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Bibliography of interlingual scientific and technical dictionaries / Bibliographie de dictionnaires scientifiques et techniques multilingues / Bibliografía de diccionarios científicos y técnicos plurilingües, 3rd edition 1953.

Bibliography of monolingual scientific and technical glossaries / Bibliographie de vocabulaires scientifiques et techniques monolingues. Vol. 1: National standards / Normes nationales, published in 1955.

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Scientific and technical translating and other aspects of the language problem, published in 1957.

Bibliography of publications designed to raise the standard of scientific literature.

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Preface

Parallel with the rapid development of science and technology, scientific literature has likewise entered on a period of great expansion. The Conference on Scientific Documentation held in London in 1948 by the Royal Society had focused attention on the necessity of bringing about improvements in the quality of scientific publications. In pursuance of these findings, the Unesco Secretariat has undertaken the preparation of a bibliography of works likely to help authors of scientific papers and other texts in their task, and more particularly authors of works on the methods and practices employed in preparing scientific manuscripts, composing texts in specific languages, drafting and editing scientific and technical texts, collecting materials and references, compiling indexes, etc.

In order to complete its task, the Secretariat obtained information on the literature of various countries from the following, under contract: Mr. G. Parr, Director, Chapman and Hall Ltd., London, for the literature in the Anglo-Saxon countries; a group of bibliographers of the Lenin Library, Moscow, for documentation on handbooks and guides published in the Soviet Union and other Slav countries, as well as in Germany; and Miss Germaine Brigot, of the Bibliothèque Nationale, Paris, for French works. For works in Spanish and other languages, the information was drawn from a variety of sources.

This first list of works, which is the fruit of extensive collaboration in a number of countries, is not of course complete, and Unesco will be most grateful for any information, suggestions or corrections which may be forthcoming to improve the present bibliography.

The following figures show the distribution of the listed works by language:

English	172	Bulgarian	7
French	31	Danish	2
Russian	68	Polish	3
Spanish	8	Czech	4
German	59		

This reference material is arranged by chapters. The works included in each chapter are classified alphabetically, by author's name or, in its absence, by the first word of the title. In most cases a brief critical description of the work is given. The bibliography concludes with a general index and language index.

Contents

1	General works on language and composition	11
2	The technique of technical writing	19
3	Books on editing, printing and publishing	41
4	Information retrieval and indexing	55
5	Readings in science for technical authors	63
6	Handbooks for authors	69
	General index	77
	Language index	83

I. General works on language and composition

- 1 **Albalat, Antoine.** *Comment il ne faut pas écrire. Les ravages du style contemporain.* Paris, Plon, 1921. 291 p.
The author first of all establishes that one should write as one speaks. He examines the different styles: natural style, conceited style and its sub-divisions—philosophical, psychological, substantive styles and archaisms. The main defects in style, incorrect expressions and phrases, negligences, are all revealed in the works of the classical writers. He also studies the importance of the choice of words and images, denounces the artifice of a language and insists on the practice of good pronunciation. The last chapter is devoted to the difficult art of criticism.
- 2 **Art, Georges.** *Du bon usage oral et écrit.* Paris, Delagrave, 1932. 153 p.
A work by a teacher of elocution which is a special study on the living expressions of both the spoken and written language. Cannot be used as a manual.
- 3 **Bel'čikov, Ju. A.; Vomperskij, V. P.** *Učebnoe posobie po praktičeskoj stilistike i literaturnomu redaktirovaniju.* Edited by K. I. Bylinskij. Moscow, Moscow University, 1957. 196 p.
This book is intended for students at university faculties of journalism and other educational establishments training journalists and book editors. It contains a collection of sample texts corresponding to the curriculum of the course on style, and is divided into the following main sections: texts giving a general introduction to language styles; use of lexicons and phrase-books; use of the morphological resources of the language from the standpoint of style; use of the syntactical resources of the language from the standpoint of style; practice in the use of the descriptive and expressive resources of the language; material for practice in analysing the style of connected texts.
- 4 **Budagov, R. A.** *Vvedenie v nauku o jazyke. Učebnoe posobie dlja studentov filologičeskikh fakul'tetov universitetov i pedinstitutov.* Moscow, Učpedgiz, 1958. 435 p.
Authors and editors will find chapters in this book which deal with terms and terminology, and the special features of scientific style.
- 5 **Bylinskij, K. I.; Nikol'skij, N. N.** *Spravočnik po ortografii i punktuacii dlja rabotnikov pečati.* Moscow, Iskusstvo, 1957. 336 p.
Contains basic information on Russian orthography and punctuation based on the standard rules approved in 1956. It is designed to help printing workers to achieve uniformity in orthography and punctuation in all publications of whatever kind or branch of knowledge. The exposition of the rules is accompanied by detailed explanations as well as numerous examples illustrating each of them. Over half the book is taken up with an orthographical dictionary (p. 130-296) and an orthographical dictionary of geographical names in the U.S.S.R. (p. 297-333).
- 6 **Cours pratique de composition française et de rédaction administrative.** Paris, Société nationale des chemins de fer français, 1958. 4th edition. 186 p.
This manual for railway officials is in two parts. Part I recapitulates the main rules of French composition, while Part II provides a briefing on the proper style for drafting administrative documents. It includes a special study of the preparation of reports: characteristics, compilation, style and lay-out of the various types of report and records. In addition, it lists the main marks used in proof-reading and describes how to summarize texts.
- 7 **Cressot, Marcel.** *Le style et ses techniques.* Paris, Presses universitaires de France, 1956. viii + 254 p.
The book is intended for use by students and to round off secondary studies. It discusses the purpose of style, and proceeds to a study of words: meaning and value, choice of vocabulary, importance of syntax and scope of sentences—elements which are common to all writers and which the author examines in detail. Every chapter concludes with a short bibliography which serves as a guide for further research.

- 8 **Crowell, T. J., Jr.** *A glossary of phrases with prepositions*. New York and London, Prentice-Hall, 1960. 224 p.
This glossary lists common and uncommon English phrases with prepositions and examples on their correct use. It also contains an appendix of exercises so that it may be used by students who have English as their second language.
- 9 **Duden, K.** *Der grosse Duden. Wörterbuch und Leitfaden der deutschen Rechtschreibung*. Edited by Horst Klein. Leipzig, Bibliographisches Institut, 1957. 15th edition. xxix + 931 p.
This is a new and revised edition of the orthographical dictionary *Der grosse Duden*, purged of all Fascist traces and planned to meet the new demands of our times. The dictionary is supplemented by an extensive and detailed guide on its use, as well as an index of abbreviations and an index to German orthography, with notes on some difficult grammatical points such as the spelling of words of foreign origin, abbreviations, the hyphenation of words, proper and family names, geographical names, street names and zoological and botanical terms. The appendix contains a short guide to proof-reading.
- 10 *Ezikät na vestnika. Dokladi i iskazvanija na teoretičnata konferencija po ezika na vestnika, ustroena ot organizacijata na BKP v red. na v Otečestven front prez dekemvri 1954*. Sofia, Otečestven front, 1954. 129 p.
Surveys the experience of the editorial staff of the newspaper *Otečestven front* in the campaign for raising the linguistic standard of editorial workers.
- 11 **Fowler, H. W.** *A dictionary of modern English usage*. London, Oxford University Press, 1926. Reprinted 1930 and after. 750 p.
A standard work of reference on the correct use of English words.
- 12 **Gilbert, E. J.** *Langage de la science*. Paris, Biologica, 1945. 320 p.
The diverse uses of language are first analysed into those of everyday life, of literature, and of science. The expression of scientific ideas (including the symbolic systems of mathematics and chemistry) is then analysed in terms of linguistics, and the necessary characteristics of an ideal language of science are specified. In this analysis science is considered to be a logical symbolic concept without necessary correspondence with 'reality'. Comparing the natural languages, the author concludes that French is better adapted to meet the needs of scientific expression than German.
- 13 **Gowers, Sir Ernest.** *The complete plain words*. London, H.M. Stationery Office, 1960. 6th impression. 216 p.
A book on the correct use of English, with examples, written by a senior civil servant for the use of government officials, members of the armed services, and staffs of public bodies. In an introductory chapter on legal English, the author justifies some of the involved phrases used in drafting parliamentary statutes, but recommends the simple and direct form of writing in dealing with the public. Four chapters dealing with the choice of words are followed by a list of 'overworked' words, with many examples, and a chapter on punctuation.
- 14 **Graves, Robert; Hodge, Alan.** *The reader over your shoulder: a handbook for writers of English prose*. London, Jonathan Cape, 1943. 2nd abridged edition 1947, reprinted thereafter.
In Part 1 of this book, a review of the characteristics of English prose—classical, romantic, recent—with illustrations of style is followed by the enunciation and exemplification of twenty-five basic 'principles of clear statement'. In Part 2, the authors take selected passages from well-known authors, examine them very critically and show how they depart from the principles previously set down.
- 15 **Guthrie, L. O.** *Factual communication: a handbook of American English*. New York and London, Macmillan, 1948. 3rd impression. 448 p.

This book deals with the practical uses of English in articles, talks, letters and reports, with a secondary emphasis on the finding of information. A discussion on the characteristics of a factual message is followed by instructions for preparing and delivering talks. The problems of speaking and writing are thoroughly discussed with examples and model reports. Under the heading 'Theories and procedures' the second part of the book covers the principles of clear statement, sources of information, classification and taking of notes. The concluding section sets out detailed rules for writing and editing under twenty headings. This section covers a wide range of subjects, including accuracy, tabulation, illustrations, lay-out, punctuation, choice of words. A useful book, in which the essential facts are brought out by skilful arrangement and typography.

- 16 **Gvozdev, A. N.** *Očerki po stilistike ruskogo jazyka*. Moscow, Učpedgiz, 1955. 2nd edition. 463 p.
This book is intended for the use of teachers and students at philological faculties in higher educational establishments, but is also suitable for use by authors as a guide to style. It contains interesting material on questions of written language, and on the vocabulary, morphology and syntax of modern literary Russian.
- 17 **Harbarger, S. A.; Dumble, W. R.; Hildreth, W. H.; Emsley, B.** *English for students in applied sciences*. New York, McGraw-Hill, 1938. 254 p.
The aim of this book is primarily to assist teachers of English. Part 1 deals with writing principles: standards, fact-collecting, outlining, functional writing, expanding the outline, tables and figures. Part 2 describes the application of these principles to three forms of report: the report of experience; the report of observation; the research report. There is also a section on hints in preparing a long paper. The appendixes give suggested reading and references, mainly for teachers.
- 18 **Horwill, H. W.** *A dictionary of modern American usage*. Oxford, The Clarendon Press, 1944. 2nd edition. 360 p.
Although not intended to be an equivalent to Fowler's *Dictionary of modern English usage*, this book resembles it in style and format. The author states that the main objects of the book are to assist Englishmen unfamiliar with American idiom and vice versa, and to provide material for the student of language. Attention is drawn to words whose meaning in America differs from that in England, (e.g., billion), words which have acquired a specific meaning in America (e.g., senior, for college student), words carrying different implications in America (e.g., bug), and words obsolete in England (e.g., gotten).
- 19 **Jagot, P. C.** *La educación del estilo*. Barcelona, Ediciones Iberia, 1947.
- 20 **Jones, E. L.** *An approach to college writing*. New York, Holt, Rinehart and Winston, 1956. 224 p.
A review of the essentials of clear English writing, intended for college courses. Exercises with answers are provided.
- 21 —; **Greenwood, C.** *An approach to college writing (Form 2)*. New York, Holt, Rinehart and Winston, 1956.
Similar to the above, but with different exercises.
- 22 **Kapr, A.** *ABC. Fundament zum rechten Schreiben. Eine Schriftfibel*. Leipzig, Fachbuchverlag, 1958. 139 p.
The book is based on the author's experience during many years of teaching work, and is intended to serve as a basic manual for specialists. It gives an account of the history of writing over the centuries, and describes various methods recommended by scholars for studying and

mastering writing. Each different form of writing is considered in its historical context, and the text is illustrated by a number of examples.

- 23 **Karanfilov, Efrem.** *Ezikovijat šablon v literaturata*. Sofia, Bălg pisatel, 1959. 84 p.
The author shows, by numerous examples taken from literature, how clichés and stereotyped expressions come to enter the language. He stresses the essential and profound difference between such stereotypes and good phrases and phraseology, and points out the harm stereotyped phraseology can do.
- 24 **Kierzek, J. M.; Gibson, W.** *The Macmillan handbook of English*. New York and London, Macmillan, 1960. 4th edition. 489 p.
A completely revised and expanded edition of a well-known textbook on the writing of clear and accurate English. Part 1 covers the approach to expression and communication of thought, Part 2 is a handbook of writing and revision, giving an analysis of English grammatical constructions, punctuation and spelling, with numerous examples of correct and incorrect usage. Recommended.
- 25 **Koelwel, E.** *Wegweiser zu einem guten deutschen Stil*. Leipzig, Bibliographisches Institut, 1954. 2nd edition. 151 p.
This manual is intended to provide large numbers of readers with information on important stylistic problems and with practical advice, in easily accessible form. The author deals in the first part of the manual with words in all their different forms, and in the second part with sentences—aspects, dependent clauses, and so on. The manual contains a name index.
- 26 **Krāstev, Stojne.** *Vestnikarski stil i žurnalistički materiali*. Sofia, Ministerstvo na informaziata i na izkustvata, 1947. 16 p.
The writer examines newspaper style and its particular features in various types of publications (news, publicity, magazine) and makes a brief analysis of types of writing and of the characteristic features of news items, statements and reports. This book will be useful for young journalists.
- 27 **Le Gal, Étienne.** *Ne confondez pas... Études de paronymes*. Preface by L. Clédât. Paris, Librairie Delagrave, 1927. 167 p.
This collection of related and remote paronyms gives the origin of each word and is followed by examples and classical quotations, with numerous bibliographical references; a list of glossaries and dictionaries enables the reader to further his knowledge on particular points concerning phonetics and morphology. The alphabetical list of paronyms quoted makes for easy and rapid reference.
- 28 ——. *Écrivez...? N'écrivez pas...?* Paris, Librairie Delagrave, 1928. 159 p.
A work on lexicography laying stress on essential 'shades of meaning, tolerance and grammatical freedom'. Examples, presented under two columns, are analysed, discussed and compared with the help of historical developments and literary quotations noted over three centuries, as well as decisions of the Academy. Although the number of words and expressions studied is limited, this guide is very useful for the study of modern grammatical usage and peculiarities.
- 29 **Möller, G.** *Guter Stil im Alltag. Eine neuartige Satzbau-schule*. Leipzig, Enzyklopädie, 1958. 124 p.
This manual is intended to assist adults conscious of the need to improve their ability to express themselves fully and speak correctly. The basis and starting point of 'good style' is the structure of the sentence, and the author accordingly makes an analytical study of various grammatical problems relating to that structure.
- 30 **Moreaux, Abbé Th.** *Science et style. Conseils à un jeune écrivain*. Paris, G. Doin, 1930. 286 p.
In the course of six letters, the author deals with the rules governing the art of writing: the

use of the right word, accuracy in description, clarity of style, harmony of words and sentences, and elegance and good taste, these being essential qualities which make for good reading. He illustrates his advice by numerous examples.

- 31 **Onions, C. T.** *An advanced English syntax*. London, Kegan Paul, Trench and Trubner, 1932. 6th edition. 166 p.
This presents the main facts of English syntax in a systematic form. The author states that the word 'advanced' in the title refers only to the place of the book in a series and does not describe the methods adopted in the discussion. The introduction gives a full scheme of sentence analysis; Part 1 gives a treatment of syntactical phenomena based on analysis of sentences, and Part 2 clarifies the use of forms, with a section on adverbial, adjectival and noun clauses. One of the standard textbooks on English grammar and syntax.
- 32 **Partridge, E.** *Usage and abusage: a guide to good English*. London, Hamish Hamilton, 1957. 5th edition. 390 p.
In his preface, the author states that this book is not designed to compete with Fowler's *Dictionary of modern English usage* (see § II) but to supplement and complement it. Its style and arrangement closely follow Fowler's book and Professor W. Cabell Greet has annotated the work to fit it for American publication.
- 33 ——. *You have a point there*. London, Hamish Hamilton, 1955. 4th impression. 230 p.
A comprehensive guide to punctuation with numerous examples in the text and a chapter of graded fully-punctuated passages. Mr J. W. Clark has contributed a section on American practice where it differs from British.
- 34 *Pravila ruskoj orfografii i punktuacii*. Moscow, Učpedgiz, 1956. 176 p.
This publication comprises a complete collection of the rules of Russian spelling and punctuation, as revised and supplemented in 1956, and as approved by the U.S.S.R. Academy of Sciences, the U.S.S.R. Ministry of Higher Education and the R.S.F.S.R. Ministry of Education. It is the first complete set of rules for modern orthography and is intended, as stated in the preface, to serve as a basic source for all compilers of textbooks, dictionaries of the Russian language, specialized dictionaries, encyclopaedias and reference works, and as an indispensable practical guide for all those interested in questions of Russian orthography. It includes a short orthographical dictionary in an appendix.
- 35 **Roberts, Ffrangcon.** *Medical terms: their origin and construction*. London, Heinemann, 1959. 3rd edition.
A systematic exposition of the meaning of medical terminology, giving origins and associations. An index is provided. Also available in Dutch.
- 36 ——. *Good English for medical writers*. London, Heinemann, 1960. 178 p.
A comprehensive guide to the correct use of words, both medical and general, with chapters on grammar, syntax and various other subjects—metaphors, spelling, punctuation. Examples are naturally all drawn from medical literature, but the book is a useful guide for students in allied fields. Recommended.
- 37 **Sabatier, Henri.** *L'orthographe technique. Suivie d'une note sur les nouveaux multiples et sous-multiples des unités*. Paris, Vuibert, 1947. 64 p.
The author analyses the efforts made to standardize technical spelling. His investigation, combining the author's and publisher's standpoints, stresses the necessity of entrusting the task of correcting scientific proofs to the authors only, who have to ensure that symbols, conventional signs and abbreviations are duly respected. Tables and sub-tables give lists of these proposed or standardized notations. There are a few notes describing the major stages in the establishment of symbols.

- 38 **Savory, T. H.** *The language of science: its growth, character and usage.* London, André Deutsch, 1953. 184 p.
- 39 **Servien, Pius.** *Le langage des sciences.* Paris, Hermann, 1938. 88 p.
- 40 **Spillner, P.; Göttling, H.** *Buch der Abkürzungen.* Bamberg, Buchner, 1952. 160 p.
The publication of this book was made necessary by the widespread use of abbreviations in everyday life. The material is arranged in alphabetical order, and the authors have confined themselves to abbreviations used in particular fields, including astronomy, banking, trade, transport, administration, legislation, medicine, military affairs, music, sport, linguistics, meteorology and broadcasting.
- 41 *Sprache, Schrift, Buchwesen, Presse, Funk.* Leipzig, Enzyklopädie, 1959. viii + 216 p., ill.
The guide begins with an index of illustrations, explanatory notes on using the guide and an index of abbreviations and sources of illustrations. Next come a table of contents and a systematic exposition of all the special sections and subsections of linguistics, book production, press and radio covered in the separate chapters of the guide. The guide is completed by an alphabetical subject index.
- 42 **Strunk, W., Jr.; White, E. B.** *The elements of style.* New York, Macmillan, 1959. 71 p.
- 43 **Vallins, G. H.** *Good English and how to write it.* London, Pan Books, 1960. 10th impression. 254 p. Paper-bound.
A standard work on English words, grammar and expression with numerous examples and exercises. A cloth-bound edition is also available, published by André Deutsch Ltd. Recommended.
- 44 ——. *Better English.* London, Pan Books, 1959. 6th edition. 224 p. Paper-bound.
A sequel to the above-mentioned book, containing more examples of the use of words, metaphors, punctuation and similar subjects. There are examples and exercises (with answers) in the text. Recommended.
- 45 **Van Steenberghe, Fernand.** *Directives pour la confection d'une monographie scientifique avec applications concrètes aux recherches sur la philosophie médiévale.* Louvain, Publications universitaires; Paris, Éditions Beatrice Nauwelaerts, 1961. 3rd edition, revised.
Texts of lessons given at Louvain University to students reading philosophy for their licence; a practical introduction to the work of historical, literary, scientific and laboratory research. Advice on choice of subject, and the rules to follow in this choice; technical preparation of manuscripts; the heuristic method and auxiliary sciences; bibliothecology and bibliography; a list of main catalogues in the libraries for consultation; and models of bibliographic cards or documentation. Construction and presentation of material are carefully studied and this chapter prepares for the writing of manuscripts, on the planning of which practical advice is given. Finally, a table of the most important proof-correction symbols and a model of the corrected proof are given.
- 46 **Warburg, Jeremy.** *The best chosen English.* London, University College, Communication Research Centre, 1962. 105 p.
- 47 **West, M.; Kimber, P. F.** *A deskbook of correct English.* London, Longmans, Green, 1958. 192 p.
A concise guide to words and phrases often mis-spelled or misused, with chapters on grammar, usage, punctuation, and lay-out of letters. Strongly recommended for all writers of technical literature.

