

Penultimate Reviewer's Guidance

This is a casual list created on April 20, 2022 to help you get the idea of what we look for when doing penultimate reviews. It would be great if it were expanded to be comprehensive.

PRIMARILY: Read the book carefully ensuring the text makes sense and is written in a logical sequence with no gaps in understanding and everything is formatted correctly. If you need to edit the wording, make sure the author(s) sees the change and approves it before it goes to final review. Remember that figures, figure captions, boxes and exercises need to be reviewed as thoroughly as the main body of the book.

While reading check the following:

- grammar, wording and understandability
- educational content makes sense to one unfamiliar with the topic
- there are adequate figures which explain each core concept
- figures and tables are rendered properly, are of good quality and can be read easily
- figures and tables include citations if they are not author originals
- the figure number referenced in the text is correct given the content of the figure
- figures follow immediately after the paragraph where they are mentioned regardless of the page breaks
- figure captions adequately describe the figure at a level meant for education
- if authors created their own videos be sure they added the GWP header and trailer and included audio – if music is needed the GWP staff can help – staff can also help with the header.
- check that all links work and have the correct formatting symbol
 - internal and external links work properly including linked datasheets for exercises, educational videos and external websites provided as a relevant resource. Ensure the linked content is useful.
 - links from text to Figures and Tables are correct and logically sequenced
- when an equation is mentioned in the flow of a sentence it is not inside (), parentheses are only used when the mention of an equation is an aside in addition to the sentence
- definitions of variables in equations include dimensions - we do not usually specify units as well but it is fine to do so if the author would like. For example, $(M/(L^1T^2))$, e.g., $\text{kg m}^{-1} \text{s}^{-2}$) or $(M/(L\theta))$, e.g., $\text{W m}^{-1} \text{K}^{-1}$)
- every equation must be referenced from the text

- GWP books avoid words that imply that something is clear, for example: “The video clearly shows” should be changed to “The video shows”. It may not be so clear to the reader - hopefully they will figure it out but we do not want to make them feel like they have lesser mental acuity if they cannot see it right away and need to think about it.
- GWP books avoid words that are an order - for example, we do not say see this or see that, rather say Figure X shows or Section X discusses or Paper X explains
- GWP books use American English spelling - perhaps it should not be but once we started down that road with early books it was best to stay consistent
- work through each exercise to confirm it makes sense and the solution is correct
- check acknowledgements to be sure everyone is included (touch base with Amanda Sills (amanda.sills@g360group.org) to be sure everyone is included. Amanda tracks each book and can verify every reviewer and person of note for this section. watch for issues with formatting as in the formatter’s checklist included below

Summary Checklist from the Formatter’s Guide

The list below can be used as a guide for checking formatting of a book to ensure that all aspects of the book use the appropriate GW-Project format. This is a partial list because it is difficult to think of everything, so we add items as they occur to us and will update the formatting guide on the website. If you think of items to add to this list as you do your copyediting work, please send them along with the edited file(s) and we will add them to this list.

- Confirm that all required sections of the book are included as explained in the first paragraph of Section 6 of the [Formatting Guide](#) are present.
- Add Review comments for any item that you are unsure about.
- Check to make sure that all styles are correctly applied to each piece of the document based on the styles explained in Section 8 of the [Formatting Guide](#).
- Check for extra spaces and remove them. One efficient way to do this is to make a global search for two spaces in sequence and replace them with one space. The replace all button can be used again and again until all multiple spaces are found and changed to one space.
- Check for blank lines and remove them.
- Ensure that nonbreaking dashes and spaces are used between the necessary words (e.g., Equation 1, Table 3, Figure Box 3-1).

