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Dear Author:

I am very pleased to enclose your manuscript which has now been copyedited by one of our freelance copyeditors, in accordance with the Berghahn House Style.

The copyedited files, a note on the edits, and this cover letter are attached. Please read through these two documents before beginning. Since the copyediting was done electronically the corrections need to be checked and either accepted or rejected using Word's Track Changes feature. An instructional pdf is also attached that explains this process in detail. If you have any questions about using Track Changes in Word, please don't hesitate to contact me. (If you haven't used it before it isn't always accessible or intuitive.)

At this stage we expect the editor to go through all of the files to correct them and make sure everything is consistent across the chapters. The quality of the volume relies very much this point. We strongly prefer that you do not send the copyedited files to any contributors at this stage, they will be able to proofread their chapters after the volume is typeset.

Guidelines to Follow While Reviewing the Edits:

- * Go through *each* change and either accept or reject it.
- * Make sure that you answer all of the copyeditor's queries by changing the text appropriately and deleting her comment. Do not respond to the comment directly in the comment balloon.
- * On the rare case that you don't understand the query insert your own comment balloon using Word's Commenting feature. DO NOT type comments into the text.
- * If you have additional changes type them right into the text, however if they are long enough to warrant copyediting please highlight the text added and specify this in your return cover letter so that it can be checked for consistency.
- * You are not, of course, obliged to carry out all changes. If you wish to make a slightly different change than the one suggested, please do so. If you have any additional comments or changes, please list them in your return cover letter so that they can be checked for consistency.

Before You Return the Manuscript:

- * Make sure there are ***no changes highlighted*** (except for the note above) or ***comments that haven't been fixed***. These will cause errors in typesetting and will delay the production of your book.
- * Remove all headers and footers from your electronic documents and turn off hyphenation programs and the like (these things create havoc with typesetting).
- * Check to make sure there is NO underlining at all in your text (use italics instead), and the bold font attribute should only be used for headings (not for emphasis).
- * Perform a final ***spell check***.
- * Perform a final ***word count*** and include these numbers in your return cover letter.

Return the files to me by email attachment or by sending a CD to the US office by
There's no need to print out a freshly corrected hard copy.

I would be happy to discuss any questions or concerns you may have as you make your way through the edits. Please let me know if you run into any snags and will not be able to meet the schedule. Also, *please respond to this email to let me know that you received it and were able to open the files.*

Best wishes,
Melissa