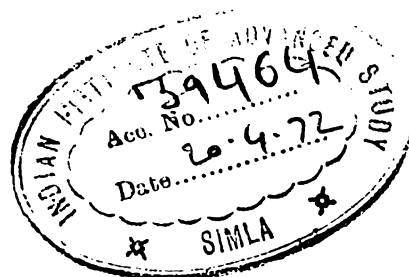
2. The technique of technical writing

- 48 **Agg, Thomas R.; Foster, Walter L.** *The preparation of engineering reports*. New York and London, McGraw-Hill, 1935. 192 p.
The authors' intention was to provide a guide to the actual writing of reports but they have also considered it desirable to include suggestions for obtaining and organizing the subject matter preparatory to writing. The nature, form and types of engineering reports—both formal and informal—are described first, and the component parts of the report are listed with illustrations. Examples are given of prefaces, tables of contents and abstracts. Under 'The collection of data for reports', hints are given on how to ask for information from other people, and the difficulty of framing questionnaires to elicit the desired facts is mentioned. The practical details of the report are summarized, and a long description is given of 'form reports', i.e., those made on printed forms. The best methods of illustrating by diagrams, charts and graphs are described, with illustrations. The appendixes give suggested standards for style, abbreviations, and a list of 101 books and reports for reference.
This publication can be recommended as a useful concise handbook for students and engineers who are unfamiliar with the procedure of technical reporting.
- 49 **Almack, J. L.** *Research and thesis-writing*. Boston, Houghton Mifflin, 1930. 310 p.
This book differs from the conventional guides to thesis-writing in that it deals with the fundamentals of research and thesis-making with but minor attention to ways and means. Two introductory chapters explain the meaning of research and the thesis, the nature and criteria of the problems. These are followed by two chapters on the underlying principles of scientific method. The next three chapters deal in some detail with the methods of normative, experimental and historical research. Suggestions are then given for techniques in applying minor methods of investigation, using libraries, and writing the thesis. The final chapter deals with the evaluation of results. At the end of each chapter is a list of references selected from a large body of material, and there are also problems and queries for the student, with hints on their solution. The textbook is general in character and appeal rather than limited to any single department of graduate work. It can be read with profit by all engaged in scientific investigation.
- 50 **Anderson, A. T.; Womack, T.** *Processes in writing: a guide to effective communication*. San Francisco, Wadsworth Publishing Co., 1959. 192 p.
A book for the (college) beginner, intended to overcome his inability to organize his experience into coherent statements. Four chapters deal specifically with problems of writing clear functional English.
- 51 **Andreev, N.; Jordanov, J.; Kiranov, J.** *Tehnologija na nabora*. Sofia, Tehnika, 1958. 232 p.
This guide is intended for executive and administrative personnel, for technical editors in publishing houses and editorial offices, and for teachers and experts at the Technical College of Graphic Arts and the Industrial College of Graphic Arts. Its purpose is to promote the improvement and simplification of technological working processes and to improve the quality and reduce the production cost of books, periodicals and newspapers. The text is lavishly illustrated, and at the end of the book there is a short bibliography of the works referred to.
- 52 **Baker, C.** *A guide to technical writing*. London, Pitman, 1961. 98 p.
A concise inexpensive guide to technical writing. Selected topics are discussed and the main conclusions summarized at intervals in italics. Useful introduction for students and beginners who have other references to hand.
- 53 ——. *Technical publications: their purpose, preparation and production*. London, Chapman and Hall, 1955. 296 p., 60 figs.
A guide to writing technical handbooks with particular emphasis on the illustrating of the text. The examples are drawn mainly from the aircraft industry, but the treatment is such that

the book can be read with profit by anyone concerned with technical presentation. As the author says in his preface, 'It is not a textbook on English grammar or commercial art . . . it is nothing more than a guide for the technician to the techniques of presenting information and producing it in the best—and cheapest—form.'

- 54 **Ball, W.** *Report writing*. New York, Holt, Rinehart and Winston, 1955. 407 p.
After a general discussion on reports the author describes in detail particular problems of various fields of technical reporting. The methods are illustrated by examples from practice, and there are numerous problems for the student to solve by himself. The four parts of the book include all aspects of report preparation and writing.
- 55 **Baum, H.** *Grundsatzliches und Wissenswertes vom Tiefdruck*. Leipzig, Fachbuchverlag, 1953. ix + 150 p.
The purpose of this book, which is intended as a guide to specialists, is to give the basic and most important facts about intaglio printing. The author gives a detailed description of the processes involved in intaglio printing in relation to the main types of machines, apparatus and materials and the essential operational principles. The book is completed by an alphabetical index of technical terms and a subject index.
- 56 **Bel'čikov, I. F.** *Osnovy tehničeskogo redaktirovanija sovsedkoj knigi*. Moscow, *Iskusstvo*, 1958. 2nd edition, revised and corrected. 239 p. (Učebnoe posobie dlja poligrafičeskih vuzov.)
This book is intended mainly to help workers in publishing houses in their task of technical editing, and it is in four parts: Part I deals with the theory of technical editing and explains how to use the technology of printing production so as to ensure that books are presented in the form suited to their contents and character; Part II describes the methods of technical editing used in the process of transforming authors' manuscripts into books, special stress being laid on the method of publication which eliminates the galley-proof stage; Part III contains basic instructions to enable authors with no experience of publishing work to undertake technical editing on their own; Part IV contains the basic information necessary for consulting references, during the process of technical editing.
- 57 ——. *Redaktirovanie tabličnogo materiala*. Moscow, *Iskusstvo*, 1954. 36 p.
This pamphlet deals with the editing of tables contained in the body of the text of books. The main thesis developed by the author is that tables, like the general text, need editing in respect of their content and lay-out alike.
- 58 **Blickle, M. D.; Houp, K. W.** *Reports for science and industry*. New York, Holt, Rinehart and Winston, 1958. 320 p.
The first four chapters are for the beginner. A special chapter is devoted to the preparation of material for articles for journals and magazines and there is a concise summary of the rules of good composition. A feature of the book is a number of specimen letters on various technical and administrative subjects.
- 59 **Borries, G. V. Th.** *Tekniken ved udarbejdelsen og udgivelsen af videnskabelige afhandlinger*. Copenhagen, GEC Gads Forlag, 1950. 2nd edition. 244 p.
In this Danish work the author, a senior physician at St. Joseph's Hospital, Copenhagen, deals exhaustively with the technique of preparing and publishing scientific works of all kinds, beginning with the collection of preliminary data and concluding with arrangements for obtaining offprints. The principal subjects covered are: collecting material; building up the library; initial planning; collation of facts; the historical introduction; dividing the paper into sections; the technique of writing; faults of style; selection of illustrations and writing captions; choosing the title; book sizes and styles; types of publication; translations; reviews; submitting the manuscript.

- 60 **Burch, G.** *Of publishing scientific papers.* New York, Grune and Stratton, 1954. 40 p., ill.
- 61 **Campbell, W. G.** *Form and style in thesis writing.* Boston, Houghton Mifflin, 1954. 114 p.
A standard reference manual giving established usage and permissible variations. A special chapter is devoted to the question of footnotes and bibliography in various fields (botany, biology, mathematics, etc.), and there are also chapters on tables and illustrations and on typing aids.
- 62 **Cermak, W.** *Handbuch der Offsetkopie. Eine Arbeitsbeschreibung mit Angaben der Fehlerquellen und Rezeptvorschriften.* Halle (Saale), Knapp, 1953. viii + 154 p. (Der grafische Betrieb Wissen und Praxis, 12.)
This guide can be used for reference purposes in everyday work. Its purpose is to help to reduce difficulties to a minimum, to identify the causes of error and to find ways of eliminating them. It contains much new information on the subject of offset copies, the bimetallic method, etc., as well as illustrations and diagrams. At the end of the book are a number of formulae, data for the more important elements, and a subject index.
- 63 **Cole, A. H.; Bigelow, E. W.** *A manual of thesis writing: for graduates and undergraduates.* New York, John Wiley and Sons; London, Chapman and Hall, 1949. 5th impression. 52 p.
A concise guide to the preparation of material for theses, covering problems prior to composition; final tasks. The collection and arrangement of data are discussed together with preliminary plans for procedure. Under 'Composition' the authors give brief notes on style, use of charts, footnotes and appendixes, with recommendations on use of italics, punctuation, etc. An appendix gives examples of quotations from various sources.
- 64 **Crouch, W. G.; Zetler, R. L.** *A guide to technical writing.* New York, Holt, Rinehart and Winston, 1954. 441 p., 4 tables.
This book is aimed at the student and practising technician, and includes examples of business letters, articles, and material for speeches. A section reviews the fundamentals of written and spoken English. Many exercises are included.
- 65 **Danilov, I. Ja.** *Spravočnik avtora knigi.* Moscow, *Iskusstvo*, 1958. 312 p., ill.
A guide for authors of books of all kinds, including scientific works, textbooks and especially books on technical subjects. It consists of the following chapters: preparation of manuscripts; preparation of graphic material; authors' participation in the process of editing manuscripts and producing books; copyright. The appendix contains the Cyrillic, Latin, Greek and German Gothic alphabets; mathematical symbols; tables of weights and measures; proof-correction symbols, and information about authors' earnings.
- 66 **Denis-Papin, Maurice.** *Préparation des manuscrits scientifiques et techniques, correction des épreuves, conseils aux auteurs.* Paris, Albin Michel, 1948. 3rd edition, 32 p.
A booklet giving printing terms and practices for the use of scientists, technicians, teachers and research students. It deals with lay-outs, grades of paper, type-faces and rules for proof-reading (with examples), the preparation of manuscripts and the proper placing of titles, tables, indexes, bibliographies, prefaces, diagrams and blocks with legends. Provision for addenda and errata is also discussed. The characters of the Greek alphabet (capitals and lower case) are tabulated at the end of the book.
- 67 **DIN Entwurf 1422.** *Technisch-wissenschaftliche Veröffentlichungen: Richtlinien für die Gestaltung.* Berlin, 1949. 4 p.
A draft pamphlet giving suggestions to authors of texts up to the writing of the final manuscript. The main headings comprise: construction of text; form of manuscript; standards; negotiations between author and editor.



- 68 **Dolapciev, Todor.** *Kratka enciklopedija na grafikita. Tehniceski recnik za grafici pecatari, vestnikari. Pokazalec na graficeskite zavedenija v Sofija.* Sofia, 1947. 324 p.
Contains almost all known words used in books on printing and related processes, as well as all graphic terms in common use. Intended for the general reader interested in the graphic arts.
- 69 **Druck und Papier. Jahrbuch.** Issued by the Industriegewerkschaft. Leipzig, Fachbuchverlag. 1952, 249 p. 1953, 277 p.
This yearbook, which was issued in two volumes, in 1952 and 1953 respectively, is intended as a professional guide for specialists, technicians and engineers. Its purpose is to promote an exchange of experience on all problems of urgent interest to specialists, and the assimilation of the scientific concepts of Soviet technique. It describes new methods of work, problems of remuneration, technical working norms, the efficient use of materials, and methods for raising the quality of production and improving the organization of work. Both volumes are illustrated.
- 70 **Elliot, A. G.** *The right way to non-fiction writing and publishing.* Kingswood (Surrey), 129 p. (Elliot right way books, 17.)
A concise book for beginners on how to write books and articles of a semi-technical nature for publication. Chapters on gathering material, style, and finishing touches. The second part of the book gives useful information on book contracts, royalties, and selling books. The author also quotes from modern books with comments on the writing style.
- 71 **Emberger, M. R.; Hall, M. R.** *Scientific writing.* Ed. by W. E. Britton. New York, Harcourt, 1955. 468 p., tables, diagrams.
The authors define scientific writing as all factual writing which aims at objectivity, accuracy, clarity and precision. The book describes in detail the preparation of technical papers and reports, with an appendix on the writing of business letters. Well illustrated.
- 72 **Engelmann, A.** *Der Offsetdruck in der Praxis. Mit einer Orientierung über andere Druckverfahren.* Leipzig, Fachbuchverlag, 1953. 3rd edition. 298 p.
Contains information on offset printing in relation to the printing industry in general. Special attention is paid to methods used in the related processes of planigraphic printing. After a short general section on various methods of printing and on the history of offset printing, the main part of the book is devoted to the actual process of offset printing. This is followed by a section on the organization of production, and notes on planigraphic and other methods of printing. The book also contains numerous illustrations and examples of printing of various kinds. At the end is a list of appendixes, a list of illustrations and a subject index.
- 73 **Fauth, H.; Lehmann, W.** *Taschenbuch des Buchhändlers.* Leipzig, Verlag für Buch und Bibliothekswesen, 1958. 180 p.
A pocket handbook for workers in book-publishing concerns. The material is divided into several chapters, the first of which contains a glossary of special terms used in book publishing. The author then gives a description of the various parts of a book, types of paper, type-faces, rules for proof-reading, information on bookbinding, format and so on. There is a separate chapter on the awards given by the German Democratic Republic every year for outstanding literary and scientific works, and a special section on publishers in Eastern Germany, with particulars of their addresses, colophons and the type of literature they publish. An appendix contains a table of postage rates in force in Eastern Germany.
- 74 **Fischer, W.** *Die Arbeit des Buchdruckers.* Leipzig, Fachbuchverlag, 1951. xii + 287 p.
This handbook is intended both for young people and for older readers, as a source of reference and of useful information for the solution of printing problems. It is also intended to help printing instructors in teaching students. It contains illustrations and diagrams, many of the latter being prepared by the author. At the end is a subject index.

- 75 **Fritzsche, P.** *Der Schriftsetzer. Eine Berufskunde.* Leipzig, Fachbuchverlag, 1952. 244 p.
This book describes the art of typography, and is intended to help professionals to improve their qualifications. It deals with all stages in the process of type-setting, and contains many illustrations which clarify the text.
- 76 ——. *Von Manuskript zum Buch. Ein Überblick über die industrielle Buchherstellung.* Leipzig, Fachbuchverlag, 1954. 146 p., ill.
This booklet, containing a description of the whole process of letterpress printing, from the manuscript stage to the composing room and bindery, gives general readers a picture of the industrial production of books. It contains a subject index.
- 77 **Fröde, O.** *Die Handbuchbinderei. Arbeitsverfahren, Werkzeuge und Werkstoffe.* Leipzig, Fachbuchverlag, 1953. viii + 211 p.
After a short introduction to the history of manual bookbinding, the author gives a detailed description of all the usual methods of hand binding as well as of various modern methods. He describes the materials and instruments now being used, and suggests several innovations. This book, though intended for trainee bookbinders, can also be used by qualified bookbinders as a reference work.
- 78 **Garrett, L.** *The business side of writing.* London, Harrap, 1936. 254 p.
Although intended for non-technical writers, this book is a useful guide to those who wish to make a living by writing articles and books.
- 79 **Gaum, C. G.; Graves, H. F.; Hoffman, L. S. S.** *Report writing.* New York, Prentice-Hall, 1950. 3rd edition. 384 p., 18 figs.
A comprehensive guide to the writing of reports and business memoranda with fifteen specimens of finished reports. After a general survey of the field of report writing, the authors deal with technical letter writing (an unusual feature in books of this type) and the various forms of composition. The fundamental requirements of style are listed as: directness; thoroughness; conciseness; clearness; concreteness. The planning of the report begins with the collection of facts and the preparation of an outline, ten examples of which are given. The preparation of the manuscript is described in detail, with hints on the preparation of illustrations. In addition to the specimen reports mentioned, the appendixes include a complete bibliography. A well-prepared and useful guide to report-writing.
- 80 **Gloag, John.** *How to write technical books—with some pertinent remarks on planning technical papers and forms.* London, Allen and Unwin, 1950. 160 p. I. B.
A useful introductory book for writers, although many readers may be irritated by the facetious style and occasional irrelevant sketches. Most of the subjects covered are treated more fully in other comprehensive books. The section on illustrations gives some good and varied examples of methods. At the end is a chapter giving suggestions for the improvement of printed forms on commonsense lines. The bibliography gives thirty-five references as examples of different methods of handling material.
- 81 **Godfrey, J. W.; Parr, G.** *The technical writer: a guide to the preparation and presentation of technical information.* London, Chapman and Hall, 1959. 340 p.
The book gives concise notes not only on the preparation of technical articles and papers but also on the technique of production. Subjects considered include technical illustration; editing; preparation of typescripts; writing a book. The examples are drawn mainly from electrical engineering, but the advice is of use to all scientific writers.
- 82 **Guth, H. P.** *Words and ideas.* San Francisco, Wadsworth Publishing Co., 1959. 640 p.
A voluminous handbook for college writing instruction, covering writing from observation; writing and thinking; the research paper; mechanics of writing; grammar, diction and usage; organization.

- 83 **Guyer, B.; Bird, D. A.** *Patterns of thinking and writing: a modern approach to American English*. San Francisco, Wadsworth Publishing Co., 1959. 386 p.
‘The theme of this book is bound up with three related concepts: that language and thought are two sides of the same coin, that thought and language must pattern together to create meaning, and that the mechanism for creating meaning is manipulation of those patterns constituting the symbolic conventions of the language.’ This quotation from the author’s preface typifies the style and treatment of the subject.
- 84 **Harwell, G. C.** *Technical communication*. New York and London, Macmillan, 1960. 332 p. Discusses three types of technical composition: business letters, reports and articles, with a chapter on oral communication. There is also a reference chapter on grammar, punctuation, spelling and usage. Many practical examples. Recommended.
- 85 **Heyde, J. E.** *Technik des wissenschaftlichen Arbeitens*. Berlin-Charlottenburg, Robert Kiepert, 1951. 8th edition, revised. 158 p.
The author describes this short work on the technique of scientific writing as ‘a guide, chiefly for students’. He only touches on methods of study and sources of information, but devotes most of his space to the arrangement and classification of material in a methodical and accessible manner. He stresses the value of charts and diagrams as aids to memory, and of symbols and abbreviations as methods of saving space.
He compares the merits of loose-leaf books and card-index systems, and gives suggestions for improvised equipment. He elaborates the approved methods of classification, subject, alphabetical and decimal. There is much useful information in the section devoted to working up the material into book form, with notes on preparation for press. Under the heading ‘Printing’, the author demonstrates the most effective use of different type founts, and deals with proof-corrections exhaustively. At the end of the book there are thirty-seven pages of notes on books and equipment referred to in the text.
- 86 **Hicks, T. G.** *Successful technical writing*. New York and London, McGraw-Hill, 1959. 294 p. A comprehensive guide to those undertaking the writing of technical articles, reports, instruction manuals, and books. It does not deal so much with the details of English composition and grammar but with the principles on which acceptable writing is based. A useful section covers the requirements of technical editors and publishers. Recommended for would-be authors intending to make a living from writing.
- 87 **Jenkinson, B. L.** *Bureau of the Census manual of tabular presentation: an outline of the theory and practice in the presentation of statistical data in tables for publication*. Washington, United States Government Printing Office, 1950. 266 p.
A reference manual to the standards and practice of the United States Bureau of Census, giving a thorough reasoned treatment of the questions involved, and useful for other producers of statistics. Chapters on: classes of tabular presentation; the formal table; the table title; table number; head and foot notes; allocation to stub and boxhead; the stub—general definitions, heads and captions, standard listings and inter-stub classifications; the boxhead; the field.
- 88 **Jones, A. E.** *Creative exposition*. New York, Henry Holt, 1957. Approx. 576 p.
This book combines a textbook of creative writing with a brief anthology of non-fiction and a handbook of usage. It is designed for the more advanced sections of composition, from the freshman level up.
- 89 **Jordanov, J.** *Răkovodstvo za redene stranici na visokopečatni formi*. Sofia, Darjavna pečatniza, 1947. 31 p.
Describes the procedure and principles derived from practice for the correct arrangement of pages in the forms in which they are to be printed. The book consists of two parts: the first

describes standard imposition schemes, and the second describes the insetted method. Intended for press workers.

- 90 **Kaemmel, E.** *Das geltende Urheber und Verlagsrecht der Deutschen Demokratischen Republik. Kurze systematische Darstellung nebst Gesetztexten und der Rahmen (Normal)—Verträgen.* Leipzig, Verlag für Buch- und Bibliothekswesen, 1956. 216 p.
The author surveys the new legal regulations governing author's and publishers' copyright in the German Democratic Republic, in consonance with the present form of social development, with authors and publishers working together for the promotion of German books. The book concludes with a survey of the Berlin Convention and a subject-author index.
- 91 **Kallich, H.; Wagner, K. O.** *Leitung der Produktion im grafischen Betrieb. Handbuch der Zentr. Lenkung und Kontrolle.* Berlin, Die Wirtschaft, 1957. 164 p.
Designed to increase labour productivity in the printing industry. Deals with: organization of printing concerns; planning and productivity; supervision; control and co-operation between technical supervisors and workers.
- 92 **Kamenechij, L. M.** *Rukovodstvo po korrekture.* Moscow, *Iskusstvo*, 1959. 411 p., ill.
This is a textbook for students attending technicums and proof-reading courses, but apart from its educational purpose, it is also useful for people professionally engaged in proof-reading.
- 93 **Kapp, R. O.** *The presentation of technical information.* London, Constable, 1948. 148 p.
Although small, this book can be recommended for the excellent advice on clear expression and the right use of words. Based on four public lectures given by the author in 1947, it stresses the characteristics and importance of 'functional English' and the demand for guidance in the art of exposition.
In the chapter 'Making it easy to understand', the author lists a series of 'do's' and don't's' which are of particular value to technical lecturers and readers of papers. An example of the advice given is 'Do, when describing an invention or mechanical device, consider very carefully whether first to describe the mechanical details and then to say what purpose they serve, or first to state the problem that the device is designed to solve and then to show, while describing the details, how the purpose is served by them.'
- 94 **Kegel, C. H.; Stevens, M.** *Communication: principles and practice.* San Francisco, Wadsworth Publishing Co., 1959. 384 p.
This book deals with: the idea of communication; defining terms; developing the central idea; condensing the idea; preparing reports; group communication. The style is clear and concise and is in itself an example to the student. Many examples from literary scientists.
- 95 *Kemsley manual of journalism.* London, Cassell, 1954. 2nd edition. 424 p., ill.
Although not mainly concerned with technical writing, this is an excellent guide to the entire range of newspaper work, and will be of interest to all who write for the daily press. Each chapter has been contributed by an expert in the particular subject.
- 96 **Kirchner, J. (ed.).** *Lexikon des Buchwesens.* Stuttgart, Hiersemann, 1952-56. 4 vols.
This four volume lexicon performs a valuable service by providing not only specialists but all book-lovers and booksellers with a rapid scientific and practical guide to book publishing. It contains a detailed description of the nature and history of books, the technique of printing, binding, the artistic presentation of books by means of illustration and ornamentation, and the geographical distribution of books. One useful feature is the auxiliary bibliography for each section. The material is set forth in alphabetical order in two of the volumes, with a systematic list of sections at the end of the second. The third and fourth volumes consist of illustrations arranged in systematic order, with a list of illustrations as a preface.

