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New Hart's Rules. – Oxford University Press, New York 2005. ISBN 978-0-19-861041-0. 417 pp., £ 12.99.

More than 100 years ago, H.H. Hart, Printer to the University of Oxford and Controller of the University Press, prepared and in 1893 published a 24-page booklet. This started a series of books on rules for editors and authors. The book was modified many times and presented under different titles (*e.g.* The Oxford Guide to Style). Its format has often been changed; the content and number of pages have increased. The last, completely rewritten edition returns partly to the original name (Hart's Rules for Compositors and Readers at the University Press, Oxford) and brings broad information prepared by 15 editors and contributors (helped by another acknowledged 15 persons). Pocket size of the book helps its transport and the clear style of explanation helps its use.

Twenty chapters of the book bring general information on preparing manuscripts and editorial work, explain principles of spelling, hyphenation, punctuation, and capitalization, show how to refer to people and place names, treat italic, roman, and other types, give reference to work titles (*e.g.* to books of the Bible or Shakespeare plays), present quotations and direct speech, abbreviations and symbols, numbers and dates, include material written in foreign languages (*e.g.* Arabic, German

Fraktur, Greek, Hebrew, and Russian alphabets, the often used abbreviations, and the respective transliterations, peculiarities of Slavonic languages), give law and legal references. Special chapters solve questions of writing in science (including SI units, biological nomenclature, medical terminology, and table of chemical elements), mathematics (list of mathematical symbols), and computing, arranging lists of information and tables, preparing illustrations, adding notes and references, arranging bibliographies (also website and other electronic data), preparing indexes, and in addition give information of copyright and other responsibilities. The reader finds in the chapters information on paper and book sizes, differences of British and American spelling, principles of word division, use of comma, definite and indefinite articles, *etc.* The appendices present proof-reading marks according to the British Standard, a very useful glossary of printing and publishing terms, and a detailed subject index.

The book will certainly help all authors and editors of scientific articles and books, especially those whose mother tongue is not English.

Z. ŠESTÁK (*Praha*)