

McGraw-Hill Book Company, Inc.

TO

Dr. Allen

PAGE TWO

DATE 9-27-37

you examine them carefully in comparison with the original copy and return the corrected tracings only to us immediately. We will have the illustration department make the changes you will indicate on the tracings and then proceed with the making of the reproductions. If you will retain the original copies from which the tracings were made, and, by the way, we will return to you today the original copy for the first seventeen which you returned with the corrected tracings and you can use these original copies for comparison with the text in lieu of the actual cut dummies.

I am quite sure that this procedure will work out satisfactorily and will enable you not only to indicate on the margin of the galleys the actual or approximate point at which the diagrams should be inserted in the page makeup, but will enable you to return the corrected galley proofs and the corresponding manuscript pages immediately. By the time these galley proofs are returned, we will undoubtedly have completed the making of the engravings so that we will be in a position to send the corrected galley proofs to the printer for page makeup, together with the cut dummies, and the actual engravings, and the illustrations that are to be inserted in the galleys during the process of the paging.

In the case of the cut dummies of the photographs, you will have no difficulty, but we would appreciate it if you would return the photographs as well as the cut dummies even though you may be entirely satisfied with the reproductions. We would like to keep all the photographs available until the work has been completed in the event that during the process of production, some accident might occur that would necessitate the making of a new engraving. Of course if you have any criticism or suggestions to offer in regard to the reproductions made from the photographs, you may indicate your wishes directly on the cut dummies.

There is one further point which should have your careful attention, and it is the final copy for the descriptive legends that are to be set in type beneath the illustrations in the finished book. During our recent conference, we mentioned the fact that the legends that appear on the photographs and on the diagrams were not necessarily final, and it was agreed that when returning the corrected galleys and cut dummies for page makeup, you would furnish final copy for these descriptions.