



28 April 2015

Memorandum

To: Trialists

Fr: Curtis Meinert

Re: No nos for draft manuscripts

Block paragraphing

Why do we think block paragraphing is a good idea? It is just barely acceptable for one page documents where blank lines between paragraphs indicate paragraphing but never in a multipage document.

My disdain for block paragraphing is because when the last line on a page fills the line you have no idea whether the first line on the next page is a continuation of the last paragraph or the start of a new one.

No headers

You need headers in manuscripts to know where you are. Mary Higgins Clark can get by without headers because novels are meant to be read in order, from beginning to end, but manuscripts are not novels. They are read in pieces by jumping around in the document. You need headers to know where you are when shifting back and forth.

No page numbers

How hard can it be to generate documents with page numbers in this electronic age? I got my allergy to documents without page numbers on data monitoring committees with loose leaf reports where the only means of referencing a page was by holding it up and saying "The page that looks like this".

I am happy with page numbers any place on pages but the best place is the upper right hand corner. The ping pong design with page numbers at the bottom requires too much head movement.

Two-sided copy

We are in the green age so there is a fair chance, if copy is distributed the old-fashioned way, it will be two-sided print. Two-sided copy is difficult to work with when writing or editing. The first thing I do is produce a one-sided copy. Now how much paper did we save?