

Diction and typesetting

1. Items that do or may require future action I'm turning blue.
2. For decisions particular to the bibliography and to major translations, see the comment files for those.
 - a. The bibliography comments govern citation style in the body text.
3. *Alphabetization*
 - a. Letters with diacritical marks are alphabetized as though the marks were not there.
 - b. I'm following the letter-by-letter algorithm of the Chicago manual, 17.97–98, 17.106–112. Accordingly, the space and apostrophe are not considered. But the comma for inversion or subtopic does stop the process.
4. *Capitalization*
 - a. Don't capitalize generic names for parts of this book or others, such as *bibliography*, *section*, *chapter*. The copyeditor originally did so, but then said to ignore those changes.
 - b. *italic* is lowercase.
 - c. Capitalize after a colon according to the Chicago manual, 5.103.
 - d. See the item *Titles* below.
 - e. All words in an English name of a language are capitalized: *Uninflected Latin*, for instance. But not in names in other languages: *Latino sine flexione*.
5. *Citations*
 - a. I'm using § in citations for all section numbers (not chapter numbers alone), and to give that data in addition to page numbers. This will facilitate lookups in existent and later reprints.
6. *Code*
 - a. I'm using my -Code style: Monospace821 BT at 10.8 points.
7. *Commas*
 - a. I use the style a, b, c, and d. Note the comma after c.
8. *Dates*
 - a. Don't capitalize first century B.C.; those are lowercase small capitals with no space in the middle.
 - b. Give full years, with ranges indicated by en dashes: 1892–1893.
9. *Diction and spelling*
 - a. *Arithmetic*, *geometric*, and *metric* over *arithmetical*, *geometrical*, and *metrical* except when parallel to *logical*.
 - b. *Bolyai–Lobachevskian* geometry. That's an en dash.
 - c. *Bylaw*, without hyphen.
 - d. *Catalogue* is the verb, because the past has to be *catalogued*.
 - e. A set *contains* its elements and *includes* its subsets.
 - f. *De-emphasize*.
 - g. *n-dimensional*, etc.
 - h. *Emmanuele*.

- i. *Euclidean* and *non-Euclidean* geometry.
 - j. *Geodesic* not *geodetic* unless a proper name is involved. (I'm not 100% on this.)
 - k. *Geometric*: see *arithmetic*.
 - l. *Half-turn*, etc.
 - m. *Hypersymmetric*, etc.
 - n. *In* a plane and *on* a line and *on* a sphere.
 - o. *Inasmuch as*.
 - p. *Include*: see *contain*.
 - q. *Into*: see *map*, *represent*, and *transform*.
 - r. *Lowercase*.
 - s. *Map* (etc.) points *to* or sometimes *onto* points and sets *into* or *onto* sets as appropriate.
 - t. *Mapping* = function.
 - u. *Medio-symmetric*.
 - v. *Metric*: see *arithmetic*.
 - w. *Mid-century*.
 - x. *Nevertheless*, with no spaces.
 - y. *Noncollinear*, etc.
 - z. *None the less*, with spaces.
 - aa. *On*: see *in*.
 - bb. *Onto*: see *into*.
 - cc. $\Pi\Sigma$ sentence, etc., with one space and no hyphen, no italics.
 - dd. *Pre-eminent*
 - ee. *Premise* and *premises* without double-s.
 - ff. *Reflection with respect to*, but I need *reflection across* too, because otherwise there would be proximate occurrences of *with*, which would be awkward.
 - gg. *Represent* one set *in* another.
 - hh. *Quarter century*.
 - ii. *Set-theoretic*.
 - jj. $\Sigma\Pi$, etc.: see $\Pi\Sigma$.
 - kk. *So-called*.
 - ll. *Think tank* has no hyphen.
 - mm. *To*: see *map*.
 - nn. *Transform* one thing *into* another.
 - oo. *Transformations* must be bijective.
 - pp. *Ultrasymmetric*, etc.
 - qq. *Uppercase*.
 - rr. *Vice versa*, without Italics.
 - ss. *Well-known* concepts, but *This is well known*.
- 10. *Ellipses*
 - a. 0.02 inch space, dot, 0.01, dot, 0.01, dot, 0.02, except when other circumstances demand more than 0.02.
 - 11. *Enumerations*

