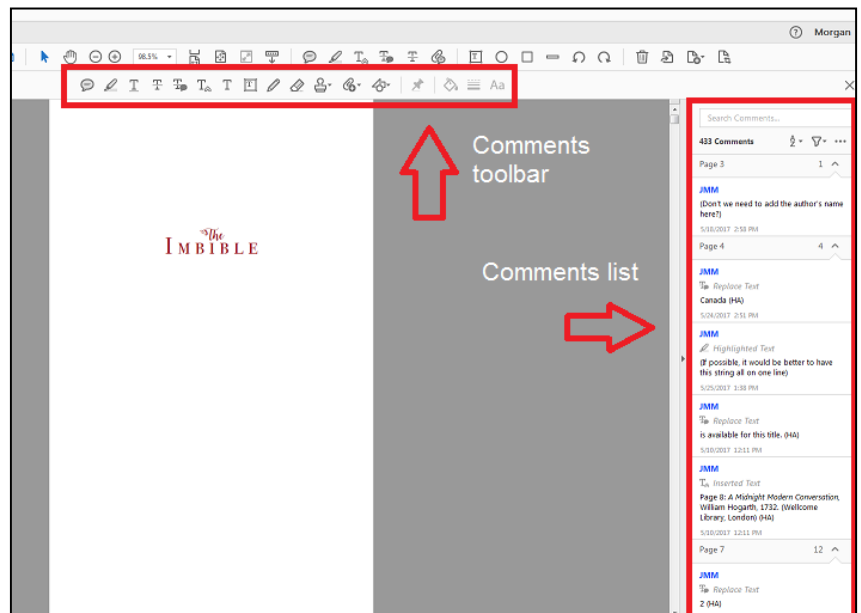
Marking Corrections in Adobe Acrobat

If you don't already have Adobe Acrobat Reader, it can be downloaded for free at <https://get.adobe.com/reader/>. Different versions of Acrobat may have different appearances and may arrange tools differently, but the same basic functionality should be available as shown below.

In the Tools panel on the right side of the screen, click Comment. (If you don't see the Tools panel, click the arrow on the right side of the screen to expand it.)



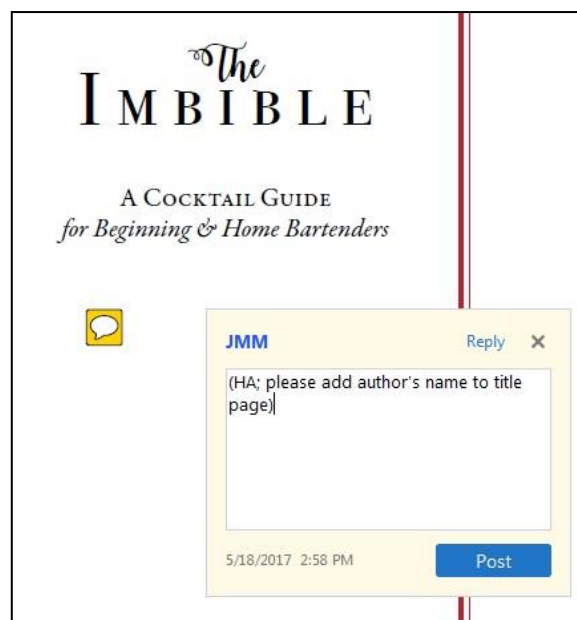
This will open a ribbon of commenting tools across the top of the screen and a list of comments on the right side.



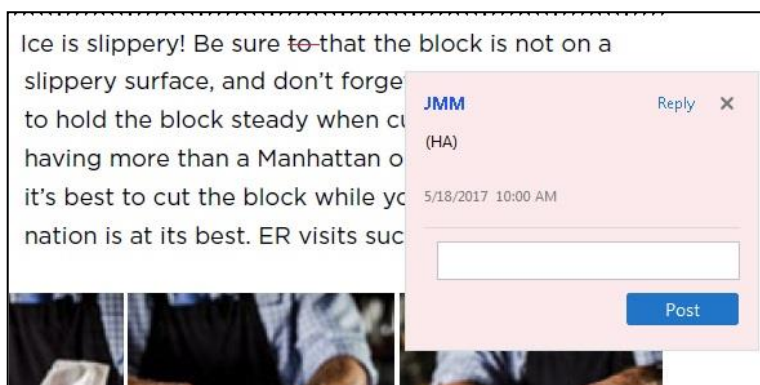
The commenting tools we recommend are described below. Note that queries, comments, or instructions to the typesetter should be placed in parentheses, to distinguish them from text to be inserted in the book. If you wish to mark a change as HA or PE, please place that in parentheses as well.



