THE PREPARATION OF COPY

By F. W. H. JACOMBE

Dominion Forest Service, Ottawa

THE COST of publishing *The Forestry Chronicle* constitutes an item of first-class importance among the expenses of the C. S. F. E., so that, naturally, anything that will tend to reduce this cost is of advantage to the Society. Contributors to *The Chronicle* can assist in this saving by furnishing carefully prepared manuscript, so that costs, especially those of corrections in the type (a very costly item in the composition of this and every other journal), may be kept to the minimum. The following hints for preparing manuscript are offered with a view to helping contributors to achieve this object.

First, a few definitions. *Copy* is the printer's term for any material he is to reproduce, whether in the form of type matter, line engraving, half-tone engraving, or other typographical or pictorial form. Letters comprise *caps* (capitals) and *lower-case* (small letters); in book or magazine work there are also *small caps*, capital letters that are about two-thirds the height of the ordinary caps and which are used chiefly in headings. The figures used as indices in algebraic formulas, such as x^2y^3 , are known as *superior* figures, and the figures and letters used in such formulas as H_2SO_3 , F_2 , S_x are known as *inferior* letters and figures.

Typewritten copy (typescript) is preferred, though handwritten matter, if easily legible, is admissible. Only one side of the paper should be used. The sheets should be of uniform size; these are easier for the printer to handle, and he is able more easily to make sure that no matter has been omitted. Light-weight paper, such as onionskin, saves postage, but has no other recommendation and should not be used if it is possible to avoid it; it wears and tears easily, and won't stay in position as heavier stock would, and the typed or written matter is harder to read. Liberal margins should be left, say, an inch and a half at the top and one inch at the bottom and each side, and the text must not be crowded. Typewriting should be double-spaced, so as to give space for alterations or for directions to the printer. A sheet of foolscap size (8×13 inches) so typed with type of pica size (10 letters to the inch), double-spaced, with a 15-space margin, may be taken as containing three hundred words. A sheet of letter size (8×10 inches) will contain 250 words. Another (somewhat rough) way of estimating the number of words is by the square inch; one square inch of typescript typed as just described will contain about four and one-third words. A page of *The Chronicle* contains about 500 words.

The pages of copy should be numbered, the numbers being placed in the upper right-hand corner.

Legibility is one of the first points to be aimed at; if the matter is type-written, only the original or the first carbon copy should be sent. Any copy supplied as blue-prints or as photostat prints must be clear and distinct. The engraver should not be expected to make a good plate out of a poor print, although he can sometimes achieve surprising results. He cannot make a good half-tone cut if he has to use another half-tone as his copy. There is special need that proper names, technical terms, and, above all, numerals should be clear and distinct; in no case should a numeral be corrected by writing over it with pen or pencil.

Different styles of type should be indicated as follows: italics, by a single underline; small capitals, by two underlines; capitals, by three underlines; italic capitals, by four underlines; bold-face type, by a wavy underline. The title of a book, pamphlet, newspaper, or periodical, when quoted in text, should be set in italics, with the word "the" in roman letters, as "*The Journal of Forestry*;" titles of articles from periodicals or chapters from books should be enclosed in quotation marks.

Signs such as % for *per cent.*, ' for *foot* or *hour*, and " for *inch* or *minute* are better written out.

Headings should be placed in the copy as it is desired to have them appear in print, i.e., whether centre or side, and so on. Headings should *not* be underlined unless it is intended to have them set in italics.

Points of the compass, when spelt out, do not need a capital; when abbreviated to N., SE., SSW., and so on, capitals should be used and a single period placed after the abbreviation. The abbreviations *Fig.* and *No.*, when used in the text, e.g., Fig. 3, No. 12, are capitalized.

Instructions to the printer should be written in the margin, and a mark drawn around the words, to show the printer that the matter is not to be set.

If you come to the end of your paragraph about midway down a page, and do not wish to write more on that page, but continue to the next, draw a line down to the lower right-hand corner of the page, and start in to write the next page at the top of the next sheet. And, if you have the pages numbered, and decide to omit page 9, merely mark page 8 as 8-9, or page 10 as 9-10, and slide it in.

Corrections in a typed manuscript are readily made by the use of the standard proof-reader's signs. To change a capital letter to a lower-case letter, draw a sloping line through it; to change a lower-case letter to a capital, underline it three times. If the typist has omitted the space between two words, draw a line between them, and, if desired, put the sign # opposite in the

margin. If a space is wrongly inserted in a word, draw curved lines at top and bottom joining the letters which should be set close. To indicate a new paragraph, place the sign ¶ at the beginning of the sentence. If, on the contrary, instead of making a paragraph, you wish the matter to keep right on, draw a line from the end of the first sentence to the beginning of the next and write in the margin "No ¶."

