

## Editorial Guidelines EN

### The IU Process & General Guidelines

*IU course books are coproduced by an author and a content reviewer (professor) and they are edited & prepared for publication by our in-house editors. We sometimes outsource some of our coursebooks to external editors.*

- Please keep in mind that your edits are first reviewed by in-house editors. Simple edits should be just carried out with track changes; no explanations are necessary.
- Content-related questions are reviewed by the author of the book and an IU professor. Comments should be written in a polite and constructive way. Please avoid harsh comments.
- We expect that the same level of care and attention to detail is given on the last page as was given on the first.
- Please simply make corrections using track changes instead of comment boxes (unless there is a large degree of uncertainty concerning a change/correction, which then of course makes sense to use a comment box instead).
- Information-dense content should not be deleted and meaning must be kept intact, because the exam questions are written based on the information given in the script.

### What to edit & what not to edit?

- Please do **NOT** edit the following:
  - Do not edit **Unit (chapter) titles** (These include main Unit headings (Unit 1, 2, 3...) and sections such as Learning Objectives, graphics titles and appendices)
  - Do not edit **subunit numberings** (e.g., 1.1, 1.2 ...). Please do not make any content-related changes in subunit headings. If these are wrong (from a content or grammatical perspective), please leave a comment
  - Do not edit **boilerplate language** located on first page of each unit
  - Do not edit **titles of graphics**, any text in graphics
  - Do not edit **appendices**
  - Do not edit **computer programming code**
  - Do not edit **mathematical equations/phrases**
- Please **do edit** tables (that are not graphics) and their contents

- We **do not use figure numberings** in IU course books. If figures/graphics/tables/equations are not numbered, please do not add numbers and continue to use the non-specific phrasing, e.g., “in the figure below...”
- Self-Check Questions are found at the end of every section. Please edit the self-check questions but **do not change the underlining/italics** (these indicate the correct answer(s)). Answers that are full sentences should be capitalized and end with a full stop. Answers that are sentence fragments are not capitalized and do not require end punctuation.

## IU Style

- Please use **US English** and **APA Style** (7<sup>th</sup> edition)
- Use Merriam Webster dictionary for all US English spelling inquiries.
- Please use “data” as plural.
- **Em dash/En dash:** We use spaced **en dashes** to amplify or digress from the main clause, and also en dashes for page ranges and other numerical ranges.
- **Oxford comma:** The serial (Oxford) comma is used in IU course books for the purpose of clarity.
- **Punctuation** goes **inside quotation marks**. For example, “Quote.”
- Italics are NOT used to emphasize words/concepts. We do not use italics for anything other than mentioned book titles (APA 7) and uncommon foreign phrases. To emphasize a word, we use quotation marks. Please do not add any italics other than for these purposes.
- Two headline styles are used in the IU course books: headline style and sentence style
  - For Heading 1, 2, and 3, we use headline style.
  - For Heading 4, we use sentence style. These styles are preinstalled in the Word document we send out. They can be used for formatting and capitalization, however, please remember not to change the text of main unit titles.
- Numbers **up to ten** are written out.
- **“Percent” should be used instead of “%”**, except in cases where the percent is used mathematically or as a stand-alone statistic. E.g., “the UN estimates that 15 percent of the worldwide population is malnourished...”; “the rate of malnourishment in the US is higher than in Germany (8% versus 4%, respectively).”
- We use the full term first, and then the abbreviation. For example, “According to the American Psychological Association (APA), ...”. Once an acronym has been defined, this can be used in place of the full term within the same unit. Once a new unit begins, the term must be written out in full form again in its first use.

- According to APA 7, in-text citations in brackets require an ampersand, not the word “and.” If referencing is not the external editor’s responsibility that is fine, but please do not remove/replace the ampersands.

## **Lists**

When the introduction to a list is a complete sentence, then a : may be used.

*The ingredients in a pie include the following:*

When the introduction is not a complete sentence, the : is not used. Ellipses are also not used.

*The ingredients for a pie include*

## **Numbered Lists**

If the list items are numbered, a period follows the numeral, and each item begins with a capital letter. Only use a period at the end of complete sentences.

*Compose three sentences:*

1. *To illustrate the use of commas in dates*
2. *To distinguish the use of semicolons from the use of periods*
3. *To illustrate the use of parentheses within dashes*

*The following are the five forces first proposed by Porter (1979):*

1. *Threat of new entry*
2. *Supplier power*
3. *Buyer power*
4. *Competitive rivalry*
5. *Threat of substitution*

## **Bulleted Lists**

When a list contains incomplete sentences or fragments of sentences, do not capitalize the first letter.

*Your application must include the following documents:*

- *a full résumé*
- *three letters of recommendation*
- *all your diplomas, from high school to graduate school*
- *a brief essay indicating why you want the position and why you consider yourself qualified for it*

When a list contains complete sentences, capitalize the first letter and finish the sentence with period.

*To change the date display from “31” to “1” on the day following the last day of a thirty-day month, the following steps are recommended:*

- *Pull the stem out to the time-setting position (i.e., past the date-setting position).*
- *Make a mental note of the exact minute (but see step 4).*
- *Turn the stem repeatedly in a clockwise direction through twenty-four hours.*

If the list is introduced by a sentence fragment, no punctuation is used to introduce the list.

*The main reasons people may not be able to swim include*

- *fear of water.*
- *growing up in a landlocked area.*
- *post-traumatic stress disorder from almost drowning.*
- *missing limbs or paralysis.*

If an ordered list is part of a complete sentence, commas can be used at the end of each line.

*Your application must include the following documents:*

- *a full résumé,*
- *three letters of recommendation,*
- *all your diplomas, from high school to graduate school, and*
- *a brief essay indicating why you want the position and why you consider yourself qualified for it.*