

**proofs**

instructions for contributors

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To Contributor

**COWLING, RICHARDSON & PIERCE**

*Vegetation of Southern Africa*

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Please find enclosed one set of proofs of your chapter for the above title. Please check the proofs carefully and mark any typographical and factual corrections clearly; you may be charged for corrections of non-typographical errors. Please mark any printer's errors in RED ink, with your own (author's corrections) in BLUE or BLACK ink; a copy of our proofreading instructions are also enclosed.

In order to meet the publication schedule agreed for this title, it is essential that you return the set of marked proofs of your chapter (or e-mail details of any corrections) **within 72 hours of receipt of this package** to the address below:

Professor R. M. Cowling  
Institute for Plant Conservation  
University of Cape Town  
Rondebosch 7700

South Africa

Tel 650 9111 Fax 021 650 3726, e-mail [scowling@botzoo.uct.ac.za](mailto:scowling@botzoo.uct.ac.za)

**Please contact me immediately if there is likely to be a delay with returning these proofs**

Ian Sherratt  
STM Publishing Group  
Direct line: (01223) 325590  
Electronic mail: [isherratt@cup.cam.ac.uk](mailto:isherratt@cup.cam.ac.uk)





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19 August 1996

Dear Contributor

**COWLING, RICHARDSON & PIERCE**

**Vegetation of Southern Africa**

I would like to introduce myself as the Production Controller for the above book. I will be responsible for the physical production of the volume from this point onwards.

The typescript for the book has been sent to the typesetter, who has now given us a schedule for its production. Proofs of your contribution will be sent to you at the address on this letter (please notify me if this address changes).

Proofs are due to be sent to you on or about **2 September 1996**.

Please read the proofs carefully and return them (or e-mail details of corrections) to reach the volume editor by **16 September 1996** at the address below:

Professor R. M. Cowling  
Institute for Plant Conservation  
University of Cape Town  
Rondebosch 7700

Tel 650 9111 Fax 021 650 3726, e-mail  
[scowling@botzoo.uct.ac.za](mailto:scowling@botzoo.uct.ac.za)

South Africa

If you envisage any problems with this schedule, please let me know immediately.

If the dates in this schedule are met, we anticipate having stock of your book in our warehouse in **January 1997**. Publication will follow four to six weeks later, unless there are marketing reasons for amending this.

*Internet Services*

www <http://www.cup.cam.ac.uk>

GOPHER [gopher.cup.cam.ac.uk](mailto:gopher.cup.cam.ac.uk)

Please make sure that you use a ball-point or fine felt-tip pen in the following colours when marking corrections on your proofs:

red = typesetter's errors

black = publisher's errors

blue = your changes (limited to the correction of factual errors)

Ignore any different instructions that you may have received from the typesetter.

It is essential that your changes be kept to the absolute minimum, please. Heavily marked proofs are time-consuming and difficult to correct, so consequently the corrections are very expensive to carry out and will increase the production costs and price of the book. There is also the risk of further errors being introduced when corrections are made. If your changes concern anything other than the corrections of errors, it may be necessary to ask you to cover the costs incurred.

If you have any queries on content when returning your proofs, please enclose a note for your copy-editor Ann Kaniuk.

Please get in touch with me if your proofs have not arrived within a few days of the date given. This is essential if delays in the production schedule are to be avoided. If you have any problems or queries, please contact me by fax, phone or e-mail. My assistant is Debbie Garrett (01223) 325785 <dgarrett@cup.cam.ac.uk>.

Yours sincerely

A handwritten signature in black ink, appearing to be 'IS' with a large loop and a horizontal stroke.

Ian Sherratt  
Production Controller  
STM Publishing Group  
Direct line: (01223) 325590  
Electronic mail: [isherratt@cup.cam.ac.uk](mailto:isherratt@cup.cam.ac.uk)



## PROOFREADING INSTRUCTIONS

You will normally receive two sets of proofs, one of which may have been annotated by the typesetter's reader, raising queries and indicating mistakes. This "master" set is the one which you should correct and return to your production editor, along with the typescript/index/previous proof, as applicable. (Please do *not* return proofs to the typesetter.) The duplicate set is for you to keep for reference.

