

### THE BANNERSTONE

I am the scarab of the Mississippi Valley,  
The bannerstone of Stone Age chieftains,  
Reflecting long-forgotten concepts  
Of immortality and eternity . . .

Modeled by earliest sculptors  
Like unto a butterfly  
That symbolized for ancient peoples  
The perfect metamorphosis,  
Adventuring to the Sun God's realm  
During Spring's days,  
I visualized resurrection  
For Winter's cocoon-wrapped spirits  
Of Stone Age dead.

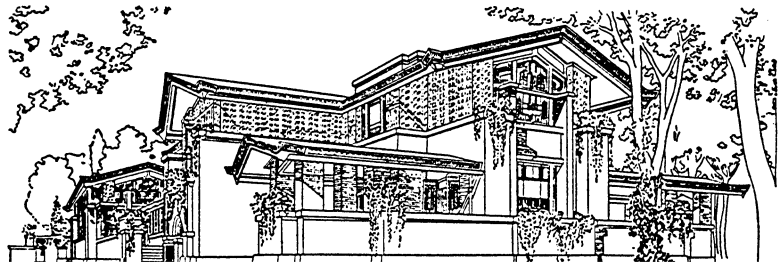
Signet of warriors,  
Token of proud fighting clans,  
For wise old mystics  
And ambitious Youth  
A symbol am I  
Of authority and leadership.  
Passport for sovereign's envoys . . .

Mighty hunters, bold voyageurs,  
Journeying into nations  
From Bering's to Magellan's Straits,  
Prestige, power, and safe conduct  
Were assured my chosen bearers.

Beautiful am I!  
Lovingly carved  
From jeweled rock  
Of mottled granite, rose-blown quartz . . .  
Banded slate, lustrous and sparkling crystal,  
Finely polished.  
High was my place  
In potent processions,  
In vast tribal conclaves,  
From generation to generation  
Loyally treasured.

Now, interred breast-high  
With silhouetted shades  
Of king-like chiefs of long-lost peoples  
Cloistered,  
I dwell in the hills eternal.

*CHARLES C THOMAS*





**A GUIDE FOR AUTHORS**  
**Manuscript, Proof and Illustration**



Fourth Edition

---

---

**A GUIDE  
FOR AUTHORS**

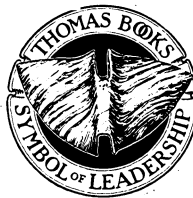
---

---

Manuscript, Proof and Illustration

*By*

**PAYNE E. L. THOMAS**



**CHARLES C THOMAS • PUBLISHER**  
*Springfield • Illinois • U.S.A.*

*Published and Distributed Throughout the World by*

CHARLES C THOMAS • PUBLISHER  
2600 South First Street  
Springfield, Illinois 62794-9265

This book is protected by copyright. No part of it  
may be reproduced in any manner without written  
permission from the publisher.

© 1949, 1968, 1975, 1988 and 1994 by CHARLES C THOMAS • PUBLISHER

ISBN 0-398-05894-6

Library of Congress Catalog Card Number: 88-21041

*With THOMAS BOOKS careful attention is given to all details of manufacturing and design. It is the Publisher's desire to present books that are satisfactory as to their physical qualities and artistic possibilities and appropriate for their particular use. THOMAS BOOKS will be true to those laws of quality that assure a good name and good will.*

*Printed in the United States of America  
SC-R-10*

*Library of Congress Cataloging in Publication Data*

Thomas, Payne E.L. (Payne Edward Lloyd), 1919-  
A guide for authors: manuscript, proof, and  
illustration/by Payne E.L. Thomas. — 4th ed.  
p. cm.  
Bibliography: p.  
Includes index.  
ISBN 0-398-05894-6  
1. Medical writing. 2. Medical illustration. I. Title.  
R119.T44 1988  
808'.06661'021 — dc19  
88-21041  
CIP

## PREFACE

**P**ROSPECTIVE authors in technical fields, because of the engrossing nature of their chosen work, often approach the task of writing a book with more knowledge of their subjects and determination to express themselves than with experience in writing, in illustration, or in dealing with mechanical problems and questions.

The object of these guides and suggestions is to provide definite procedures for the preparation and handling of manuscript, proof and illustration. Some thoughts herein represent the most expedient steps to the solution of problems; others typify a publishing style of half a century's metamorphosis. Their desired effect is the production of books of maximum quality with minimum wasted time and effort.





