Contents

Preface	
Part I. Introductory Thoughts	
Chapter 1. Why Publish?	3
1.1. What Is Publishing?	3
1.2. How Do I Publish?	4
1.3. What Is the Purpose of Publishing?	5
Chapter 2. What Do I Publish?	7
2.1. Publish or Perish	7
2.2. What Are the Rewards of Publishing?	9
2.3. Publishing Etiquette	ę
Chapter 3. Different Types of Publishing	13
3.1. Publishing in a Journal	13
3.2. Publishing a Book	16
3.3. Publishing Expository Work	18
3.4. Publishing Opinion Pieces	19
3.5. Electronic Publishing	20
3.6. Software Publishing	24
3.7. What Is the Role of Publishing in Scholarly Life?	25
3.8. Archiving	26

VII

viii Contents

15. / Ti		
	I. Publishing an Article or Paper	
_	r 4. Journal Publishing	37
4.1.	Publishing an Article or Paper	37
4.2.	Delicate Matters	46
4.3. $4.4.$	How Do I Choose a Journal in Which to Publish My Paper? When There Are Problems with the Handling of Your Paper	48 51
Chapte		
5.1.	The Organization of a Paper	53 52
5.2.	How to State a Theorem	53 57
5.3.	How to State a Theorem How to Prove a Theorem	57 50
5.4.	How to State a Definition	59
5.4. 5.5.	How to State a Definition How to Write an Abstract	61
5.6.		64
5.7.	How to Write a Bibliography Ode to MathSciNet	64 70
		10
Part I	II. Publication of a Book	
Chapte	er 6. Your Magnum Opus	75
6.1.	Publishing a Book	75
6.2.	A Few Words about Textbook Publishing	85
6.3.	How Do I Choose a Publisher for My Book?	86
6.3.1	. The Vanity Press	90
Chapte	r 7. How to Write a Book	93
7.1.	What Makes for a Good Book?	93
7.2.	How to Plan a Book	97
7.3.	The Importance of the Preface	99
7.4.	The Table of Contents	100
7.5.	The Index, Bibliography, Appendices, etc.	102
7.6.		106
Part I	V. Publishing Personnel	
Chapte	r 8. The People in Publishing	115
8.1.	Editors	115
8.2.	The Purpose of Editors	117
8.3.	Types of Editors	118

118

8.3.1. Journal Editors

8.3.1.1. The Managing Editor	118
8.3.1.2. The Associate Editors	119
8.3.1.3. The In-House Editor	125
8.3.2. Proceedings Editors	126
8.3.3. Book Editors	128
8.3.3.1. The Acquisitions Editor	128
8.3.3.2. The Production Editor	128
8.3.3.3. The Copyeditor	128
8.3.3.4. The Art Editor	128
8.3.3.5. The Design Editor	129
8.3.3.6. The Developmental Editor 8.3.4. Editorial Assistants	129
8.3.5. The Editorial Board	129
	130
8.4. Dealing with Editors	130
8.5. Dealing with Other Publishing Personnel	132
Chapter 9. The Role of Book Editors	133
9.1. Who Are Editors?	133
9.2. Who Should Become an Editor?	135
9.3. What the Editor Does for the Author	136
9.4. What the Author Does for the Editor	137
9.5. What the Author and the Editor Do Together	137
9.6. The Final Result	138
Chapter 10. The Nitty Gritty of Editing	139
10.0. Prologue	139
10.1. Editing a Journal	139
10.1.1. Dealing with Authors	142
10.1.2. Dealing with Papers	143
10.1.3. Dealing with Referees	144
10.1.4. Dealing with Publishers	147
10.2. Editing a Book Series	148
10.2.1. Dealing with Authors	148
10.2.2. Dealing with Books	149
10.2.3. Dealing with Publishers	150
10.3. Other Types of Editing	150
10.3.1. Editing an AMS Member Journal	152
10.3.2. Editing a Teaching, Expository, or Service Journal	153
10.3.3. Editing Mathematical Reviews	154

Contents

Part V. Parts of the Publishing Process	
Chapter 11. The Manuscript	159
11.1. Preparing the Manuscript	159
11.2. Parts of the Manuscript	161
11.2.1. The Paper	161
11.2.2. The Book	162
11.3. Front Matter	164
11.3.1. Preface	164
11.3.2. Foreword	165
11.3.3. Table of Contents	165
11.3.4. Acknowledgments 11.3.5. List of Figures	$\begin{array}{c} 165 \\ 165 \end{array}$
11.3.6. Dedication	165
11.3.7. List of Participants or Schedule of Talks	165
11.4. Back Matter	166
11.4.1. Bibliography	166
11.4.2. Indexes	166
11.4.3. Remaining Back Matter Elements	167
11.4.3.1. Glossary	167
11.4.3.2. List of Notation 11.4.3.3. Appendices	$\begin{array}{c} 167 \\ 167 \end{array}$
11.4.3.4. Bibliography and References for Further Reading	167
11.5. Art Work	167
11.6. The Final Check	171
Chapter 12. What Happens to Your Book at the Publishing House	173
12.1. Refereeing and Reviewing	173
12.2. Sending Your Book into Production	176
12.3. Galley Proofs and Page Proofs	178
12.4. Art Proofs	180
12.5. Sending the Book to Bed	181
12.6. Offprints and Author Copies	181
12.7. After Publication	182
Part VI. Legal Matters	
Chapter 13. Copyright and Author Rights	187

187

188

13.1.

13.2.

What Is a Copyright?

Copyright Basics

13.3. Who H	Iolds the Copyright?	193
	oution Rights	
	G	195
9	n Rights	195
13.6. Posting	g on the Web	196
Chapter 14. De	etails of the Book Contract	199
Part VII. Clos	sing Thoughts	
Chapter 15. Pu	itting the Scholarly Life into Perspective	213
15.1. What .	Are We Trying to Accomplish?	213
15.2. How D	oes Publishing Help Us Meet Our Goals?	213
15.3. How M	Iuch Should I Publish?	214
15.4. How L	ittle Should I Publish?	215
15.5. What 3	If I Choose Not to Publish?	215
15.6. The Fi	nal Word on Publishing	216
Part VIII. Ap	ppendices	
Appendix I.	Proofreader's Marks	219
Appendix II.	Corrected Text	221
Appendix III.	Specialized Mathematics Symbols	225
Appendix IV.	Alternative Mathematical Notations	231
Appendix V.	TEX, PostScript, Acrobat, and Related Internet Sites (Plus Tips on How to ftp)	233
Appendix VI.	The AMS Consent to Publish Agreement	237
Appendix VII.	The AMS Guidelines for Journal Editors	241
Appendix VIII.	Creating Graphics for Use in AMS Books and Journals	243
Glossary		251
Bibliography		281
Index		285