

UNIVERSITY OF MASSACHUSETTS PRESS

REVIEWING YOUR COPYEDITED MANUSCRIPT ONSCREEN

University of Massachusetts Press follows *Chicago Manual of Style* and *Webster's Collegiate Dictionary* in matters of style and spelling. A style and spelling sheet, which lists the choices followed throughout, accompanies the edited manuscript.

The text was edited onscreen, using Microsoft Word's Track Changes feature. Deletions appear as ~~strikethroughs~~, insertions as double underlined words (in some versions of Word only a single underline shows). Queries and comments appear in bold in the text within brackets [**AU: like this**] or angle brackets <**AU: like this**>. If the file has been very heavily edited, you may find it helpful to switch to the final view, without any of the editing showing, in order to read through the clean edited text. You can switch back to the marked view at any time to see what was done. You can also print out a version of either the clean edited text or the text with all of the edits showing. The procedures for changing these views vary in different versions of Word; in general, they're under Track Changes in either the Options (Windows) or Tools (Mac) menu. If you can't find them, bring up Word's help module and search for Track Changes.

The files have been "locked" so that any further changes will be tracked and nothing can be inadvertently deleted. If you are using Word 2007 for Windows, it's important that you don't save the file in Word 2007 format. Resaving under a different name may convert the file to Word 2007.

As you look over your copyedited manuscript, please answer all queries and check the editing for any alterations that may have changed your meaning. If you disagree with a change, before you simply restore the original, please consider alternatives. Where the copy editor suggested a change, she found a problem and the passage is worth a second thought.

The editor's style sheet should be a helpful guide to the editorial principles followed. Refer to it as you review the editing. If you disagree with a recommended spelling or other detail, please make the change consistently throughout the manuscript and note it on the style sheet.

If you haven't already done so, please double check all quoted material against the original—errors inevitably creep in during transcription.

Now is the time to make your final additions and corrections. All our manuscripts are typeset directly into page proofs, which means that changes after the manuscript stage are expensive, time consuming, and have the potential of breeding further errors; they'll be made only at the Press's discretion.

HOW TO WORK ONSCREEN

If you agree with a change that the copyeditor has made, do nothing. All changes not marked by you will be considered acceptable.

If you want to keep the original text instead of the editor's change, please key in <<STET>> immediately before the change. It's important not to type comments or responses (as opposed to revisions; see below on those) in the regular text; they must be separated or marked off in

some way so they can be easily seen and deleted before the book is typeset. So make sure that STET or any other editorial comment or explanation is either between double angle brackets or typed in a comment balloon. Example:

his best friend was <<STET>>~~Senator~~ K. Thorvaldson, a senator from Minnesota<<his first name was actually Senator>>

Please answer all queries, even if all you key is "OK," or "no; STET." Keep your responses within the brackets that enclose the query: **<Page numbers correct? YES>**.

In addition to answering our questions and responding to the edits, please make whatever additional revisions you'd like to make by keying in new text right where it should go.

If you have any problems with files or questions about how to proceed, please let me know.