



Volume Editor Guide

As you will discover, an edited volume has different needs and challenges than those you would encounter when authoring a book. As volume editor, you define the scope and rationale for the project, then select and coordinate materials for inclusion from contributors. Most importantly, you ensure that the chapters from the contributing authors form a cohesive volume and support your goal for the work. This guide outlines the steps involved in editing a project and working with the press to publish the volume and offers suggestions that may help along the way.

The Volume Editor's Responsibilities

As the volume editor, you are responsible for activities at each stage of the project:

1. Planning an edited volume
 - Establish the focus of the volume and maintain the overall objective for the work, answering the question, “what does this book need to accomplish?”
 - Determine the reference style for the work
 - Select the contributors and chapters for inclusion to accomplish the book’s objectives
 - Prepare a proposal for the project to submit to publishers
2. Working with the press/Publication Agreement
 - Set up and maintain the relationship with the publisher
 - Sign the publication agreement
 - Coordinate chapter development and delivery schedules
 - Submit all materials to the press
 - Serve as point of contact between contributors and the press
 - Send the publisher’s contributor releases to every contributor and collect signed copies
3. Developing the manuscript
 - Oversee chapter development, including reviews of outlines, draft chapters, and final chapters and illustrations
 - Communicate to contributors about the schedule for submitting chapters
 - Provide feedback to contributors and recommend developmental work for necessary chapters
 - Write/update editor’s introduction to volume
 - Distribute key information from the press to contributors, including Final Manuscript Preparation Requirements, Final Art Submission Requirements, and Permission Guidelines
 - Answer questions from the press regarding contributors’ chapters
4. Preparing manuscript for peer review
 - Collect and prepare the complete manuscript from contributors for delivery to the publisher
 - Ensure illustrations and tables are included in chapter files for review

- Keep the manuscript length under the word count specified in the contract
5. Responding to peer review
 - Respond to feedback, working with contributors as warranted
 - Develop plan for amending chapters in response to critiques
 - Compose letter responding to the reviews for submission to the editorial board
 - Remove chapters that do not support the goals of the volume successfully
 6. Preparing for board approval
 - Provide up-to-date Manuscript Cover Sheet and CV/résumé to the press, along with a written response to the reviews (if requested)
 - Update the table of contents and contributor list to reflect the current plan for the manuscript
 - Request abstracts and keywords at chapter level from contributors
 7. Preparing manuscript for final submission
 - Finalize the table of contents and other front matter for inclusion in the volume
 - Collect final chapters and chapter abstracts and keywords from contributors
 - Double-check that the word count and illustration count are within the specifications in the contract
 - Develop an abstract and keywords for the volume as a whole
 - Confirm that you have a signed contributor release from every contributor
 - Create and submit Contributor Contact List
 - Ensure that contributors have secured permission to reproduce all material from outside sources
 - Prepare the manuscript for submission to the press according to the Final Manuscript Preparation Requirements
 - Confirm that contributors have followed Final Art Submission Requirements in preparing illustrations
 8. Working with the press throughout the editorial, design, and production (EDP) process
 - Communicate with the project editor overseeing the process
 - Ensure that your travel schedule is not in conflict with reviews of the copyedited manuscript or review of page proofs

Your volume editor role is critically important, as the book's reception by its readers and reviewers is tied to your efforts to produce an appropriate and relevant volume for them.

The following provides in-depth information on your role at key points in the volume's development. Please review the instructions included for each stage and revisit this list as the volume moves forward.

Stage 1: Planning an Edited Volume

Spend time planning the volume, as the effort and energy you invest upfront will pay off as the project moves forward. Think about the edited volumes you have read. Some are smooth and move almost seamlessly from chapter to chapter; others are more difficult to read, with varying styles, redundancy among chapters, differing levels of coverage, and inconsistent chapter structures and coverage. Consider what you want your readers to take away from the volume and the instructions you need to give the contributors to achieve that goal.

- How many chapters will be needed to provide the scope you intend?
- Who do you envision publishing in the volume?
- How much time do you have in your schedule to develop the manuscript?
- Which deadlines do you have to meet for other projects that will interfere with this one?

Editorial Vision and Control

As volume editor, you **define the focus of the volume** and ensure that the chapters in the volume maintain that focus and fulfill your vision. Know what you want to accomplish in bringing the contributors together and preparing the collection of chapters.

You have **full editorial control** over the content of the volume. This control includes not only organizing the contributors and guiding them through the manuscript development and publication process but also making difficult decisions, as necessary, to see the manuscript is completed and moves through to publication on schedule.

