

Manuscript Checking Procedures for Authors

Your manuscript has been read for typographical errors, spelling and grammatical errors, and general sense. Please be sure that you notice **all** of the changes made by the copyeditor and that you respond to all of the queries.

Now is the time to finalize your manuscript. Unless otherwise instructed by your publisher, do not plan on resolving style or content issues or “polishing” your language later in the production process. Alterations to typeset material are far more costly than the initial typesetting. If your alterations at the page proof stage exceed a reasonable amount, a charge could be placed against your royalties by your publisher.

The copy editor’s style sheet is enclosed for your reference. The circled codes in the margins of the manuscript classify design elements to be used by the designer for type specifications.

Adherence to the following instructions will ensure that your manuscript is ready for typesetting:

1. Keep the manuscript neat and clean, and print corrections or changes in **erasable pencil** clearly in upper and lower case letters so that the typesetters can work accurately. **Do not use ink.** Do not remove or erase anything that the copy editor has written on the manuscript or on the flags. If you wish to reinstate your original wording, write “stet” in the margin and add a row of dots under the original copy. However, first consider an alternative version for clarity. **Do not erase your original copy.**
2. Be sure to answer editorial queries fully. Please note that the query flags may contain more than one question. Short answers may be written on the flags or very neatly (**and not in all capital letters**) on the manuscript with an **erasable pencil**. **Do not write sideways in the margins.** Revisions and additions of more than three lines in length must be typed on a separate sheet of paper. Clearly indicate the exact placement of the change in the margin of the manuscript with a caret (^) in the text. Do not retype the entire page or section where the addition or revision is being made.
3. Please tie up all loose ends at this time. Ensure that all quotations are properly cited in the notes and that all text notes are numbered sequentially, and review your notes and bibliography against each other and the text to be sure that the data match exactly.
4. Note any further details and specific instructions from your production editor on the style sheet and in the accompanying letter.
5. Double-check any tabular data and the reference or callout for each illustration (tables, figures, etc.) in the text. Please provide replacements for any illustrations that contain errors, unless your publisher has arranged to have these materials professionally prepared.
6. If you have not already done so, send in original copies of all illustrations (or properly formatted digital versions). Details on preparation of artwork are available on this website. We may not be able to proceed with the production process without all the final artwork.
7. If your book contains excerpts or illustrations that require copyright notices, please provide copies of the letters of permission so that we can be sure they are properly cited in the text.

Once again, please be sure that the manuscript is as you wish it to appear in print. Return the original manuscript via Priority Mail, UPS, FedEx, or other traceable method; keep a photocopy of the manuscript if you will need to see it again before the book is published.

Please inform your services contact promptly if you cannot meet the deadline given.

Westchester Book Services
7 Finance Drive, Danbury, CT 06810 (203) 791-0080