

## PROOFREADING INSTRUCTIONS FOR AUTHORS

Please read the page proofs carefully. Remember that the eye must note every character and space individually; do not read whole words or groups of words at a glance. The master page proofs are currently with a professional proofreader, who is reviewing them against the edited manuscript.

Please confine your changes to errors of fact and typographical errors only. No stylistic changes, word substitutions, or other editing will be allowed unless they are discussed in advance with your production editor and agreed to by your publisher. Alterations to the typeset material disturb the carefully balanced page makeup; hence, they are very expensive (more costly than the original typesetting) and they may delay publication of your book.

Do not be distracted by proof irregularities such as misalignment of lines, broken type, and smudges. These imperfections are the result of photocopying and are taken care of as a matter of course. If there are halftones in the book, they will appear fairly dark in the proofs. Please be sure to check them for proper positioning in the book, but don't be concerned at this point with the quality of the reproduction.

When marking the proofs, please work with a pen or pencil of distinctive color, marking your corrections in the right margin so that they can be clearly identified. If any corrections are more than two lines long, please type them and attach them to the appropriate pages. Do not write on the back of the page proofs, since these markings may be overlooked.

If you are responsible for preparing your index, an indexing booklet was sent to you at the manuscript review stage to assist you in its preparation. A copy of the indexing instructions is also included on this website. We would like the completed index (manuscript plus index on disk, if available) returned with the page proofs, if possible.

Your production editor will review the your page proofs against the set worked on by the proofreader. All necessary corrections will be made and checked, and we will perform a final quality review before your book is sent to the printer. Your index will be copyedited, typeset, proofread, and reviewed.

If there has been a change to the information in your biographical notice, please be sure to provide it to us at this point.

Remember that this is the last time that you will see your work before it is sent to the printer. Please work carefully and feel free to call or email with questions.