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e numbers are King Lear 4.1")

kets as an se in n exclamation

i, translated by MSS) sité, German i, Spanish cumentation;

rentation—e.g., fontclair State

mentation:

usu.	usually variant
var.	
vb.	verb
vers.	version (the recording and playing
VHS	video home system (the recording and playing standard for videocassette recorders)
vol.	volume versus (v. preferred in titles of legal cases)
vs. (v.)	versus (v. preferred in titles of logar sus-
writ.	writer, written by
www	World Wide Web (used in the names of servers, or computers, on the Web)

7.5. PUBLISHERS' NAMES

In the list of works cited, shortened forms of publishers' names immediately follow the cities of publication, enabling the reader to locate books or to acquire more information about them. Since publications like Books in Print, Literary Market Place, and International Literary Market Place list publishers' addresses, you need give only enough information so that your reader can look up the publishers in one of these sources. It is usually sufficient, for example, to give "Harcourt" as the publisher's name even if the title page shows "Harcourt Brace" or one of the other earlier names of that firm (Harcourt, Brace; Harcourt, Brace, and World; Harcourt Brace Jovanovich). If you are preparing a bibliographic study, however, or if publication history is important to your paper, give the publisher's name in full.

In shortening publishers' names, keep in mind the following points:

- Omit articles (A, An, The), business abbreviations (Co., Corp., Inc., Ltd.), and descriptive words (Books, House, Press, Publishers).
 When citing a university press, however, always add the abbreviation P (Ohio State UP) because the university itself may publish independently of its press (Ohio State U).
- If the publisher's name includes the name of one person (Harry N. Abrams, W. W. Norton, John Wiley), cite the surname alone (Abrams, Norton, Wiley). If the publisher's name includes the names of more than one person, cite only the first of the surnames (Bobbs, Dodd, Faber, Farrar, Funk, Grosset, Harcourt, Harper, Houghton, McGraw, Prentice, Simon).

• Use standard abbreviations whenever possible (Acad., Assn., Soc., UP; see 7.4).

• If the publisher's name is commonly abbreviated with capital initial letters and if the abbreviation is likely to be familiar to your audience, use the abbreviation as the publisher's name (GPO, MLA, UMI). If your readers are not likely to know the abbreviation, shorten the name according to the general guidelines given above (Mod. Lang. Assn.).

Following are examples of how various types of publishers' names are shortened:

Acad. for Educ. Dev. Academy for Educational Development, Inc.

ACLS American Council of Learned Societies

ALA American Library Association

Basic Basic Books

CAL Center for Applied Linguistics Cambridge UP Cambridge University Press

Eastgate Eastgate Systems Einaudi Giulio Einaudi Editore

ERIC Educational Resources Information Center

Farrar Farrar, Straus and Giroux, Inc.

Feminist The Feminist Press at the City University of

New York

Gale Gale Research, Inc.

Gerig Gerig Verlag

GPO Government Printing Office Harper Harper and Row, Publishers, Inc.;

HarperCollins Publishers, Inc.

Harvard Law

Rev. Assn. Harvard Law Review Association **HMSO** Her (His) Majesty's Stationery Office

Houghton Houghton Mifflin Co. Knopf Alfred A. Knopf, Inc. Larousse Librairie Larousse

Little Little, Brown and Company, Inc. Macmillan Macmillan Publishing Co., Inc.

McGraw McGraw-Hill, Inc. MIT P The MIT Press

MLA The Modern Language Association of

America

SYMBOL

NCTE NEA Norton Planet

PUF Rando

Scribn Simon SIRS

State U York

St. Mar UMI U of Ch

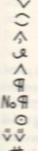
UP of N

PRO

7.6. SY

7.6.1. Sele

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Acad., Assn., Soc.,

d with capital inibe familiar to your her's name (GPO, w the abbreviation, lelines given above

publishers' names

Development, Inc. ned Societies

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City University of

ers, Inc.;

rs, Inc.

ociation nery Office

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sociation of

The National Council of Teachers of English NCTE

The National Education Association NEA

W. W. Norton and Co., Inc. Norton Editorial Planeta Mexicana Planeta Presses Universitaires de France PUF

Random House, Inc. Random Charles Scribner's Sons Scribner's Simon and Schuster, Inc. Simon Social Issues Resources Series SIRS

State U of New

State University of New York Press York P

St. Martin's Press, Inc. St. Martin's

University Microfilms International UMI

University of Chicago Press U of Chicago P University Press of Mississippi UP of Mississippi

7.6. SYMBOLS AND ABBREVIATIONS USED IN PROOFREADING AND CORRECTION

7.6.1. Selected Proofreading Symbols

Proofreaders use the symbols below when correcting typeset material. Many instructors also use them in marking student papers.

add an apostrophe or a single quotation mark

close up (basket ball)

add a comma

delete insert

begin a new paragraph

do not begin a new paragraph

add a period

add double quotation marks

add space

transpose elements (usually with tr in margin) (ther)