

**NOTES FOR THE  
GUIDANCE  
OF AUTHORS**

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Notes for the Guidance of Authors by William Stone Booth

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**WILLIAM STONE BOOTH**

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Notes  
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Compiled for The Macmillan Company

by

William Stone Booth

Macmillan and Co. Publishers



STANFORD LIBRA

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## Preface

IT is The Macmillan Company's invariable rule to read carefully every manuscript placed in its hands. An author, therefore, must not imagine that less attention will be paid to his work because he has not followed the suggestions offered in this pamphlet.

There are, however, many points emphasized in the following pages, the observance of which by most authors is possible, and is strongly recommended in order to effect a saving of time, effort, and expense, to the mutual advantage of author and publisher.



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THE founders of the English house of Macmillan were the brothers, Daniel and Alexander Macmillan, who opened a shop and published their first book in London in 1843. Shortly after the death, in 1896, of Alexander Macmillan, who survived his brother some thirty-nine years, the business was incorporated under its present style of Macmillan & Co., Ltd. The directors of the company now are Frederick Orridge Macmillan, George Lillie Craik, George Augustin Macmillan, and Maurice Crawford Macmillan; and its premises are those owned and built by the company in St. Martin's Street, London, within a few minutes' walk of the National Gallery and Trafalgar Square.

The foundation of the American house was laid in 1869 by the late George Edward Brett, who established in New York for the London



house an agency for the sale of the publications of Macmillan & Co. The business was soon enlarged to include the publication of books by American authors, and remained under the management of George Edward Brett until his death in 1890, when his son, George Platt Brett, became the resident American partner of the house.

In 1896 the American firm was incorporated under the laws of the State of New York, and adopted the style of The Macmillan Company. The firm's interests as publishers are not confined to any particular departments of literature or science, but its list of current publications, which at present numbers some four thousand, embraces titles of works in practically the whole range of intellectual activity. In addition to its publishing interests, The Macmillan Company act as agents for the sale of the works published by the Universities of Cambridge (England), Columbia (New York), New York University; Macmillan & Co., Ltd., George

Bell & Sons, A. & C. Black, and Whittaker & Co., all of London, and for Bohn's Libraries.

The Macmillan Company occupies the building at 66 Fifth Avenue, New York City, owned and built by it in 1893. The present officers of the Company are George Platt Brett, President and Acting Treasurer; A. Bonar Balfour, Secretary; George Lillie Craik, Frederick Orridge Macmillan, George Augustin Macmillan, Maurice Crawford Macmillan, Charles C. Nadal, Lawton Livingston Walton, and Edward Joseph Kennett, Directors.

## Preparation of a Manuscript

Use fairly heavy white paper about eight inches wide and eleven inches long, and leave margins of  $1\frac{3}{4}$  inches on the left-hand side, and about one inch at the top of each sheet.

Let the sheets of the manuscript be of uniform size throughout.

There should be fully half an inch between the lines of a manuscript, whether written by hand or on a typewriter.

Each page of a manuscript should be numbered consecutively throughout. Inserted pages should be numbered alphabetically [*e.g.* 45 *a*; 45 *b*; 45 *c*]. Pages taken out should be accounted for on the preceding page.

Chapters should not be numbered independently of one another.

Write on one side of the sheet only.

Black ink should always be used for handwriting.