

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 | Marked-up 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.

ORIGINAL, WITH EDITS MARKED

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, and the letter says the frost had reached the water line and the pump had to be wrapped with burlap before the middle of the month.¹

4.3 In a second letter she wrote, "the coal ran out before February and we burned what was left of the orchard."²

4.4 The diary entry for that week appears here in full.³

4.5 The school report of September 1953 records a boy who read well and would not sit still.⁴

4.6 Ray Dunmore ran the coal yard on Fenwick Street in those years.⁵

QUOTED PASSAGE LIST AS DRAFTED

L-1 4.2 Letter, Margaret Hale to her sister, March 14, 1961. Paraphrase. Cleared: yes.⁶

L-2 4.3 Letter, Margaret Hale, undated. Quotation. Cleared: yes.⁷

L-3 4.4 Diary, complete entry. Cleared: yes.⁸

L-4 4.5 School report, September 1953. Cleared: yes.⁹

WHAT CHANGED, AND WHY

#	Was	Now	Reason
1	4.2 She wrote to her sister that January, and the letter says the frost had reached the water line and the pump had to be wrapped with burlap before the middle of the month.	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."	AR-4 records that these are Margaret Hale's own words, copied from the letter. Running them without quotation marks presents another writer's expression as the narrator's. The quotation marks are the only thing on the page that distinguishes the two.
2	4.3 In a second letter she wrote, "the coal ran out before February and we burned what was left of the orchard."	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.	AR-5 records that these sentences are the author's summary and reproduce none of the letter's wording. Quotation marks around a summary attribute words to a writer who did not use them.
3	4.4 The diary entry for that week appears here in full.	4.4 The diary entry for that week runs to 240 words, and 210 of them appear here.	AR-6 gives 240 words in the entry and 210 in the manuscript. The draft told the reader the entry was complete, and the record says thirty words are absent.
4	4.5 The school report of September 1953 records a boy who read well and would not sit still.	4.5 A school report records a boy who read well and would not sit still.	AR-7 records that the report carries no date on any of its pages. Where the date came from is not in the record, and the sentence now describes the document without dating it.
5	4.6 Ray Dunmore ran the coal yard on Fenwick Street in those years.	4.6 Ray Dunmore, a name changed here, ran the coal yard on Fenwick Street in those years.	AR-8 records a living person under a changed name. The manuscript did not say so anywhere, and a reader had no way to know. Whether the note belongs on the page or in the front matter is the author's decision.
6	L-1 4.2 Letter, Margaret Hale to her sister, March 14, 1961. Paraphrase. Cleared: yes.	L-1 4.2 Letter, Margaret Hale to her sister, March 14, 1961. Quotation, 22 words. Author's attorney: not yet reviewed.	AR-4 makes 4.2 a quotation of 22 words, and the row called it a paraphrase. AR-9 records that the attorney has reviewed nothing, so the clearance column stated a conclusion nobody had reached.
7	L-2 4.3 Letter, Margaret Hale, undated. Quotation. Cleared: yes.	L-2 4.3 Letter, Margaret Hale, second letter, date not recorded. Summary, no wording reproduced. Author's attorney: not yet reviewed.	AR-5 makes 4.3 a summary, and the row had the two entries reversed against L-1. The date is recorded nowhere in AR-1 to AR-9 for the second letter, so the row now says that rather than calling the letter undated.
8	L-3 4.4 Diary, complete entry. Cleared: yes.	L-3 4.4 Diary, 210 words quoted from a 240-word entry. Author's attorney: not yet reviewed.	AR-6 supplies both figures. A row reading complete entry gives an attorney nothing to weigh, and the two numbers are what the third statutory factor asks about.
9	L-4 4.5 School report, September 1953. Cleared: yes.	L-4 4.5 School report, no date on the document. Author's attorney: not yet reviewed.	AR-7 records no date on the report. The row carried a date the document does not, which is the same fault as the body sentence at 4.5.