- a. A vertical list is enumerated only when its entries must be referred to later. In that case they are numbered 1., 2., 3.,
12. *Figures*
- a. A title for a single figure is simply italicized.
 - b. 0.6" white space between figure and the title below it.
 - c. Any caption is in reduced size, probably 0.3" below the title.
 - d. Figures may not go at the bottom of a page with text, because footnotes may occur (or move to) that spot, and would detract from the figure.
 - e. A figure that occupies a whole page or a group of figures may take a title in my standard **Title** style.
13. *Footnotes*
- a. Footnote numbers start anew with each chapter. This is required to prevent triple-digit footnote numbers. (In early drafts, footnote numbers start anew with each section.)
 - b. Footnote reference numbers follow all punctuation except em dashes.
 - c. Footnotes separation from the body text, including the rule, is a *Word-Perfect* setting, standard for me, and these can be changed.
 - d. Footnotes are set with my standard footnote style in 10-point Century Schoolbook BT. Their indentation is fancy, to permit up to 3-digit footnote numbers.
 - e. The copyeditor and I don't like continued footnotes. He permits them but not the "continued" message. I don't agree with that, so I'm going to avoid continued footnotes at all costs.
14. *Graphics page layout*
- a. These standards may be violated in special cases. I'm using multiples of 1/16 inch because I can't find my decimal ruler.
 - b. White space at top: 0.75 inches for crowded pages, 1.00 for ordinary, 1.25 for very roomy pages.
 - c. Horizontal gutter in middle: 1 inch.
 - d. White space above caption: 5/16 inch.
 - e. Horizontal white space between a caption and a graphic beside it: 3/8 inch.
 - f. Graphics with light backgrounds get hairline frames, unless there's already a frame inside the graphic.
15. *Headings*
- a. I'm using my **-Title** style (AvantGarde Medium BT Bold) with letter spacing 110% of normal. But a section number and following white space don't get additional spacing.
 - b. When I have to mention a heading inline I'm using this without the bold, and at 10.8 points. I double-space before and after.
16. *Indentation*
- a. Tab stops are set at 0.2-inch intervals.
 - b. Don't indent first paragraphs after headings.
 - c. For subsequent paragraphs, indent the first line one tab stop.
 - d. For bulleted lists, <HardLeft/Right>•<HardLeft/Right>.

- e. For displayed formulas, etc., indent to the third tab stop.
 - i. But if it prevents splitting a line, try two.
 - ii. Indent a second line one more stop, etc.
 - f. For displayed text, use <HardLeft/Right><HardLeft/Right>, 10 point, with and extra 0.1 inch above and below, and with 0.05 inch between displayed paragraphs.
 - g. Footnote indentation is fancy, to permit up to 3-digit footnote numbers.
17. *Kerning*
- a. I hand-kern, closing up some combinations such as
 - i. letter.”
 - ii. 7. (This I did only for the bibliography and chapter 6, but I should do it from now on.)
 - b. And I open up colliding pairs.
18. *Line spacing*
- a. For this version of the manuscript my standard 12-point Century Schoolbook BT Roman typeface automatically spaces lines at 0.201 inches.
 - b. My Math Script style and some symbols use a slightly larger value. That occasionally causes irregular line spacing. I fix that by setting Format/Line/Height/Fixed/0.201 in a selected region around the problem area. But that has to be changed when the typeface or size changes in a region.
 - c. Displayed text (usually a quote) is set in 10-point too. But I think the publisher may have required me to make it 11-point.
 - d. Displayed text or formulas have half a line (0.1 inch) extra spacing above and below, and an extra 0.05 inch between displayed paragraphs.
 - e. There is an extra full line between paragraphs.
 - f. There are two extra lines between preceding text and a subsection heading, and one between the heading and succeeding text.
 - g. There are two extra lines between a section heading and succeeding text.
19. *Mathematics*
- a. I’m using the format $\forall x[P \ \& \ [Q \ \vee \ R] \Rightarrow S \ \vee \ [T \ \& \ U]]$
 - i. I suppose I could use () for inner brackets, but it’s not clear what to do when there are several levels.
 - ii. The quantifier can become (\forall triangles *ABC*) etc.
20. *Page headers*
- a. Birkhäuser did not specify the type size, but did not object to my use of 10 points. I recently changed to a standard header style making the type size merely “small”. That is, a *relative* specification. “Small” 12-point body text is approximately 10 points.
 - b. *WordPerfect*’s left-right document margin settings no longer are inherited by headers, so I have to put them in every header.
 - c. The section title goes in the odd-page header, in this format:

