

Contents

Preface xi

Acknowledgments xv

- 1 **The Parts of a Published Work** | 1
 - Introduction 3
 - Books 4
 - Journals 43

- 2 **Manuscript Preparation and Manuscript Editing** | 57
 - Introduction 58
 - The Author's Responsibilities 58
 - The Manuscript Editor's Responsibilities 70

- 3 **Proofs** | 91
 - Introduction 91
 - What to Look For 92
 - How to Mark Proofs 97
 - Cover Proofs 102
 - Bluelines and Folded and Gathered Sheets 103
 - Checking Works for Electronic Publication 104

- 4 **Rights and Permissions** BY WILLIAM S. STRONG | 105
 Introduction 106
 Copyright Law and the Licensing of Rights 106
 The Publishing Agreement 122
 The Publisher's Responsibilities 127
 The Author's Responsibilities 132
- 5 **Grammar and Usage** BY BRYAN A. GARNER | 145
 Grammar 147
 Word Usage 195
- 6 **Punctuation** | 239
 Introduction 240
 Typographic and Aesthetic Considerations 241
 Period 243
 Comma 244
 Semicolon 256
 Colon 257
 Question Mark 259
 Exclamation Point 260
 Hyphens and Dashes 261
 Parentheses 265
 Brackets 267
 Slash 269
 Quotation Marks 270
 Multiple Punctuation and When to Avoid It 270
 Lists and Outline Style 271
- 7 **Spelling, Distinctive Treatment of Words, and Compounds** | 277
 Introduction 278
 Variant Spellings 278
 Plurals 279
 Possessives 281
 Contractions and Interjections 286

Word Division 286
A and *An*, O and *Oh* 289
Ligatures 290
Italics, Capitals, and Quotation Marks 290
Compounds and Hyphenation 300

8 **Names and Terms** | 309

Introduction 311
Personal Names 312
Titles and Offices 317
Epithets, Kinship Names, and Personifications 323
Ethnic, Socioeconomic, and Other Groups 325
Names of Places 326
Words Derived from Proper Names 333
Names of Organizations 334
Historical and Cultural Terms 340
Calendar and Time Designations 346
Religious Names and Terms 347
Military Terms 353
Ships, Trains, Aircraft, and Spacecraft 355
Scientific Terminology 356
Brand Names and Trademarks 365
Titles of Works 366
Notices and Mottoes 378

9 **Numbers** | 379

Introduction 380
Numerals or Words 380
Physical Quantities 383
Percentages and Decimal Fractions 384
Money 385
Divisions in Publications and Other Documents 387
Dates 389

- Time of Day 391
- Names 392
- Addresses and Thoroughfares 394
- Plurals and Punctuation of Numbers 394
- Inclusive Numbers 395
- Roman Numerals 397
- 10 **Foreign Languages** | 399
 - Introduction 400
 - Titles and Other Proper Names 401
 - Languages Using the Latin Alphabet 403
 - Languages Usually Transliterated (or Romanized) 422
 - Classical Greek 435
 - Old English and Middle English 439
 - American Sign Language 439
- 11 **Quotations and Dialogue** | 443
 - Introduction 444
 - Permissible Changes 445
 - Relation to Text 447
 - Quotation Marks 453
 - Ellipses 459
 - Citing Sources in Text 466
 - Foreign-Language Quotations 469
- 12 **Illustrations and Captions** | 473
 - Introduction 473
 - Definitions 474
 - Placement and Numbering 478
 - Physical Handling of Artwork 481
 - Captions 484
 - List of Illustrations 490
 - Charts: Some Guidelines 491
 - Musical Examples 492

- 13 **Tables** | 495
 - Introduction 496
 - The Main Parts of a Table 498
 - Shape and Dimensions 514
 - Special Types of Tables 517
 - Editing Tables 520
 - Typographic Considerations 521

- 14 **Mathematics in Type** | 523
 - Introduction 524
 - Style of Mathematical Expressions 524
 - Preparation of Paper Manuscripts 549

- 15 **Abbreviations** | 557
 - Introduction 558
 - Names and Titles 560
 - Geographical Terms 566
 - Designations of Time 570
 - Scholarly Abbreviations 571
 - Bible 578
 - Technology and Science 580
 - Business and Commerce 591

- 16 **Documentation I: Basic Patterns** | 593
 - Introduction 594
 - Source Citation: Basic Elements, Different Formats 596
 - Notes 599
 - Bibliographies 612
 - The Author-Date System: Reference Lists and Text Citations 616

- 17 **Documentation II: Specific Content** | 641
 - Introduction 643
 - Books 647
 - Periodicals 687
 - Interviews and Personal Communications 705

Unpublished and Informally Published Material 707

Special Types of References 715

Musical Scores 723

Audiovisual Materials 724

Citations Taken from Secondary Sources 727

Legal Citations 728

Public Documents 733

Databases 753

18 **Indexes** | 755

Introduction 756

Kinds of Indexes and Components of an Index 757

General Principles of Indexing 766

Proper Names and Variants 767

Titles of Publications and Other Works 771

Alphabetizing 773

Punctuation: A Summary 784

The Mechanics of Indexing 786

Editing an Index Compiled by Someone Else 796

Typographical Considerations 797

Examples 799

**Appendix A: Design and Production—Basic Procedures
and Key Terms** | 803

Appendix B: The Publishing Process for Books and Journals | 857

Bibliography 863

Index 881