- 97 **Klelein, O.** *Die Druckverfahren im Dienste der Buchherstellung und Werbung. Eine Übersicht über die gebräuchlichsten Druckverfahren und ihre Anwendung für Hersteller sowie für Druck und Werbefachleute.* Leipzig, Verlag des Börsenvereins der deutschen Buchhändler, 1950. 2nd edition, enlarged. 191 p.
This book is a survey of printing and press work, and is intended to serve as a guide to specialists. It is illustrated and contains examples of corrected proofs, type-faces, and different kinds of paper, as well as an alphabetical list of terms and a subject index. At the end are illustrations in colour.
- 98 **Kliemann, Horst.** *Praktikum der geistigen Arbeit.* Stuttgart, Franckh'sche Verlagshandlung, 1950. 152 p.
A comprehensive and detailed course on technical writing written with exemplary conciseness. As the title indicates, it is eminently practical. The opening chapters deal with apparatus required for collecting material, notebooks, index cards, loose-leaf books, folders, even the choice of desk and workroom. There follow useful headings for recording and tabulating information, such as lists of books read, film negatives, foreign words, abbreviations and quotations. A section on the work of editing papers and preparing lectures is included. Special attention is given to methods of collecting material, first by making use of matter already in circulation from books and lectures, then by individual research which may result from the pursuit of an unusual expression or sideline discovered in reading. There are useful hints on choice of theme, working up material, development of style, and preparing for publication. The last part, which deals with the author's relations with the publisher, and gives a sample of a corrected proof, should be of considerable value to the beginner. The book is profusely illustrated with graphs and charts.
- 99 **Korschelt, Ernst.** Zur Abfassung naturwissenschaftlichen und medizinischer Arbeiten. *Naturwissenschaften*, vol. 17, 1929. p. 724
The author refers to a book review by Berliner (*Naturwissenschaften*, vol. 17, p. 430) and gives additional considerations on the subject of clarity in technical writing. Special stress is laid on the correct quoting of references, and the abbreviations given in *Periodica Medica*, vol. 2 (Berlin, 1929) are recommended. More care in the selection and execution of illustrations is advocated, and reference is made to an article by H. Petersen in *Klinische Wochenschrift*, vol. 8, no. 16, 1929.
- 100 **Koschlick, H.** *Die Farben.* Leipzig, Fachbuchverlag, 1952. x + 195 p. (Drucker ABC. Ein Ratgeber in kurzer, allgemeinverständlicher, lexikonartiger Form, I.)
This guide to colour printing is the first volume of the 'Drucker ABC' series. It contains detailed scientific information on the most important special terms and expressions used in colour printing, and on the industrial manufacture and use of printing inks. A simple and vivid account is given of the practical experience of the leading German specialists in this field. The most important feature of this book is that it links theory and practice. The material is systematically arranged and fully illustrated. At the end of the guide is an alphabetical subject index.
- 101 ——. *Drucktechnik im Buchdruck.* Halle (Saale), Knapp, 1952. vi + 119 p. (Der grafische Betrieb Wissen und Praxis, 10.)
Contains a detailed account of the special features of the technique of printing. The popular presentation of the book makes it suitable not only for specialists in this subject but also for librarians and booksellers. It is lavishly illustrated and complete with subject index.
- 102 **Koževnikov, P. V.** *Voprosy metodiki raboty nad kandidatskoj medicinskoj dissertaciej.* Ashkhabad, Turkmeniz, Turkmen State Medical Institute, 1947. 2nd edition, enlarged. 196 p. Bibliography, p. 177-95.
This is a manual for doctors engaged in scientific research. The author surveys the main questions

relating to this work: choice of subject, methods for studying scientific literature, methods for assembling, recording and processing material, presentation of work, and so on. There are special chapters on consulting specialists and on scientific work done outside scientific research institutes. The book also deals with authors' work on manuscripts, methods of extracting, etc.

- 103 **KraleV, Ilija; Dimitrov, Kān'o; Grigorov, Sarafim.** *Organizacija na poligrafičeskoto proizvodstvo.* Sofia, Varna, Pečatniza St. Dobrev Strandžata, 1958. 280 p.
The aim of the authors is to examine the main problems involved in rational organization, planning and costing in the printing and allied trades, and to assist print-shop directors and workers in their efforts to bring about a qualitative and quantitative improvement in production. The data are divided into three sections: organization of production; planning of the economic side of printing work; and costing technical control.
- 104 **Lasso de la Vega, J.** *Como se hace una tesis doctoral: manual de técnica de la documentación.* San Sebastian, Editora Internacional, 1947. 624 p., ill.
This book is intended as a comprehensive treatise on bibliographic and scientific documentation for Spanish students preparing to take a doctor's degree. From his long experience the author states that an enormous amount of time is wasted by students in producing work of no value whatever. This is due, to a great extent, to ignorance of where to begin their researches. 'Similar experience in other countries', he says, 'has practically made a proverb of the statement "a few more hours in the library means fewer hours in the laboratory".'
The scope of the book is wide, as will be seen from the chapter headings, and it covers the ground thoroughly: scientific research as a profession; the rules of scientific research and Ramon y Cajal; choice of subject; how to study; how reading should be done; the technique of reading; the project; universal scientific documentation; foreign centres of research; national resources for research; archives; cataloguing of documents; libraries; rules of libraries; museums; scientific and medical documentation; editing; printing; copyright; bibliographic documentation.
- 105 **Lazarev, V.** *Redaktirovanie tehničeskoj literatury.* Moscow, Standartgiz (All-Union Standards Committee of the U.S.S.R. Council of Ministers), 1948. 150 p.
Contains the fruits of many years' experience of editing a special type of technical literature, namely, All-Union State standards. Can be used as a guide by editors of all types of technical literature, including authors preparing manuscripts for publication. The author confines himself to a few of the most important questions of technical editing: technical indexes, technical terminology and tabulation. All the standards given in the book became operative on 1 January 1948.
- 106 **Lewy, H.; Raub, D.** *Lektorat und Redaktion im Buchverlag.* Leipzig, Verlag für Buch- und Bibliothekswesen, 1956. 51 p.
This book presents a general survey of the development of book publishing, and of the work and methods of editors and editorial assistants, and is intended as a guide for persons wishing to devote their knowledge and skill to editorial and publishing work.
- 107 **Lihtenstejn, E. S.** *Redaktirovanie naučnoj knigi. Nekotorye voprosy izdatel'skoj kul'tury.* Moscow, Iskusstvo, 1957. 271 p. Bibliography, p. 255-62.
Deals with the general problems of editing scientific works on various branches of learning, including technology. It also examines the relations between author and editor; the part played by the editor in the publishing process; the various stages of publication, the technique of proof-reading, and so on. There are separate chapters on the preparation and editing of the indexes, bibliographies, and other parts of the reference system.
- 108 **Linton, C. D.** *How to write reports.* New York, Harper, 1954. 240 p.
Gives the principles of expository writing, with refresher chapters on grammar and punctuation. A glossary of grammatical terms is included, and there are brief notes on visual presentation.

- 109 **Lohse, R.** *Handbuch des Druckers für die Verarbeitung von Druckfarben*. Leipzig, Fachbuchverlag, 1952. 102 p.
This printer's guide to the processing of printing inks, which contains instructions on the use of and treatment of inks for the press, is a useful manual for all printing workers. It provides the additional information needed by specialists on the use of various colours in the printing industry, and helps them to overcome technical difficulties arising in their everyday work. The text contains many black-and-white and coloured illustrations. At the end is a subject index.
- 110 **McColvin, E.** *A refresher course in essay, report and précis writing*. London, Newnes, 1946. 202 p.
This book is written in the form of a series of questions and answers, such as: 'How shall I arrange my material?'; 'What is précis writing?'; 'What is a house journal?' etc. The book is more suitable for beginners than for advanced students.
- 111 **Materiallexikon für die graphische Industrie**. Prepared by the Institut für Graphische Technik. Leipzig, Bibliographische Institut, 1955. 388 p.
This lexicon contains an extensive list of the materials used in the printing industry, with details of their quality. The material is systematically arranged with an alphabetical index. At the beginning of the book are explanatory notes on how to use the lexicon. This is the first volume of a series of lexicons on printing technique which will describe and explain the concepts, terms and materials used in the industry.
- 112 **Matson, G. J.** *A guide to article writing*. Glasgow, Blackie, 1947. 2nd impression. 212 p.
A fairly comprehensive guide to the writing of semi-technical articles of the popular type, dealing particularly with the business side. Chapters include: why manuscripts are rejected; preliminary letters; choosing a publication; news items; interviews; pictures.
The author gives some useful hints on keeping records of writings and accounts. He recommends specializing in a particular type of article, and thus acquiring a reputation. The writer should beware of covering two publications which deal with the same topic. Examples are given of those topics likely to appeal to certain publications or editors.
Recommendations are given for topics likely to appeal, the form taken by notes on the subject, the likely places for ideas, and the style of the article. A useful book for intending freelance writers.
- 113 **Milžin, A. E.; Štejngart, M. D.** *Redaktirovanie tablic. V pomošč' redaktoru i avtoru*. Moscow, Iskusstvo, 1958. 136 p.
Deals with the methods and technique of editing and processing tables, considered as a specific means of imparting information. Also contains a scheme for the classification of tables.
- 114 **Miller, W. J.; Saidla, L. E. A. (eds).** *Engineers as writers*. New York and London, Van Nostrand; 1953. 340 p.
A collection of classic engineering reports and articles, selected to illustrate various styles. The examples range from the report of Frontinus (A.D. 97) to Raymond (Wright Memorial Lecture, 1951). The text is accompanied by comments and questions intended to test the student's appreciation of the articles. An appended bibliography lists seventy-two engineering books. Recommended.
- 115 **Mills, G. H.; Walter, J. A.** *Technical writing*. New York, Holt, Rinehart and Winston, 1954. 479 p.
A feature of this book is the professional reports reproduced with criticism on adjacent pages
- 116 **Naimovič, Maksim.** *Kakvo trjaba da snae vseki sätрудnik na vestnika*. Sofia, Glavna direkzia na troudovata povinnost, 1948. 40 p.

This book is not intended for specialists, but is designed to acquaint correspondents and persons responsible for educational work in the Bulgarian Labour Service with the correct methods of training correspondents, and to explain what this type of work involves. It contains a general description of the subject matter of information, covering the various types of material and their technical presentation.

- 117 **Nelson, J. R.** *Writing the technical report*. New York, McGraw-Hill, 1952. 3rd edition. 350 p. This book consists of four parts. The first offers a review of those fundamental considerations which bear on the design and composition of the report. The second gives specific directions for the set-up of the report, with several illustrative examples both of long and short form. The third part outlines a systematic procedure for the critical examination of a report (again with illustrations), and the last suggests a series of exercises for those who wish to use the book for class studies. The large number of examples and practical illustrations makes this book of particular value to the student.
- 118 **Néret, J. A.** *Manuel pratique d'édition et de librairie*. Paris, Lamarre, 1951. 287 p. This is an informative book for reading, and a still more useful one for reference, by Frenchmen engaged in either publishing or bookselling as a profession. However, it goes rather further into its subject than the normal author requires and makes no special reference to scientific work. Organizational, legal, commercial, typographical, proof-correcting, bookbinding and other technical information is presented in detail, much of it illustrated or in tabular form and accompanied by directories giving the addresses of French publishers, syndicates and literary agents.
- 119 **Norgaard, M.** *A technical writer's handbook*. New York, Harper, 1959. 241 p. 'A concrete help to technically trained people who have to put their ideas on paper clearly.' Included are a section on grammar and punctuation and an analysis of the emotional factors that sway readers.
- 120 **Olbrich, W.** *Einführung in die Verlagskunde*. Stuttgart, Anton Hiersemann, 1955. 3rd edition, revised. 247 p. The author traces the various steps in the publication of a book, from the time the contract is drawn up between the author and publisher to the book's appearance on the market. All stages are covered—technical, legal, artistic and commercial proper.
- 121 **Oliver, Leslie M.** *Technical exposition: a textbook for courses in expository writing for students of engineering*. New York and London, McGraw-Hill, 1940. 7th impression. 194 p. A textbook for college courses, concerned with English as the engineer must use it in his profession. An elementary knowledge of composition is assumed. The first part covers 'engineering English', with suggestions for dealing with specific problems in technical writing. Part 2 concisely covers research papers, and types and forms of reports; and Part 3 discusses the business letter. There is a short vocabulary section dealing mainly with the origins of English words, and a final chapter on punctuation. The treatment throughout is practical and concise, with numerous suggestions for exercises by the student and questions for revision at the ends of the chapters. The section on the business letter is novel and useful for engineers with little office experience: sample letters of various types are displayed and discussed.
- 122 *Papier und Druckfarbe*. Berlin, Volk und Wissen, 1955. 195 p. Contains information for specialists in all branches of the printing and publishing industry on the most important aspects of paper production, colour printing, and so on. At the end is an index of special expressions and foreign words.

- 123 **Parke, N. G.** *Guide to the literature of mathematics and physics: including related works on engineering science.* New York, McGraw-Hill, 1947. 205 p.
This well-conceived book deserves mention here because its utility is not only bibliographical and is not confined to the subject fields indicated by the title. Its first half consists, in fact, of a clearly reasoned development of the opening statement that reading and composition are closely correlated skills, with the result that progress in one is accompanied by progress in the other. 'The paragraphs of a skilful author are evidence of design; they follow in some rational order and each is devoted to the development of one idea . . . the skilful reader is aware of such techniques, and when he is reading studies the author's plan of exposition. Having discovered it, he is able to store the facts in his own mind in the same orderly fashion.' Sound and practical advice on how to increase one's skill in reading, and therefore also in writing, is given in three chapters entitled respectively 'The principles of reading and study', 'Self-directed education', 'Literature search'.
- 124 **Peters, S.** *Redagowanie książki, gazety i czasopisma.* Warsaw, Wyd. przemysłu lekkiego i spożywczego, 1958. 235 p., ill.
This book contains a variety of material about the editing and correcting of books, newspapers and periodicals. Great emphasis is laid on the graphic aspects of this work, and on the aesthetic side of publishing. The book is designed for workers in publishing houses, and for students, journalists and others connected with the publication of books, periodicals and newspapers.
- 125 **Peterson, M. S.** *Scientific thinking and scientific writing.* New York, Reinhold Publishing Co.; London, Chapman and Hall, 1961. 240 p., ill.
This book has a strong emphasis on integrating logical and scientific methods with the actual organization of scientific writing. The use of traditional inductive reasoning in scientific thinking is explained together with the special methods applicable to biochemistry, physics and industrial fields.
- 126 **Piper, H. D.; Davie, F. E.** *Guide to technical reports.* New York, Holt, Rinehart and Winston, 1958. 83 p.
A booklet intended to provide concise simple instructions for preparing technical reports.
- 127 **Počečujev, A. N.** *Vyčítka rukopisi.* Moscow, *Iskusstvo*, 1955, 3rd edition, revised and enlarged. 231 p., bibliography, p. 227-8.
Gives the basic rules for checking manuscripts in the process of publication and for setting out titles, illustrations and various other types of material, documents, formulae, etc. Pages 171-226 form an appendix giving lists of the most current abbreviations in Russian, Latin, French, English and German, and of conventional symbols for measurements (mass, force, etc.) and chemical elements, and so on. Also included in the appendix are the Latin, Greek and Gothic alphabets, Roman figures, and a table for converting the number of pages of typescript into the corresponding number of proof pages.
- 128 **Prát, S.** *Příprava rukopisu pro tisk.* Prague, Vydal Přírodovědecký klub v Praze, 1933. 64 p.
'This booklet is intended to help scientists who do not enjoy writing, and who tend therefore to use less care in writing the exposition of their scientific work than they devote to their research.' The author gives rules for preparing the manuscript: lay-out, sequence and deals with style, and the title; the introduction; material and classification; experiments and results; discussion; summary; bibliography. The chapter on the preparation of illustrations contains some excellent examples, including reproductions in colour, with sound advice regarding quality: 'It is better to leave out an illustration than to spoil a paper through unsuitable and badly-reproduced pictures.' There is a final section on proof-reading.

- 129 *Préparation des manuscrits scientifiques et techniques, correction des épreuves: conseils aux auteurs.* Paris, Albin Michel.
- 130 *Presentation of information to management (The).* London, Institute of Cost and Works Accountants, 1950. 49 p.
- 131 **Prihodko, P. T.** *Kak samostojatel'no rabotat' nad kandidatskoj dissertaciej.* Edited by V. V. Reverdatto. Novosibirsk, U.S.S.R. Academy of Sciences, West Siberian branch, 1948. 52 p. Bibliography, p. 50-2 (62 titles). (Vvedenie v metodiku organizacii naučnogo truda.)
In this book on how to work independently on a thesis, the author, who is a professor and doctor of medicine, has included examples derived not only from the experience of medical research workers but also from that of workers in other branches of science. The book comprises the following chapters: Basic requirements for theses and for students preparing for scientific research degrees; how to plan work on a thesis; preliminary work on research projects; research work proper; the writing of the thesis; technical presentation of the thesis; preparation for defending a thesis.
This book is a mine of information for writers of scientific works.
- 132 **Pugh, T. G.** *Guide to research writing.* Boston, Houghton Mifflin, 1955. 62 p.
A guide to the whole research process, from choosing a subject to checking the final draft. It covers more variants of bibliographical and footnote forms than the usual text and suggests a simplified form of handling this type of detail. A complete sample research paper is given, with analytical comments.
- 133 **Racker, J.** *Technical writing techniques for engineers.* New York, Prentice-Hall, 1960. 234 p. Concise notes on technical writing, choice of words, technical illustrations and the preparation of manuscripts. An unusual feature of this book is the addition of over a hundred pages of glossaries covering aeronautics, computers, electronics and space technology.
- 134 **Ralph, R. G.** *Putting it plainly: for those who have to state facts in writing.* London, Methuen, 1952. 150 p.
The author is a tutor in English at the Royal Air Force College, Cranwell (United Kingdom), and the book is intended to instruct the beginner in the art of writing clearly and accurately. The treatment is in a humorous style, but the subject matter is well handled and the reader is helped by numerous examples. The last chapter deals briefly with the collection and arrangement of material and précis-writing. There is also a brief account of libraries and reference books.
- 135 **Reeder, W. G.** *How to write a thesis.* Bloomington (Ill.), Public School Publishing Co., 1930. 2nd edition, revised and enlarged. 216 p.
An inexpensive and useful guide for graduates and writers of research theses. As the author says in his preface, 'Although the content of the thesis is not neglected in this book, the major emphasis is placed on the matter which common observation has shown to cause the student the greatest trouble: the literary style of the thesis.' He lists some common violations of the principles of scientific procedure, for instance, stating an opinion as fact without evidence in support; stating the opinion of an authority as fact; reasoning from analogy; reasoning from silence; omission of evidence contrary to the author's theory; failure to indicate source of data; insufficient data; vague references; wrong interpretation of data.
- 136 **Rejnberg, S. A.** *Kak rabotat' nad medicinskoj dissertaciej. K metodike i tehnikе naučno-issledovatel'skoj i naučno-literaturnoj raboty.* Moscow, Medgiz, 1945. 3rd edition, enlarged. 172 p. Bibliography, p. 170-2.
This is primarily a textbook for scientific workers in the medical field, but much of the advice

and information given on method can also be used by workers in other branches of science. It gives a detailed description of how to prepare the manuscript of a scientific work (choosing the subject, preparing a plan of work, selecting and setting out the material), making use of book material, etc. Considerable attention is focused on questions of the language and style of scientific works (see the chapter on literary presentation of the thesis, p. 75-130). There is a special chapter on technical presentation (questions of correcting, and so on).

- 137 **Rhein, A.** *Das Buchbinderbuch. Ein Lehr und Nachschlagebuch zur Einführung in die Grundlagen der Buchbinderei und Vorbereitung für die Fachprüfungen.* Halle (Saale), Knapp, 1954. 4,401 p. An introduction to the basic principles of bookbinding. The author sets out to describe the outstanding technical achievements in this sphere, illustrated by theoretical expositions. The book is fully illustrated, and the material is divided into the following sections: books and bookbinders; book inscriptions and ornamentation; examples of periodicals and books; special features of the art of bookbinding; machinery and equipment; materials and glue. At the end is a subject index.
- 138 **Rhodes, F. H.** *Technical report writing.* New York, McGraw-Hill, 1941. 126 p. This book forms part of the publishers' series of textbooks on chemical engineering, being specifically intended for chemists who have to write technical memoranda and reports of investigations. The last chapters of the book deal briefly with some of the simpler methods of analyzing, correlating and depicting experimental data. The opening chapters cover very briefly the importance of good reports and how to organize them from laboratory notebooks and data. There are concise notes on style and correct usage. In the last chapters, the book departs from the conventional treatment of the subject of report-writing, and for this reason the book is likely to prove useful to graduates and beginners in systematic research. The appendixes give standard chemical engineering and graphical symbols, with selected books for reading.
- 139 **Rickard, T. A.** *Technical writing.* New York, John Wiley and Sons; London, Chapman and Hall, 1947. 3rd edition. 327 p. Originally based on a series of lectures at the University of California, this book has been revised and expanded to include more observations on the use of English. It deals mainly with the correct use of words and correct grammatical construction, with numerous examples taken from engineering texts. A useful book for writers who have not yet mastered the technique of clear exposition. The many illustrations of good and poor style should be a valuable aid to the study of technical writing.
- 140 **Ridgway, J. L.** *Scientific illustration.* Stanford, Stanford University Press, 1938. 173 p.
- 141 **Schlemminger, J.** *Fachwörterbuch des Buchwesens. Deutsch-Englisch-Französisch. Zusammenstellung der gebräuchlichen deutschen, englischen und französischen Fachausdrücke aus Buchhandel, Verlag, Buchgewerbe, Graphik und dem Gesamtgebiet des Buchwesens.* Darmstadt, N. Stoytscheff, 1954. 2nd edition, enlarged. 367 p. This dictionary contains the German, English and French expressions and terms most commonly used in the book trade, book publishing and book printing. It contains some 6,000 terms in the three languages, the material being arranged in alphabetical order with two alphabetical indexes, in English and French.
- 142 **Schönherr, H.; Schönherr, J.** *Mit Pappmesser und Kleisterpinsel. Anleitung zur Durchführung von Papparbeiten.* Illustrated by Kurt Dornbusch. Berlin, Volk und Wissen, 1956. 109 p. This book, intended for specialists in bookbinding, describes the latest and most rational methods used. At the end is a subject index and a list of special terms used in this field.

