

1. Advice to Authors and Editors

The GPO STYLE MANUAL is intended to facilitate the production of Government publications. Careful observance of the following suggestions will aid in expediting your publication and reduce costs.

- 1.1. Making changes after submission of copy delays the production of the publication and adds to the expense of the work; therefore, copy must be carefully edited before being submitted to the Government Publishing Office.
- 1.2. Legible copy, not faint reproductions, must be furnished.
- 1.3. Copy should be on one side only with each sheet numbered consecutively. If both sides of copy are to be used, a duplicate set of copy must be furnished.
- 1.4. To avoid unnecessary expense, it is advisable to have each page begin with a new paragraph.
- 1.5. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.
- 1.6. Chemical symbols, such as Al, Cl, Tl are sometimes mistaken for A1, C1, T1. Editors must indicate whether the second character is a letter or a figure.
- 1.7. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page of copy.
- 1.8. Photographs, drawings, and legends being used for illustrations should be placed in the manuscript where they are to appear in the publication. They should be on individual sheets, as they are handled separately during typesetting.
- 1.9. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.
- 1.10. To reduce the possibility of costly blank pages, avoid use of new odd pages and halftitles whenever possible. Generally these refinements should be limited to quality bookwork.

- 1.11. Samples should be furnished if possible. They should be plainly marked showing the desired type, size of type page, illustrations if any, paper, trim, lettering, and binding.
- 1.12. In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in blue. Begin with first text page (title). Do not folio separate covers or dividers.
- 1.13. Indicate on copy if separate or self-cover. When reverse printing in whole or in part is required, indicate if solid or tone.
- 1.14. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consider folding and inserting these into an envelope pasted to the inside back cover.
- 1.15. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Where possible, avoid having more than two blank pages at the end.
- 1.16. Indicate alternative choice of paper on the requisition. Where possible, confine choice of paper to general use items carried in inventory as shown in the [GPO Paper Catalogue](https://www.gpo.gov/pdfs/customers/GPOPaperCatalogue0614.pdf) (<https://www.gpo.gov/pdfs/customers/GPOPaperCatalogue0614.pdf>).
- 1.17. If nonstandard trim sizes and/or type areas are used, indicate head and back margins. Otherwise, GPO will determine the margins.
- 1.18. Customers should submit copy for running heads and indicate the numbering sequence for folios, including the preliminary pages.
- 1.19. Corrections should be made on first proofs returned, as later proofs are intended for verification only. All corrections must be indicated on the “R” (revise) set of proofs, and only that set should be returned to GPO.
- 1.20. Corrections should be marked in the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered or no change will be made.

- 1.21.** The following GPO publications relate to material included in this MANUAL.

Government Paper Specification Standards

The purpose of these standards is to achieve compliance with relevant statutes regarding printing papers; address environmental, workplace safety, and paper longevity issues; and achieve maximum savings in the Government's paper purchases. [2011](https://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf) (https://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

GPO Paper Samples

This publication is a supplement to Government Paper Specification Standards. It includes samples of papers used by GPO. Used as a planning aid and guide in selecting an adequate grade, weight, and color of paper for a job of printing. [2011](#).