The contributors working on chapters for your edited collection may have used varying platforms, software, note styles, and typefaces. As the volume editor, you are responsible for creating a uniform whole out of the various pieces and preparing a final manuscript, following our Final Manuscript Preparation Requirements, establishing a consistent style for notes and references, and applying a uniform typeface. To expedite this portion of your work, you may wish to provide a style sheet to your contributors in advance, so they can submit their chapters to you in as close to final form as possible. Please share the Final Manuscript Preparation Requirements and Final Art Submission Requirements with your contributors; this step may help to improve the state of the chapters you receive.

Stage 2: Working with the Press/Publication Agreement

As volume editor, you will be the main contact with the press. Please do not instruct your contributors to send materials directly to the press.

We highly recommend the volume editor and all contributors review the Welcome to UPF and Life Cycle of a Book documents and raise any questions with the acquisitions editor.

Schedules

The manuscript submission date outlined in the contract is the deadline for submitting the manuscript for peer review. The volume editor is responsible for keeping the contributors on schedule at all stages of submission. Because we set publication schedules years in advance, meeting these dates is critical to the publication process.

This issue is especially important once the project has been approved for publication by the editorial board and we have set a delivery date for submitting the final manuscript, illustrations, permissions, contributor releases, and related materials. All contributors must know that these dates are firm dates, and they risk having their essays removed from the volume if they cannot meet them.

Publication Agreement

As volume editor, you will sign the publication agreement with the press. The contract defines the terms of the relationship between you as author and the press.

Contributor Releases

Each contributor must sign a release form in order for their chapter to be included in the volume. Your acquisitions editor will provide you with a release form to customize for your volume. You are responsible for distributing these releases, collecting the signed versions, and submitting them to the press with the final manuscript. We will not publish a chapter for which we do not have the contributor release, as legally we do not have the right to do so.

Stage 3: Developing the Manuscript

As volume editor, you set the tone for the content and format of the book and ensure that all contributors adhere to the main themes of the work. You must be willing to require that authors revise their contributions if they do not fit your vision for the volume or as suggested by peer reviewers. Editorial control may also involve removing a contributor's essay if it is a weak contribution, is tangential or digressive to the volume, or does not receive endorsement in the peer review process and cannot be adequately revised.

Sharing Files during Writing Process

Many editors find it useful to post the table of contents, chapter abstracts, outlines, drafts, and final chapters to a file-sharing site. This step allows all contributors to read others' materials, and it can be very helpful to eliminate overlap or duplication of content. It can also serve to get all contributors involved and excited about the common goal of the volume.

Volume Editor Introduction

In an introduction, articulate the core organizing principles of the volume, including the order of the essays and the significance of chapters in the context of the entire volume.

It is generally a good idea to write a draft of the introduction at an early stage in the process and share it with the contributors. The contributors should develop their essays along the lines described in this introduction.

For volumes generated out of conferences or symposia, please remove references to these events, as they will have a negative impact on the book's reception by librarians and wholesale book buyers. We ask that, where appropriate, you thank panelists and contributors by name rather than make explicit reference to the name of the conference, date, and location.

Chapters

You are responsible for overseeing chapter development, including reviews of outlines, draft chapters, and final chapters and illustrations. You will need to communicate to contributors about the schedule for submitting chapters, as well as provide feedback to contributors and recommend developmental work to those whose chapters may need revision.

When comparing chapters, watch for the following:

- Variations in writing styles (e.g., overly formal or overly casual)
- Consistency in definitions
- Overlaps and duplication in coverage and content
- Disagreements or contradictory materials
- Gaps in coverage or discussion
- Disparate lengths among chapters
- Varying quality and quantity of illustrations

Keep the intended audience in mind. How will your readers view this work?

Illustration Preparation

Your contract with the press includes the total number of illustrations we have planned for the volume. Additional illustrations cannot be added to exceed these totals. Please make clear to your contributors that they need to provide you with final tallies for the illustrations they plan for their chapters at the beginning of the development process and that they will not be allowed to submit additional illustrations later.

Stage 4: Preparing the Manuscript for Peer Review

The peer review stage is the point at which the entire manuscript will be reviewed and critiqued by two or more scholars, professionals, or other readers with expertise in the subject of the volume. For peer review, the work should be in near-final form, but contributors do not need to have permissions cleared at this point. We will provide you with our Checklist for Preparing a Manuscript for Review, which offers formatting guidelines for submitting the text for peer review.

Documentation

As the volume editor, you establish the reference/citation style for the volume, inform the contributors of the stylistic requirements, and edit the essays before peer review to ensure that all chapters are consistent in style. If the text includes translated materials, implement one style consistently for presenting those quotations. As the volume editor, you must ensure that all the contributors' chapters are formatted consistently and follow the press's guidelines.

