

November 26, 1996

James C. Holte
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English Department
Greenville, NC 27858-4353

Dear Prof. Holte,

I am pleased to be the production editor for your work, DRACULA IN THE DARK: THE DRACULA FILM ADAPTATIONS. As such, I will be guiding your project through to the bound-book stage. Enclosed please find the copyedited manuscript along with the copyeditor's style sheet, manuscript review instructions, and indexing guidelines. The style sheet is enclosed so that you can make any new material added at this stage consistent with the already edited material. Although you cannot complete your index until final pagination has been determined, you may want to read through the indexing guidelines now and begin compiling some preliminary entries.


Please be sure to review the copyeditor's marks very carefully to be sure that your intended meaning has not been changed. This is the last time you'll be able to make substantial changes to the manuscript, as once type has been set, only typos and factual errors can be corrected. Stylistic changes will not be allowed in pageproof, so please use this time to confirm that everything appears exactly as you'd like it to in print.

Most of the copyeditor's flags address inconsistencies within the text and bibliography. Please see that these are made consistent. The copyeditor has included on the style sheet a key to her symbols used in the manuscript. She suggested that you may want to break up some of the longer chapters with A-heads. This is your decision. Also, please ensure that pages 127 through 129 are in the correct order.

If disks of your manuscript are available and you have not already sent them to us, please do so when you return the copyedited manuscript. Do not implement any of the editing changes on to the disk--the disk should correspond to your original, unedited version.

I would like to have the manuscript returned to me by January 1. Please let me know if you foresee a problem with the deadline. If you have any questions at all, please contact me at the number below, extension 427 or email me at ccropper@greenwood.com. I look forward to working with you on this project over the coming months.

Sincerely,


Claire Cropper
Assistant Production Editor