- 143 **Schutz, A.; Neubert, W.** *Die Druckmaschinen des grafischen Gewerbes. I. Die Flachformmaschinen des Hochdrucks.* Halle (Saale), Knapp, 1951. vi + 153 p.
Describes, for the benefit of specialists in book printing, the latest techniques and methods of printing. The author gives a brief historical survey of the development of printing machines and a detailed account of various types of modern machine with an explanation of the methods used for book printing in each case.
The book has a subject index.
- 144 **Sherman, T. A.** *Modern technical writing.* New York, Prentice-Hall, 1955. 424 p.
In addition to developing the principles of good report-writing this book gives a more extensive treatment of business correspondence than is usual in books of this type. Numerous exercises in the text and an appendix of standard abbreviations.
- 145 **Shulton, H. G.** *Writing term papers and reports.* New York, Barnes and Noble, 1958.
- 146 **Snežin, M. I.** *Podgotovka naučnoj rukopisi. Posobie dlja avtorov, recenzentov, redaktorov i korrektorov.* Kiev, Medgiz, 1948. 159 p.
Is intended for the use of authors, reviewers, editors and proof-readers of scientific manuscripts. In addition to the basic rules for work on manuscripts, the textbook also contains a wide variety of reference material, including brief notes on Latin grammar. Although the examples given in the relevant sections are taken mainly from literature on medicine and biology, the book may also prove useful to those working on manuscripts dealing with other branches of science. The contents are as follows: introduction; stages in the preparation of the manuscript; the manuscript, general lay-out and details; main stages of publication.
- 147 **Souther, J. W.** *Technical report writing.* New York and London, John Wiley and Sons, 1957. 68 p. Paper-bound.
A concise treatment of the fundamentals of the subject with examples and exercises. Reproduction processes are briefly mentioned.
- 148 **Spemann, A.** *Berufsgeheimnisse und Binsenwahrheiten. Aus den Erfahrungen eines Verlegers.* Stuttgart, Spemann, c. 1951. 4th edition, revised. 272 p.
The author recounts his many years' experience as a publisher, and reviews all the problems liable to be met with by a publisher working under capitalist conditions.
- 149 **Spierer, Josef.** *Einführung und Anleitung zu wissenschaftlichen Denken und Arbeiten.* Olten (Switzerland), Verlag Otto Walter, 1946. 192 p.
This introduction to the preparation of technical literature is intended mainly for students. The first chapters deal with methods of thought and study, the approach to the subject by reading and observation and the development of ideas by reasoning and experiment. After a chapter on choosing a career, it deals with listening to lectures, taking and assembling notes, and the relation between theory and practice.
Attention is given to the choice of thesis, and methods of procedure in developing the subject, including reference books, libraries and book reviews. Stress is laid on the importance of clearness and exactness in developing a style of writing, and on the value of statistical tables and graphs. Original research follows the study of books. There is a short chapter on the relation of author and publisher, and information on proof-correcting and the drawing-up of an index. Throughout there are suggestions for exercises, and lists of books on the subject in hand. There is a short list of bibliographies, and also a few useful graphs and diagrams.
- 150 **Spretels, Marcel.** *Théorie et pratique du rapport. Cours professé au Centre national d'études supérieures.* Brussels and Amiens, Éditions Baude, 1951. 453 p.
Part I of this manual contains definitions and advice on how to present and compile reports,

notes and records, and goes thoroughly into the questions of editing, vocabulary, spelling and grammar. Part II gives examples, with comments, of reports of all kinds, including industrial, medical, scientific and technical reports.

- 151 **Stančev, Stefan B.** *Teorija i praktika na pečata*. Sofia, Nauka i izkustvo, 1960. 368 p. (Učebnik za studentite po žurnalistika ot Sofiskija universitet.)
Deals with the principles, functions and tasks of the press, different types of newspapers, the organization and planning of work in editorial offices, the main stages in the preparation of newspaper material, the different types of newspaper material, and the organization of a general network of correspondents. The book can be used as a manual for students of journalism, but is also suitable as a guide for all journalists working on the editorial staffs of newspapers and periodicals.
- 152 **Staniland, L. N.** *The principles of line illustration*. London, Burke Publishing Co., 1952. 212 p., 200 figs.
This book is particularly suited to biologists who require to make detailed drawings of anatomical subjects or preparations.
It contains instructions for scientific workers in the art of producing line-drawings for reproduction. Emphasis is placed on the variety of aids to drawing which help a poor draughtsman to turn out a satisfactory diagram or illustration. The contents are: techniques in line-drawing, including scraperboard work; aids to accurate drawing; use of colour; graphs, diagrams and maps; lettering; appendix (ellipses, tracings, lantern slides, etc.).
- 153 **Stichnote, W.** *Von der Herstellung des Buches. Eine Fibel*. Potsdam, Rütten und Loening, 1950. 127 p.
Intended for workers in the book trade. Describes various types of printing and techniques used. Deals with the commercial cost of books depending on the quality of the paper, the method of printing and the presentation.
- 154 **Taube, B.** *Die Arbeitstechniken der grafischen Industrie*. Berlin, Volk und Wissen, 1955. 2nd edition, revised. 159 p.
A manual on various types of printing technique. In this second revised edition the material is brought into line with the latest developments of the printing and publishing industry and is arranged in two main sections dealing with the techniques of the printing industry and the development of printing methods respectively. This manual is complete with a glossary of special terms and foreign words.
- 155 **Trelease, S. F.** *How to write scientific and technical papers*. Baltimore, Williams and Wilkins, 1958. 184 p.
A concise manual for students and research workers who are preparing scientific papers, but also useful for other technical writers. No attempt has been made to include the rules of grammar and rhetoric, although a few reminders are given. A useful checklist of common errors in writing is given, with specific instructions for style, abbreviations, etc. This book can be recommended as a guide to writing technique.
The present volume is an outgrowth of two earlier books: *Preparation of scientific and technical papers* and *The scientific paper: how to prepare it, how to write it*.
- 156 **Truelson, A.** *Vejledning for Forfattere*. Copenhagen, Dansk Ingeniørforenings Forlag. 16 p.
A guide for authors, intended primarily for contributors to the Danish engineering journal *Ingeniøren*, which would be worth translating into any language as a sound and convenient summary of 'what an author must attend to in completing his manuscript, choosing his illustration, reading proofs, and planning layout . . .'.
The expense of alterations in proof is emphasized, and retyping to secure a perfect manuscript

is advised. Different type sizes and type-faces should be specified in the manuscript by numbering them. The guide concludes with a list of thirteen points for authors: submit a clear and complete manuscript; polish the language at the manuscript stage and not on the proof; do not make the exposition longer than necessary; use consistent spelling and punctuation; never have the manuscript of a lecture printed without revision; be circumspect in the choice of a title; divide the text into headings with titles; express formulae in concentrated form; always submit original photographs or drawings for block-making; do not surround illustrations by text, but submit them separately; make as few alterations as possible on the proof; mark proof-corrections in the margin and not in the text; remember that the publishers are always at your service for help and advice.

- 157 **Tschachotin, S.** 'Rationelle Technik der geistigen Arbeit des Forschers'. In: Emil Abderhalden. *Handbuch der biologischen Arbeitsmethoden*. Berlin and Vienna, Urban and Schwarzenberg, 1920. Vol. 2, p. 1651.
The author deals with certain practical rules and working methods for saving time and effort in writing down and publishing the results of scientific research. The three main sections deal with ordering the elements, the time, and the mental powers. Detailed information is given on the searching of literature, suitable card-indexes, making protocols, and synthetizing the material. No special rules are given for exposition. For saving time and mental effort a suitable self-discipline, and particularly the establishment of a fixed working programme, are strongly advocated.
- 158 **Turabian, K. L.** *A manual for writers of term papers, theses, and dissertations*. Chicago, University of Chicago Press, 1955. 88 p.
The publishers state: 'This manual has to do with the correct form for typed material of all kinds. A *manual of style* [see § 232], prepared by the staff of the University of Chicago Press, deals with the preparation and form for printed material. The two books have separate uses and carry wholly different matter.'
- 159 **Tuttle, Robert E.; Brown, C. A.** *Writing useful reports: principles and applications*. New York, Appleton-Century-Crofts, 1956. 635 p.
- 160 **Tuzsuzov, Nikola.** *Ukrasni šriftove*. Sofia, Bălgarski hudožnik, 1953. 43 p.
The author describes forty-five different kinds of ornamental lettering, giving their names, method of writing and the occasions on which they are used. Specimens of each are included. This book is intended for the general reader.
- 161 **Ühlig, F.** *Der Verlag-Lehrling. Ein Lehrbuch für junge Verleger*. Hamburg, Ernst Hauswedell, 1953. 5th edition. 200 p.
A guide to book publication. Contains information on all questions relating to the publication of books; includes a short collective bibliography on the subject.
- 162 **Ulman, J. N., Jr.** *Technical reporting*. New York, Henry Holt, 1952. 284 p.
Primarily for students and engineers just entering industry who 'have reporting jobs and something to say'. The author stresses the fault in technical writing of burying the fundamental theme in a mass of detail, a fault from which even many books on technical writing suffer. A number of principles that are not slighted by the technical writer are therefore omitted in favour of rules for the presentation of data in a clear form and commonsense rules for composition and punctuation.
Contents include: organization; procedure in preparing a report; formal and informal reports; laboratory reports; materials; writing; style; grammar and punctuation. An appendix includes specimen reports, memoranda and letters, with a list of standard abbreviations.
There is a good section on the presentation of data by means of graphs and tables, with

examples. Some notes on the use of lantern slides for illustrating technical papers recommend the use of white lines on black or tinted ground as being more legible.

- 163 **United States Department of the Interior.** *Suggestions to authors of papers submitted for publication by the U.S. Geological Survey.* Edited by G. M. Wood. U.S. Government Printing Office, 1935. 4th edition. 120 p. Paper-bound.

This revised edition has appeared after a lapse of twenty years and some sections have been entirely rewritten. The book constitutes a complete guide to technical writing of reports although the bias is towards geology. There are numerous examples of good and bad construction, wrong use of words, and suggestions for improving style.

- 164 **United States Government Printing Office.** *Style manual (abridged).* Washington, U.S. Government Printing Office, 1953. 292 p. 2nd edition, 1959. 492 p. Paper-bound.

Issued to facilitate the setting-out and printing of all U.S. Government publications, this is a useful guide to spelling (American), hyphenating, compounding, and special signs and abbreviations. There is a voluminous index.

- 165 *Verlegerkonferenz des Amtes für Literatur und Verlagswesen der Deutschen Demokratischen Republik, II. Leipzig, 1952. Referatkommissionsberichte. Aussprache.* Leipzig, Börsenverein der deutschen Buchhändler, 1952. 248 p.

This is a collection of material concerning the Second Congress of Publishers of the German Democratic Republic, held in Leipzig from 17 to 19 October 1952. The material is arranged in the order in which it was presented at the Congress, as follows: first day of Congress (opening speeches, report on the cultural and political tasks of publishers in the struggle for peace and socialism, and discussion on this subject; second day of Congress (speeches by delegates); third day of Congress (scientific reports, bibliographical survey and exhibition of the finest specimens of literary works published in 1951-52).

- 166 **Watt, H. A.; McDonald, P. B.** *The composition of technical papers.* London, McGraw-Hill, 1925. 2nd edition. 418 p.

Part 1 of the book deals with the general principles of expository writing, and develops the theme of suiting the reader's point of view. The cardinal principles of exposition are laid down as unity, coherence, and proportion. Sections are given on paragraphing and its organization, sentences (with numerous examples of good and bad sentences), and diction.

Part 2 discusses types of technical exposition, giving examples of defective presentation with good specimens for comparison, and the exposition of processes and ideas. The concluding sections deal with engineers' reports, business and professional letters, with a special argument for the improvement in letters.

This book is noteworthy for the large number of examples of good and bad style, both in presentation and in the construction of sentences. Over a hundred and fifty examples are given for correction. The principles of good paragraphing are clearly stated and the writing, as befits the authors of a book on the subject, is clear and readable. Recommended.

- 167 **Weil, B. H.** *Technical editing.* New York, Reinhold Publishing Co.; London, Chapman and Hall, 1958. 288 p.

Part 1: editing internal documents; Part 2: editing journals; Part 3: editing books and manuals; Part 4: editing graphic aids and other exhibits; Part 5: general, including translations. Each chapter is contributed by an authority on the subject, and it is claimed that this is the first comprehensive book on the subject of editing.

- 168 —. (ed.). *The technical report: its preparation, processing and use in industry and government.* New York, Reinhold Publishing Co., 1954.

This collective work, sponsored by the American Chemical Society, is planned to include

twenty-three chapters by different experts grouped in five sections relating respectively to functions; writing; processing and distributing; filing; using the technical report.

- 169 **Williams, G. E.** *Technical literature*. London, Allen and Unwin, 1948. 116 p.
A handbook addressed chiefly to engineers and physicists to assist them in preparing papers for professional institutions. The author is editor of the *Journal of the Institution of Electrical Engineers*, and some of his recommendations are made from the viewpoint of that organization. The approach is practical, and much of the book is devoted to the preparation and editing of manuscripts, lay-out, and proof-correction. There is also a useful chapter on illustrations and the special requirements of technical drawings.
- 170 **Wise, F.** *Der Bucheinband. Eine Arbeitskunde mit Werkzeichnungen*. Stuttgart, Max Hettler, 1953. 3rd edition. 408 p.
Deals mainly with questions relating to manual bookbinding. Mechanical bookbinding is touched on only to the extent that it can be useful to bookbinders. The author describes all stages of the bookbinding process, inscriptions, and the artistic presentation of the bound book.
- 171 *Writing and publishing your technical book. How to prepare manuscripts for business, industrial, engineering and professional books—and how to arrange for publication*. New York, F. W. Dodge. 50 p.
This booklet is designed to provide a few signposts in hitherto unexplored territory—the no-man's-land in which an author conceives the germ of an idea for a book, and then elaborates it into something concrete and promising enough to obtain the support and backing of a publisher. The author's way is eased, by suggesting ways of avoiding unnecessary work, by explaining how to prepare and use organizational tools as an outline, by pointing out pitfalls and by supplying frank answers to questions about money and contracts. Checklists have been provided to pin down the essentials and the attempt throughout has been to present things as concretely as the subject would permit.
- 172 **Zapadov, A. V.; Sikorskij, N. M. (eds.)**. *O redaktirovanii knigi. Sbornik statej*. Moscow, *Iskusstvo*, 1959. 266 p.
This collection of articles on editing consists of contributions by teachers at the Faculty of Editing of the Moscow Correspondence Institute for Printing and Publishing, and the Faculty of Journalism of the Moscow State University. It contains the following articles: 'The editing of publications' (E. S. Lihtenštejn); 'Questions of method in editing work' (N. M. Sikorskij); 'Logical principles for the editing of texts' (A. V. Zapadov); 'The part played by reviewing in publishing' (M. V. Urnov); 'Special features of the work of editing teaching manuals' (I. M. Rozenfel'd); 'Some aspects of the editing of popular science works' (E. A. Lazarevič); 'Special features of the preparation of encyclopaedias' (Ju. E. Šmuškis); 'Editors' paginal notes' (E. V. Šljuper).
This book is of service to editors working in all branches of learning.
- 173 **Zorn, R.** *Kleines Lexikon der Druckschwierigkeiten. Ein Ratgeber von A bis Z für den Buchdrucker*. Leipzig, Fachbuchverlag, 1955. 141 p.
A practical guide for book printers. On the basis of his own experience of nearly twenty-five years' work, the author describes in alphabetical order all the difficulties encountered. Each section begins with a list of the causes of these difficulties, followed by suggestions for overcoming them. At the end of the book is a short subject index.

3. Books on editing, printing and publishing

- 174 **Balandin, M. V.** *Brošjurovočno-perepletnoe proizvodstvo*. Moscow, *Iskusstvo*, 1956. 323 p., ill. Describes the main stages of bookbinding, the practical methods for preparing sheets, making up and compressing the body of the book, preparing and processing the cover-boards, trimming them, and so on.
- 175 **Baranskij, N.** *Sovety i nastavenija aspirantam-ekonomgeografam po rabote nad dissertacij*. Moscow, Moscow State University, 1947. 48 p.
This pamphlet describes the author's personal experience in supervising the work of post-graduate students, mainly at the Faculty of Geography of the Moscow State University. Although the examples and the factual data are taken from the field of economic geography, the booklet can also be used with advantage by scientific workers in other special subjects.
The author deals with a whole series of questions relating to work on theses: choice of subject, marshalling and exposition of material, compilation of bibliographies, method of note-taking during work, etc.
The booklet is of service not only to postgraduate students preparing theses but also to scientists preparing manuscripts of scientific works.
- 176 **Baudry, G.; Marange, R.** *Comment on imprime*. Paris, Dunod, 1955. ii + 643 p.
This work deals with the history and development of printing. The various processes, beginning with relief printing (including block printing, hand and machine letterpress, type-setting, block-making and the operation of printing presses) and going on to intaglio processes (including etching, copperplate engraving and photogravure), and flat-surface processes (including the most modern, such as lithography and offset metallography) are described, compared and copiously illustrated. Together with basic principles relating to the processes of making-up, binding and gold-blocking (with reproductions) a complete picture is given of the transformation of the manuscript into a book. A 'tentative terminology and selection of terms commonly used in book production' completes the work.
- 177 **Benbow, J.** *Manuscript and proof*. New York, Oxford University Press, 1943. 3rd edition. x + 118 p.
- 178 *Bibliografski dani pri izdatelskoto oformjavane na knigite*. Sofia, Varhoven komitet po standartizacijata, 1956. 3 p.
Standard regulations for bibliographical data to be followed by editors when planning the presentation of all books.
- 179 **Brookes, B. C. (ed.)**. *Editorial practice in libraries*. London, ASLIB, 1961. 204 p.
The title of this book is misleading, as it is of use to others besides librarians. It may be said to be a concise guide to editing and preparing a technical manuscript, with chapters contributed by experts in the various branches. Recommended.
- 180 **Boršukov, G.** *Oformjavane i proizvodstvo na vestnik*. Sofia, *Nauka i izkustvo*, 1958. 217 p.
This is a textbook for students at university faculties of journalism, and it contains a great deal of practical advice on the editing of manuscripts, proof-reading, printing design and lay-out, preparation and reproduction of illustrations, preparation and methods of type-setting, modern printing methods (stereotype, planigraphic printing). It can be used as a guide for preparing scientific and technical works for printing. The appendix contains examples of various kinds of type.
- 181 **Bosch, G. C.** *Como redactar una tesis profesional*. Mexico, D.F., Universidad Nacional Autónoma de México, 1958.
- 182 **Brun-Ros, Jean.** *Devenez écrivain. Cours pratique en 30 leçons*. Avignon, Aubanel, 1956. 303 p.
A guide for beginners. Part I deals with style and composition, and the preparation of a plan

of work. Part II examines the various types of writing: press reporting, literary criticism and short-story, novel and film-scenario writing. There are three chapters on popular science literature and how to write it, while the concluding chapter deals with the preparation of the manuscript, lay-out of typewritten copy and the inclusion of tables, diagrams, appendixes and bibliographies.

- 183 **Bullejos, J.** *Método para la redacción de tesis profesionales*. Mexico, D.F., Escuela nacional de economía, Universidad Nacional Autónoma de México, 1959. 2nd edition. 98 p.
The author of this publication issued by the Economic Research Institute of the National School of Economics of the Autonomous National University of Mexico is director of the library of the Bank of Mexico. It is designed mainly as a guide for student teachers at the National School of Economics, but student teachers at any school will find it a useful reference book.
- 184 **Bylinskij, K. I.; Rozental, D. E.** *Literaturnoe redaktirovanie*. Moscow, *Iskusstvo*, 1957. 340 p.
The book contains the basic facts which literary editors need to know. In addition, it touches on various general problems of editing as well as practical questions of Russian style. Hence authors writing on all kinds of subjects may find it useful despite the absence of material bearing directly on the editing of scientific and technical works.
- 185 —; **Služivov, L. I.** *Spravočnik korrektora*. Edited by K. I. Bylinskij. Moscow, *Gizlegprom*, 1950. 388 p.
Intended for the use of proof-readers in publishing and printing concerns, and for all persons working on the publication of books and periodicals. Contains abundant information on technical problems, lists of abbreviations, conventional signs, etc. Can be used by authors as a source of information on a wide range of subjects.
- 186 **Chaundy, T. W.; Barrett, P. R.; Batey, C.** *The printing of mathematics: aids for authors and editors and rules for compositors and readers at the University Press, Oxford*. London, Oxford University Press, 1954. 116 p.
As implied in its sub-title and explained inside the dust-cover 'this book does for mathematic what Hart did for general printing in his book *Rules for compositors and readers*. It is designed not only to help the printer, but also to assist authors to understand the technical problems which are peculiar to the composition of mathematics.'
- 187 **Cigel'man, T. E.** *Podgotovka izdanija k proizvodstvu. (Kratkij tehničeskij spravočnik dlj rabotnikov poligraficeskih predprijatij. Č. I.)* Moscow, *Iskusstvo*, 1959. 173 p.
Contains basic reference data and rules to be followed by publishers and printers as regard the submission of original texts and illustrations by the publisher and their acceptance by the printer, and as regards the technical and technological preparation of publications for production. Its contents are as follows: basic measurement units for planning and estimating publishing and printing production; type-faces; preparation of original texts; issuing publication on the basis of a dummy; preparation of illustrative material; format, size of printed page recommendations for arrangement of text and size of margins; printing processes; stitching and binding.
- 188 *Code typographique. Choix de règles à l'usage des auteurs et professionnels du livre*. Preface by Georges Lecompte. Paris, Syndicat national des cadres et maîtrise du livre, 1947. 147 p.
Manual compiled for the purpose of correcting typographical errors only. It includes the rule laid down for standardizing the use of the commonest abbreviations, lists the various title codes, formats, mathematical terms and chemical symbols as well as the various signs used in science and technology; and explains the use of upper- and lower-case characters, italics and roman figures. The last chapter deals with the arrangement of bibliographical notes and references and with punctuation.