Illustration Preparation

If you or your contributors plan to include illustrations, please include them in the chapters at the peer review stage. At peer review, lower-resolution versions are suitable. Your acquisitions editor will

require high-resolution versions of these illustrations as outlined in the Final Art Submission Requirements **after** board approval and before the manuscript is launched to editorial.

While your manuscript is out for review, we recommend you and your contributors read What You Can Do during Peer Review and raise any questions with your acquisitions editor.

Stage 5: Responding to Peer Reviews

Your acquisitions editor will share the peer reviewers' responses with you and will discuss the recommendations. It is likely that you will see comments about the strengths and weaknesses of individual chapters. Some feedback may recommend reorganizing the volume or adding, expanding, or removing chapters. Discuss the recommended changes with your acquisitions editor. Once you have a good sense of how you plan to revise the work in response to the reviews, write a response to your editor, indicating both the general and specific changes you plan to make. At this point, you may ask contributors to revise chapters based on reader comments. It is your responsibility to ensure that the revised chapters from contributors address the recommendations you want to accommodate. If a contributor is not able or is unwilling to revise a chapter at your request, you will need to consider whether you want to make the changes yourself or take the chapter out of the volume.

If the work does not receive a recommendation to publish from two peer reviewers, the acquisitions editor will send the revised manuscript back to the readers after revision.

Stage 6: Board approval

When your project has received positive peer reviews that support publication, your acquisitions editor will prepare a packet of materials about your project for review by the editorial board.

You may be asked to provide these elements:

- An updated Manuscript Cover Sheet
- CVs for the volume editors
- Response to the review comments (if not already submitted)
- A schedule for submitting the final manuscript ready for editing
- Contributor bios

During the board preparation period, your acquisitions editor will ask you to prepare abstracts and keywords (As and Ks) for your work. You will need to coordinate with the chapter authors to provide these items for each chapter. You are responsible for preparing As and Ks for the volume as a whole. Your acquisitions editor will send you guidelines, examples, and a template.

The acquisitions editor will communicate the editorial board's decision to you as well as any revisions required by the board for final approval.

Stage 7: Preparing the Final Manuscript for Transmittal to the Editing, Design, and Production Department

After board approval, you and your acquisitions editor will agree on a submission date for the final text, illustrations, permissions, contributor releases, and other volume materials. **It is critical that you meet this deadline, as our publication schedules are dependent on it.**

When your acquisitions editor receives your final manuscript and accompanying pieces, s/he will review it to ensure it is complete and ready to submit to the EDP Department for copyediting.

We are looking for the following:

- Final versions of chapters, compliant with Final Manuscript Preparation Requirements
- Illustrations in digital format, compliant with Final Art Submission Requirements
- Signed/formal permission releases for content with publishing/reproduction rights controlled by a third party
- Abstracts and keywords
- Signed contributor releases
- A list of contributors contact information

The acquisitions editor will check these pieces and will ask you any questions that arise. It is your responsibility to convey these questions to each chapter author as needed and to resolve any questions about content, illustrations, permissions, or other subjects with the chapter author.

Front Matter

Finalize the table of contents, preface (if applicable), and other materials for inclusion in the front matter of the volume.

Double-check that chapter titles and authors' names on the table of contents page match those on the chapters and in the list of contributors. Confirm with the contributor that the name on the chapter is in the format the contributor uses for publications (e.g., with middle initials).

Prepare an acknowledgments section if one is needed. Insert the acknowledgments after the table of contents, before the first chapter. If you received a subvention to prepare the book, be sure to include an acknowledgment to the granting organization or individual. If individual contributors wish to include acknowledgments, acknowledgments can be placed at the end of the corresponding chapter.

A dedication page in the front matter is not appropriate for an edited volume.

Chapters

The final manuscript must incorporate the revisions you and your editor agreed to in your response to the peer reviews and as stipulated by the editorial board. Please have contributors send their final versions to you with time for your review. Before sending to your acquisitions editor, re-confirm that contributors have given you the **correct and final versions** of their chapter to be edited and published, along with any tables or illustrations and captions to be included, with callouts in the text.

The length of the submitted manuscript should be within the specifications allowed in the publishing agreement.

All elements of your volume should be consistent throughout in content and format. Please refer to the **Final Manuscript Preparation Requirements** for detailed information about formatting the files.

Prior to submitting the final manuscript to the press, review and edit each essay, query authors about missing or incorrect information, and incorporate authors' responses.

Double-check that all quotations and source citations are accurate. (Remember to double-check the punctuation, capitalization, and spelling.)

If you have rekeyed, scanned, or converted any of the chapters submitted by authors, proofread the material to be sure that errors were not introduced and that text was not dropped. Also, let your acquisitions editor know that the material may need more scrutiny.

