

FOR VOLUME EDITORS

Guidelines and Responsibilities

The editor(s) of a multi-authored volume must assume certain editorial responsibilities, as such volumes require more attention and labor than single-author volumes.

1. You are responsible for ensuring that each contribution is formatted according to our guidelines (e.g., double spaced, 12 pt. type, ragged right alignment, in-text callouts for placement of all tables and illustrations).
2. If you rewrite, cut, or make major modifications in any of the contributions, resubmit the revised texts to the contributors for approval **before** sending the manuscript to us.
3. Make sure that none of the contributions have been published or submitted elsewhere. If they have, please let us know as soon as possible.
4. Check each contribution for use of published material still in copyright. Permission to reprint material in excess of “fair use” should be secured—by you or the contributors—**before** the manuscript is turned over to us. Contributors must pay all fees associated with permissions for their contributions.
5. Examine all maps, charts, tables, etc. for clarity, consistency, accuracy, and importance. Proper names and terms should be spelled consistently throughout all elements of the manuscript. Avoid repeating the same artwork or quotations in multiple contributions unless there is good reason.
6. Each contribution’s references should follow the same style. If the same works are referenced in multiple contributions, the contributors should quote from the same editions.
7. Contributors may contradict one another on points of fact. It is your responsibility to eliminate or justify obvious inconsistencies.
8. You are responsible for seeing that all illustrations are prepared in the appropriate electronic format.
9. Once the manuscript is in its final form, you will need to provide a table of contents (make sure chapter titles and contributors’ names are agreed on) and a list of contributors. For the latter, provide 2–3 sentences about each contributor, including name (as it appears with the chapter title), current academic rank, affiliation, and brief background information.

As volume editor(s), you have the responsibility to ensure that the completed manuscript adheres to contractual stipulations regarding length and the number of the illustrations. You will also have to ask each of the contributors to sign our consent-to-publish agreement, copies of which will be provided by us.

After the manuscript has been edited, it will be returned to you so that you can check it and respond to copyediting queries. Whether or not you choose to show the proof to the contributors, they must see the edited manuscript, so you should send each chapter to its author, with instructions. It is **critical** that you retain original chapter files so that you will be able to return the entire manuscript to us at the appointed time. When the authors return their chapters, make certain that they have responded appropriately and answered **all** queries. Please have them make all their changes/responses to the original file. Finally, you are responsible for preparing the index (if one is planned) or for arranging its preparation.