



Butcher's Copy-editing: The Cambridge Handbook for Editors, Copy-editors, and Proofreaders (Fourth Edition, Fully Revised and updated)

By Judith Butcher, Caroline Drake, and Maureen Leach

Cambridge University Press, New Delhi, India, 2008. Paperback. Book Condition: New. Since its first publication in 1975, Judith Butcher's Copy-editing has become firmly established as a classic reference guide. This fourth edition has been comprehensively revised to provide an up-to-date and clearly presented source of information for all those involved in preparing typescripts and illustrations for publication. From the basics of how to prepare text and illustrations for the designer and typesetter, through the ground rules of house style, to how to read and correct proofs, Copy-editing covers all aspects of the editorial process. New and revised features: up-to-date advice on indexes, inclusive language, reference systems and preliminary pages a chapter devoted to on-screen copy-editing guidance on digital coding and publishing in other media such as e-books updated to take account of modern typesetting and printing technology an expanded section on law books an essential tool for new and experienced copy-editors, working freelance or in-house Completely revised to reflect developments in electronic publishing A classic reference guide for all those involved in preparing text and illustrations for publication Clear explanations, examples and checklists provide an essential tool for new and experienced copy-editors Contents Preface; 1. Introduction; 2. Preliminary copy-editing, design...



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