



## Guidelines for Preparation of Typescripts

### Supplemental Information for Editors of Collected Works

This document is intended to supplement information provided in our "Statement of Policy and Procedures" and "Guidelines for the Preparation of Typescripts."

Of their very nature, edited collections of articles by multiple authors present special problems for both the editor and the Press. This supplemental information is intended to help the editor in addressing those problems as he or she plans the volume so as to minimize difficulties that arise in the process of evaluation and approval and then of editorial preparation for publication.

The principal substantive challenge to the editor is to give the collection sufficient unity and coherence as to assure that the volume has a reasonable chance of being accepted in the market. The title, the editor's preface and/or introduction, and the selection and arrangement of articles should all work toward the presentation of a coherent theme.

In addition to the articles themselves, each volume presented to the Press for consideration should contain the following elements:

- Title page
- Table of contents
- Editor's preface and/or introduction
- The articles arranged in some logical order. If appropriate, the book may be divided into sections or parts.
- Notes, placed at the end of the individual articles. In the book they will usually be placed as footnotes.
- A consolidated bibliography of all works cited in the volume. We view this element as a major contributor to the unity and coherence of the volume.
- Copies of tables, illustrations, appendices and any other illustrative matter.
- A list of the contributors with brief identifying information.

When submitted for evaluation and approval, the manuscript should be printed in a consistent style and format. All parts of the manuscript must be double-spaced. The pages should be numbered consecutively either within each article or across the entire typescript.

After the typescript has been approved, the editor and contributing authors will have a period of time to make revisions in accordance with readers' recommendations and to prepare the final version. The final version must be submitted in both typescript and electronic form. All parts of

the typescript must be double-spaced. In the electronic version, the front matter, each article, and the back matter should be in separate files. All the files must be identical to the printed version, and all must be in the same word processing program (preferably Microsoft Word or WordPerfect). We cannot begin our own editorial work until all of the elements identified above are present.

The editor should submit with the final version a list of the names, addresses, telephone numbers, and e-mail addresses of the contributing authors. The editor should also be prepared to discuss with the managing editor arrangements and schedules for review of the copyedited manuscript and then of proof and for preparation of the indices. Finally, if any of the articles will have been published elsewhere prior to our publication, permission may have to be obtained from the other publisher. It is the responsibility of the editor and the contributing author to obtain the necessary permission and provide evidence of it to the Press.

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