1. ADVICE TO AUTHORS AND EDITORS

1.1. This STYLE MANUAL is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting your publication and also reduce printing costs.

1.2. Changes on proofs add greatly to the expense of and delay the work. Therefore, copy must be carefully edited before being submitted to the Government Printing Office.

1.3. Legible copy, not faint reproductions, must be furnished.

1.4. Copy should be on one side only with each sheet numbered consecutively. If both sides of reprint copy are to be used, a duplicate set of copy must be furnished.

1.5. To avoid unnecessary expense, it is advisable to have each page begin with a new paragraph.

1.6. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.

1.7. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1. Editors must indicate whether the second character is a letter or a figure.

1.8. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page of copy.

1.9. Photographs, drawings, and legends being used for illustrations should appear in the manuscript where they are to appear. They should be on separate sheets, as they are handled separately during typesetting.

1.10. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.

1.11. To reduce the possibility of costly blank pages, avoid use of new odd pages and halftitles whenever possible. Generally these refinements should be limited to quality bookwork.

1.12. Samples should be furnished if possible. They should be plainly marked showing the desired type, size of type page, illustrations if any, paper, trim, lettering, and binding.

1.13. In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in blue. Begin with first text page (title). Do not folio separate covers or dividers.

1.14. Indicate on copy if separate or self-cover. When reverse printing in whole or in part is required, indicate if solid or tone.

1.15. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to the inside back cover.

1.16. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Where possible, avoid having more than two blank pages at the end.

1.17. Indicate alternative choice of paper on the requisition. Where possible, confine choice of paper to general use items carried in inventory as shown in the GPO Paper Catalog.

1.18. If nonstandard trim sizes and/or type areas are used, indicate head and back margins. Otherwise, GPO will determine the margins.

1.19. Customers should submit copy for running heads and indicate the numbering sequence for folios, including the preliminary pages.

1.20. All corrections should be made on first proofs returned, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.

1.21. Corrections should be marked in the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

1.22. The following Government Printing Office and departmental publications relate to material included in the STYLE MANUAL. Most may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. For lists of these and other such publications, request SB–077, Graphic Arts, and SB–087, Communication and Office Skills.

Word Division, a supplement to Government Printing Office Style Manual, 144 pages. 1987. GP 1.23/4:St 9/supp.976. S/N 021–000–00139–2.
 Basic rules for division of words; division into syllables of about 20,000 words.

Government Paper Specification Standards, Volume 11. 1999. Discontinued as a subscription service. Sold as a single sales publication, beginning with S/N 021–000–00174–1. O/N 99–20.
 Basic manual in looseleaf form. Should be of value and interest to paper manufacturers, printing establishments, and others concerned with paper standards. Contains standards to be used in testing and definitive color standards for all mimeograph, duplicator, writing, manifold, bond ledger, and index papers.

Technical and scientific guides

American National Standard Guidelines for Format and Production of Scientific and Technical Reports, 16 pages. American National Standards Institute, Inc. ANSI/NISO Z39.18–1995.

Prescribes the order and specifications of the elements of a report. Takes into account the growing use of microform and electronic storage and abstract services. Contains guidelines that will help the researcher in locating, referencing, and comparing source information. Covers type and page size, tables, formulas, paper stock, and binding.

Data base publishing

Publishing From a Full Text Data Base. Graphic Systems Development Division, Government Printing Office, 184 pages. Illustrated. 1983, 2d edition. S/N 021–000–00116–3.

Describes GPO's concept of full text data base development and discusses such factors as design, application, and job control.

Microfiche specifications

National Standard Microfiche of Documents, 15 pages. National Micrographics Association. ANSI PH5.9–1975 (NMA MS5–1975).

Specifications provided for microfiche intended for direct use by the customer: "distribution fiche." Offers definitions of some terms.

Guide for Selecting Microfiche Requirements and Quality Attributes for Microfiche Contract. Available from GPO, Manager of Quality Control and Technical Department.

Correspondence style

U.S. Government Correspondence Manual, 92 pages. 1992. Book. S/N 022–000–212–1.

Also helpful to writers and editors are such publications as:

Bartlett, John. *Familiar Quotations: A Collection of Passages, Phrases, and Proverbs Traced to Their Sources in Ancient and Modern Literature.* Edited by Justin Kaplan. 16th ed., revised and enlarged. Boston: Little, Brown, 1992.