- 189 **Dal', M. K.** *Medicinskaja dissertacija. Metodičeskoe posobie.* Kiev, Medgiz, 1959. 89 p. Bibliography, p. 81-8.
Intended for writers of medical theses, but may also prove useful for specialists in other fields in preparing the manuscripts of their scientific works.
- 190 **Davidson, H. A.** *Guide to medical writing.* New York, Ronald Press, 1958.
- 191 **Desonay, Fernand.** *Le rapport: comment l'élaborer, comment le rédiger.* Paris and Brussels, Éditions Baude, 1949. 291 p.
A study of the various kinds of reports and a guide to the pitfalls to be avoided and the procedure to be adopted in drafting reports and memoranda are followed by an analysis of the role and importance of a spirit of observation, objectivity and clarity. The author lays stress on the physical presentation of the document, and on grammar and spelling, and recommends the use of good dictionaries as valuable aids in editing.
- 192 **Díaz de León, F.** *Consejos para editar libros.* Mexico, D.F., Secretaria de educación pública, Biblioteca del consejo nacional técnico de la educación, 1961.
- 193 **Dobkin, S. F.** *Osnovy proizvodstva pečatnoj produkcii.* Moscow, Iskusstvo, 1954. 168 p.
Gives a brief account of the organization of publishing in the U.S.S.R., and a more detailed survey of the presentation of Soviet books, including stitching and binding and the technical quality of printing work. The concluding chapter deals with some aspects of the economics of book publishing.
- 194 **Dobrovolný, B.** *Jak psát rukopis a korektury pro tisk.* Prague, Vydavatelstvo ROH, 1953. 131 p.
This practical manual for authors and editors also contains information on various problems relating to work on scientific books: collecting and processing material, preparing the manuscript for the press, making corrections in the process of publication, presentation of books, etc.
- 195 ——. *Příprava rukopisi á korektúry pre tlač.* Bratislava, Vydavatelstvo ROH, 1953. 119 p.
Slovak-language edition of Dobrovolny's work. See § 194.
- 196 **Doss, M. P.** *Information processing equipment.* New York, Reinhold Publishing Co.; London, Chapman and Hall, 1955. 280 p.
Describes thoroughly all types of equipment used for preparation, reproduction and utilization of information. Specimen headings: stencil-cutting; xerography; letterpress and offset printing; punched cards; automatic data handling.
- 197 **Drabszýnski, M.; Galewski, T.; Trzaska, F.** *Od rekopisu do ksazki.* Warsaw, Wyd. pols. lit. i stuki, 1958. 359 p., ill. Bibliography, p. 349-50.
A practical guide for authors, editors and workers in publishing firms. Contains valuable material on questions relating to book publication (methods of work on the main elements of the book, special features of the publication of scientific and technical books, dictionaries and encyclopaedias, questions of proof-reading, etc.). The book deals with bookbinding, illustration, types, blocks, etc.
- 198 **Drake, R. L.** The value of illustration in medical writing. *Collected papers of the Mayo Clinic*, vol. 46, 1954. p. 754-9.
- 199 **Ejdel'nant, I. B.** *Izдание knig po originalu-maketu.* Moscow, Iskusstvo, 1957. 80 p., ill.
The author proposes the publication of books from an original dummy as a method for improving the standard of publishing. The main sections of the book are as follows: original and modern methods of type-setting; methods of improving editing and publishing processes; techniques

- for preparation of the dummy; organization of the editing and publishing processes techniques for the preparation of the dummy; use of type-setting machines for of the original dummy; experience acquired by Soviet publishers in issuing books of the dummy.
- 200 **Emery, C.; Wight, W.** *Practice in writing*. New York, Holt, Rinehart and Win 312 p.
Intended to help the student recognize and avoid illiteracies and inconsistencies Numerous writing exercises are given.
- 201 **Ermolov, N. P.** *Tehnika redaktirovanija knigi. Gosnaučtehizdat tekst., legkoj i poligr* Leningrad, Promyšlennosti, 1946. 63 p.
A guide to editors in their work on manuscripts. Contains information on method advice, reference data and other information essential to editors. There is a special the work done by editors in the process of book production.
- 202 **Eževskaja, G. F.** *Kratkoe posobie avtora-himika*. Leningrad, State Committee on of the Council of Ministers of the U.S.S.R., 1959. 124 p. Bibliography, p. 122 (28)
Intended as a guide for authors, editors, reviewers and workers in publishing hot to familiarize themselves with the basic requirements for the presentation of manu rules for setting out material and the main duties of editors and reviewers.
- 203 **Fielden, Frederick Joshua.** *A guide to précis-writing*. London, University Tut 1952. 2nd edition. 306 p.
- 204 **Fieser, L. F.; Fieser, J. M.** *Style guide for chemists*. New York, Reinhold Pub London, Chapman and Hall, 1960. 100 p.
The authors are well known for their works on theoretical chemistry and have concise guide to logical writing and speaking. The book also contains information or chemical abbreviations, punctuation, and choice of technical terms. Recommended
- 205 **Fishbein, Morris.** *Medical writing: the technic and the art*. New York, Blakisto edition. 262 p., ill.
The Latin terminology and the proof-reading section have been revised, additi and titles are given and the journal lists have been brought up to date in this book editor of the *Journal of the American Medical Association*.
- 206 —; **Pi-Sunyer, J.** *Normas de literatura médica*. Mexico, D.F., Prensa médica me 300 p., 93 ill.
The object of the present publication is to help the doctor-writer to solve many of t which he repeatedly comes up against. The original text, written by Dr. Morris many years editor of the *Journal of the American Medical Association*, has been tr: Spanish, with the necessary adaptation to the environment and phraseology. Th medical reviews, the publicity departments of pharmaceutical laboratories, printin publishing houses will also find this book a useful working instrument.
- 207 **Flesch, Rudolf.** *The art of readable writing*. New York, Harper Bros., 1949. 237 p.
- 208 **Gensler, Walter I.; Gensler, Kinereth D.** *Writing guide for chemists. Practice for preparing reports, dissertations, articles*. New York, McGraw-Hill, 1962. 149 p
A practical guidebook, succinct and crammed with examples, to aid chemist industrial or governmental) in writing reports, dissertations or articles. Part I treatment of style, and traces the development of a technical report from th notebook to the completion. Part II lists important 'do's' and 'don't's'.

- 209 **Georgin, Charles.** *Cours de rédaction des rapports.* Paris, Eyrolles, 1952. 23rd edition. x + 289 p. Manual for pupils at the École spéciale des travaux publics. Part I analyses the theory of reports: definition, compilation, marshalling of ideas, need for a detailed plan. Each section studied is completed by examples. The author lays stress on the choice of words, which should be exact, and on the attention to be paid to spelling and the quality of the style, which should be natural and simple. Other points discussed as aids to easy reading are individuality or impersonality, the tone of the report, the heading, and the placing of appendixes. Part II deals with the application of the principles enunciated in Part I.
- 210 **Gill, R. S.** *The author-publisher-printer complex.* Baltimore, Williams and Wilkins, 1958. 3rd edition. 132 p.
A description of the publishing and printing processes for the guidance of authors of technical books. Four chapters are given to the preparation of the manuscript, and a specially useful chapter covers those details likely to be overlooked in the revision of the work. Recommended.
- 211 **Gorski, K.** *Sztuka edytorska. Zarys teorii.* Warsaw, Państwowe wydawn. naukowe, 1956. 230 p.
This is a textbook for philology students training for book editing and publishing. The first part deals with questions relating to the preparation of texts for publication and with common errors in texts. The second part contains an analysis of texts, and deals with the special features of proof-reading at the various stages in publication of scientific books. There is a bibliography at the end of each section.
- 212 **Grannis, C. B. (ed.).** *What happens in book publishing?* New York, Columbia University Press, 1957. 400 p.
A comprehensive survey of the publishing field by various experts, including chapters on sales promotion, management, and various specialized forms of book. A good bibliography is supplied at the end of each chapter.
- 213 **Gregory, Robert H.; Van Horn, Richard L.** *Automatic data-processing systems.* San Francisco, Wadsworth Publishing Co.; London, Chatto and Windus, 1960. 720 p.
Automatic data-processing systems are no longer the brain-child of the scientific mind but an integral part of modern business methods. There is therefore a need for something more than the technical studies so far published and this book provides a comprehensive and complete survey of all aspects of the subject.
The authors, who are experts in this field, deal with highly technical matters in a way which is lucid and readable. The book contains a great number of diagrams, charts, tables, line-drawings and photographs.
- 214 **Grigor'ev, G. K.; Sinjakov, N. I.** *Proizvodstvo form glubokoj pečati.* Moscow-Leningrad, Gizlegprom, 1950. 232 p.
Contains a detailed description of the production of plates for intaglio printing (photogravure, copying, etching), and notes the special features of the plate processes used in colour reproduction. The appendix gives details of consumption of material in intaglio printing.
- 215 **Guitet-Vauquelin, Pierre; Houdin, A.; Macorlan, P.** *Initiation à la vie d'un livre.* Paris, Renaissance du livre, 1924. 176 p.
The book begins by discussing the selection of the publisher in the special field, and studying the organization and operation of a publishing house. The authors then give advice on the lay-out of the manuscript, which is normally in its final form; on the choice of paper and type; and on illustration and its various techniques. The book concludes with a list of Paris publishers around the year 1925.

- 216 **Halkin, L. E.** *La technique de l'édition. Conseils aux auteurs pour la préparation de leur copie et la correction des épreuves.* Paris, Desclée de Brouwer, 1946. 3rd edition. 39 p.
- 217 **Hendrickson, J. Raymond.** *The research paper.* New York, Henry Holt, 1957. 96 p.
Whenever possible, details of method have been pared down to essentials. The student is presented with one definite way of solving a particular problem, without being confused by unnecessary alternatives. The organization of the manual is methodical, proceeding step by step from an introduction to the library to the final typing of the paper.
- 218 **Herdinger, E.** *Buchstabenbuch. Schriftentwicklung. Formbedigungen. Schrifttechnik. Schriftsammlung.* Munich, Georg D. W. Callway, 1955. 222 p.
Contains a history of written language from the initial inscription of letters down to our day. Describes the writing and drawing of letters, and contains a large number of designs of letters and samples of various types of script.
- 219 **Hewitt, Richard M.** *The physician-writer's book: tricks of the trade of medical writing.* Philadelphia, W. B. Saunders Co., 1957. 415 p.
- 220 **Jarrett, J.** *Printing style.* London, Allen and Unwin, 1960. 122 p.
A series of short articles dealing with literary problems in printing and writing, e.g., the use of quotation marks, foreign words, hyphens, scientific abbreviations. A useful and interesting book for purists.
- 221 **Jordan, E. P.; Shebard, W. C.** *Medical writing.* Philadelphia, W. B. Saunders, 1958.
- 222 **Joseph, Michael.** *The adventure of publishing.* London, Allen Wingate, 1949. 208 p.
As the author says in his preface, 'The book offers a survey of post-war publishing problems, a few suggestions for their solution, some information for the newcomer to publishing which he may not find elsewhere, and a great deal of probably unpalatable advice to all concerned with the welfare of the book trade.'
Although this book may seem from the above extract to be mainly of interest to publishers and their staffs, there is much to be learned from it by the would-be author, particularly from the chapter 'Publisher and author'. A careful reading of the contents will do much to remove some of the misunderstandings which exist in regard to the publishing trade.
- 223 **Kazasov, D.** *Knigoizdatel'skoto i pečatarskoto delo v Čehoslovakija.* Sofia, Profizdat, 1956. 131 p.
The author wrote this book after spending a month in Czechoslovakia, during which time he visited thirty publishing firms, printing houses and booksellers. He gives a general description of the position of the book publishing and printing industry in Czechoslovakia. The conclusion reached by the author is that publishing and printing workers in other countries could benefit from Czechoslovakia's experience.
- 224 **Kisin, B. M.** *Grafičeskoe oformlenie knigi.* Moscow, Gizlegprom, 1946. 408 p.
This manual on book design and lay-out comprises six chapters, all lavishly illustrated: composition; colour; type; illustrative material; future prospects; drawings. There is no discussion of book production as a whole, and technical editing is touched on only in so far as it concerns the printing side.
- 225 **Knights, C. C.** *Printing: reproductive means and materials.* London, Butterworth, 1932. 370 p., ill.
One of a series of books in the Library of Advertising series, this gives a full account of printing processes, including letterpress, printing, offset litho, gravure, etc. A section covers colour reproduction by blocks and gravure, line- and tone-blocks, inks and machining.

- 226 **Kontorovič, A. I.** *Bezgranočnyj metod izdanija tehničeskoj literatury*. Moscow, *Iskusstvo*, 1955. 96 p.
This pamphlet describes for editors and workers in printing and publishing firms the main points of this method for the publication of technical literature. The most up-to-date method in present use, it eliminates an entire stage in the complicated processes of publishing: the galley proof. This means that special importance attaches to the preparation of the manuscript for type-setting; and to co-operation between authors, editors, proof-readers, typists, etc.
- 227 *Kratkij tehničeskij spravočnik dlja rabotnikov poligrafičeskich predprijatij. I. Podgotovka izdanija k proizvodstvu*. Moscow, *Iskusstvo*, 1959. 174 p.
This manual is designed for workers in printing firms, and it contains basic information essential for preparing texts and illustrative material for production.
- 228 **Kupcova, O. B.** *Brošjurovočno-perepletnye processy*. Moscow, *Iskusstvo*, 1960. 272 p.
Bibliography, p. 269-70 (Technology of printing production, 4.)
Contains general information on bookbinding and its quality requirements. Details are given of the following: main components of the body of the book, protection of the body by paper cover or cloth boards, pressing and mechanical forwarding, cutting out and trimming, finishing and sewing the body of the book, gluing the separate parts together, drying, etc.
- 229 **Lazarevskij, I.** *Poligrafpravovočnik dlja hudožnika, avtora, redaktora*. Moscow-Leningrad, Gizlegprom, 1946. 3rd edition, revised and enlarged. 104 p.
This manual, as explained in the preface, is designed 'for those who have no special training in printing work, but whose activities are directly related to printing production. Authors and editors will find in this manual all the practical information they need about type, type-setting, reproduction techniques, stitching and binding.' In addition, the lay-out man will find detailed information on reproduction processes and on the qualities required of original material for reproduction.
- 230 **Liottard, Pierre.** *Édition*. Paris, Syndicat National des Libraires, 1954. (Cours professionnels d'édition et Librairie, 2nd year.)
The book discusses the role of the publisher, as seen from the author's angle, and goes on to study the reception and routing of the manuscript, followed by the publisher's processing of it: serial numbering, estimation, choice of type, putting in hand, annotations and making-up of pages with illustrations and legends. The data is designed for student apprentices, but may also be used to advantage by authors.
- 231 **Lukačevskaja, L. A.** *Titul'nij list knigi. Formirovanie i razmeščenie titul'nyh dannyh v neperiodičeskich izdanijah*. Moscow, *Iskusstvo*, 1958. 99 p. Bibliography, 6 titles (at end of the book).
Designed for the use of workers in publishing firms. Contains an analysis of the lay-out of the title page of books, describes the most common mistakes and discusses requirements as regards the arrangement and text of the title page and verso.
- 232 *Manual of style*. Chicago, University of Chicago Press, 1949. 11th edition. 532 p.
A companion volume to *A manual for writers of term papers, theses and dissertations* by K. L. Turabian (see entry no. 158). This comprehensive work was first published in 1906 and is accepted as an authority on style for printers, publishers, and all concerned with the preparation of manuscripts for setting in type. Additions to this edition include: new entries in the glossary of technical terms; copyright law; new illustrations under 'Rules for preparing copy'; new type-faces and data on book type-faces.
The book is divided into four main sections: rules for the preparation of copy; hints to authors, editors, and copy-readers; technical terms, symbols, and numerals; specimen type-faces. There is an excellent index. Recommended.

- 233 **Markus, V. A.** *Spravočnik normativnyh materialov dlja izdatel'skih rabotnikov*. Moscow, *Iskusstvo*, 1958. 481 p.
 Designed for a broad range of workers in publishing and printing firms and in the book trade. Some of the sections may likewise be of interest to authors and editors, particularly the following: instructions for calculating the size of a book in author's sheets (p. 40-6); determination of the extent of author's editing (p. 47-9); rules for preparing manuscripts and illustrations for reproduction (p. 109-32).
- 234 *Memento typographique de la Librairie Hachette*. Paris, Hachette, 1952. vi + 42 p.
 Pamphlet primarily designed to refresh authors' minds concerning the rules for printer's corrections. After giving a number of essential technical definitions, it lists alphabetically the terminology used by Hachette's in connexion with its publications, together with current abbreviations and the abbreviations for metric units adopted by the Decree of 28 February 1948. It concludes with model lay-outs for bibliographies.
- 235 **Nemirovskij, E. L.** *Novye sposoby pečati*. Moscow, *Iskusstvo*, 1956. 160 p., ill.
 This book deals mainly with the design and lay-out of colour illustrations and methods of reproducing them. In this connexion, a description is given of various types of machines and apparatus used for new methods of printing, and a partial survey is made of the preparation of formes and plates.
- 236 *Osnovy oformlenija sovetskoj knigi*. Moscow, *Iskusstvo*, 1956. 502 p.
 This book consists of three parts, dealing with the main aspects of book layout and design: Part 1 contains an analysis of the main features of book lay-out and design—format, type, illustrations, etc.; Part 2 deals with the lay-out of various types of publications; Part 3 deals with methods of technical and art editing.
 Questions relating to art design and technical editing are described in an integrated manner instead of being treated separately. Most of the aspects of lay-out and design are dealt with in relation to various types of publications—scientific, educational, literary, juvenile, and so on. There is a special chapter (chapter 7) on the external parts of books, including binding.
- 237 **Perry, K.; Baab, C. T.** *The binding of books*. Peoria (Illinois), Manual Arts Press, 1940. 160 p.
 A well-written and well-illustrated practical account of all the processes employed in book-binding. The authors cite the qualities of this particular book as an example of the desirable features in a well-bound production. Among them are: special sewing to allow the pages to lie flat; reinforcement of first and last signatures by muslin strips; all materials of the finest quality; headbands; hard-rolled binder's board for the case; impregnated fabric, waterproof, vermin-proof, and wear-resistant cloth for the cover; high-quality paper and presswork to match the quality of the binding.
- 238 **Phillips, Arthur.** Setting mathematics: with a glossary of mathematical terms and nomenclature of signs. *The Monotype recorder*, vol. 40, no. 4, 1956. London, The Monotype Corporation, 32 p.
 Although issued as a part of a complete volume, this monograph can and should be obtained separately by all interested in the setting of mathematics. The typographical examples are drawn from the Monotype stock.
- 239 **Popov, V. V.** *Obščij kurs poligrafii*. Moscow, *Iskusstvo*, 1954. 5th edition. 528 p., ill.
 This book contains basic information on printing methods and technology, and comprises the following four sections:
 1. Letterpress: preparation of formes for texts, illustrations and stereos; printing presses and method of printing.

2. Planographic printing: processes and materials; photo-mechanical methods of preparing plates; hand and transfer methods of preparing plates; planographic printing processes.
 3. Intaglio printing: preparation of plates for intaglio printing; printing from intaglio plates.
 4. Stitching, binding and trimming processes.
- The book contains illustrations on separate pages, with a key at the end of the book.
- 240 **Poulton, E. C.** Effects of printing types and formats on the comprehension of scientific journals. *Nature, Lond.*, vol. 184, 1959. p. 1824-5.
- 241 *Preparation of manuscripts and correction of proofs.* Cambridge, Cambridge University Press, 1951. 19 p.
- On the premiss that a good book is always the result of collaboration between author and printer, with each knowing as much as possible beforehand of what help the other can give, successive sections of this pamphlet deal very briefly with the manuscript, make-up of books, illustrations, notes, quotations, headings, page heads, cross-references, tables and pedigrees, bibliography and references, acknowledgements, index, style and punctuation, correcting proofs.
- 'This pamphlet was originally prepared for the guidance of authors of works printed at the Cambridge University Press, but it is hoped that it may have a wider usefulness, since most of the methods described and principles laid down represent the common practice of today.' Some of the matters discussed are given more detailed treatment in other pamphlets in this series, such as S. Morison, *First principles of typography*; G. V. Carey, *Making an index*.
- 242 **Riss, O.** *Besedy o masterstve korrektora.* Moscow, *Iskusstvo*, 1959. 167 p.
- The book consists of eight talks on the main features of a proof-reader's job, and contains numerous examples from various types of works, both literary and technical.
- 243 *Rules for compositors and readers at the University Press.* London, Oxford University Press, 1952. 36th edition. 144 p.
- A useful standard work of reference, first published in 1893. Although originally intended for the printing staff of the Oxford University Press, the recommendations on spelling, punctuation, and setting out manuscripts have been widely adopted elsewhere.
- 244 **Šalda, J.** *Od rukopisu ke knize a casopisu.* Prague, Statni naklad. technické literatury, 1957. 263 p., ill. Bibliography, p. 253-4.
- This book deals with the history and present position of printing. It gives a detailed description of the technological processes involved, and there is a special chapter on work on manuscripts and their preparation for the press (p. 46-68), in which authors will find useful advice. Other stages in book production are also described.
- 245 **Skillin, M. E.; Gay, R. M., et al.** *Words into type.* New York, Appleton-Century-Crofts, 1948. 586 p.
- A comprehensive guide to the preparation of manuscripts for printing; proof-reading and correction; style; typography; and rules for composition of type, with a section on grammatical construction and the use of words.
- The book is divided into six parts, the first of which gives details for the accepted forms of headings, footnotes, tables, etc. The special responsibility of the writer and a summary of the copyright laws and laws of libel conclude this part. In Part II the reader is instructed in proof-correction and shown the work and responsibility of the editor and proof-reader in a publishing house. Part III deals exclusively with typography and illustration, and has been written expressly for the beginner and student of editorial practice. Part IV gives the rules of present-day printing practice, including style to be followed in setting various languages, and Parts V and VI give accepted rules of grammatical construction and selected words often misapplied or mis-spelt.
- Although mainly intended for editorial reference, this book should be consulted by all seriously engaged in writing and publishing, and it is one of the most comprehensive of its type.

- 246 **Smeljanov, M.** *Kongrevnoe tisnenie na pereplatah*. Moscow-Leningrad, Gizlegprom, 1947. 2nd edition. 92 p., ill.
Describes the preparation of formes for embossing bindings, and the embossing process itself. The last section of the book gives a brief description of the materials used for bookbinding and possible substitutes. The author gives an account of present methods of work in the gilding sections of print-shops, and includes some data obtained in experimental work on embossing.
- 247 **Smith, B.** *Industrial editing: a handbook on house journals*. London, Pitman, 1961. 226 p.
This book has been published under the auspices of the British Association of Industrial Editors, and it is claimed that it is the only one of its kind dealing specifically with the preparation and publication of house organs. The house organ or journal is defined as a publication issued, not primarily for profit, by an industrial organization or public service. The work gives a good coverage of the special features required in producing a journal of this type.
- 248 **Steer, Vincent.** *Printing design and lay-out*. London, Virtue, 1951. 4th edition. 412 p.
This is described as a manual for printers, typographers, and all designers and users of the printing and advertising arts. In addition to varied and detailed information on design and lay-out of printed pages it contains a catalogue of nearly five hundred type-faces of all countries and a series of charts to facilitate calculations of type area.
Consideration is given to the basic laws of design, typography, type-faces, and rules for calculating type areas and spacing. Paper, pictures, and the use of colour complete the subject matter. There is a short glossary of printing terms, a list of printing and advertising journals, and a type-selection chart, showing type-faces which match well in style.
- 249 *Style manual for biological journals*, Prepared by the Committee on Form and Style of the Conference of Biological Editions. Washington, D.C., American Institute of Biological Sciences, 1960.
- 250 **Tarr, J. C. (ed.)** *Printing theory and practice*. London, Pitman, 1946-52.
A series of twenty-nine volumes covering all aspects of printing practice and economy. Each volume is obtainable separately and is self-contained. Uniform binding. Titles are as follows:
1. Compositors' equipment, by C. L. Pickering.
 2. Compositors' work, by C. L. Pickering.
 3. Mechanical typesetting, by W. M. Bower, C. Mitchell, E. Pheby and H. E. Waite.
 4. Bookwork and imposition, by C. L. Pickering.
 5. Typographic design, by C. L. Pickering. (In preparation).
 6. Proof and platen presses, by V. S. Ganderton.
 7. Cylinder presses, by V. S. Ganderton.
 8. Mechanical feeders by V. S. Ganderton.
 9. Printing inks, compiled by R. Burns.
 10. Miscellaneous printing processes, by V. S. Ganderton.
 11. Lithography principles and practices. (In preparation).
 12. Lithographic drawing and retouching. (In preparation).
 13. Transferring and proofing. (In preparation).
 14. Photolithography in monochrome and colour. (In preparation).
 15. Lithographic offset machines. (In preparation).
 16. Photo engraving, Vol. 1. (In preparation).
 17. Photo engraving, Vol. 2. (In preparation).
 18. Photo engraving, Vol. 3. (In preparation).
 19. Photogravure, by Franklin Wood.
 20. Stereotyping and electrotyping, by L. F. Newell.
 21. Letterpress bookbinding, by John Mason.
 22. Stationery binding, by John Mason.
 23. Edition case binding, by John Mason.
 24. Machine ruling, by John Mason.
 25. Paper for printers, by E. A. Dawe.
 26. Printing salesmanship, by Margaret Oldfield.
 27. Organization and management: Works, by Frank Shackleton.
 28. Organization and management: Office, by Frank Shackleton.
 29. Accountancy for printers, by F. Shackleton.

