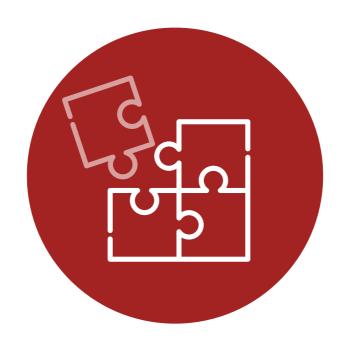


Edited Volumes





Edited Volumes

Responsibilities of the editor(s)

As the editor(s) of the volume you are responsible for:

- Deciding how long each contribution should be and how many figures each contribution should contain, and ensuring contributors adhere to these so that the book stays within the limits set out in your contract
- Providing up-to-date contact information for contributors
- Finding new contributors if any are unable to finish the project
- Making sure all necessary rights for third party materials have been acquired and recorded
- Ensuring that all contributor chapters are submitted on time and meet our submission requirements (see Submission Checklist)
- Ensuring the manuscript is compiled and submitted correctly that all text and
 figures are supplied electronically, in a suitable format, and that the chapters
 are consistent in terms of style and layout. All contributors must have seen and
 approved their final, edited contribution and be aware that they cannot make
 changes later in the process
- Collating and numbering all the illustrations, and providing a final 'list of illustrations' for the volume
- Collating alt-text descriptions for all illustrations and providing a full list in the format requested
- Where appropriate, consulting with your contributors regarding corrections proposed to their chapter during copy-editing
- Compiling the index for the book during production (unless informed otherwise by the team working on your book)
- Approving and collating corrections from contributors at first proofs stage

We recommend that you share relevant information from us with contributors to make sure they have all the necessary information about preparing the text and figures and acquiring third party rights.

Contributor details

You must provide us with a complete list of all contributors, their mailing addresses and email addresses so we can send contracts to each contributor.



These contracts give us permission to print the work, and we cannot legally print a chapter without having a signed contract from everyone who contributed to it.

If a contributor drops out or is unable to submit their essay within the word count or timeframe agreed, please consult your editor so that contracts can be kept up to date.

When the manuscript is finished you must submit a list of all the contributors in alphabetical order, with their affiliations, addresses and email addresses. This list (with email addresses removed) may be printed in the prelims of the book, and will also be used to check that we have signed contributor contracts from all contributors. If the contributors are to see proofs of their chapter later on then we need the email addresses so we can send a PDF of each contributor's chapter for proofreading.

Word or LaTeX

Ideally we would prefer that all contributors prepare their chapters in the same format. However, we appreciate that this may not always be possible. We can accept manuscripts that have been prepared in a mixture of Word and LaTeX, but please make sure that both you and your contributors are aware of the different requirements when submitting in these formats.

Responsibilities of the contributors

As a contributor it is important that you keep in regular contact with the volume editor, and follow any instructions they give you.

You must:

- Sign and return a contributor contract to us. Without this we will be unable to print your chapter
- Ensure that the style and layout within your chapter is consistent and in keeping with any guidelines provided to you by the volume editor
- Obtain any necessary permissions (unless informed otherwise by the team working on your book). See the guide <u>Acquiring Rights in Third Party Materials</u>
- · Keep to any deadlines set by the volume editor or by the Press

Whilst writing your chapter, bear in mind that your contribution is part of a larger piece of work. You must supply the volume editor with all necessary electronic files and alt-text descriptions for the text and figures in order to compile your chapter. There are different requirements depending on whether you are preparing your chapter in Word or LaTeX, so please follow guidance from your volume editor.



