

Weekly Dose Emphasis and When to Ignore It

RULE Print font attributes may be ignored when they are used for decorative purposes and do not add information. In general, font attributes in tables of contents, headings (centered, cell-5, cell-7), dedications, titles, lists, etc., do not reinforce learning or have any additional value for the reader. When these items are *partially* emphasized, however, font attributes must be retained.

- Ignore font attributes used for letters that mean letters and are shown standing alone, with or without punctuation. Note this change on the Transcriber's Notes page.
- Ignore font attributes used with word parts standing alone, e.g., prefixes, suffixes, and identified root words. Note this change on the Transcriber's Notes page.
- Ignore font attributes used with parts-of-speech abbreviations (with or without punctuation), e.g., v. or v for verb, n. or n for noun, m. or m for masculine, f. or f for feminine in dictionaries and glossaries. Note this change on the Transcriber's Notes page.
- Ignore Font Attribute for Part-of-Speech Abbreviation
- Ignore font attributes for titles of books, poems, plays, etc., that appear as a complete heading. Note: Font attributes are retained when titles of books, poems, plays, etc., are mentioned in the text.
- Ignore font attribute for title
- Ignore font attributes when they are used as a simple visual enhancement for print layout, e.g., a heavier font used for instructions, italics used for a dedication, etc. IGNORE BOLD PRINT.
- Ignore font attributes when an entire vocabulary or spelling words list is emphasized.
- Ignore Font Attributes for Italics Ignored for Spelling Words
- Ignore Font Attribute for Plays
- Ignore font attributes for entry words in alphabetic references, unless required for distinction, e.g., book titles, foreign words, etc.