Letter to accompany electronically edited manuscript

DATE

AUTHOR

ADDRESS

Dear __________:

Here, for your approval, is the edited printout of the manuscript for BOOK TITLE. Also enclosed is a copy of the style sheet compiled during the editing. Please return the final, approved edited manuscript by DATE.

Please go over every page very carefully, checking all the editing, answering all editorial queries, and doing any rewording, updating, fine-tuning, and finalizing of your manuscript. Please also ensure that no mistakes have been introduced (editors never do so intentionally, of course, but it does happen). Changes in proof are expensive and time consuming, so at the proof stage we can correct only typographical and factual errors. We cannot overemphasize how important it is that you make all changes now, before the manuscript is typeset. Please let me know right away if you will need more time.

The manuscript has been edited using Word’s “track changes” feature. Anything that has been added will look like this. Anything that has been deleted will look like this. There will be a vertical line in the margin to indicate that a line has editorial changes. You may also see editing and typesetting codes to indicate, for example, subheadings and block quotations. You can ignore these, unless you spot something that seems to be wrong (e.g., if something that should be a second-level subheading is marked as a first-level subheading).

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Please do not hesitate to contact me if you have questions.

Sincerely yours,

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