- 251 **Tassis, Auguste.** *Guide du correcteur ou complément des grammaires et des lexiques, donnant la solution des principales difficultés pour l'emploi des lettres majuscules et minuscules dans l'écriture et l'impression.* Paris, Firmin-Didot. 10th edition. 124 p.
This little guide, for use by authors, teachers and students, begins by recapitulating the rules for proof-reading. Its object is to remove a number of grammatical difficulties, and its source for standard procedure for this purpose is the dictionary of the Académie Française. It goes on to discuss the use of upper- and lower-case letters and of accents, and concludes with a list of words liable to cause trouble.
- 252 *Tehnološkiške instrukcii po globokoj pečati.* Moscow, *Iskusstvo*, 1957. 258 p.
The technological instructions contained in this handbook cover the preparation of negatives, diapositives and plates for intaglio printing, and the operation of intaglio printing presses. The appendixes contain the following information: analysis of various kinds of electrolytes; scale for determining the optical density of negatives and diapositives; technical data for film colour filters for colour reproduction; methods of preparing a test colour scale; preparation for reproduction of original book and magazine illustration, posters and other illustrative material.
- 253 *Tipografskie šrifty, materialy i prinadležnosti.* Moscow, Sojuzpoligrafprom, 1950. 190 p.
The purpose of this book is to acquaint readers with the modern range of type-faces. The author gives examples of the most commonly used types, and there are tables for the density of type body.
- 254 **Tumanovskij, P. F.** *Redaktirovanie illjustracij v tehničeskoj literature.* Moscow, *Iskusstvo*, 1955. 2nd edition. 128 p.
This book lays down publishers' requirements as regards illustrative material in various types of technical literature (reference books, educational books, popular science literature and so on), printed by letterpress, and gives rules for authors' drawings. It consists of three sections: execution and lay-out of illustrations; editing of illustrations; requirements for illustrations in various types of literature.
- 255 **Unwin, Sir Stanley.** *The truth about publishing.* London, Allen and Unwin, 1960. 7th edition. 336 p.
A classic work on the profession of book publishing, giving a detailed account of the economics, policy and procedure in a typical British publisher's office. The author states that the comparatively few modifications to the text of the book when translated into other languages show that the problems of publishing are not peculiar to any one country or generation. After describing the procedure on delivery of the manuscript at the publisher's office, the author deals with estimating, 'casting-off', and the cost of books. The evils of over-production are pointed out. Typical clauses in author's agreements are discussed, with notes on various extraneous rights. The processes of book production, publicity and marketing are all dealt with in a candid series of statements, and the book concludes with an analysis of the costs of a modern non-technical book (the figures are now outdated by rising costs).
- 256 **Vărvanov, G.** *Grafičesko oformjavane na knigata.* Sofia, *Tehnika*, 1958. 252 p.
Deals with questions relating to the typographical presentation of books: format, size of printed page, type-face, arrangement of illustrations, lay-out of title page, and so on. Contains many interesting examples and is complete with illustrations.
- 257 **Vasilev, M.** *Istorija i tehnika na knigata.* Sofia, *Nauka i izkustvo*, 1955. 164 p. Bibliography, p. 164.
This manual on the history and methods of book production is intended for students at institutes of librarianship and consists of three parts, the last two of which are also of interest for authors

preparing their work for publication. Part 2 contains a detailed description of publishing and in particular of the design and lay-out of books. Part 3 describes the main methods of printing employed in the modern printing and publishing industry in the process of producing books in their final form.

- 258 **Whetton, H. (ed.).** *Practical printing and binding: a complete guide to the latest development in all branches of the printer's craft.* London, Odhams Press, 1954. 2nd edition. 456 p., ill. A practical book, written by a panel of experts, on modern printing methods. The sections cover: letterpress printing; stereotyping; lithography; pictorial reproduction; photogravure music printing; warehouse practice; papermaking; inks; costing and estimating; bookbinding; machinery. Although mainly intended for the apprentice in printing or those who wish to have a general survey of the technique, this book can be read with interest by technical authors as a useful guide to the craft with which they have only slight acquaintance.
- 259 **Whitehead, R.** Principles of medical writing. *Archives of Surgery*, vol. 75, 1957. p. 1-8.
- 260 **Young, J. L.** *Books: from the manuscript to the bookseller.* London, Pitman, 1930. 120 p. A concise description of the various stages in the production of a book, including planning, printing, binding, marketing and selling, suitable for giving the would-be author an insight into publishing. There is a specimen of an author's agreement, with notes.
- 261 **Zelger, Gaston.** *Manuel d'édition et de librairie.* Paris, Payot, 1928. 391 p., fig. (Collection technique.) Abridged but lucid study of the technique of publishing, including the transformation of the manuscript into copy ready for printing. It includes a survey of papers and formats (and their use), type-setting, illustration, block-making, printing, stitching and binding, with many illustrative sketches. Part II deals with the legal side of publishing, and with book-keeping.

4. Information retrieval and indexing

- 262 **Anderson, J.; Valentine, W.** The preparation of articles for publication in the journals of the American Psychological Association. *Psychological Bulletin*, vol. 41, 1944. p. 345-76.
- 263 **Bell, Reginald William.** *Write what you mean*. London, Allen and Unwin, 1954. 116 p.
- 264 **Bibliographical references.** London, British Standards Institution, 1950. 18 p. (British Standard no. 1629 : 1950.)
The system of bibliographical references embodied in this standard had its origin in a scheme prepared in 1938 by the International Federation of National Standardizing Associations (now the International Organization for Standardization, ISO). The standard is intended to apply to entries in bibliographical lists and to particulars given for identification of works or parts of works quoted in reviews or abstracts. The rules are illustrated by examples in each case.
- 265 **Cordasco, F.; Gatner, E.** *Handbook for research and report writing*. New York, Barnes and Noble, 1951. 142 p.
- 266 **Fulton, J. F.** *Las normas fundamentales de las citas bibliográficas*. Mexico, D.F. Prensa médica mexicana, 1951. 2nd edition. 32 p.
This is the second edition in Spanish of the interesting lecture given some years ago by the great writer and physiologist John F. Fulton, to research students in medicine, science or physiology at Yale University. The contents are as follows: an introduction on the importance of bibliographical references; a detailed explanation of how references to periodicals should be made; references to books; how bibliographical references should be prepared for publication in a particular review; arrangement of references; general recommendations and conclusions.
- 267 **Gnučeva, V. V.** *Bibliografija sovjetskoj medicinskoj bibliografii (1917-1957)*. Edited by D. A. Vološin. Leningrad, Saltykov-ščedrin State Public Library, 1958. 118 p.
This book lists 412 Soviet bibliographies on medicine which are valuable as reference material and as guides to method. They include retrospective bibliographies (some covering all branches, and others relating to special subjects); indexes of the publications of medical establishments; indexes of theses; indexes of medical periodicals; consolidated indexes to medical journals; major bibliographies included in books, etc. All these data are annotated and systematically arranged. There are also auxiliary subject, author, and title indexes.
- 268 ——. *Putevoditel' po inostrannoj bibliografii medicinskoj literatury (1945-1956)*. Edited by D. A. Vološin. Leningrad, Saltykov-ščedrin State Public Library, 1957. 108 p.
The purpose of this guide is to supply basic information on the most important foreign bibliographies of medical literature published during the post-war period. It contains a list of 213 such bibliographies, including periodical bibliographical publications, medical journals containing review and bibliographical sections, and general and special subject bibliographies issued as separate publications. The whole of the material is annotated and systematically arranged. There are also auxiliary author, title, and subject indexes.
- 269 ——. *Putevoditel' po medicinskim spravocnikam*. Leningrad, Saltykov-ščedrin State Public Library, 1959, 110 p.
This guide gives a list of reference books for all branches of medicine and related subjects published in the Russian language, mainly during the period 1949-58. It contains information on 299 reference works, including encyclopaedias; explanatory dictionaries and glossaries; collections of instructional and methodological data and material on legislation; and atlases, indexes and tables. The material is arranged systematically, annotated, and complete with auxiliary subject, author and title indexes.

- 270 **Holmstrom, J. E.** *How to take, keep and use notes.* London, ASLIB (Association of Special Libraries and Information Bureaux), 26 p. (ASLIB pamphlets, 1.)
Describes the author's technique for storing items of information for easy reference, with a suggested system for classifying and indexing them.
- 271 ——. *Facts, files and action.* London, Chapman and Hall. 3 vols: vol. 1, 1951, 450 p.; vol. 2, 1953, 280 p.; vol. 3 in preparation.
The first volume deals with sources and backgrounds of facts, mainly British, needed in planning. The second is a treatise on systems of filing, indexing and circulation for the storage and processing of such facts. The third, not yet published, will deal with their practical application in 'the art of getting things done'.
- 272 ——. *Records and research in engineering and industrial science.* London, Chapman and Hall, 1956. 3rd edition. 491 p.
A comprehensive guide to sources of technical knowledge and how to make use of them efficiently, with practical advice on the collation of information. In this enlarged third edition, the introductory chapters on the nature, methods and scope of science and its application to practice are followed by three chapters describing organizations for research in Britain, in other countries and internationally; the final three chapters deal respectively with records conveying information; references locating records; the procurement, storekeeping and searching of records. The first of these includes sections on note-taking and on the writing of reports and scientific papers.
- 273 **Hook, L.; Gaver, M. V.** *The research paper: gathering library material, organizing and preparing the manuscript.* New York and London, Prentice-Hall, 1959. 2nd edition, 8th impression. 86 p.
This book was formerly published under the title *The source theme* and can be used by undergraduates who are preparing a research paper for the first time. Stress is laid on the gathering of library material and the details of note-taking and bibliographical references. A sample research paper is given at the end.
- 274 **Howland, H. P.; Jarvie, L. J.; Smith, L. F.** *How to read in science and technology.* New York, Norman W. Henley Publishing Co. 264 p. Spiral binding.
The Instructor's Manual which accompanies this volume states that it has been prepared for college students with varying degrees of skill in reading. Much of the explanatory material is below the level of intelligence of the average European student. The principle followed is to give a selected passage of about two hundred words and invite the student to answer a number of questions after having read the passage. The subjects are grouped under the following headings: reading for details; for the main idea; for the organization of ideas; to understand principles; to follow directions; to understand definitions; to understand graphic directions. The book is suitable for beginners in scientific study, or possibly for the home study of scientific English.
- 275 **Kirpičeva, I. K.** *Bibliografija v pomošč' naučnoj rabote. Metodičeskoe i spravočnoe izdanie.* Edited and prefaced by P. N. Berkov. Leningrad, Saltykov-ščedrin State Public Library, 1958. 475 p.
This handbook, intended for scientific workers, describes the main Soviet and foreign general and special bibliographies essential for persons engaged in scientific work. A special section entitled 'methods of bibliographical work' gives instructions for referring to specific publications, the basic rules for the description of printed works, and advice on preparing bibliographies to be appended to scientific publications.

- 276 **Koblenc, I. N.; Rimskij-Korsakov, S. A.** *Istočniki bibliografii stroitel'noj promyšlennosti i arhitektury*. Moscow, All-Union Book Chamber and State Polytechnical Library, 1941. 215 p. The purpose of this index is to list important bibliographical works on building and architecture published between the beginning of the nineteenth century and 1939. It lists bibliographies published separately, periodical bibliographical publications, bibliographical indexes contained in journals, and bibliographies appended to books and articles. This material is systematically arranged and annotated. There are also auxiliary name and subject indexes.
- 277 **Krupnova, G. F.** *Putevoditel' po sel'skohozjaistvennym spravočnikam*. Leningrad, Saltykov-Ščedrin State Public Library, 1958. 124 p. This guide gives a list of handbooks on agriculture issued in the U.S.S.R., mainly during the period 1949-58. It also mentions publications containing complete reference material on particular branches of agriculture such as encyclopaedias, glossaries and all kinds of special subject handbooks (*Handbook on manure, The agronomists' guide*), indexes, atlases, collections of tables, and so on. The guide is intended for the use of agronomists, zootechnicians, veterinary surgeons, collective farm chairmen and library workers.
- 278 **Kutzner, Oskar.** *Allgemeine Methodik des Studiums*. Heidelberg, C. Winter, 1950. 2nd edition. viii + 173 p.
- 279 **Lebedev, D. V.** *Vvedenie v botanizeskuju literaturu SSSR: posobie dlja geobotanikov*. Moscow-Leningrad, U.S.S.R. Academy of Sciences, Komarov Institute of Botany, 1956. 382 p. The purpose of this book is to help geobotanists and botanico-geographers, and in particular junior research workers, to find the necessary basic literature and bibliographical sources for their work. The book contains details of the following Soviet material on botany and the related sciences: bibliographies, survey books and reference works, classical research works by Russian scientists, important monographs and individual articles published in the Soviet press over the past twenty to twenty-five years.
- 280 **Levin, V. L.** *Spravočnoe posobie po bibliografii dlja biologov*. Moscow-Leningrad, U.S.S.R. Academy of Sciences, Department of Biological Sciences Institute of Cytology, 1960. 406 p. Lists the main Soviet and foreign bibliographies on biology in general and on individual branches of biology, describes their main characteristics, and indicates their importance for research work. Also contains advice on how to compile bibliographical lists and how to use bibliographical indexes. This book is designed for biologists in general and for those embarking on scientific research in particular.
- 281 **Lukomskaja, A. M.** *Bibliografičeskie istočniki po matematike i mehanike, izdannye v SSSR za 1917-1952*. Edited by Academician V. I. Smirnov. Moscow-Leningrad, U.S.S.R. Academy of Sciences, 1957. 354 p. (U.S.S.R. Academy of Sciences Library.) This index lists about 1,300 basic Soviet bibliographies on mathematics and mechanics in general and on individual branches of these sciences. It also includes data on bibliographies appended to books and articles, on consolidated indexes of journals, on bibliographical publications issued by individual scientific establishments, etc. The material is annotated and systematically arranged. There are also auxiliary subject and author indexes and a list of the periodicals and other publications covered.
- 282 **McColvin, Lionel.** *How to find out*. London, Cambridge University Press (for the National Book League), 1947. 2nd edition. 96 p. An introductory guide to the use of reference books and searching through literature. The chapters are headed: knowledge and information; general and special reference books; periodicals; methods; libraries. Many of the principal reference books are named and there is a list of special books and encyclopaedias, together with a short list of books on libraries. The

author has also written a companion volume with the title *How to use books*: this, too, is an introductory text.

- 283 **Miheev, N. M.** *Bibliografičeskie ukazateli sel'skhozjaistvennoj literatury, 1783-1954*. Moscow, Sel'hozgiz, 1956. 192 p.
This book comprises two sections, the first containing a short description of the indexes listed in the second. The book deals mainly with bibliographical indexes of literature on all branches of agriculture, and is designed for scientific workers, postgraduate students, teachers and bibliographers.
- 284 **Mills, J.** *A modern outline of library classification*. London, Chapman and Hall, 1960. 208 p.
This textbook describes various types of classification which are superior to the earlier schemes. While it is written primarily for librarians, it is also of use to all cataloguers and compilers of technical information.
- 285 Normas para la preparación de bibliografía para escritos científicos. *Turrialba*, vol. 3, no. 4, 1953. 2nd edition 1956. p. 203-10.
These criteria were adopted by the first Technical Meeting of Latin American Agricultural Librarians, which was held at Turrialba, Costa Rica, in 1953, under the auspices of the Inter-American Institute of Agricultural Sciences. Although these criteria are applicable mainly to the agricultural sciences, they can be of great service to all scientific writers.
- 286 *Proof correction and copy preparation*. London, British Standards Institution, 1958. 28 p. (British Standard no. 1219 : 1958.)
A list of ninety British standard symbols for proof-correction, with sample corrected proof pages and recommendations for setting out copy for the printer.
- 287 **Rytz, W.** *Leitsätze für ein richtiges Zitieren in wissenschaftlichen Arbeiten mit Beispielen aus der botanischen Literatur*. Zürich, Rascher, 1923. 20 p.
This guide to correct citation in scientific works deals particularly with the correct writing and placing of references, and covers details of correct place, composition, essential data required in a reference, and finally, how reference is made in the text to the list of appended references. There is a supplement on Swiss geobotanical habitats.
- 288 **Shera, J. H., et al.** *Documentation in action*. New York, Reinhold Publishing Co.; London, Chapman and Hall, 1956. 487 p.
A record of the proceedings of a conference on the practical utilization of recorded knowledge: use of recorded information in research; education for librarianship.
- 289 **Singer, T. E. R. (ed.)**. *Information and communication practice in industry*. New York, Reinhold Publishing Co.; London, Chapman and Hall, 1958. 310 p.
A guide to the efficient handling of data, information and ideas. Selected contents: mechanical aids to the presentation of technical papers; technical classification; linguistics; editing technical reports; information retrieval and technical translation.
- 290 **Šivaev, P. N.** *Spravočnik po stroitel'noj bibliografii i periodike SSSR i zarubežnyh stran*. Moscow, Gosstrojizdat, 1957. 184 p.
This guide is intended for civil engineers, scientific workers and postgraduate students specializing in building, and contains information about bibliographies on building published in the U.S.S.R. during the ten-year period 1945-54. It also covers periodicals on building (journals, collections, series) and books with bibliographies appended. In addition there is a selected list of foreign bibliographical sources and periodicals.

- 291 **Spiker, S.** *Indexing your book: a practical guide for authors.* Madison, University of Wisconsin Press, 1955. 2nd edition. 28 p.
A well-written pamphlet giving practical examples of preparation of index items, arrangement, and analysis, with a sample of the finished copy for printing.
- 292 **Trenkov, H.** *Medicinska bibliografija v pomošt na naučnite rabotnici.* Sofia, Nauka i izkustvo, 1956. 115 p.
This book contains full information on bibliographies of medical literature existing in various countries. The author points out that in selecting material, the main attention was concentrated on Soviet medical bibliographies, although German and Bulgarian bibliographical publications are also represented in some detail. The book contains information on medical bibliographies in Czechoslovakia, France, Italy, Netherlands, Poland, United Kingdom, United States of America, Yugoslavia and other countries. There are special chapters on questions of method and on different aspects of bibliographical work. The book is intended for scientific workers, and postgraduate and other students studying medicine.
- 293 ——. *Specialna bibliografija. Teorija, organizacija, metodika.* Sofia, Nauka i izkustvo, 1958. 236 p.
Deals with general questions relating to the theory, organization and method of bibliographical work in various countries. Authors working on the collection of material for their own scientific works will find the section dealing with Bulgarian bibliographical indexes on individual branches of science the most interesting. The footnotes give detailed descriptions of large numbers of bibliographical indexes.
- 294 **Winchell, Constance M. (ed.)**. *Guide to reference books.* Chicago, American Library Association, 1951. 7th edition. 645 p.
A comprehensive list of over 5,500 entries, first published in 1902 and now completely revised and amended by the present editor, assisted by a subcommittee of experts. The general arrangement of the material follows the Dewey system of classification, but is based on subject matter rather than title: for example, the *Index medicus* is listed under 'Medicine' instead of under 'Periodical indexes'.
- 295 **Zil'bermenc, L. V.** *Bibliografija sovskejskoj tehničeskoj bibliografii 1917-1959.* Edited by D. A. Vološin and N. Ja. Zmeeva. Leningrad, Saltykov-Ščedrin State Public Library, 1959. 505 p.
Contains notes on 1,433 current and retrospective Soviet technical bibliographies, both general and special. It also lists publishers' catalogues, bibliographies of periodicals, consolidated indexes of the contents of journals, bibliographies of inventions and standards, and the main bibliographies contained in books and journals. All this material is annotated and systematically arranged. There are also auxiliary author, title and subject indexes.
- 296 ——. *Putevoditel' po inostrannojs bibliografii tehničeskoj literatury 1945-1956.* Edited by N. Ja. Zmeeva. Leningrad, Saltykov-Ščedrin State Public Library, 1957. 300 p.
Contains a list of over five hundred foreign bibliographies on technical literature published since the Second World War. Includes works of a general character, bibliographies relating to individual branches of technique, retrospective subject bibliographies, bibliographical journals, bibliographical sections in technical journals, and bibliographies issued by government departments. There are also auxiliary subject, author, title, country and organization indexes. The appendix contains a table of the main data on current bibliographical publications.
- 297 **Zimmerman, O. T.; Lavine, I.** *Scientific and technical abbreviations, signs, and symbols.* Dover, New Hampshire, Industrial Research Service, 1949. 2nd edition. 541 p.
Based on information supplied by the American Standards Association the American Institute of Chemical Engineers, the U.S. Department of Commerce, and many other organizations,

this is a compilation of abbreviations, letter and graphical symbols and code signs in common use in nearly every branch of American scientific practice.

The seventeen sections have the following main headings: mathematics and statistics; chemistry, physics; mechanics, hydraulics; mechanical drawings and shop terms; electricity; mapping; railways; aeronautics; communications; meteorology; military; medicine, botany, zoology; commerce; astronomy; Latin expressions; proof-reading; technical journals.

The authors point out that the American Standards Association recommends that periods (.) be omitted after abbreviations except where the abbreviation forms a word which may lead to confusion, e.g., 'in.'. The American Institute of Chemical Engineers' recommendations differ from this practice, but it is being accepted in the United Kingdom and other European countries.

This book is essential for all scientific writers who wish to conform to American practice in terminology and symbols. Although it differs in several details from the corresponding British practice it is a comprehensive and valuable guide to British scientific convention.

