GUIDELINES for VOLUME EDITORS

This document is a supplement to the general author guidelines.

YOUR RESPONSIBILITIES AS A VOLUME EDITOR

As volume editor, you are responsible for ensuring that all of the chapters to be included in your book are prepared according to the guidelines presented here and on our website.

> **NOTE** **Edits, additions, and corrections to the manuscript must be completed during copyediting review. This review stage is your final opportunity to make changes to the content. The Press does not allow content editing during page proof review.**

We reserve the right to return materials to you if they are not prepared correctly.

- You will be the intermediary between the contributors and the Press.
- It is your responsibility to review (or have your contributors review) the edited manuscript, making certain that all queries have been answered and ensuring that the text is accurate and ready for the typesetter. Only you (or your contributors) will be reading proof; the Press does not normally hire professional proofreaders.
- If your contributors will be involved in either the manuscript or proof stage, you will need to send the materials to your individual contributors; the Press will not handle this for you. Do not have the contributors send anything directly to the Press.
- You will be responsible for preparing the index, unless other arrangements have been made and are stated explicitly in your contract. If the Press hires a freelance indexer to create your index, you will be permitted to correct any typographical errors or delete any unnecessary entries; you will not be able to make any other changes.
- You are also responsible for making certain that your contributors have obtained any necessary permissions for their use of previously published figures, quotations of copyrighted material exceeding 300 words, or any poems or song lyrics, regardless of length.
- It is your responsibility to compile a list of sources and acknowledgments for all reprinted material, making certain that any stipulations of the grantor of permission have been followed.
- If you will not be available at the scheduled times to review the edited manuscript and page proofs and either create the index or review the index we provide, please notify your manuscript editor as soon as you receive the schedule.

If you have any questions that are not directly addressed here, consult your acquisitions editor or the latest edition of the *Chicago Manual of Style*.

MANUSCRIPT PREPARATION

Please review the [Author Guidelines, Full Version](#). Contact your editor with any manuscript preparation questions. We are happy to help you prepare your manuscript! Following these guidelines will help ensure a high-quality and efficient publication process.

Endnotes, tables, and references must be gathered at the end of each chapter file.

References must be complete, accurate, and styled consistently according to the latest edition of the *[Chicago Manual of Style](#)*.

NAMING FILES

Submit each chapter as a separate file; the front matter should also be a separate file. Name each file as in the following example:

> Smith_XXX.doc

Where Smith is the lead author's name, which is followed by an underscore and a two-digit unique identifier. The front matter is assigned the identifier "00" and each chapter is numbered according to the chapter number, so that chapter 1 would be named as follows:

> Smith_001.doc

SUBMITTING THE MANUSCRIPT

All elements of the manuscript must be complete at the time it is submitted to the Press; we cannot begin editing until all elements are present. A guest foreword may be submitted later if this is approved by your acquisitions editor.

Once your manuscript has been submitted, we consider it ready for editing. Do not send revised materials after this time, and do not continue revising your electronic files.