

**A MANUAL FOR WRITERS:  
COVERING THE NEEDS OF  
AUTHORS FOR INFORMATION  
ON RULES OF WRITING AND  
PRACTICES IN PRINTING**

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A Manual for Writers: Covering the Needs of Authors for Information on Rules of Writing and Practices in Printing by John Matthews Manly & John Arthur Powell

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# A MANUAL FOR WRITERS

COVERING THE NEEDS OF AUTHORS FOR  
INFORMATION ON RULES OF WRITING  
AND PRACTICES IN PRINTING

BY

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THE UNIVERSITY OF CHICAGO PRESS  
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## PREFACE

The *Manual of Style* of the University of Chicago Press, originally published as a guide for printers, proof-readers, and copy-editors, was soon found to be so useful to writers for the press, secretaries, stenographers, typists, and all other classes of persons interested in writing, that the demand for it became very great, and the volume has passed through three editions, each more voluminous than the preceding. Several of its chapters, however, though of prime interest to printers, are of comparatively slight value to writers. The present volume has, therefore, been prepared with the intention of supplying their special needs.

It is based upon standard authorities, supplemented by observation of recent practices and tendencies among scholars and careful writers. Upon many points reputable usage is, of course, divided; but for practical purposes every newspaper office, every printing-house, has to make a choice and establish a uniform rule in its practice. For the same reasons the same policy is adopted here. The present volume, it is believed, would lose much of its value if it gave all allowable forms and practices instead of giving in each case a single standard form or practice.

A single small volume cannot contain solutions of all the problems which may confront a writer; but the



authors venture to hope that few matters of importance have been neglected and that this volume will be of service to writers of all classes.

Acknowledgment is made of the assistance received from Mr. A. C. McFarland, general superintendent of the University of Chicago Press, who contributed the material for chap. ix. The authors are also indebted to Mrs. C. N. Shup for helpful suggestions and very careful reading of the proofs.

The standard textbooks and authorities on the subjects covered by this work are too numerous to mention in detail. The authors can express their obligation to these only in a general manner.

J. M. M.

J. A. P.

September 1, 1913

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