KEMPTON PROJECT MEETING Dec. 27, 2016
AJH, RDO, MKP; SDC by skype

AGENDA

1. Book page size

2. what toggles to use--couldn’t finish

3. what footnotes to print

4. go over footnote convention sheet (Karen)

5. letter to proofers

1. #1 Book size--width & font size like NT; length to be decided.

 (Roger’s Word boxes are 10 3/4” wide, 10 5/8” deep, 2 1/4” high at lowest point.

Proofreader copies size--same as book size as to width & font; length to fit on 8.5x11 paper

2. #4 Discussion of footnote convention sheet from Karen:

Yes to 1-5:

1. Italics for terms and phrases in Hebrew, Greek and Latin

2. “” for equivalent terms and phrases in English

3. End punctuation reserved for footnotes that are sentences.

4. All footnotes begin with a capital letter.

5. Ellipses done following standard usage conventions ( . . . ) not hot key shortcut

6. Using a raised numeral for the note, both in the text and where the footnote is

 Kate likes it this way. Roy points out it will make superscript no. in footnote very small. Andy laughs. Stephen has gone to have cheese and crackers with his extended family. Ask SDC when (if) he calls back.

 Karen’s “Two follow-up thoughts”:

 1. cap’ing footnotes. She wrote an email later canceling that.

 2. single quote marks for identifying English terms (such as, literally, ‘to see’), saving double quotation marks for actual quotations such as from the Writings.

 Problem: need to find a symbol to designate single q marks. Dbl q marks are currently designated by angle brackets.

 Andy favors. Kate fine with it. Roy ok with it (but not for proof copies). SDC? (still having cheese and crackers with his extended family)

 Overall: Not high priority b/o work involved to make the change.

3. Proofer pay: Roy did a word count & found the difference between proofer pages and printed pages to be 20% less. So using DC’s rate of 1.55 per page in 2011, 🡪1.40 per page

Pages of proofer copies are 18% smaller than 2011 proofer books. 18% smaller than 1.55= 1.27. Adjusting for inflation, 🡪 1.40 per page. At 12 pages per hour, this comes to $16.80 per hour.

Tell proofreaders to shoot for averaging 12 pages an hour, will probably be slower at 1st

4. Toggles to print: needs more work.

5. Footnotes to print--doesn’t matter so much what to print since footnotes are not something they are going to be proofing