- Check that all tables and figures and their associated captions are correctly formatted.
 - If there are any problems with the figures, try to fix them yourself.
 - A good procedure is to click on the figure and Save As Image, then insert the image in PowerPoint and use various tools to fix the problem.
 - A common example is a figure with surrounding white space. In this case after saving the figure, snap it without surrounding white space and reinsert it in the MS Word document.
 - Another common example is authors using A B and so on for parts of a figure. In this case you can paste a solid white text box over their label and add a text box of your own to insert a) b) and so on. Next use a snapping program (HyperSnap is good because many adjustments can be made, if necessary, but other snipping tools may be sufficient) to snap an image of the PowerPoint slide using many dots per centimeter, then trim any surrounding white space and save as a png to be inserted into the MS Word document.
 - If they have inserted more than one image to create a figure, save each from the word document and insert in PowerPoint and snap them as one image. Rearrange if it provides a better appearance without altering the science.
 - Sometimes units can be converted to SI with this procedure.
 - Sometimes there are typographical errors that can be fixed with a text box.
 - Sometimes the image is blurry and you can clean it up by overlaying it with PowerPoint lines, or by creating new text boxes and so on. Occasionally you can download the publication it was taken from and snap a sharper version of the image and insert that.
 - There may be other problems that are specific to individual books.
 - Always send the PowerPoint and all the pngs you create to the editor who will forward them to the Authors with the revised book for their perusal.
- Check that each table, figure and equation is mentioned by number in the paragraph preceding its occurrence and, if it is not, add a reference to the table or figure. This can be done by adding the words “as shown in Figure #” or “as shown in Table #” or “as shown by Equation #” at the end of a relevant sentence, or by adding (Figure #), (Table #) or (Equation #) at the end of a

relevant sentence. The parenthetical form would not be used if the sentence ends with a “)”.

- Check that each equation and associated parameter definitions are formatted correctly.
- Check that each parameter is defined after the first equation in which it appears and deleted from later lists of parameters if it is defined again.
- If parameters are defined in the text of a paragraph, add “where:” and a table of parameters and put the definitions in the table, then delete the definitions in the paragraph.
- Check for equations in line with text in paragraphs and if possible (as explained in Section 7.10 of the [Formatting Guide](#)↗), convert them to special characters.
- Adjust the size and position of superscripts and subscripts on parameters that are in line with text and the appear in equations as explained in Section 7.11 of the [Formatting Guide](#)↗.
- Check that a link is provided from the first mention of a box in the text to the box and that a return link is provided to go back to the location where the text links to the box. If such links do not exist, add them in the proper format as described in Section 9.2 of the [Formatting Guide](#)↗.

Link Type	Symbol	Example Format
Internal Link “DOWN”	↓	Click here to link to Box 1 ↓
Internal Link “UP” (note these are always right justified as shown in the example format)	↑	Return to where text links to Box 1 ↑

- Check that a link is provided from each exercise to its solution and that a return link is provided at the end of the solution to go back to the exercise. If such links do not exist, add them in the proper format as described in Section 9.3 of [Formatting Guide](#)↗.
- Check that all links are colored as required and that the relevant symbols are follow each link.
- Check that the links are functional and send the reader to the appropriate website/document.
- Check for the format of numbers in text and equations and as needed, adjust as explained in Section 7.9 of the [Formatting Guide](#)↗ document.
- Check for words that should be in American English rather than British English.

- Check that every citation in the text is formatted as described in Section 12.1 of the [Formatting Guide](#).
- Check that every reference in the reference list is formatted as described in Section 12.2 of the [Formatting Guide](#).
- Read through the book in search of formatting issues that were not identified by going through this checklist and correct those items.
 - If you encounter an abbreviation adjust it as described in Section 7.1 of the [Formatting Guide](#).
 - If you encounter words in British English as described in Section 7.2 of the [Formatting Guide](#), change them to American English.
 - If words are emphasized with bold or underline, change the format to italics as explained in Section 7.12 of the [Formatting Guide](#).
 - When quotations are use, check that they adhere to the format described in Section 7.8 of the [Formatting Guide](#) and correct them if they do not.
- Update the table of contents and ensure that all headings are properly listed in the correct level of the table of contents.

Use *File > Save As*, then select a folder location and at the bottom in the drop-down menu for *Save as type*, select pdf. An *Options* box will appear, select that and click *Create bookmarks using* and choose the button for *Headings*. Then click *OK* and *Save*. Check that all headings are exported properly. If there are extra headings that appear in the navigation bar of the pdf, be sure to remove them by editing the word document. This may occur if an item, even a blank line has been assigned a heading style. If a blank line has been assigned a heading style, it can be corrected by applying the normal style. Depending on the problem, the Section 5.5 *Correcting Heading Numbering* in the [Formatting Guide](#) may also be helpful.