

Quoted Passage List and Manuscript Extract

a chapter extract from a memoir manuscript together with the quoted-passage list prepared from it, checked against what the author's own record states about each source document | Final specimen

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A quotation set without quotation marks, a summary presented as a quotation, a diary entry described as complete when the record gives a different length, a document cited by a date its own pages do not carry, a changed name left unmarked, and a list row asserting a clearance the author's attorney has not given.

FINAL TEXT

SPECIMEN, PREPARED BY EDITFAST FOR ILLUSTRATION. NOT A REAL MANUSCRIPT. Prepared for an unnamed author (fictitious manuscript), chapter 4 extract and quoted-passage list

EXTRACT FROM THE AUTHOR'S RECORD (reproduced unchanged in both panels)

AR-1 The letter used at 4.2 was written by Margaret Hale and is dated March 14, 1961.

AR-2 Margaret Hale died in 1978, and no rights in her letters have been assigned to the author.

AR-3 The author holds the physical letters, which came to her with the house.

AR-4 The words used at 4.2 are Margaret Hale's own, copied from the letter, and run to 22 words.

AR-5 The sentences at 4.3 are the author's summary of a second letter and reproduce none of its wording.

AR-6 The diary entry used at 4.4 runs to 240 words, and 210 of them appear in the manuscript.

AR-7 The school report used at 4.5 carries no date on any of its pages.

AR-8 The person called Ray Dunmore at 4.6 is living, and Ray Dunmore is not his name.

AR-9 The author's attorney has not yet reviewed any passage in this chapter.

CHAPTER 4, EXTRACT

4.2 She wrote to her sister that January: "the frost had reached the water line and the pump had to be wrapped with burlap before the middle of the month."

4.3 In a second letter she described a winter in which the coal ran out before February and what was left of the orchard was burned.

4.4 The diary entry for that week runs to 240 words, and 210 of them appear here.

4.5 A school report records a boy who read well and would not sit still.

4.6 Ray Dunmore, a name changed here, ran the coal yard on Fenwick Street in those years.

QUOTED PASSAGE LIST AS DRAFTED

L-1 4.2 Letter, Margaret Hale to her sister, March 14, 1961. Quotation, 22 words. Author's attorney: not yet reviewed.

L-2 4.3 Letter, Margaret Hale, second letter, date not recorded. Summary, no wording reproduced. Author's attorney: not yet reviewed.

L-3 4.4 Diary, 210 words quoted from a 240-word entry. Author's attorney: not yet reviewed.

L-4 4.5 School report, no date on the document. Author's attorney: not yet reviewed.

[Query to the author: AR-2 records that Margaret Hale died in 1978 and that no rights have been assigned, and AR-3 records that the paper came with the house. Who holds the copyright in the two letters, and whether any passage may run as quoted, are questions for the author and the attorney rather than for us. AR-8 records a changed name, and whether the note at 4.6 should say so on the page or in the front matter is the author's decision.]

EXAMPLE
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