



## Library Editing and Printing

By Melvil Dewey

General Books LLC. Paperback. Book Condition: New. This item is printed on demand. Paperback. 22 pages. Dimensions: 9.7in. x 7.4in. x 0.1in. This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original book (without typos) from the publisher. Not indexed. Not illustrated. 1902. Excerpt: . . . ANALYSIS Every piece of printed matter involves four grades of work: 1) creative; 2) editorial; 3) clerical; 4) mechanical. Often the first two are performed by the author, and when there is only an occasional piece of printing, clerical details reduce themselves to a few items of printinghouse bookkeeping; but for an individual or an institution issuing large quantities of printed matter, a routine and a system of records are necessary to prevent confusion, mistakes and needless expense. The scope of the four grades is as follows: 1 Creative. This is the work of the author, who produces the subject matter and is responsible for its literary expression and accuracy, including facts, figures, proper names, technical terms and all details affecting meaning. 2 Editorial. An editor is responsible for details of literary form: i. e. paragraphing, punctuation, spelling and capitalization. He must also see...



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