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Dear Contributors:

Attached to an email you will receive print-optimized PDFs of your chapter. Please use the following letter as a guide while making your way through the proofs.

Be aware that these print-optimized PDFs do not have quite as high a definition as the press-optimized PDFs, so any graphic images that may appear in your chapter will look somewhat less defined than they will in the final book.

Please print a copy of your chapter and attend to the proofreading right away; be sure to check the text very carefully, making any corrections directly onto the pages in red ink. As a general rule, and unless the cause of error is our own, corrections at this stage need to be limited to minor details and grievous errors such as typos and the like. Pagination must remain unchanged as these same proofs are being used to compile the index. Note that any extensive revisions and rewriting are not appropriate at this late stage in production, and may result in editing the copy to make it fit or rejecting changes that do not change the meaning of the text. Please make sure to double mark every change: in the body of the text to indicate the location of the change, and then in the margin to indicate the correction itself.

Send your corrected proofs directly to your editor by the deadline specified. As an absolute last resort, minimal corrections may be emailed to the editor with precise page and line instructions. If you find that you cannot meet the deadline, please let us know right away.

Please be aware that the publisher expects that you will read every word of your proofs and considers it your responsibility to locate and resolve all inconsistencies in your manuscript.

**General list of things to watch for as you are proofreading:**

- o all numbers in the text (especially dates), in notes, and in tables
- o special characters (letters with accents, diacritical marks, symbols)
- o foreign languages—check spelling and end-of-line word breaks
- o note numbers in the text and the endnotes/footnotes
- o parentheses and quotation marks—check that they are in pairs, opening and closing
- o figures, maps, tables—check these over carefully; be sure the placement is correct
- o table of contents—compare with chapter titles and interior headings, verify page numbers, and resolve any discrepancies
- o all front matter—copyright, title pages, lists of tables, maps, abbreviations, etc.
- o running heads
- o cross-references
- o update references marked “forthcoming”

This should be the last major task you will have to perform for your book, although we may need to get in touch with you to resolve any last minute queries regarding final corrections.

Best wishes,  
Melissa