*Checking proofs*

Corrections should be confined to typesetter's errors and serious errors of fact.

Heavily marked proofs are time-consuming to correct and may delay publication; they will also substantially increase the production costs of the book.

If you cannot avoid adding or deleting a word or two, reword the relevant lines so that they contain approximately the same number of letters and spaces. Otherwise the rest of the paragraph may have to be reset, and, if it becomes longer or shorter, lines may have to be transferred from page to page, at additional expense and disruption to the index typescript. Finally, every change the typesetter makes runs the risk of introducing new, different errors.

Always write in pencil as clearly as you can, using the symbols shown overleaf. Unclear corrections are likely to cause further errors and delays.

Please use the following colors:

RED for all typesetter's errors (departures from the copyedited typescript)

BLACK for publisher's errors and the insertion of cross-references

BLUE for any alterations of your own to factual errors, including any made in response to typesetter's queries

It is essential that you meet the deadline set for returning your proofs so that the publication date is not delayed.

If there are any points which you wish to raise with the production editor, please include a separate note about them, with the returned proofs.

more profound, a conclusion shared equally within the USSR and abroad, and lends additional timeliness to this study.

The present work will also embody a slightly different emphasis than the earlier *Conservation in the Soviet Union*. The primary focus of that work was upon the Soviet natural resource base, how efficiently it was being utilised, and on the adverse ways in which waste, mismanagement, and pollution affected it. Although in places similar themes appear in the present work, the main emphasis here will be on the pervasive nature of biosphere disruption and environmental contaminants, the extent to which they are damaging the Soviet populace and the resource base upon which it depends, and the effectiveness of the Soviet response to date in dealing with these problems.

It is hoped that this book will be of value to a wide audience of readers, and to that end a selected, but nonetheless fairly extensive, bibliography is presented.

An effort has been made in the bibliography to include among the entries a significant percentage of relevant works in English, to assist readers not familiar with the Russian language who desire additional information. The bibliography is necessarily selective, particularly with regard to the wealth of secondary source materials that has emerged in the current glasnost era. As many works again as appear in the bibliography were reviewed in some way in the preparation of the various chapters.














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



















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7 / cap /

Marginal mark	Meaning	Corresponding mark in text
	delete (take out)	cross through
	delete and close-up	 above and below letters to be taken out
<i>stet</i>	leave as printed (when words have been crossed out by mistake)	..... under letters or words to remain
<i>caps</i>	change to capital letters	 under letters or words to be altered
<i>s.c.</i>	change to small capitals	 under letters or words to be altered
<i>caps and s.c.</i>	use capital letters for initial letters and small capitals for rest of words	 under initial letters and  under the rest of the words
<i>l.c.</i>	change from capitals to lower case	line through letters to be altered
<i>bold</i>	change to bold type	 under letters or words to be altered
<i>ital</i>	change to italics	 under letters or words to be altered
<i>rom</i>	change to roman type	encircle words to be altered
<i>w.f.</i>	(wrong fount). Replace by letter of correct fount	encircle letter to be altered
	invert type	encircle letter to be altered
	replace by similar but undamaged character	encircle letter to be altered
	close up – delete space between letters	 linking words or letters

Marginal mark	Meaning	Corresponding mark in text
	insert space	 between letters or words
		 between lines or paragraphs
<i>eq #</i>	make spacing equal	 between words
<i>less #</i>	reduce space	 between words
<i>trs</i>	transpose	 between letters or words, numbered when necessary
<i>centre</i>	place in centre of line	 enclosing matter to be centred
	move to the left	 enclosing matter to be moved to the left
	move to the right	 enclosing matter to be moved to the right
<i>n.p.</i>	begin a new paragraph	 before first word of new paragraph
<i>run on</i>	no fresh paragraph here	 between paragraphs
	insert matter indicated in margin	
<i>a/e/s/</i> 	insert (or substitute) character required	 for insertion through character to be substituted 
	insert single quotation marks	
	insert double quotation marks	
	insert (or substitute) superior figure or sign	 (or encircle letters or signs to be altered)
	insert (or substitute) inferior figure or sign	 (or encircle letters or signs to be altered)