Note the use of the en dash. It is about twice the length of the hyphen, and about half as long as an em dash. It is used in figures denoting sequences of years, as 1875–9, 1927–35, and in compounds one or both of whose parts consist of two words, as *Fort William–Sault Ste. Marie* voyage, and in the designations of forest cover-types where one or both species have names consisting of more than one word, as *white spruce–balsam fir* forest.

If an addition is to be made to copy, it is permissible, if the addition does not consist of more than, say, half a dozen words, to write it between lines or on the reverse side of the page. If, however, the addition is longer, it is better to have it written on a separate page. Write a caret at the place of insertion, and in the margin write the direction "Take in 23A" and number the new page 23A. Better still, perhaps, cut the existing page apart where the correction is to come, paste the parts on separate sheets of paper, and arrange in the order in which they are to come. The top part of the original sheet will thus become page 25A, the insertion will be 25B, and the bottom part 25C. To be perfectly sure, write at the bottom of the first sheet the words "25B follows," and at the top of sheet 25B make the annotation "follows 25A."

NUMERICAL EXPRESSIONS

Figures should be used for enumerations of weight, measure, distance, clock time (use a period between hour and minutes, as 4.35), money, percentage, degrees (temperature, etc.), specific gravity, and age. For mixed numbers, numerical fractions may be used; otherwise the expression should be spelt out. If one numerical expression immediately follows another, use the numeral for the one and spell out the other, as three 5-cent pieces, 56 forty-foot poles. In a succession of years, the general rule is to use an en dash and the fewest possible numbers, as 1875–9. In dates the preferred form is, e.g., January 21, 1938 (not January 21st, 1938); the form 21 January 1938 has its advocates. If the dates cover more than one decade write 1875–93; if more than one century, write out in full, 1875–1910. If a decimal expression has no unit to the left of the decimal point, write a zero, as 0.354—except where no ambiguity is possible, as in the specific gravities of wood of temperate regions. If the first word in a sentence is a number, it should be written out, e.g., "Three hundred trees were girdled," not "300 trees were girdled." In such an expression as "30- to 40-foot poles" there should be a space between the

hyphen following the numeral 30 and the word "to"; this may be indicated in the copy by the use of the sign # (which to the printer means a space). The dash should be distinguished from the hyphen by making short cross-strokes at the beginning and the end. The form "2 inches by 16 feet" is better than "2 inches $\times$ 16 feet," or "2" $\times$ 16'."

ILLUSTRATIONS

Much the greatest part of the illustrative material submitted will consist of photographs, for the making of half-tone engravings, and drawings, curves, diagrams, and similar designs, for reproduction as line-engravings (line-cuts). The latter should, if possible, be made on perfectly white paper with perfectly black ink; tracing linen is also satisfactory. Stipple board and stack screens are often of considerable assistance in making pictorial drawings. Frequently, a large part of the descriptive matter (legend, etc.) can be set in type with a consequent saving of the draughtsman's time and the consequent expense; but a certain amount of lettering on a plate has an advantage in showing the printer when it is right side up. Care is necessary in lettering to have the letters and numerals of such a size as will be legible in the engraving when finished. Frequently the drawing has to be considerably reduced, and the lettering will be reduced with it. A good size for the lettering of the finished drawing is from $\frac{1}{16}$ to $\frac{1}{8}$ of an inch in height. A good rule to follow is to make the original drawing half as large again as the finished cut. In specifying the scale of a map or other drawing, do not write, e.g., *one inch to the mile*; the copy may have to be reduced, and so the scale will be altogether different. Indicate the scale by a line, subdivided as necessary. A similar precaution should be used for specifications of magnification.

It is to be remembered that the *proportions* of a drawing (or photograph) remain the same as in the original. If a drawing 10 inches in width by 8 inches in height is reduced to half its width, then it will also be reduced half its height, that is, 4 inches. Incidentally, the resulting plate with illustration made from it is not half the size of the original, but one-quarter the size (the square of $\frac{1}{2}$).

Drawings and photographs should be sent flat, not rolled or folded, except that blue-prints and drawings on tracing paper, if of very large size, may be rolled and placed in a mailing tube.

Engravers generally prefer original drawings to photographic prints made from them.

The photographs that produce the best results are those that have contrast; unfortunately, this is lacking in many photographs of forestry subjects. A photograph should not be *pasted* on a sheet of paper; treated thus, it may buckle or crinkle. Oblique slits should be cut in the paper or other material

used as backing, and the corners of the print slipped into these. Type or write the title below the print; do not write it, in pen or pencil, on the back of the print.

