

Letter to author to accompany a pencil-edited manuscript.



Books Division

DATE

AUTHOR
ADDRESS

Dear _____:

Here for your approval is the edited manuscript for BOOK. Please complete your review of the editing and return the manuscript to me by DATE. Please let me know right away if you will not be able to meet that deadline.

Please go carefully over each page, checking all the editorial marks and answering all the queries. Bear in mind that all the editing (other than correction of typographical and grammatical errors) is subject to your approval, whether or not a query appears. Please check the editing carefully and ensure that no mistakes have been introduced (editors never do so intentionally, of course, but it does happen). Use a color other than the one used in the editing so that we can readily distinguish your responses and changes. Please write extremely legibly in upper and lower case. Should you wish to restore your original wording, write “stet” in the margin, place a row of dots below the word or words to be restored, and run a single horizontal line through the editing. Your responses to queries will probably be in the form of “ok” or “no”; if longer, they can be written on Post-it notes or on the back of the page (be sure to let us know that you have written on the back). Should you wish to make a substantial change, type it on a separate page, keyed to the manuscript by “insert A” or the like. Return the original page along with the insert.

Because changes in proof, other than correction of printer’s errors, have become very expensive, we must ask that you **do all updating, rewriting, and fine-tuning now**, as you review the edited manuscript. At the proof stage the only changes we can make will be the correction of typographical errors.

When you return the manuscript, please use a shipping method that will allow the package to be traced if it goes astray. Again, please let me know right away if you will not be able to return the manuscript by DATE.

If you have questions, please don’t hesitate to contact me by phone or e-mail.

Sincerely yours,

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