(201) 548-8600

THE SCARECROW PRESS, INC.

52 Liberty Street, P.O. BOX 656 · Metuchen, N.J. 08840

Date: April 18, 1980

Ms. Sylvia Meagher 302 West 12th St. New York, NY 10014

Title: Master Index to JFK Assassination Total MS pages:

Dear Ms. Meagher:

This is the first batch of proof pages i-105 plus the corresponding manuscript pages i-IX, page 9

Please look these over carefully <u>before</u> beginning to proofread. If there are <u>any</u> questions, please call us (collect) for clarification. If you see no need to call, please return the enclosed post card acknowledging receipt.

We ask you to observe the following:

 Since Scarecrow (in the interest of speed and economy) prepares only proof pages (not galley proofs), changes are limited to correction of outright errors. Interpolations (insertion of material not in the original manuscript) are rarely possible. Changes of wording simply for style cannot be accommodated at this point.

- 2. Watch for notes in the margin with a double ??. For each of these, compare MS and proof and write the <u>correct</u> form of the word or phrase in the margin.
- 3. Ignore words in the margin without a ??. These show corrections already made by the typist.
- 4. Mark all corrections in the right margin in red. Circle on the proof the word or passage affected. Do not try to write between the lines.
- 5. Retain the Table of Contents page, filling in the page numbers as batches of proof are received. Return it with the final batch.

6. In order to speed your book's production you must begin to prepare the index now. As you read each batch, enter the page numbers on the sheets or cards. Index entries should be typed (double spaced); page numbers can be carefully handwritten. Send the completed index with the final batch of proof pages.

7. Return each batch of corrected proof pages and corresponding MS pages as soon as you can, preferable within two weeks.