

Clara Meyer
2257 Chamberlain Drive
North Liberty, IA 52317

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Dear Clara

Enclosed you will find the Author's guide we discussed at our meeting. I think it will answer all your questions.

See Chapter 1 for a complete explanation of the publishing process, including the copy editing phase. Chapter 2 discusses the process of creating a text manuscript in Microsoft Word. Chapter 3 explains how to compile an electronic art manuscript to accompany your text.

I will call in a few days to discuss the schedule. Feel free to call me before then if you prefer. I will be traveling next week, but you can always reach me on my cell phone. I also plan to check my e-mail while I am on the road.

Sincerely yours,

Andrew T. Suri

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