The Chicago Manual of Style, University of Chicago Press. 14th ed., revised and expanded. Chicago: University of Chicago Press, 1993.

New York Times Manual of Style and Usage. New York: Contains a dictionary of names and terms primarily for newspaper writers.

Webster's Third New International Dictionary of the English Language, Unabridged. Springfield, Mass.: G. & C. Merriam, 1964.

Words into Type. Based on studies by Marjorie E. Skillin, Robert M. Gay, and other authorities. 4th ed. Englewood Cliffs, N.J.: Prentice-Hall, 1992.

1.23. Corrections made to proofs by authors, editors, or readers at departments should be indicated as follows:

⊙	Insert period	*rom.*	Roman type
⋀	Insert comma	*caps.*	Caps—used in margin
:	Insert colon	≡	Caps—used in text
;	Insert semicolon	*c+sc*	Caps & small caps—used in margin
?	Insert question mark	=	Caps & small caps—used in text
!	Insert exclamation mark	*l.c.*	Lowercase—used in margin
=/	Insert hyphen	/	Used in text to show deletion or substitution
∀	Insert apostrophe		
∀∀	Insert quotation marks	⤴	Delete
⊥/N	Insert 1-en dash	⤵	Delete and close up
⊥/M	Insert 1-em dash	*w.f.*	Wrong font
#	Insert space	⌒	Close up
ld>	Insert ( ) points of space	⊐	Move right
shill	Insert shilling	⊏	Move left
∨	Superior	⊓	Move up
∧	Inferior	⊔	Move down
(/)	Parentheses	‖	Align vertically
[/]	Brackets	=	Align horizontally
□	Indent 1 em	⊐⊏	Center horizontally
⊐⊏	Indent 2 ems	⊔⊓	Center vertically
¶	Paragraph	*eq.#*	Equalize space—used in margin
no ¶	No paragraph	ⱽⱽⱽ	Equalize space—used in text
tr	Transpose[1]—used in margin	········	Let it stand—used in text
∿	Transpose[2]—used in text	*stet.*	Let it stand—used in margin
sp	Spell out	⊗	Letter(s) not clear
ital	Italic—used in margin	*run over*	Carry over to next line
___	Italic—used in text	*run back*	Carry back to preceding line
b.f.	Boldface—used in margin	*out, see copy*	Something omitted—see copy
∿∿∿	Boldface—used in text	*?/?*	Question to author to delete[3]
s.c.	Small caps—used in margin	∧	Caret—General indicator used to mark position of error.
≡	Small caps—used in text		

[1]In lieu of the traditional mark "tr" used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections.

[2]Corrections involving more than two characters should be marked by striking out the entire word or number and placing the correct form in the margin. This mark should be reserved to show transposition of words.

[3]The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer.

TYPOGRAPHICAL ERRORS

It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned The learned correctors of the first two centuries of printing were not proofreaders in our sense, they were rather what we should term office editors. Their labors were chiefly to see that the proof corresponded to the copy, but that the printed page was correct in its latinity—that the words were there, and that the sense was right. They cared but little about orthography, bad letters, or purely printers' errors, and when the text seemed to them wrong they consulted fresh authorities or altered it on their own responsibility. Good proofs, in the modern sense, were impossible until professional readers were employed—men who had first a printer's education, and then spent many years in the correction of proof. The orthography of English, which for the past century has undergone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the miss or hit plan. The approach to regularity, so far as we have, may be attributed to the growth of a class of professional proofreaders, and it is to them that we owe the correctness of modern printing. More errors have been found in the Bible than in any other one work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who publised them. The story is related that a certain woman in Germany, who was the wife of a printer, and had become disgusted with the continual assertions of the superiority of man over woman which she had heard, hurried into the composing room while her husband was at supper and altered a sentence in the Bible, which he was printing, so that it read Narr instead of Herr, thus making the verse read "And he shall be thy fool" instead of "and he shall be thy lord." The word not was omitted by Barker, the king's printer in England in 1632, in printing the seventh commandment. He was fined £3,000 on this account.

NOTE.—The system of marking proofs can be made easier by the use of an imaginary vertical line through the center of the type area. The placement of corrections in the left-hand margin for those errors found in the left-hand portion of the proof and in the right-hand margin for right-side errors prevents overcrowding of marks and facilitates corrections.