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PREPARING AN EDITED (MULTI-AUTHOR) VOLUME FOR PRODUCTION

Publishing a volume containing the work of several contributors can be challenging—sometimes more so than the volume editor imagines at the outset. The following instructions are intended to help your book move through editing and production as smoothly as possible.

This document deals only with the responsibilities of the volume editor. Detailed information about other aspects of preparing a manuscript, which applies equally to edited volumes, is provided in separate UC Press documents. If you have not already received them, please download them from the UC Press website or contact your sponsor.

Communication with Contributors

The volume editor handles all communication with individual contributors before manuscript submission and during editing and production. Besides assembling the necessary consents, agreements, and permissions, this responsibility may entail distributing edited manuscript and proofs for review; transcribing contributors' changes and corrections onto a single copy of the manuscript or proofs to return to the press; and adjudicating any differences of opinion about authors' or editors' alterations in manuscript and proofs.

The volume editor is also normally expected to establish and enforce deadlines by which contributors must return material. To avoid delays, we recommend setting a deadline after which the volume editor assumes the right to review and return material on the contributor's behalf.

If it is impossible for you to perform this role, for example because of illness or complex travel plans, please discuss alternatives with your sponsoring editor and supply contact information for all contributors throughout the period of editing and production.

You should determine in advance whether contributors will (1) delegate all responsibility for reviewing their edited manuscript and proofs to you; (2) see the editing but not proofs; or (3) receive both their edited manuscript and their page proofs for review. Emend UC Press's model Consent Request and Publication Agreement accordingly. To expedite production, the press generally recommends that contributors review their edited manuscripts but not their page proofs, which should be reviewed by the volume editor only. If it is necessary to make different arrangements to accommodate individual contributors, please notify your sponsoring editor.

Consent to Publish and Permissions

Each contributor to the volume must complete a Consent Request and Publication Agreement so UC Press can legally copyright the book. The volume editor should collect the signed forms from contributors and send them to the sponsoring editor with the completed manuscript.

The volume editor is also responsible for ensuring that contributors have obtained the necessary permissions for any copyrighted artwork to be reproduced and for any previously published tables or text—including previously published chapters, regardless of how substantially they have been revised for the volume.

Along with the necessary consent forms, publication agreements, and permissions clearances, the volume editor should prepare and supply a Log of Permissions, Releases, and Consents.

For more information, see the document *Clearing Permissions and Obtaining Releases and Consents*.

Manuscript Preparation

The volume editor is responsible for ensuring that manuscripts and artwork supplied to the press for production conform to our guidelines for submission. For more information, see the documents *Preparing Your Manuscript Files and Printout* and *Art Submission Guidelines*.

Manuscript Submission

UC Press asks that manuscripts be submitted as Word (.doc or .docx) or OpenOffice.org (.odt) files.

For edited volumes, all contributions should be consistently formatted: that is, all should be prepared in the same word-processing application with consistent organization of bibliography, notes, and tables.

Ideally, a single person should collect the individual submissions and coordinate their preparation, ensuring the completeness and accuracy of all files and checking that all files are clearly identified. In this case, it is essential to confirm with the contributors before submission that the files in hand contain the final version of the material and that any editorial changes made at this stage (e.g., standardization of proper names) are approved by the contributors.

See the instructions *Preparing Your Manuscript Files* and complete the “Production Information” section of the *Final Manuscript Information form*.

Editorial Style

If possible, the volume editor should establish in advance the style to be followed for scholarly apparatus and usage (e.g., MLA or Chicago Manual style, or the style of a journal with which all contributors are familiar; American punctuation; and American spelling as reflected in Webster’s Eleventh New Collegiate Dictionary). These decisions should be recorded on a style sheet and supplied for the copyeditor’s guidance when the manuscript is submitted.

If the volume editor does not establish a single, consistent editorial style for the entire manuscript, the press will not attempt to do so. The copyeditor will ensure that documentation and style are consistent for each chapter of the book but will not attempt to impose a single consistent style throughout the book.

For volumes in which most contributors draw on the same sources, it may be desirable to avoid duplication of bibliographic information by creating a single bibliography or reference list before the manuscript is submitted. In this case, the volume editor should ensure that citations in all chapters refer to the correct source (and to the same edition of a work).

Parts of the Book

FRONT MATTER

The volume editor should prepare a table of contents with the chapter titles and contributors’ names in the desired order; a list of illustrations, maps, and tables; and any other preliminaries desired, such as acknowledgments, a preface, a list of abbreviations, or notes on translation or transliteration.

Science title volume editors should also submit a complete list of contributors with their affiliations and email addresses and place it after the table of contents.

TEXT

Contributions will be treated as numbered chapters unless you indicate another preference. A general introduction is usually treated as the first chapter. If part divisions are desired, please indicate part numbers and titles clearly in the table of contents and provide text for any part introductions or other sections.

Chapter notes, chapter bibliographies or reference lists, and chapter appendixes will appear at the end of their respective chapters unless you specify otherwise; note placement must be consistent for all chapters in the volume. Chapter acknowledgments may be inserted as unnumbered notes appearing either on the first page of the chapter or at the beginning of the chapter endnotes; please specify your preference.

BACK MATTER

The back matter may include appendixes, a glossary, a general bibliography, notes on contributors, and other supplementary material. Please supply this material, clearly identified, along with the main text.

Bibliography: If a single bibliography is to be compiled from the individual contributions, please prepare it in accordance with the Chicago Manual of Style or the preferred style for your book, resolving as you go such questions as which edition of a commonly cited work should serve as the definitive one for the volume, and making sure that all citations conform to this edition.

Notes on Contributors: Prepare an alphabetical list of contributors with short biographies (two or three sentences) describing professional standing and affiliation, significant published works, and notable achievements. The list should not include contact information for contributors (as might be done in a journal submission or in the front matter of a science title).

Index: Please determine, in consultation with your sponsoring editor, whether you will prepare the index for the book yourself or hire a professional indexer. If you wish to hire a professional indexer, we can recommend a freelancer. If we hire the indexer on your behalf, indexing fees will be charged to you directly.

Artwork

The volume editor should ensure that all artwork is supplied in a form acceptable to the press and that the Art Inventory is complete and correct. See Art Submission Guidelines for detailed instructions on preparation of artwork. If you need to hire a graphics professional to draw line art or maps, UC Press can send you a list of recommended vendors.

In collected volumes, art and tables are generally double-numbered, with the chapter number first: e.g., table 2.1, figures 5.2 and 5.3.

Contributors should not submit manuscripts with graphics embedded in the text files