

# Pre-print Edits

## *Double-check these before finalizing edit:*

Multiple return to single return

Multiple space to single space

Double quote followed by a space – catch any stray errors

Random digits in text (search for a single wildcard digit)

em-dash with space before or after or both – catch any stray errors

“^\$ “ → to find wrong matched quotes with letter wildcards between them (do multiple passes with different numbers of wildcard letters)

Check for widows and orphans

Check grid alignments

As much as possible check these visually:

- Quotations match beginning and end
- End of paragraph punctuation
- Beginning of chapter formatting
- Hanging quotations on poetry
- Quick browse to check the look of the text