TABLES

To the writers of scientific or technical matter, tables and graphs are almost indispensable. The drafting of the former affords good opportunities for the writer's ingenuity. It must always be borne in mind that this form of setting is expensive, the simplest table costing about half as much again to set up as the equivalent amount (e.g., a page) of straight matter. If possible, tables should be designed so as to run *across* the page; they are thus much more convenient for the reader to peruse and easier for the editor to arrange. If a table is, after all, too wide to go across the page, it may be set lengthwise of the page ("broadside" is the technical term), and, if too wide even for this, one half may be set on the left-hand page, with the other half directly opposite on the right-hand page. In the last case, the numbers of the various lines ("line numerals") may be set at the extreme left of the left-hand page and the extreme right of the right-hand page, or the "stub" may be repeated at the right of the right-hand page. (The "stub" is the column at the extreme left of the table, which contains the names of the items to which the figures apply.) Inserts should, if at all possible, be avoided. Not only is such a large table expensive to set, but the sheets, when printed, have to be separately handled and placed in the book; and this shoots up the cost to a surprising degree.

Even a table has its rights, and one right of every table is to have a full name, in addition to its number. The table should have a double rule at the head, and a single rule at the foot. A note applying generally to the matter contained in the table should be placed above the double rule as a headnote. Where a note refers to only one item, or a few items, it may be made a footnote, its place being indicated by a sign or a superior letter, placed preferably *after* the figure referred to. References may be indicated by the conventional signs (asterisk, dagger, etc.), but in a long table, with many references, superior figures may be necessary. The stub should in every case have a subheading of its own, even if only a word such as "Item." The regular place for the unit of measurement is at the head of the figure column, below the single horizontal rule that divides the subheadings from the rest of the table. In marking subdivisions of the table, it is better not to run centre headings across the width of the table, but to have them set in the stub, where the distinction of centre or side headings may be made, or different degrees of indention given, or a further distinction made by changes in the type used; such headings are much easier for the printer, and less expensive for the publisher, than centre headings run across the whole page. If calendar

or fiscal years constitute a heading, they should be arranged in chronological order, either beginning or ending with the latest. Do not leave any space in your table blank; if there is no number for it, insert a dash. Text matter in the columns is undesirable, and is to be avoided as far as possible. It is usually of advantage to combine similar, or comparative, tables; but it is better, on the other hand, to have several small tables than one large one that is difficult to follow.

Headings of related columns should be so placed that they can be coordinated and compared. Two or more tables with identical headings should be combined, unless too widely separated; this will often greatly facilitate comparison of results. Partial totals or sub-totals (e.g., where conifers are totalled, and hardwoods similarly totalled, and finally a total given for the whole) may with advantage be set in italics right across the page. Columns containing little matter (e.g., an occasional note) should be cut away, and the matter incorporated in a footnote.

BIBLIOGRAPHIES

In the entries of a bibliography, the name of the author (surname preceding) should be placed first, followed by a period. If there are additional authors, the given name or initial should precede the surname, with a period after the last name. If the citation is an article from a periodical, the title of the article should follow the name of the author or authors, followed by a period, with only the first word of the title capitalized (except for proper names or proper adjectives). Next should come the name of the publication (usually abbreviated), the volume number in arabic numerals, a colon, the page numbers (inclusive), a period, the year of publication, and a period. In bulletins, circulars, etc., numbered serially, the name of the serial and the series number of the bulletin replace the name of the periodical. In citing books, give the name of the publisher and the place and date of publication after the page numbers. If reference is made to a chapter or article in a report, written by a particular author, give the title of the chapter or article, then a period, then the word "In" in italics followed by the designation of the report.

In arranging such a list of references, they should be arranged alphabetically by the authors' surnames, the author's name being printed at the beginning of each reference.

The prefixes Mac, Mc, and M' should be regarded as identical and indexed as Mac; thus the sequence would be: Mabee, McCrae, Macbeth, McCrae, McIntosh, Macintyre, and so on. Prefixes such as the German von and the French de are usually disregarded, but French names beginning with the article (le, la) are indexed under L (Du under D, and if the prefix is part of the name, as Delacroix, under D).

The references should then be numbered, and the appropriate number placed after the author's name in the text. Numbers in the ordinary type, enclosed in parentheses, should be used. If two or more articles are to be referred to, use the one pair of parentheses, the numbers being separated by commas; thus: Jones, J. (2, 5, 9). The term "reference" designates an article specifically referred to in the text; a "bibliography" may list articles on the topic that pertain to the subject, though they are not referred to in the text.

It must always be borne in mind that the chief virtue of a bibliography is scrupulous accuracy, down to the smallest detail. An erroneous citation is a hindrance and a source of annoyance and waste of time to the reader, instead of being a help.

A great deal more matter relating to the topics discussed is to be found in the *Canadian Government Editorial Style Manual* recently published by the Dominion Government, and to be obtained from the King's Printer, Ottawa. The list of chapter headings is as follows:—I, Preliminary Matter; II, Preparation of Copy; III, Reading and Correction of Proofs; IV, Spelling; V, Punctuation; VI, The Use of the Hyphen; VII, Quotations; VIII, The Use of Italics; IX, Capitalization; X, Abbreviations; XI, Headings; XII, Reference Matter; XIII, Tabulation; XIV, Graphic Presentation; XV, Illustrations; XVI, Notes on Grammar and Diction; XVII, A Short Glossary of Printing Terms.