Contents

Pr	eface	vi
1	Editing Outlined	
	Multi-author books—Conference proceedings—Journals	1
2	Guiding Authors	19
3	Keeping Papers Moving	23
4	Working with Referees	28
	What do referees do?—How many referees, who are they and how do they work?—Why do referees referee?—Guidelines for referees—Refereeing procedures—Reconciling conflicting opinions—The charges against refereeing: Anonymity; conservatism and élitism; delays and plagiarism—Alternatives to refereeing—Refereeing commissioned articles or conference papers	
5	Manuscript Editing: creative and substantive editing	41
	Responsibility for revision: Structural reorganization;	
	expansion; shortening; the title; the abstract; keywords; presentation of statistics and accuracy of computation; contents and design of tables, illustrations and legends; improvement of style; papers from foreign-language authors; spelling; references—Ethics of experimentation: the editor's responsibilities—Multiple publication—Writing to authors	

IV	CONTENTS	
6	Manuscript Editing: technical editing	57
	Tables and illustrations—Headings and subheadings—Nomenclature—Abbreviations, units and symbols—Footnotes—Acknowledgements—Appendixes—References: Verification of references—Dates received and accepted	
7	Completing Books and Journal Issues	68
	Completing books: Front matter or preliminary pages ('prelims'); running heads; pagination; common reference list; indexes; covers, dustjacket and promotional information; blurbs; copyright assignment forms and permission to reproduce copyright material—Completing journal issues: Cover; list of contents; masthead; running heads; page and article identification; article-fee code; contents of the issue; advertisements; issue indexes; completing journal volumes	
8	Printing	83
	Design—Printer's specification, style sheets and copy- marking—Methods of composition: Hot-metal composition; handsetting; typesetting; filmsetting and computer-assisted photocomposition—Presswork—Artwork: Colour—Galleys or first proofs—Paste-up and final proof—Paper—Bind- ing—Offprints and reprints	
9	Reading Proofs	101
	First proofs—Proofing marks—Final page proofs	
10	Editing Conference Proceedings: a closer look	108
	Which conferences should be published?—What kind of papers should be published?—What form should publication take?—Who should the publisher be?—Timetable for manuscripts and synopses—Editing material for conference proceedings—Summary	

	CONTENT	5 V
11	Starting a New Journal: financial aspects	119
	Sources of income: Subscriptions; page charges; direct subsidy; sale of reprints; advertisements; other sources of income—Expenditure: Production costs; mailing costs; editorial costs; libel insurance	
12	Editing a Successful Journal	128
	Editorial responsibilities: Rapid publication—The mix of contents—Archival information: Priority dates—The journal as a forum: Letters to the editor; editorials (leaders) and anonymity; book reviews; society business and professional news; corrections	
13	Editing in the Future: innovation and education	143
	Microform—Synoptic journals—Miniprint—Selective dis- semination of articles—On-demand publication—Electronic journals and other new forms of publishing—Early capture of textual material on magnetic tape—Editorial processing centres—Professionalism in editing—The outlook for editors and editing	
Ap	pendixes	
1	A publisher's contract with an editor	154
2	Form of assignment of copyright	157
3	Letter to potential contributors to a multi-author book	159
4	Guidelines for authors	161
5	Checklist for manuscripts	170
6	Guidelines and review form for referees	172
7	References: suggestions from a Ciba Foundation Workshop	176
8	Code of advertisement policy	186
9	Guidelines for book reviewers	188
10	List of editors' associations	191
Re	eferences	198
	cknowledgements	207
ın	dex	208