5. Readings in science for technical authors

- 298 **Alehina, E. M.; Zapadov, A. V.** *Apparat knigi*. Moscow, *Iskusstvo*, 1957. 100 p.
This guide for editors and workers in publishing concerns deals with questions relating to the establishment of reference machinery for scientific books, in the form of bibliographies included in the books and indexes to the text. It contains a great deal of useful advice, and is of service not only to editors, workers in publishing concerns and bibliographers but also to authors.
- 299 **Avery, V. A.; Kraine, F. A.** *Indexing and alphabetizing simplified*. New York, Pamphlet Distributing Co., 1946. 20 p.
Consists of a few simple rules relating to the order in which to arrange the names of an entry, and for determining the place of an entry in an alphabetical list. Considers not only names of persons but also firms and geographical locations. A specimen list gives examples. It is helpful, but is insufficient for library purposes and does not accord with the accepted rules for foreign names with prefixes.
- 300 **Brown, G. E.** *Indexing. A handbook of instruction*. London, Grafton, 1939. 2nd edition. 193 p.
This well-known book deals with the preparation of indexes of the simpler kind, such as are met in ordinary books and volumes of periodicals. It is not intended as a guide to the preparation of complex indexes such as those to encyclopaedias, or for catalogues of collections. This very practical work describes the way to prepare an index and how to divide the work, if necessary, between skilled and unskilled assistants. It should also be read by those who are concerned with cataloguing.
- 301 **Carey, G. V.** *Making an index*. Cambridge, Cambridge University Press, 1951. 14 p.
Discusses the use of separate slips, the advantage of preparing too many rather than too few entries in the first instance, and the subsequent sorting. The choice of name entries and points arising in alphabetization are discussed briefly. The information given may be sufficient for the compilation of a very simple index to a book, but no more.
- 302 **Clarke, Archibald L.** *Manual of practical indexing*. London, Grafton, 1933. 2nd edition. 276 p.
The compilation of indexes, whether by author and subject separately or in a dictionary arrangement, involves essentially the same technique as regards the choice and order of entries. What varies is the part corresponding to the collation, depending on whether the index is to a volume of a periodical, a collection of periodicals, a library, a book, a bibliography, or a biography. These differences the author indicates. He assumes a knowledge of author arrangement, but discusses subject entries at some length. Card-indexing and filing and a coding scheme relating letters to numbers in a decimal classification for correspondence are discussed.
- 303 Documents for the International Governmental Conference. *Copyright bulletin*. Paris, Unesco, vol. 5, no. 1, 1952. 152 p. paper-bound.
This issue of the *Copyright bulletin*, the text of which is in French and English, gives observations on the Draft Universal Copyright Convention and an account of the position of copyright in various countries at the time of publication.
The law relating to the copyright of non-native works in the United States of America contains the following clauses: printed books and periodicals in the English language must be printed from type set in the United States and the printing and binding must be done there; an *ad interim* copyright can be obtained for five years, provided that the book is deposited in the Copyright Office prior to its importation and bears a prescribed notice; not more than 1,500 copies of such works may be imported.
- 304 **Doe, Janet (ed.).** *A handbook of medical library practice*. Chicago, American Library Association, 1943. 609 p.

Contains a chapter on subject headings which explains the importance of a standard list of subject headings to ensure uniformity in cataloguing, and references are given to a number of such lists relating to medical and allied subjects. The form of arrangement of the words in a subject entry is discussed and the chapter gives guidance on the use of 'see' and 'see also' entries. A chapter on classification discusses the use of the Dewey Decimal Classification and the Library of Congress and other systems for medical libraries.

- 305 **Edinye pravila opisaniya proizvedenii pečati dlja katalogov nebol'sih bibliotek i bibliografičeskikh ukazatelej.** Moscow, Goskul'tprosvetizdat, 1954. 2nd edition. 176 p.
Gives the rules for describing publications and also for cataloguing individual types of publication (books, periodicals, articles, book chapters, and so on), a knowledge of which is essential for compiling bibliographical indexes. This book can also be used as a guide when preparing bibliographies included in books.
- 306 **Havkina, L. B. Sostavlenie ukazatelej k sodržaniju knig i periodičeskikh izdanij. Opyt praktičeskogo posobija s primerami i ris. v tekste.** Moscow-Leningrad, Socekgiz, 1931. 2nd edition, revised and enlarged. 144 p. Bibliography, p. 133-6.
Contains an account of the methods and techniques of compiling indexes to books and periodicals: name indexes, subject indexes, systematic indexes, chronological indexes, and so on.
- 307 **Haykins, D. J. The Library of Congress subject headings: a practical guide.** Washington, U.S. Government Printing Office, 1951. 140 p.
Discusses the relative merits of alphabetic-classified and dictionary arrangement for subject cataloguing and shows the complete breakdown from the broad head to the particular item as against the direct entry in the latter case.
- 308 **Henn, T. R. Science in writing.** London, Harrap, 1960. 248 p.
A selection of passages from the writings of scientific authors, with notes, and a section on the writing of scientific papers. The authors range from Francis Bacon (1561) to Max Born (1882).
- 309 **Jeffares, A. N.; Davies, M. B. The scientific background: a prose anthology.** London, Pitman, 1958. 306 p.
The first six chapters are contributed by well-known authors on style and composition ('The writing of English' by W. B. Yapp) and the remainder of the book contains a selection of scientific prose of varying degrees of lightness ('Rigid body sings' by Clerk Maxwell). Recommended as reading for relaxation as well as for examples in clear prose style.
- 310 **Jones, E. L.; Durham, P. Readings in science and engineering.** New York, Holt, Rinehart and Winston, 1961. 384 p.
An anthology of articles and extracts from papers written by eminent scientists at various levels: for fellow-scientists, intelligent workers in science and the lay public. Recommended.
- 311 **Mandel, Siegfried (ed.). Writing in industry.** New York, Plenum Press, 1959. 122 p.
Selected papers from the proceedings of the conference on Writing and Publication in Industry, sponsored by the Brooklyn Polytechnic Institute.
- 312 **Mann, Margaret. Introduction to cataloguing and the classification of books.** Chicago, American Library Association, 1943. 2nd edition. 277 p.
Although described as introductory, this is a really comprehensive treatment. It explains the principles of the subject—the purpose of a catalogue, what it should do, and what is involved in cataloguing and classifying. Apart from the general contents list, each chapter is headed by a note of its contents which, together with the index, makes this an ideal reference book.

References to further reading are given at the end of each chapter. The usual details regarding the title page, the collection, and the Dewey, Library of Congress and other systems of classification are given, and much more besides, including the less frequently mentioned matter of call members. Whilst it is of particular relevance to American practice, this is a most useful book for any student of cataloguing or indexing. The Anglo-American Code is recommended, but reference is made to the impending new edition of the ALA Code and Library of Congress practice.

- 313 **Pettee, Julia.** *Subject headings: the history and theory of the alphabetical approach to books.* New York, H. W. Wilson, 1947. 191 p.
This book is divided into two sections: historical, theoretical and practical. The first part deals fully with the development of the combined author-and-subject arrangement of entries for cyclopaedias and dictionary catalogues, particularly the early work in American libraries. The second part deals with choice of entries, comparing the usefulness of specific terms and classed entries, depending on the nature of the subject and the catalogue. It emphasizes the need for rules of procedure to preserve consistency in cataloguing, explaining, for example, that a heading once set up must be kept up. Cross-references and explanatory entries are fully dealt with.
- 314 *Rules for compiling the catalogues in the department of printed books in the British Museum.* London, British Museum, 1939. Revised. 67 p.
No list of works on indexing or cataloguing would be complete without mention of these rules, which were first adopted by the British Museum authorities in 1839; for although there have been a number of modifications since, the principles on which the rules are based are essentially the same today. Moreover, practically every well-known code of rules on author and main entry is based on this classic work.
- 315 **Sharp, H. A.** *Cataloguing.* London, Grafton, 1948. 4th edition. 388 p.
This is a standard work on the subject. It is written with the Library Association syllabus in mind, but it is a practical guide for all concerned with cataloguing and indexing. The cataloguing rules for author, subject and dictionary arrangement given in the Anglo-American Code are discussed and carefully explained, and examples are given of the meaning of the rules. Cataloguing equipment and furniture as well as other aspects of cataloguing are also dealt with.
- 316 **Taylor, Margaret S.** *Fundamentals of practical cataloguing.* London, Allen and Unwin, 1948. 141 p.
This simple book explains with the aid of examples the application of the Anglo-American Code to cataloguing. It deals with author, title and subject entries.
- 317 **Walsh, John W. T.** *The indexing of books and periodicals.* London, Edward Arnold, 1930. 118 p.
A book written to assist authors in the preparation of indexes for their books. The choice of entries and their arrangement under 'catchwords', display of entries and grouping are discussed. Rules for alphabetical arrangement and name arrangement are given, and also hints on how to prepare an index during the correction of the slip-proofs.
The use of index cards or slips is recommended, with a key to the page references constructed by calculation from the slip-proofs.
- 318 **Weeks, Bertha M.** *How to file.* New York, Ronald Press, 1951. 2nd edition. 306 p.
Deals almost entirely with the way to file office correspondence and papers. Discusses in considerable detail and illustrates the types of equipment available and the way to use it. The guidance on alphabetical arrangement, both as regards names of persons and subject

entries, does not always agree with the principles generally accepted by librarians and could be criticized.

- 319 **Wheatley, H. B.** *What is an index?* London, Longmans, Green (for the Index Society), 1902. 2nd edition.

Although now out of print this book is quoted as the first practical guide to indexing, and the recommendations laid down by the author have been adopted by other writers on the subject. The second part of the book deals with the actual work of indexing; the choice of useless 'catchwords' is criticized with amusing examples, and the importance of title page references is emphasized. Rules for alphabetical arrangement, particularly of proper names, are given with further amusing examples. There is a considerable list of English indexes starting with the first concordance in 1550.

- 320 **Wright, J. E.** *A manual of special library technique.* London, ASLIB (Association of Special Libraries and Information Bureaux), 1945. 112 p., 17 figs.

A useful work for those who have to organize a technical works library and information service. The author has drawn on his twenty years' experience in the development of the Research Department Library of the British General Post Office, and gives suggestions for the classification of material, acquiring and recording accessions. There is a short chapter on indexing and the preparation of library catalogues, with a list of recommended reference books for general inquirers. In the section 'Information service' there are examples of how to trace a given article or paper in the literature from an incomplete or possibly inaccurate reference. Concluding chapters deal with staff methods and accommodation. Apart from its specific application to libraries the book is a useful aid to the research engineer who is collecting and classifying information.

6. Handbooks for authors

- 321 *Authors' guide for preparing manuscript and handling proofs.* New York, John Wiley and Sons; London, Chapman and Hall, 1950. 78 p.
Originally issued under the title *The manuscript: a guide to its preparation*, this book is primarily issued for the guidance of authors associated with the publishers. The information given, however, is of value to all potential authors in the details of finishing off their manuscripts and saving time and trouble in passing proofs for press.
Contents: preparing the manuscript for the publisher; preparing the illustrations for the publisher; preparing the material for the printer and draughtsman; checking engraver's proof, cut dummy, and galley-proof; how to read proofs; completing production; formal publications and copyright; preparing for reprintings and new and revised editions; appendix (details of editorial style); glossary; index.
- 322 *Bibliographie der deutschen Bibliographien. Jahresverzeichnis der selbständig erschienenen und der in deutschsprachigen Büchern und Zeitschriften enthaltenen versteckten Bibliographien.* Prepared by the Deutsche Bucherei. Leipzig, Verlag für Buch- und Bibliothekswesen. Vol. I, 1957; vol. II, 1958.
This is a bibliography of all German bibliographies issued in a given year as separate publications or included in books and periodicals. Volume I lists the material published in 1954, to a total of 3,200 bibliographies. This volume is complete with a systematic register and subject index. Volume II, covering publications issued in 1955, lists 4,800 bibliographies. It also includes important unprinted bibliographies compiled by the reference departments of scientific and special libraries and by documentation centres in Eastern Germany. Only physics, mathematics, and natural science bibliographies are listed.
The bibliography is arranged in alphabetical order, by subject, and is complete with a systematic register.
- 323 *Bibliographie der versteckten Bibliographien aus deutsche sprachigen Büchern und Zeitschriften der Jahre 1930-1953.* Prepared by the Deutsche Bucherei. Leipzig, Verlag für Buch- und Bibliothekswesen, 1956. 371 p.
This bibliography covers all bibliographies included in books and articles (hidden bibliographies) and consisting of more than sixty titles, as well as a number of bibliographies on specialized scientific subjects consisting of fewer than sixty titles. The titles listed also include material relating to music, maps, the graphic arts and reproductions. The only hidden bibliographies it does not include are those contained in publishers' catalogues, and bibliographies of standards, patents and similar documents.
The bibliographical descriptions of the materials include the author's name, title, place and year of publication, name of publisher, size and type of bibliography (in abbreviated form).
The data at the end of the bibliography are arranged under subject headings taken from the body of the text, arranged in strictly alphabetical order. There is a systematic index of subject headings.
- 324 **Bohatta, H.; Hodes, Fr.** *Internationale Bibliographie der Bibliographien.* Frankfurt-am-Main, Klostermann, 1950. 652 p.
This international bibliography of bibliographies, compiled by two well-known authors, is an important scientific guide to all bibliographies published throughout the world up to 1949. The bibliographical descriptions are arranged in two main sections: I, general bibliographies (arranged in alphabetical order by countries); II, special bibliographies (arranged according to branches and sub-branches of science). At the end of the bibliography is a subject index including geographical names, and an author index.
- 325 *Buch und Papier. Buchkundliche und papiergeschichtliche Arbeiten.* Leipzig, Otto Harrassowitz, 1949. 164 p.

This book contains ten articles by eminent German library workers specializing in bibliography. They deal mostly with questions relating to the history of books and with various modern problems of book production and bibliography.

- 326 *Code of good practice for scientific publications*. Paris, Unesco, 1962. (Unesco document NS/177.) The recommendations included in this code have been drafted by a liaison committee formed by the representatives of the Fédération Internationale de Documentation (FID), the International Council of Scientific Unions (ICSU), the International Federation of Library Associations (IFLA), the International Organization for Standardization (ISO), and Unesco.
The recommendations concern; author's summaries (to be published in conformity with the *Guide* described under entry no. 333 in this bibliography); nature of the text (three categories are described: original scientific paper; provisional communication or preliminary notes; subject review article); drafting of the text; recommendations to editors and assistant editors of scientific journals. An appendix lists the ISO recommendations concerning scientific publications.
- 327 *Directions for assistant editors and abstractors of chemical abstracts*. Columbus (Ohio), American Chemical Society, 1939. 30 p.
In addition to general instructions for abstractors, this booklet includes recommendations for symbols, nomenclature and abbreviations of chemical terms which will be useful for authors writing on this subject.
- 328 **Fleischhack, K.** *Grundriss der Bibliographie*. Prepared by Kurt Fleischhack, Ernst Rückert und Günther Reichardt. Leipzig, Otto Harrassowitz, 1957. viii + 263 p.
The author's aim was to provide a manual on the most important bibliographies issued in all countries on all subjects. The present production is intended for the use of scientific workers, bibliographers and students of bibliography. It describes the history, methods and nature of bibliography, and covers general reference works, special bibliographies, general encyclopaedias and sectional bibliographies. At the end is a subject and author index.
- 329 ——. *Leitfaden der Bibliographie. Mit einer Auswahl-Bibliographie der Bibliographien*. Heidelberg, Quelle und Mayer, 1951. 79 p.
The author, in this guide to bibliography, analyses the basic principles of the science of bibliography and appends a selective bibliography of bibliographies.
- 330 **Fridman, N. G.** *Podgotovka illjustracij k pečati. Instrukcija dlja avtora, redaktora i grafika*. Moscow, Gosstrojizdat, 1959. 68 p., ill.
The purpose of these instructions is to assist authors and workers in publishing firms in their day-to-day work on technical books.
- 331 *Führer durch die technische Literatur*. Munich, Carl Hauser Verlag, 1958. 256 p.
This is a catalogue of German technical literature, mainly of works designed for technical educational establishments at the higher and secondary levels. The bibliographical descriptions are arranged in alphabetical order according to detailed technical subjects. There is a subject index, an author index and an index of commercial publishing houses and institutions responsible for publishing.
- 332 *Guide for authors: Wiston Institute journals*. Philadelphia, Wiston Institute of Anatomy and Biology. 8 p.
This pamphlet gives sound and useful advice regarding the manuscript, footnotes, illustrations, legends for text figures and plates, literature citations, abbreviations, symbols, and tabular matter.

- 333 *Guide for the preparation and publication of synopses*. Paris, Unesco, 1962. (Unesco document NS.5 (or 37) /D.10 a.).
Gives a definition of the term synopsis and makes recommendations on style of writing, content, references, length, language and format, based on those of the international Conference on Science Abstracting held in 1949.
- 334 *Guide for Wiley authors in the preparation of manuscripts and illustrations*. New York and London, John Wiley and Sons, 1960. 48 p.
Although directed to prospective authors of Wiley books, this manual is of value to all would-be authors of technical books and articles. A companion volume is titled *Publishing procedures from manuscript to bound book*.
- 335 *Handbook for authors*, with supplements. London, Institution of Electrical Engineers, 1950. 42 p.
Contains recommended abbreviations and symbols for electrical engineering papers and a glossary of terms.
- 336 *Handbook for Chemical Society authors*. London, Chemical Society, 1960. 224 p. (Chemical Society special publication no. 14.)
Contains full information on the submission of manuscripts and on the conventions, nomenclature and symbols used by the Society. These are based on the current recommendations of the International Union of Pure and Applied Chemistry.
- 337 **Helwig, H.** *Handbuch der Einbandkunde*. Hamburg, Maximilian Gesellschaft, 1953-55. 3 vols.
This guide to the history of bookbinding is intended for librarians dealing with manuscripts and old books, antiquarians, collectors of old books, etc. It recounts the history and problems of bookbinding in Europe up to 1850, and is in three volumes: Volume I deals with the history of bookbinding; Volume II contains biographies of famous bookbinders, while Volume III consists of a name and place-name index arranged in strict alphabetical order.
The book contains illustrations of bindings used in various countries and at various times.
- 338 **Hiller, H.** *Wörterbuch des Buches*. Frankfurt-am-Main, Klostermann, 1954. 307 p.
This dictionary is designed to meet the practical requirements of people working with and on books. It describes the general principles of bibliography, the history of books, publication of books, libraries, the principles of bibliographical and publishing work, and so on. The material is arranged in alphabetical order.
- 339 *Instructions to authors*. Society of Chemical Industry. London, 1952. Revised edition.
The submission of inadequately prepared typescripts causes unnecessary delay. This publication gives instructions which authors should follow in preparing manuscripts for the Society. Contents: style of lay-out of papers; typescript; nomenclature and references to literature; proofs and reprints.
- 340 *Instrukcija dlja avtora i redaktora*. Moscow-Leningrad, Gosenergoizdat, 1951. 100 p.
Gives publishers' rules for the contents, lay-out and presentation of manuscripts. Also contains information on the part the author is required to play in the editorial preparation and production of books. All authors whose works are published by Gosenergoizdat are required to comply faithfully with these regulations.
- 341 **Jasnogorodskaja, M. M.** *Spravočnik dlja avtora i redaktora*. Leningrad, Gidrometeoizdat, 1957. 220 p.
This handbook contains information essential for authors and editors preparing for the press

manuscripts on scientific, technical and production themes. It gives general instructions for preparing manuscripts and special notes on tables, illustrations and formulae, together with a detailed description of the production processes involved in handling the manuscript, and short notes on printing techniques and technology. There is an appendix containing reference data essential for authors and editors.

This guide is designed for authors and editors working on the publication of literature dealing with hydrometeorology. It can also be of use in connexion with the production of technical literature relating to other branches of science.

- 342 **Kallich, H.** *Vom Manuskript bis zum Imprimatur. Handbuch der demokratischen Presse.* 1955. p. 48-66.
This article from Eastern Germany on the subject of manuscripts submitted for printing in periodicals lays down the principles applying to them: legibility, compliance with standard rules for typescript, etc. It also deals with questions of proof-reading and gives general instructions for editors of periodicals and authors.
- 343 **Lauche, R.** *Internationales Handbuch der Bibliographien des Landbaues.* Munich, Bayerischer Landwirtschaftsverlag, 1957. xvi + 412 p.
This systematic international index of bibliographies on agriculture lists 4,157 bibliographies covering works published up to 1956-57. The data are arranged systematically, subdivided by country, in strictly alphabetical order.
- 344 **London Mathematical Society.** *Notes on the preparation of mathematical papers.* London, C. F. Hodgson and Son, 1932. 20 p.
This pamphlet, which has been compiled by the secretaries of the London Mathematical Society, embodies the suggestions which have been given for many years to the authors of papers to that Society. The difficulties of setting mathematical signs and expressions are explained, as is the best method of setting out formulae to save time and trouble for the printer.
- 345 *Metodičeskie ukazanja dlja avtorov i redaktorov.* Moscow, Gosgortehizdat, 1960. 190 p. Bibliography, p. 188 (8 titles).
A practical handbook for authors and editors working on educational, technical production and scientific manuscripts dealing with the various branches of the mining industry. These instructions can also be used as a guide to authors and editors dealing with all other branches of technology.
- 346 *Notes for authors.* London, Institute of Physics, 1959. Revised edition. 36 p.
Although sub-titled, 'A guide for contributors to the institute's journals and other publications', this handbook is applicable to all other scientific publications and contains much useful advice.
- 347 *Notes for authors.* London, Iron and Steel Institute, 1961. 16 p.
In addition to instructions for writing papers there are hints on the best method of presenting papers to a meeting.
- 348 **Nuttall, G. H. F.** *Notes on the preparation of papers for publication in the Journal of Hygiene and Parasitology.* London, Cambridge University Press, 1940.
One of the most thorough handbooks of instruction issued by a scientific journal, containing much of value to all technical writers.
- 349 **Paole, Leonard R.** *Guide for editors.* Paris, European Productivity Agency of the Organization for European Economic Co-operation, 1960. (u.p.)
- 350 **Pflücke, Maximilian; Hawelek, A. (eds.).** *Periodica Chimica. Verzeichnis der im Chemischen Zentralblatt referierten Zeitschriften mit den entsprechenden genormten Titelabkürzungen.* Berlin, Akademie Verlag, 1952. 2nd edition, revised. 1952. x + 411 p.

This is a bibliography of periodicals dealing with chemistry and related sciences used as sources for the publication of *Periodica Chimica*. The titles are arranged in strict alphabetical order, and the index covers 4,925 periodicals, seventeen bibliographies and sixteen lists of patents.

