

Contents

Preface xi

Acknowledgments xv

PART ONE: THE PUBLISHING PROCESS

- 1 **Books and Journals** 3
 - Overview 4
 - The Parts of a Book 4
 - The Parts of a Journal 35
 - Considerations for Web-Based Publications 48

- 2 **Manuscript Preparation, Manuscript Editing, and Proofreading** 53
 - Overview and Process Outline 54
 - Manuscript Preparation Guidelines for Authors 57
 - Manuscript Editing 70
 - Proofreading 93

- 3 **Illustrations and Tables** 111
 - Overview 112
 - Illustrations 112
 - Tables 133

- 4 **Rights, Permissions, and Copyright Administration** 155
 - BY WILLIAM S. STRONG
 - Overview 156
 - Copyright Law and the Licensing of Rights 156
 - The Publishing Agreement 171
 - Subsidiary Rights and Permissions 179
 - The Author's Responsibilities 184

PART TWO: STYLE AND USAGE

- 5 **Grammar and Usage** 201
BY BRYAN A. GARNER
Grammar 203
Word Usage 261
- 6 **Punctuation** 305
Overview 306
Punctuation in Relation to Surrounding Text 306
Periods 310
Commas 311
Semicolons 325
Colons 326
Question Marks 328
Exclamation Points 330
Hyphens and Dashes 331
Parentheses 336
Brackets and Braces 338
Slashes 339
Quotation Marks 341
Apostrophes 342
Multiple Punctuation Marks 343
Lists and Outline Style 344
- 7 **Spelling, Distinctive Treatment of Words, and Compounds** 349
Overview 350
Plurals 351
Possessives 353
Contractions and Interjections 358
Word Division 358
A and An, O and Oh 362
Ligatures 362
Italics, Capitals, and Quotation Marks 363
Compounds and Hyphenation 372
- 8 **Names and Terms** 385
Overview 387
Personal Names 387
Titles and Offices 393
Epithets, Kinship Names, and Personifications 400
Ethnic, Socioeconomic, and Other Groups 401

Names of Places 403
Words Derived from Proper Names 410
Names of Organizations 412
Historical and Cultural Terms 418
Calendar and Time Designations 425
Religious Names and Terms 426
Military Terms 433
Names of Ships and Other Vehicles 436
Scientific Terminology 437
Brand Names and Trademarks 446
Titles of Works 447
Signs and Mottoes 461

9 **Numbers** 463

Overview 464
Numerals versus Words 464
Plurals and Punctuation of Numbers 481
Inclusive Numbers 482
Roman Numerals 484

10 **Abbreviations** 487

Overview 488
Names and Titles 492
Geographical Terms 498
Designations of Time 502
Scholarly Abbreviations 504
Biblical Abbreviations 510
Technology and Science 514
Business and Commerce 527

11 **Foreign Languages** 531

Overview 532
Titles and Other Proper Names 532
Languages Using the Latin Alphabet 534
Languages Usually Transliterated (or Romanized) 558
Classical Greek 570
Old English and Middle English 574
American Sign Language 575

- 12 **Mathematics in Type** 579
Overview 580
Style of Mathematical Expressions 580
Preparation and Editing of Paper Manuscripts 609

- 13 **Quotations and Dialogue** 619
Overview 620
Permissible Changes to Quotations 621
Quotations in Relation to Text 623
Quotation Marks 630
Ellipses 637
Interpolations and Clarifications 641
Citing Sources in Text 643
Foreign-Language Quotations 647

PART THREE: DOCUMENTATION

- 14 **Documentation I: Notes and Bibliography** 653
Source Citations: An Overview 655
Notes and Bibliography: Basic Format, with Examples and Variations 660
Notes 665
Bibliographies 684
Books 693
Periodicals 728
Interviews and Personal Communications 744
Unpublished and Informally Published Material 746
Special Types of References 755
Audiovisual Materials 764
Legal and Public Documents 769
- 15 **Documentation II: Author-Date References** 785
Overview 786
Author-Date References: Basic Format, with Examples and Variations 787
Reference Lists and Text Citations 792
Author-Date References: Special Cases 800
- 16 **Indexes** 811
Overview 812
Components of an Index 814
General Principles of Indexing 823

Indexing Proper Names and Variants 824
Indexing Titles of Publications and Other Works 828
Alphabetizing 831
Punctuating Indexes: A Summary 843
The Mechanics of Indexing 845
Editing an Index Compiled by Someone Else 855
Typographical Considerations for Indexes 856
Examples of Indexes 858

Appendix A: Production and Digital Technology 861

Overview 862
Markup 864
Design 870
The Electronic Workflow 877
Options for Presenting Content 882
Print Technologies 884

Appendix B: Glossary 891

Bibliography 907
Index 925