

# HOW TO MAKE CHANGES TO YOUR MANUSCRIPT

Your following these simple procedures will save us time when typesetting your changes, which means that fewer typesetting hours will be charged to your account.

- 1) Use as your working manuscript the examination copy you have been provided..
- 2) Using red ink, mark all minor changes, additions or deletions directly onto your manuscript.

**MINOR CHANGES** (e.g., rewriting a single sentence or phrase, or changing punctuation):

Simply cross out the text to be replaced and clearly print the new text in the margin. If you are adding a punctuation mark, it can be inserted at the proper place in the text and circled.

**MAJOR CHANGES** (e.g., rewriting a paragraph or more):

Submit the replacement material on computer disk or CD (*Microsoft Word* is preferred ) along with a printed copy of the computer file. Save the computer file as "Copy A," "Copy B," etc. and note the page number on which the material is to be inserted. In the margin of the page to be changed, make the corresponding notation "Insert Copy A."

- **When deleting or rewriting an entire chapter:**

Note on the first page of that chapter that you are replacing it, and draw a single diagonal line through each page in the chapter. Submit the replacement chapter on computer disk or CD accompanied by a printed copy of the new material. The printed copy will help our word processing staff insure that nothing was lost in the computer translation.

- **When moving text:**

Give specific instructions on where to insert the text. For example, label the text you are moving ("Copy A" or "Copy B," etc.) and indicate to which page the text is to be moved. Then on the page where text is being inserted, write "Copy A."

- **When using margin notes:**

If the new/revised text you are submitting has margin notes, supply us with a short, one-sentence description of each. Be sure to reference this description as "margin note" so it will be inserted in margin note format.

**Please avoid making the following types of changes:**

- *Squeezing* new material in the right- or left-hand margin of the page
- Writing *between* the printed lines
- Using pencil, or black or blue pen. Using *red ink* will save time spent on typesetting