

Letter to accompany electronically edited manuscript

DATE

AUTHOR
ADDRESS



Books Division

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).

All the editing (other than correction of typographical or grammatical errors) is subject to your approval, whether or not a query appears. In making your responses or changes, please use a bright color and write extremely legibly directly on the printout, using upper and lower case. If you want to restore your original wording, write "stet" in the margin, place a row of dots underneath the word or words to be restored, and strike a single line through the editing. Type longer insertions on separate sheets keyed to the manuscript by "insert A," etc. Unless you need to replace whole sections, it is not helpful to have the alterations on disk. Please be sure that all changes and insertions are clearly indicated on the printout we have sent you. Do not, in an attempt to provide a "clean" manuscript, send a new printout.

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.

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

Sincerely yours,

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