For sections that correspond to sections in translated papers, append (§1) or the like to that header. For introductory material before the first section of a chapter, *Introduction* takes the place of the section number and title. The even-page header has this format:

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6 Pieri's *Geometry of Position* Memoir

21. *Page numbers* in body text.
 - a. 1–3 (en dash)
 - b. 1 ff.
22. *Persons and names*
 - a. Citations (of the form *Doe 1900*) are names of works, not players.
 - b. Terms of the form *Dedekind continuity* are names of concepts, not players.
 - c. Principal players have *biosketches* in 1.3.
 - d. Index all players.
 - e. Index format: DOE, John Jacob (1900–2000) 1, 10, 20, 30 *bio*, 40.
 - f. Forms of a name
 - i. Long: as above, used only in the index.
 - ii. Shorter: John Doe. Used in the bibliography and on first entrances in sections. Each shorter name that differs from the full name is given in the draft index file; after publication, in the index comments file.
 - iii. Shortest: Doe. Used on other occurrences. Sometimes initials must be used to avoid conflicts. These are noted as with the shorter versions. Once a short name with an initial is used, later occurrences in the same paragraph may omit the initial, unless ambiguity would result.
 - iv. Familiar: John. Used for some family members, etc.
 - g. Italian surnames include particles such as *De* and *Del* with a space afterward, and *D'* without.
 - h. German surnames do not include particles such as *von*. Those are part of forenames.
 - i. Names of rulers are given in the language of the country. In situations where a ruler has more than one name depending on the country ruled, specify that country as well.
23. *Place names*
 - a. Use the English version when it is common.
24. *Possessives*
 - a. Every singular gets 's except Greeks ending in s, according to Chicago.
25. *Quotations*
 - a. Use single quotes to convert a symbol into a name for it.
 - b. Use double quotes for inline quotations, *always*.
 - c. Use single quotes for quotations within quotations.
 - d. Left-right indent displayed quotations two tab stops, and use 10-point type. Do not use enclosing quotation marks.
 - e. Periods and commas come before right-hand single or double quotes, not after.

26. *Section headings*
- a. Section headings are in my standard **Title** style, flush left.
 - b. I haven't determined yet how many blank lines above. (This only occurs in chapter files.)
 - c. Two blank lines below.
27. *Subheadings*
- a. Subheadings are in my standard **Title** style, flush left.
 - b. Two blank lines above, one blank line below.
28. *Symbols*
- a. My symbol for infinity is ∞ , a *WordPerfect* native symbol. I notice that ∞ in the Symbol Regular typeface, is better.
 - b. My symbol for the real field is \mathbb{R} (MT Extra bold character 0xA1). This font changes the line height badly, so I have to correct for that each time.
29. *Tables*
- a. Inline
 - i. Title, if any, merely italicized
 - ii. One blank line between title and table below
 - iii. Body of table may have reduced type size.
 - b. Column headings
 - i. Same size as body of table
 - ii. Half a blank line below heading
30. *Text boxes*. Some notes do not flow into the main text. I'm using bordered pages for them. I've invented a new format for these. (It's not in my standard template.)
- a. Make the border a transparent box, behind the text.
 - i. Attach the box to that particular page.
 - ii. Use an HPg break to make the box the first thing on that page. It will be located at top left corner according to the margins.
 - iii. Use full width.
 - iv. Use height 9 inches, the maximum, which I obtained by experiment.
 - v. Use *WordPerfect's* standard hairline border.
 - b. Thus I should try to fill such a page of notes: no more, no less. If I don't fill a page I can experiment with a smaller box.
 - c. If necessary, I'll use a right justified *continued* message on the bottom line, in the same format that *WordPerfect* uses for continued footnotes.
 - i. But I'll put *on page...* if the continuation is not on the next page.
 - ii. I'll put a left justified *continued* message on the top line of the continuation.
 - iii. With *from page...* if necessary.
 - d. Material of different sorts can be placed in separate notes on the same bordered page.
 - e. The notes should be clearly identified by a phrase in small capitals near the beginning.
 - f. Within a page of notes, use footnotes very sparingly, constructed by hand. (*WordPerfect* would place them outside the box, which is ugly.)

