

INERA
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eXtyles®

User
Documentation

FOOTNOTE RENUMBERING

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FOOTNOTE RENUMBERING

The eXtyles Footnote Renumbering module functions similarly to the Citation Renumbering module, and Inera recommends that it also be run after manuscript copyediting has been completed.

Footnote Renumbering acts only on items that have had the cite_fn character style applied to them, either during Citation Matching or by hand. If footnotes are removed during copyediting, the editor must be careful to remove both the footnote callout and the footnote paragraph to ensure that Footnote Renumbering does not cause footnotes to become out of sync with their citations.

If footnotes are added during copyediting, follow these steps:

- 1** Add a superscripted number to the text at the location of the new footnote citation. The number inserted for the new footnote should be one more than the number of footnotes currently in the document. For example, in a document containing twenty footnotes, the number of a newly inserted footnote should be “21” regardless of where the footnote is inserted. The new footnote paragraph should be added to the end of the footnotes section of the document and must be styled with the appropriate paragraph style.
- 2** Rerun Citation Matching to have the cite_fn character style applied to the new footnote callout. Alternatively, the user may apply the cite_fn character style to the new footnote callout by hand from the Word Styles and Formatting task pane.
- 3** Run Footnote Renumbering from the Advanced Processing menu.

The Footnote Renumbering process will automatically renumber footnote citations in the body of the document and will reorder footnote paragraphs accordingly. Any irregularities encountered during footnote processing will be reported to the user through a message box and/or Word comments inserted at the point of the irregularity.