1.22. Corrections made to proofs should be indicated as follows:

⊙	Insert period	<i>rom.</i>	Roman type
^	Insert comma	<i>caps.</i>	Caps—used in margin
:	Insert colon	≡	Caps—used in text
;	Insert semicolon	<i>C+sc</i>	Caps & small caps—used in margin
?	Insert question mark	≡	Caps & small caps—used in text
!	Insert exclamation mark	<i>l.c.</i>	Lowercase—used in margin
=/	Insert hyphen	/	Used in text to show deletion or substitution
∨	Insert apostrophe	ⓧ	Delete
“”	Insert quotation marks	ⓧ	Delete and close up
—	Insert 1-en dash	<i>w.f.</i>	Wrong font
—	Insert 1-em dash	ⓧ	Close up
#	Insert space	ⓧ	Move right
ⓧ	Insert () points of space	ⓧ	Move left
<i>skill</i>	Insert shilling	ⓧ	Move up
✓	Superior	ⓧ	Move down
^	Inferior		Align vertically
(/)	Parentheses	=	Align horizontally
[/]	Brackets	ⓧ	Center horizontally
□	Indent 1 em	ⓧ	Center vertically
□	Indent 2 ems	<i>eq.#</i>	Equalize space—used in margin
¶	Paragraph	✓✓✓	Equalize space—used in text
<i>no ¶</i>	No paragraph		Let it stand—used in text
<i>tr</i>	Transpose ¹ —used in margin	<i>stat.</i>	Let it stand—used in margin
~	Transpose ² —used in text	ⓧ	Letter(s) not clear
<i>sp</i>	Spell out	<i>run over</i>	Carry over to next line
<i>ital</i>	Italic—used in margin	<i>run back</i>	Carry back to preceding line
—	Italic—used in text	<i>out, see copy</i>	Something omitted—see copy
<i>b.f.</i>	Boldface—used in margin	ⓧ/?	Question to author to delete ³
~	Boldface—used in text	^	Caret—General indicator used to mark position of error.
<i>s.c.</i>	Small caps—used in margin		
≡	Small caps—used in text		

¹ In lieu of the traditional mark “tr” used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections.

² Corrections involving more than two characters should be marked by striking out the entire word or number and placing the correct form in the margin. This mark should be reserved to show transposition of words.

³ The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer.

TYPOGRAPHICAL ERRORS

reset Bpt. C & SC

(SC) It does not appear that the earliest printers had e
 of # any method of correcting errors before the form
 was on the press. The learned The learned cor-
 rectors of the first two centuries of printing were
 # not proofreaders in our sense, they were rather; 1/3
 what we should term office editors. Their labors
 not were chiefly to see that the proof corresponded to
 the copy, but that the printed page was correct
 1/1; in its latinity ~~that the words were there~~, and stat
 that the sense was right. They cared but little
 about orthography, bad letters or purely printers' 1/1/1/s
 errors, and when the text seemed to them wrong
 they consulted fresh authorities or altered it on
 their own responsibility. Good proofs, in the
 not modern sense, were impossible until professional
 readers were employed men who had first a 1/1/1/ta
 printer's education, and then spent many years
 in the correction of proof. The orthography of
 English, which for the past century has under-
 gone little change, was very fluctuating until after
 the publication of Johnson's Dictionary, and capi-
 tals, which have been used with considerable regu-
 larity for the past 80 years, were previously used
 (ta) on the miss or hit plan. The approach to regu-
 larity, so far as we have, may be attributed to the
 growth of a class of professional proofreaders, and
 it is to them that we owe the correctness of mod-
 1/1/1/2 ern printing. More errors have been found in the
 Bible than in any other one work. For many gen-
 erations it was frequently the case that Bibles
 were brought out stealthily, from fear of govern-
 [mental interference. They were frequently out, see copy
 printed from imperfect texts, and were often mod-
 ified to meet the views of those who published
 them. The story is related that a certain woman
 in Germany, who was the wife of a printer, and 1/1/1/who
 had become disgusted with the continual assertions
 1/1/1/1 of the superiority of man over woman which
 she had heard, hurried into the composing room
 while her husband was at supper and altered a
 sentence in the Bible, which was printing, so 1/1/1/1
 that it read Narr instead of Herr, thus making
 the verse read "And he shall be thy fool" instead
 of "and he shall be thy lord." The word not
 was omitted by Barker, the king's printer in En-
 gland in 1632, in printing the seventh commandment.
 (Bland) tr. up He was fined £3000 on this account. 1/1/1/1
 81?

NOTE.—The system of marking proofs can be made easier by the use of an imaginary vertical line through the center of the type area. The placement of corrections in the left-hand margin for those errors found in the left-hand portion of the proof and in the right-hand margin for right-side errors prevents overcrowding of marks and facilitates corrections.