



Manual of Style: For Use of Copy Editors, Proof Readers, Operators, and Composers Engaged in the Production of Executive, Congressional, and Departmental Publications (Classic Reprint) (Paperback)

By United States Government Printin Office

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from Manual of Style: For Use of Copy Editors, Proof Readers, Operators, and Composers Engaged in the Production of Executive, Congressional, and Departmental Publications The Manual of Style is intended to facilitate public printing, and if those submitting copy for publication will carefully observe the following suggestions, they will contribute materially toward this end: Copy should be typewritten if possible, unless reprint, and each page should begin with a paragraph. Proper names, foreign words, and technical terms should be plainly written and verified. Manuscript and typewritten copy in a foreign language should be marked accurately as to capitalization, punctuation, and other peculiarities. Signatures which are illegible should be carefully rewritten on the margin. Abbreviations should not be used except when they are to be printed as written, in which case they should be marked follow. Reference marks in text and tables should be arranged alphabetically across each page, beginning with (See table, p. 41.) Capitalization and punctuation, when not peculiar to the publication in hand, are details which may be safely intrusted to the compositors and...

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