INSTRUCTIONS FOR PARTIAL EXTYLES PROCESSING (REFERENCES AND CITATIONS ONLY)

During the initial rollout of eXtyles, some USGS manuscripts will be published using pre-eXtyles paragraph style templates and/or workflows, and editors may want to ensure that:

- eXtyles does not change the paragraph style names used in the older template
- authors are not confused by eXtyles markup such as color and reference tags in Word documents during the revision stage

USGS editors can still take advantage of several key editorial features of eXtyles while meeting the above requirements. These features are **Cleanup**, **Bibliographic Reference Processing**, **Crossref Linking and Correction**, and **Citation Matching**. To do so:

1. **Activate and Normalize** the document.

2. Run **Cleanup** on the document. Under **Auto-Style**, be sure to uncheck **Regular Body Paragraphs with Style: BodyText** and **Tables**. Keep **References** checked. The paragraph style name for bibliographic references in both the older USGS template and the template integrated into eXtyles is the same, and this step will ensure that the reference list has the correct paragraph style applied to it.

3. Skip ahead to the **Advanced Processing** menu and run:

- **Bibliographic References**
- **Crossref Linking and Correction**
- **Citation Matching**

This will enable you to take advantage of the automatic editing and validation tools for references and citations.

4. Copyedit as usual!

5. Because in this workflow you will not be generating XML from the Word document, you can use **Post-Processing Cleanup** to remove the color-coded character styles tags (e.g., <jrn>, <bok>) added by eXtyles. This will allow you to send to your authors a version of the document that looks like what they are accustomed to seeing from you.