- i. These footnotes are not in the footnote sequence of the text itself, but are indicated with symbols in this order: *, †, ‡, **, ††,
- ii. Place footnotes at the bottom of the box, separated from each other and from the body of the notes just as are footnotes in the main text.
- iii. It is ok to place more than one very short footnote on the same line, as long as they are visually very separate.
- iv. Set footnotes in type smaller than that of the notes themselves.
- g. I'll place at the beginning of each such note a target for a page cross-reference. From anywhere, I'll refer to it this way: *a note on page <cross-reference>*.
- h. Vertical spacing.
 - i. Separate notes with at least one blank line.
 - ii. Adjust spacing between notes, and line breaks, for best effect.
 - iii. Use no space between paragraphs within a note.
 - iv. Indent paragraphs within a note, but not the first paragraph of a note.
 - v. Use half a line white space between note text and material displayed in the note.
- i. Set the bodies of the notes in type smaller than that of the main text.
- j. Leave the page header and footer in normal format.
- k. Separate that page of notes from what follows with an HPg break.
- l. Select the body of that page of notes, and increase the right and left margins of the body by 0.1 inch to fit inside the border. Adjust the top and bottom margins visually.
- m. Block-protect the page content and the box.
- n. I may have to break a long paragraph of the book's main text to put a page of notes on the next page. This is awkward, because the break will shift as I do even minor editing on the broken paragraph. That's a price I have to pay.
- o. The reason for making the box transparent and putting its body in sequence with that of the main text is two-fold.
 - i. When I can't see the notes I get confused and make mistakes.
 - ii. When editing causes page breaks to change, this method causes the least havoc and is the easiest to repair.
 - iii. *WordPerfect* doesn't allow some constructions in boxes, and tends to crash when some of those rules are violated.
- 31. *Titles* (of works)
 - a. I don't ordinarily give an article title in body text. I give a bibliographic citation or write something like "article about". When I do give an article title I promote it and handle it like a book or journal title.
 - b. If a book is reprinted as a whole in another, I demote it and regard it as an article.
 - c. Book and journal titles are italicized.
 - d. Italicized English-language and Latin titles are given "title" or "headline" capitalization. That is, the first and last words are capitalized, and all other words except articles, prepositions, and coordinate conjunctions.

- e. French has some complicated capitalization rules, in Chicago 9.21. I've not bothered with those.
 - f. Other-language titles are capitalized as ordinary prose in that language.
32. *Title style*
- a. I'm increasing letter spacing in my standard **Title** style to 110% so that it looks like **Title**.
 - b. See the item Titles above for rules about "title" or "headline" capitalization.
33. *Type sizes*
- a. Birkhäuser wants 12-point text with 11-point displays and back matter and 10-point footnotes. The result is intended to be shrunk to 89%.
 - b. Full-page boxed text is set in 10-point type, with a few 9-point footnotes in the boxes. That's unfortunate, but it's too hard to change.
34. *Typefaces*
- a. Virtually all of the book is set in my standard typefaces, documented elsewhere.
 - b. Century Schoolbook BT doesn't work for some of the Eastern European characters accessible via Ctrl-W in *WordPerfect*. Century Schoolbook is very close, but its characters are commonly a little too light, a little too tall, and improperly distanced from their neighbors. This is worse on the *WordPerfect* display screen than it is after it's been converted to *.pdf. Since I use the latter for viewing and printing, I decided to make do with Century Schoolbook for those letters.
 - c. I think I had to search for some compatible Cyrillic characters, but I forget the details.