## CONTENTS

	<i>Page</i>
<i>Preface</i> .....	v
<i>Chapter</i>	
I Considerations in Writing .....	3
II Illustration Selection and Form.....	13
III Lettering and Labeling .....	21
IV Line Illustration .....	25
V Halftone Illustration.....	29
VI Color Illustration .....	35
VII The Final Draft .....	41
VIII Proof.....	54
IX Indexing.....	60
X Book Revision .....	67
<i>Bibliography</i> .....	71
<i>Index</i> .....	73



**A GUIDE FOR AUTHORS**  
**Manuscript, Proof and Illustration**



## Chapter I

### CONSIDERATIONS IN WRITING

#### SCOPE, PLAN AND PURPOSE

**T**HE author should furnish with his manuscript three paragraphs totaling about two to three hundred words stating the scope, plan and purpose of the book. This information should place emphasis upon that material in the manuscript which is not currently available in any other literature.

This descriptive matter is important because it will be used by the publisher in advertising and on the dust jackets, but it might be more important to the author as a starting point for writing. A wise author in a technical field will have a concrete and complete idea of what he plans to say before he writes the first word.

Organization of the subject is usually best accomplished by making an outline. It may be helpful to think of this as a first draft of the table of contents. Think of how you plan to introduce your reader to the subject and how you will summarize what the book covers. Select main topics, then fill in the details.

#### TITLE

No other single factor has as much to do with the sale of a book as the title. It is very important to select a title which is concise and properly descriptive of the book. Imaginative titles which arouse the

curiosity of a prospective purchaser may be appropriate on the cover of a novel, but they have no place in technical writing.

Many books are bought through directories which list titles in alphabetical order. This is a primary consideration. If a book is to have a main title and subtitle, the main title should be sufficient to describe the book if the subtitle is omitted in lists or references.

### **ABOUT THE AUTHOR PAGE**

A short (200 words maximum—100–150 words is preferred) autobiographical sketch would appear on the left page, facing the title page. Readers like to have this type of information about an author.

### **TECHNOLOGICAL TERMS**

Authors should strive at all times to present their subject in terms which are readily understood by anyone who is likely to open their books. An anatomist, for example, may have no idea that “hypokalemic hypochloremic alkalosis was present” means “plasma potassium and chloride were diminished, CO<sub>2</sub> increased.” The simpler phrase is much more desirable.

In another example, “bilateral nephrectomy was performed” is not only less easy for a nonbiologic scientist to understand than “both kidneys were removed,” it is also ten letters longer.<sup>13</sup>

### **BIAS-FREE WRITING**

Most publishers have a commitment to the concept of bias-free writings. Men and women should be treated as individual people, not primarily as members of opposite sexes. The McGraw-Hill Book Company has produced a very helpful booklet on *Guidelines for Bias-Free Publishing*; we would be glad to furnish our authors with a copy on request to us. This booklet also covers guidelines for fair representation of minority groups and disabled people.

## REFERENCES

### Text References

Authors who wish to refer their readers to other parts of the text should whenever possible use a method such as the following: (see “Meningiomas” in Chap. 7). References to other pages in the text should be avoided because of the expense involved in setting page numbers into type after page proof is in hand. If the author feels that he must refer to specific pages in the text, he should confer with the publisher before making the final draft of his manuscript.

### Footnotes and Endnotes

#### *Explanatory Footnotes*

Footnotes used to clarify, qualify or expand upon points in the text are termed *explanatory footnotes or endnotes*. An explanatory footnote reference should be made with the use of superior numbers, if not otherwise used for bibliographic referrals, after the work or phrase referred to in the text, and by a corresponding number preceding the note itself. In the manuscript these footnotes (preferably referred to as endnotes when placed at the ends of chapters or at the end of the book) should be gathered at the end of each chapter.

In most instances, explanatory material should be incorporated directly into the text, used within parentheses, or eliminated to avoid the use of excessive footnotes or endnotes.

#### *Documentary Footnotes*

If an author has a small number of literary citations in the text, he may wish to document his work in footnotes or endnotes. Superior numbers are generally used for this purpose, but the star-and-dagger system may properly be used with a very small number. The author may choose to number documentary footnotes by page, by chapter or consecutively throughout the text. Consistency and accuracy should be observed in the use of *Ibid.*, *op. cit.*, etc.

Please refer to “Literary Citations” below for the correct form of documentary references.