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