- 351 *Podgotovka rukopisi k proizvodstvu i čtenie korektur. Instrukcija dlja avtorov i rabotnikov izdatel'stva*. Moscow, Mašgiz, 1948. 127 p. Bibliography, p. 64 (10 titles).
This is a reference book containing advice, instructions and miscellaneous reference data essential for authors, editors and workers in the Mashgiz publishing house. The main sections are as follows: preparation of the manuscript by the author; preparation of printed material by the author; part played by the author in editing the manuscript and producing the book; supplementary instructions for the responsible (scientific) editor. The book has an appendix containing alphabets, mathematical symbols and other reference data.
- 352 **Royal Society**. *General notes on the preparation of scientific papers*. London, Cambridge University Press, 1950. 26 p.
A pamphlet produced in accordance with the recommendation of the Scientific Information Conference of 1948. An introduction giving advice on the writing and arrangement of papers is followed by chapters on typescript, title and headings, presentation of numerical results, tables and illustrations.
A section entitled 'Nomenclature' gives an annotated bibliography of reports and recommendations by the relevant societies for anatomy, astronomy, biochemistry, biology, chemistry, engineering, geology, mathematics, medicine, physics, physiology, statistics, and zoology.
- 353 **Rudnitskij, A. I.** *Podgotovka rukopisi tehničeskoj knigi. Posobie avtoru, perevodčiku, redaktoru*. Kiev, Gostehizdat, 1958. 78 p. Bibliography, p. 67.
In his preface the author states: 'The purpose of this handbook is to acquaint authors and translators with the main requirements laid down by the Ukrainian S.S.R. State Technical Publishing House for manuscripts of technical books, the rules for preparing manuscripts, and regulations for the presentation of books by authors (or translators) and the preparation of manuscripts for publication.'
The contents of the book are as follows: publisher's plans, subject matter; formulation of authors' proposals for projected books; preparation of the manuscript by the author (or translator); passing of the manuscript by the publishers; work to be done by the author (translator) and editor on proof-reading. There is an appendix containing lists of abbreviations, proof-correction symbols and other reference data.
- 354 **Stollreither, K.** *Internationale Bibliographie der juristischen Nachschlagewerke*. Frankfurt-am-Main, Klostermann, 1953-55.
This is an international bibliography of reference works on law, and is intended for the use of jurists, scientific workers, newly qualified specialists, bibliographers, archivists and booksellers. The material is arranged in strict alphabetical order according to types of literature, with a sub-division by countries.
- 355 *Suggestions to authors on the preparation of their manuscripts*. London, Chapman and Hall, 1951. 26 p.
These suggestions are the outcome of many years' experience in the publishing of scientific and technical books. The notes are recommendations rather than instructions, as it is realized that an author does not wish to write to a set of rules. The points mentioned are those which are the most frequent subject of query.
- 356 *The manuscript: a guide to its preparation*. New York and London, John Wiley and Sons, 1932. 2nd edition. 87 p.

A more elaborate version of the above manual, cloth-bound, which includes a section on book manufacture.

- 357 **Thomas, P. E. L.** *A guide for authors on manuscript, proof and illustration.* Springfield (Ill.), Charles C Thomas, 1954. viii + 85 p.
- 358 **Žilin, A. N.** *Podgotovka rukopisi k izdaniju. V pomošč' avtoru, redaktoru, korrektoru Transželdorizdata.* Moscow, Transželdorizdat, 1958. 2nd edition, revised. 311 p. Bibliography, p. 303-4.
Contains information essential for authors, editors and proof-readers working on manuscripts and correcting proofs. Though applying primarily to the subjects dealt with in works published by Transželdorizdat (Transport and Railways Publishing House), it can also be of use to workers in other publishing houses engaged on the publication of technical literature.
- 359 **Zinčenko, G. D.; Valuenko, B. V.** *Illjustracie rukopisi tehničeskoj knigi. V pomošč' avtoru, redaktoru i ispolnitelju originalov illjustracij.* Kiev, Gostehizdat, 1957. 46 p., ill.
The purpose of this book is to acquaint the authors, editors and executors of publishers' originals with the rules for the preparation of illustrations imposed by the Ukrainian S.S.R. State Technical Publishing House. It gives regulations for the presentation of the originals of illustrations.

Indexes

- Agg, T.R., 48.
 Albalat, A., 1.
 Alehina, E.M., 298.
 Almack, J.L., 49.
 Anderson, A. T., 50.
 Anderson, J., 262.
 Andreev, N., 51.
 Art, G., 2.
Authors' guide for preparing manuscript and handling proofs, 321.
 Avery, V. A. 299.
- Baab, C. T., 237.
 Baker, C., 52, 53.
 Balandin, M. V., 174.
 Ball, W., 54.
 Baranskij, N., 175.
 Barrett, P. R., 186.
 Batey, C., 186.
 Baudry, G., 176.
 Baum, H., 55.
 Bel'čikov, Ju. A., 3.
 Bel'čikov, I. F., 56, 57.
 Bell, R. W., 263.
 Benbow, J., 177.
Bibliografski danni pri izdatelskoto oformjavane na knjigite, 178.
Bibliographical references, 264 (Br. Stand.Inst.).
Bibliographie der deutschen Bibliographien, 322.
Bibliographie der versteckten Bibliographien, 323.
 Bigelow, E. W., 63.
Biological journals (Style manual), 249.
 Bird, D. A., 83.
 Blicke, M. D., 58.
 Bohatta, H., 324.
 Borries, G. V. Th., 59.
- Boršukov, G., 180.
 Bosch, G. C., 181.
 Brookes, B. C., 179.
 Brown, C. A., 159.
 Brown, G. E., 300.
 Brun-Ros, Jean, 182.
Buch und Papier, 325.
Buchwesen, 41.
 Budagov, R. A., 4.
 Bullejos, J., 183.
 Burch, G., 60.
 Bylinskij, K. I., 5, 184, 185.
- Cambridge University Press, 146, 197, 241, 282, 301, 348, 252.
 Campbell, W. G., 61.
 Carey, G. V., 301.
 Cermak, W., 62.
 Chaundy, T. W., 186.
Chemical Abstracts (Directions for assistant editors & abstractors), 327.
 Chemical Industry, Soc. of, (*Instructions to authors*), 339.
 Chemical Society (*Handbook for C.S. authors*), 336.
 Chicago University Press, (*Manual of style*), 232.
 Cigel'man, T. E., 187.
 Clarke, A. L., 302.
Code of good practice for scientific publications, 326.
Code typographique, 188.
 Cole, A. H., 63.
Copyright bulletin (Doc. for the Intern. Governmental Conf.), Unesco, 303.
 Cordasco, F., 265.
Cours pratique de composition française, 6.

- Cressot, M., 7.
 Crouch, W. G., 64.
 Crowell, T. J., 8.
- Dal', M. K., 189.
 Danilov, I., Ja., 65.
 Davidson, H. A., 190.
 Davie, F. E., 126.
 Davies, M. B., 309.
 Denis-Papin, M., 66.
 Desonay, F., 191.
 Díaz de León, F., 192.
 Dimitrov, K., 103.
 DIN Entwurf, 67.
 Dobkin, S. F., 193.
 Dobrovolny, B., 194, 195.
 Documents for the International Governmental Conference, 303.
 Doe, J. (Editor), 304.
 Dolapciev, T., 68.
 Doss, M. P., 196.
 Drabszynski, M., 197.
 Drake, R. L., 198.
Druck und Papier, (Jahrbuch), 69.
 Duden, K., 9.
 Dumble, W. R., 17.
 Durham, P., 310.
- Edinye pravila opisaniya proizvedenii pečati*, 305
 Ejdel'nant, I. B., 199.
 Electrical Engineers Institution (*Handbook for authors*), 335.
 Elliot, A. G., 70.
 Emberger, M. R., 71.
 Emery, C., 200.
 Emsley, B., 17.
 Engelmann, A., 72.
 Ermolow, N. P., 201.
 Eževskaja, G. F., 202.
Ezikät na vestnika, 10.
- Fauth, H., 73.
 Fielden, F. J., 203.
 Fieser L. F., J. M., 204.
 Fischer, W., 74.
 Fishbein M., 205, 206.
 Fleischhack, K., 328, 329.
 Flesch, R., 207.
 Foster, W. L., 48.
 Fowler, H. W., 11.
 Fridman, N. G., 330.
- Fritzsche, P., 75, 76.
 Fröde, O., 77.
Führer durch die technische Literatur, 331.
 Fulton, J. F., 266.
 Funk, 41.
- Galewski, T., 197.
 Garrett, L., 78.
 Gatner, E., 265.
 Gaum, C. G., 79.
 Gaver, M. V., 273.
 Gay, R. M., 245.
 Gensler, W. I., 208.
 Georgin, C., 209.
 Gibson, W., 24.
 Gilbert, E. J., 12.
 Gill, R. S., 210.
 Gloag, J., 80.
 Gnučeva, V. V., 267, 268, 269.
 Godfrey, J. W., 81.
 Gorski, K., 211.
 Göttling, H., 40.
 Gowers, Sir E., 13.
 Grannis, C. B., 212.
 Graves, H. F., 79.
 Graves, Robert, 14.
 Greenwood, C., 21.
 Gregory, R. H., 213.
 Grigor'ev, G. K., 214.
 Grigorov, S., 103.
Guide for authors (Wiston Institute of Anatomy and Biology, Philadelphia, Pa.), 332.
 Guitet-Vauquelin, P., 215.
 Guth, H. P., 82.
 Guthrie, L. O., 15.
 Guyer, B., 83.
 Gvozdev, A. N., 16.
- Hachette (Librairie), 234.
 Halkin, L. E., 216.
 Hall, M. R., 71.
 Harbarger, S. A., 17.
 Herdinger, E., 218.
 Harwell, G. C., 84.
 Hawelek, A., 350.
 Havkina, L. B., 306.
 Haykins, D. J., 307.
 Helwig, H., 337.
 Hendrickson, J. R., 217.
 Henn, T. R., 308.
 Hewitt, R. M., 219.

- Heyde, J. E., 85.
 Hicks, T. G., 86.
 Hildreth, W. H., 17.
 Hiller, H., 338.
 Hodes, Fr., 324.
 Hodge, Alan, 14.
 Hoffmann, L. S. S., 79.
 Holmstrom, J. E., 270, 271, 272.
 Hook, L., 273.
 Horwill, H. W., 18.
 Houdin, A., 215.
 Houp, K. W., 58.
 Howland, H. P., 274.

 Institute of Cost and Works Accountants, 130.
 Institution of Electrical Engineers (*Handbook for authors*), 335.
 Institute of Physics (*Notes for authors*), 346.
Instructions to authors (Society of Chemical Industry), 336.
Instrukcija dlja avtora i redaktora, 340.
Iron and Steel Institute (Notes for authors), 347.

 Jagot, P. C., 19.
 Jarrett, J., 220.
 Jarvie, L. J., 274.
 Jasnogorodskaja, M. M., 341.
 Jeffares, A. N., 309.
 Jenkinson, B. L., 87.
 Jones, A. E., 88.
 Jones, E. L., 20, 21, 310.
 Jordan, E. P., 221.
 Jordanov, J., 51, 89.
 Joseph, M., 222.

 Kaemmel, E., 90.
 Kallich, H., 91, 342.
 Kamenechij, L. M., 92.
 Kapp, R. O., 93.
 Kapr, A., 22.
 Karanfilov, E., 23.
 Kazasov, D., 223.
 Kegel, C. H., 94.
Kemsley manual of journalism, 95.
 Kierzek, J. M., 24.
 Kimber, P. F., 47.
 Kiranov, J., 51.
 Kirchner, J. (editor), 96.
 Kirpičeva, I. K., 275.
 Kisin, B. M., 224.
 Kleilein, O., 97.

 Kliemann, H., 98.
 Knights, C. C., 225.
 Koblenc, I. N., 276.
 Koelwel, E., 25.
 Kontorovič, A. I., 226.
 Korschelt, E., 99.
 Koschlick, H., 100, 101.
 Koževnikov, P. V., 102.
 Kraine, F. A., 299.
 Kralev, I., 103.
 Krāstev, S., 26.
Kratkij tehničeskij spravočnik dlja rabotnikov poligrafičeskij predprijatij, 227.
 Krupnova, G. F., 277.
 Kupcova, O. B., 228.
 Kutzner, O., 278.

 Lasso de la Vega, J., 104.
 Lauche, R., 343.
 Lavine, I., 297.
 Lazarev, V., 105.
 Lazarevskij, I., 229.
 Lebedev, D. V., 279.
 Lecompte, Georges, 188.
 Le Gal, E., 27, 28.
 Lehmann, W., 73.
 Levin, V. L., 280.
 Lewy, H., 106.
Lexikon des Buchwesens, 96.
 Lihtenštejn, E. S., 107.
 Linton, C. D., 108.
 Liotard, P., 230.
 Lohse, R., 109.
 Lukačevskaja, L. A., 231.
 Lukomskaja, A. M., 281.

 Macorlan, P., 215.
 Mandel, S., 311.
 Mann, M., 312.
Manual of style, 232.
Manuscript (guide to its preparation), 356.
 Marange, R., 176.
 Markus, V. A., 233.
Materiallexikon für die graphische Industrie, 111.
 Mathematical Society (London) (*Notes on the preparation of mathematical papers*), 344.
 Matson, G. J., 112.
 McColvin, E., 110.
 McColvin, L., 282.
 McDonald, P. B., 166.

- Medical writing*, 190, 205, 221.
Memento typographique (Hachette), 234.
Metodičeskie ukazanija dlja avtorov i redaktorov, 345.
 Miheev, N. M., 283.
 Milčín, A. E., 113.
 Miller, W., J., 114.
 Mills, G. H., 115.
 Mills, J., 284.
 Möller, G., 29.
 Moreaux, Abbé, 30.

 Naimovič, M., 116.
 Nelson, J. R., 117.
 Nemirovskij, E. L., 235.
 Néret, J. A., 118.
 Neubert, W., 143.
 Nikol'skij, N. N., 5.
 Norgaard, M., 119.
Normas para la preparación de bibliografía para escritos científicos, 285.
 Nuttall, G. H. F., 348.

 Olbrich, W., 120.
 Oliver, L. M., 121.
 Onions, C. T., 31.
Oredaktirovanii knigi, 172.
Osnovy oformlenija sovetskoj knigi, 236.
 Oxford University Press, 177, 186, 243.

 Paole, Leonard, R., (*Guide for editors*), 349.
Papier und Druckfarbe, 122.
 Parke, N. G., 123.
 Parr, G., 81.
 Partridge, E., 32, 33.
Periodica Chimica, 350.
 Perry, K., 237.
 Peters, S., 124.
 Peterson, M. S., 125.
 Pettee, Julia, 313.
 Pflücke, M., 350.
 Phillips, A., 238.
 Physics Institute (*Notes for authors*), 346.
 Piper, H. D., 126.
 Pi-Sunyer, J., 206.
 Počečujev, A. N., 127.
Podgotovka rukopisi k izdaniju, 358.
Podgotovka rukopisi k proizvodstvu i čtenie korrekture, 357.
Podgotovka rukopisi tehničeskoj knigi, 353.
 Popov, V. V., 239.

 Poulton, E. C., 240.
 Prát, S., 178.
Pravila ruskoj orfografii i punktuacii, 34.
Préparation des manuscrits scientifiques et techniques, 129.
Presentation of information to management, 130.
Preparation of manuscripts and correction of proofs, 241.
Preparation of papers in the Journal of Hygiene and Parasitology, 348.
Preparation of papers in the Journal of Hygiene and Parasitology, 348.
Preparation of scientific papers (Royal Society), 352.
Preparation and publication of synopses, 333.
Preparation of their manuscripts (suggestions to authors), 355.
 Presse, 41.
 Prihodko, P. T., 131.
Proof correction and copy preparation (British Standards Institution), 286.
 Pugh, T. G., 132.

 Racker, J., 133.
 Ralph, R. G., 134.
 Raub, D., 106.
 Reeder, W. G., 135.
 Reinhold Publishing Co. (editor), 196.
 Rejnberg, S. A., 136.
 Rhein, A., 137.
 Rhodes, F. H., 138.
 Rickard, T. A., 139.
 Ridgway, J. L., 140.
 Rimskij-Korsakov, S. A., 276.
 Riss, O., 242.
 Roberts, F., 35, 36.
 Royal Society, 352.
 Rozental, D. E., 184.
 Rudnitskij, A. I., 353.
Rules for compiling the catalogues in the British Museum, 314.
Rules for compositors and readers at the University Press, 243.
 Rytz, W., 287.

 Sabatier, H., 37.
 Saidla, L. E. A., 114.
 Šalda, J., 244.
 Savory, T. H., 38.
 Schlemminger, J., 141.
 Schönherr, H. and G., 142.

- Schrift, 41.
 Schutz, A., and Neubert, W., 143.
 Servien, P., 39.
 Sharp, H. A., 315.
 Shebard, W. C., 221.
 Shera, J. H., 288.
 Sherman, T. A., 144.
 Shulton, H. G., 145.
 Sikorskij, N. M., 172.
 Singer, T. E. R., 289.
 Sinjakov, N. I., 214.
 Sivaev, P. N., 290.
 Skillin, M. E., 245.
 Služivov, L. I., 185.
 Smeljanov, M., 246.
 Smith, B., 247.
 Snežin, M. I., 146.
 Souther, J. W., 147.
 Spemann, A., 148.
 Spieler, J., 149.
 Spiker, S., 291.
 Spillner, P., 40.
 Sprache, 41.
 Spreutels, M., 150.
 Stančev, S. B., 151.
 Staniland, L. N., 152.
 Steer, V., 248.
 Stejngart, M. D., 113.
 Stevens, M., 94.
 Stichnote, W., 153.
 Stollreither, K., 354.
 Strunk, W., 42.
Style manual for biological journals, 249.
- Tarr, J. C., 250.
 Tassis, A., 251.
 Taube, B., 154.
 Taylor, M. S., 316.
Tehnologičeskie instrukcii po glubokoj pečati, 252.
 Thomas, P. E. L., 357.
Tipografskie šrifty, 253.
 Trelease, S. F., 155.
 Trenkov, H., 292, 293.
 Truelson, A., 156.
 Trzaska, F., 197.
 Tschachotin, S., 157.
 Tumanovskij P. F., 254.
 Turabian, K. L., 158.
Turrialba (Costa Rica), 285.
 Tuttle, R. E., 159.
 Tuzsuzov, N., 160.
- Ühlig, F., 161.
 Ulman, J. N., Jr., 162.
 United States Dept. of Interior (*Suggestions to authors of papers submitted for publication by the U.S. Geological Survey*), 163.
 Unwin, Sir Stanley, 255.
U.S. Government Printing Office, Style manual, 164.
- Valentine, W., 262.
 Vallins, G. H., 43, 44.
 Valuenko, B. V., 359.
 Van Steenberghe, F., 45.
 Van Horn, R. L., 43.
 Värvanov, G., 256.
 Vasilev, M., 257.
Verlegerkonferenz des Amtes für Literatur, 165.
 Vomperskij, V. P., 3.
- Wagner, K. O., 91.
 Walsh, J. W. T., 317.
 Walter, I. A., 115.
 Warburg, Jeremy, 46.
 Watt, H. A., 166.
 Weeks, B. M., 318.
 Weil, B. H., 167, 168.
 West, M., 47.
 Wheatley, H. B., 319.
 Whetton, H., 258.
 White, E. B., 42.
 Whitehead, R., 259.
 Wight, W., 200.
Wiley's Guide for authors in the preparation of manuscripts and illustrations, 334, 356.
 Williams, G. E., 169.
 Winchell, C. M., 294.
 Wise, F., 170.
 Wiston Institute of Anatomy and Biology, 332.
 Womack, T., 50.
 Wood, G. M. (editor), 163.
 Wright, J. E., 320.
Writing and publishing your technical book, 171.
- Young, J. L., 260.
- Zapadov, A. V., 172, 298.
 Zelger, G., 261.
 Zetler, R. L., 64.
 Zilbermenc, L. V., 295, 296.
 Zilin, A. N., 358.
 Zimmerman, O. T., 297.
 Zinčenko, G. D., 359.
 Zorn, R., 173.

Language index

Bulgarian

10, 23, 26, 51, 68, 89, 103, 116, 151, 160, 178, 180, 223, 256, 257, 292, 293.

Czech

128, 194, 195, 244.

Danish

59, 156.

English

8, 11, 13, 14, 15, 17, 18, 20, 21, 24, 31, 32, 33, 35, 36, 38, 42, 43, 44, 46, 47, 48, 49, 50, 52, 53, 54, 58, 60, 61, 63, 64, 70, 71, 78, 79, 80, 81, 82, 83, 84, 86, 87, 88, 93, 94, 95, 108, 110, 112, 114, 115, 117, 119, 121, 123, 125, 126, 130, 132, 133, 134, 135, 138, 139, 140, 141, 144, 145, 147, 152, 155, 158, 159, 162, 163, 164, 166, 167, 168, 169, 171, 177, 179, 186, 190, 196, 198, 200, 203, 204, 205, 207, 208, 210, 212, 213, 217, 219, 220, 221, 222, 225, 232, 237, 238, 240, 241, 243, 245, 247, 248, 249, 250, 255, 258, 259, 260, 262, 263, 264, 265, 270, 271, 272, 273, 274, 282, 284, 286, 288, 289, 291, 294, 297, 299, 300, 301, 302, 303, 304, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 326, 327, 332, 333, 334, 335, 336, 339, 344, 346, 347, 348, 352, 355, 356, 357.

French

1, 2, 6, 7, 12, 27, 28, 30, 37, 39, 45, 66, 118, 129, 141, 150, 176, 182, 188, 191, 209, 215, 216, 230, 234, 251, 261, 303, 326, 333, 349.

German

9, 22, 25, 29, 40, 41, 55, 62, 67, 69, 72, 73, 74, 75, 76, 77, 85, 90, 91, 96, 97, 98, 99, 100, 101, 106, 109, 111, 120, 122, 137, 141, 142, 143, 148, 149, 153, 154, 157, 161, 165, 170, 173, 218, 278, 287, 322, 323, 324, 325, 328, 329, 331, 337, 338, 342, 343, 350, 354.

Polish

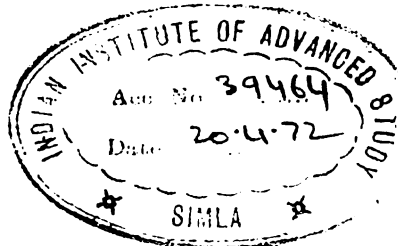
124, 197, 211.

Russian

3, 4, 5, 16, 34, 56, 57, 65, 92, 102, 105, 107, 113, 127, 131, 136, 146, 172, 174, 175, 184, 185, 187, 189, 193, 199, 201, 202, 214, 224, 226, 227, 228, 229, 231, 233, 235, 236, 239, 242, 246, 252, 253, 254, 267, 268, 269, 275, 276, 277, 279, 280, 281, 283, 290, 295, 296, 298, 305, 306, 330, 340, 341, 345, 351, 353, 358, 359.

Spanish

19, 104, 181, 183, 192, 206, 266, 285.





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