A. Sticky note Click this icon, then click anywhere in the document to create a comment balloon anchored to that spot. This is useful for marking changes to a whole page or to the proofs in general, but should not be used for changes to a specific section of text. Instead, use one of the other tools below that allow you to indicate precisely where a change should be applied.

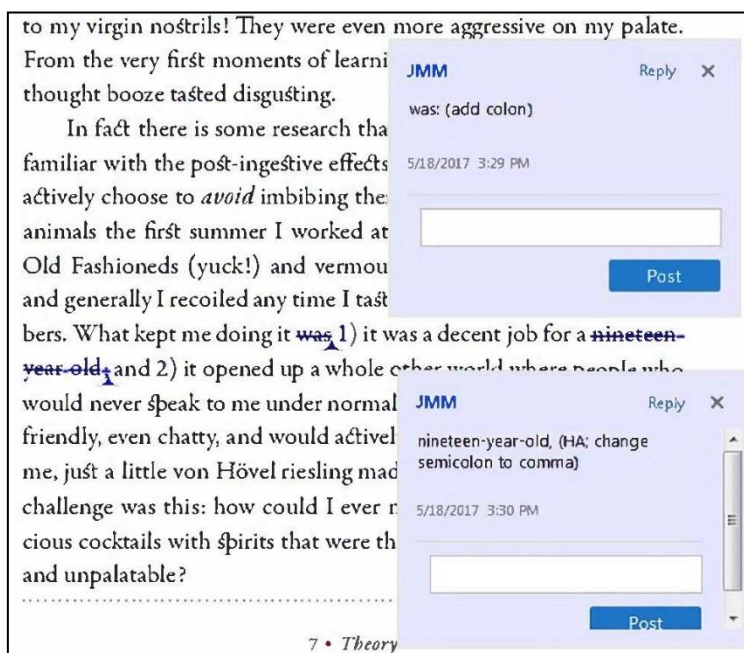


B. Highlight text Select the text you want to change, then click this to highlight that text and create a comment balloon. Use this primarily to indicate when text is in the wrong font (e.g., italic, roman, small caps) and also to mark bad breaks. You may also use it to convey other instructions that relate to a specific block of text, such as when text needs to be moved or when a line is too loose or too tight.



C. Strikethrough text Select text you wish to delete, then click this icon to create a red strikethrough. In the attached balloon, you only need to indicate if the deletion is an HA or PE; otherwise, you can leave the balloon empty. Be sure to select the text you wish to delete exactly, including any punctuation.

D. Replace text Select the text you wish to replace and click this icon to create a blue strikethrough and a comment balloon. Type the text you wish to replace it with in the comment balloon. Be sure to highlight the span of text you wish to replace exactly, including any punctuation. When making small changes, such as correcting punctuation or changing a single letter in a misspelled word, it's often clearer to strike through and replace the entire word. You can also clarify the change in parentheses following the replacement text.



E. Insert text Click this icon, then click at the point in the text where you wish to mark an insertion. Type the text you wish to insert in the attached comment balloon.

Additional Tips

- There's a search bar for comments only at the top of the comments list. This can be very useful; just be sure to clear your search terms from the bar after using it so that all comments will be visible again.
- Right clicking on a comment balloon opens a menu in which you can open or minimize all pop-ups at once. To manually open a pop-up, double-click on the strikethrough (for deletions) or the caret (for replacements and insertions); to minimize, click the X in the upper right of the balloon.
- Consolidate small, nearby changes into a single comment when possible. For example, rather than using two insertions to add quotation marks around a word, replace the entire word with the quotation marks added.
- You can use italics in comment balloons by pressing ctrl+i. If you need to insert en or em dashes or other characters that cannot be typed in comment balloons, type them in a Word document and then copy and paste them into your comment.