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## CHAPTER 7. DOCUMENT PREPARATION

7-1 Responsibility. The requesting office is responsible for the preparation of a manuscript or camera copy for printing or other reproduction. Camera copy is the art work, photographs, or type matter to be reproduced on printing presses, silk screen production devices, or electrostatic imaging devices. It may be called originals, art boards, reproduction proofs, photoprints, mechanicals or just copy. It is that which is photographed or otherwise used as the medium for reproducing multiple copies of the subject image.

### 7-2 Copy Preparation

- A. Hardcopy. Typeset matter can be produced by furnishing typewritten manuscript which the printer will use as copy to set in the proper type sizes and styles. Manuscript should be double-spaced on white, 8-1/2 x 11" paper, typed on one side only and clearly numbered for sequence. Previously printed material may also be used as copy for setting type.
- B. Electronic Copy. Typeset matter can also be produced by furnishing captured data on floppy discs which the printer can convert to typeset pages. Consultation with the Printing Branch is required in order to establish the format and codes used/needed.
- C. Proofs. Proofs will be submitted to the ordering office for verification of accuracy. The printer is responsible for correcting, at no charge to the Government, all printer's errors, that is, type matter which did not conform to the manuscript. However, if an office makes changes to the original copy during the proofreading stage, or any time after the initial setting, those changes will be considered "author's alterations" and will be chargeable to the ordering office.

The ordering office is ultimately responsible for accuracy. The printer will proofread and correct all typeset matter prior to submission of proofs for approval. Proofs will generally be free of errors. However final responsibility for approving the proofs is with the ordering office.