

The Preparation
of Manuscripts

Frank H. Vizetelly

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The Preparation of Manuscripts for the Printer

Containing Directions to Authors as to the Manner
of Preparing Copy and Correcting Proofs,
with Suggestions on the Submitting
of Manuscripts for Publication

By

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PREFACE

IN the printing of books the most costly item—the item that eats up the profits—is that charged to authors' corrections; these corrections are due mainly to ill-prepared manuscripts. The purpose of this book is to point out the manner in which manuscripts should be prepared so as to reduce to a minimum the cost of authors' corrections. It contains, in addition, information bearing directly on the technicalities of typography, and various rules of orthography and punctuation, as well as other aids to the making of books, which it is hoped will prove of value to authors and printers.

One section is devoted especially to suggestions on the submitting of manuscripts for publication and explains the processes through which manuscripts are put. Effort has been made to treat the various sections briefly, so that the information given may be more readily available.

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Preface

tionary of the English Language" has been made in preparing the following pages.

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F. H. V.

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