If a volume began as a conference, remove all references to the conference. If a chapter was originally a delivered paper or other entity, please delete/change all references to its previous incarnation (e.g., "this paper" becomes "this chapter").

Save each chapter as a separate file. Each additional part of your manuscript (front matter, introduction, references, appendixes, figures, etc.) must also be saved as separate files.

Name the files for chapters "chapter01," "chapter02," and so forth (or something similar) so that they appear in the order in which they will appear in the volume.

Make sure that all comments, annotations, field codes, and hidden text have been removed from the final version of the manuscript that you submit to the press.

Documentation

We cannot accept multiple reference styles and/or note styles in one manuscript. If authors have used different styles for notes—for example, some use parenthetical notes in text with a reference list and others use superscript note numbers in text with chapter endnotes and a bibliography—you must decide which note and reference style is appropriate and modify all the chapters to that style.

If notes are used, place them after each chapter rather than grouping them at the end of the book.

Double-check that the notes in each chapter begin with note 1 and that each superscript note number in the text has a corresponding note in the notes section.

If authors have used parenthetical citations (whether CMS author-date, MLA, APA, or SAA) in the text, double-check that all the citations have corresponding entries in the references.

If abbreviations are used for frequently cited sources, check that abbreviations are consistent throughout the manuscript and create a list of abbreviations for the front matter.

Permissions

If individual chapters have content for which permissions are required, either for illustrations or to reproduce previously published essays or other portions of the text, you are responsible for ensuring that the contributor has obtained all necessary permission to use the material and has paid any permissions fees required by the rights holders. We recommend each contributor review the **Permission Guidelines** and the **Rights Log** and use the **appropriate permissions templates** for requesting rights. Make sure the contributing authors have permission releases signed by the rights holders and have provided accurate source and credit lines in their captions. A completed **Rights Log** must be submitted with the volume.

If an essay in the edited volume has been previously published, you must obtain permission to reprint from the copyright holder (usually the original publisher and sometimes the author). Contributors reusing their own previously published material need to contact the original publisher of the work to confirm that their intended use is approved.

When preparing permission materials for submittal, please clearly label all permission grants to indicate which material they apply to (or have the contributors send them to you with that information). Send a copy of each permission release to the press with your final manuscript submission and keep copies for your own records.

Complimentary copies requested by rights holders must be supplied by the contributor.

Illustration Preparation

Your contract with the press includes the total number of illustrations we have planned for the volume. Additional illustrations cannot be added to exceed these totals. Please make clear to your contributors that they need to provide you with final tallies for the illustrations they plan for their chapters at the beginning of the development process and that they will not be allowed to submit additional illustrations later.

For the chapters in your edited volume that include illustrative or non-textual materials—photos, tables, graphs, maps, drawings, or other illustrative materials—confirm that all components in the manuscript conform to the Final Art Submission Requirements.

Contributor Bios

Include a list of contributors to be published in the back matter of the book that includes names and departments/affiliations. Be sure to list this item in your table of contents.

Contributor bios should be a few lines of text in sentences, and all bios should be similar length. They should include these elements:

- Affiliation
- Previous publications
- If room, some research interests

We do not include where or when degrees were obtained unless some contributors are still working on completing their degree programs.

Contributor Contact List

Confirm that you have received and submitted a completed release from each contributor.

Prepare a complete list of contributors with mailing addresses, email, and phone numbers. We will use this material to send out copies of the volume upon publication.

Stage 8: Working with EDP

Once your acquisitions editor has transmitted your project to editorial, a project editor will provide you with a schedule for editing and production. Share this schedule with your contributors, so they will know when they need to set aside time to review the copyedited and designed chapters.

At the copyedit review stage, you are responsible for reviewing the copy editor's work and responding to any queries s/he may have.

At the page proof review stage, you are responsible for proofreading the manuscript and preparing the index or hiring a professional indexer. We recommend that you collect key words from each contributor to use in preparing the index.

Publication and Beyond

You will receive your complimentary copies when the book has officially released. If provided for in the contributor releases, contributors are also welcome to receive a copy of the published volume. For chapters with more than two coauthors, only the two lead chapter coauthors will receive a copy. Other chapter coauthors will be given a PDF of the volume upon request, and the request must be made in writing to the press.

Policy For Posting to Institution Repositories

All volume editors and contributors must review our **Policy for Posting to Institutional Repositories**:

As an author of a UPF or UFP book or chapter, you may post a **pre-peer review version or draft** version of the Work under the following conditions.

Pre-Publication:

- If you are the contracted author, coauthor, or editor of a monograph, you may post the introduction or one chapter (but not both) to a personal website or institutional repository. Multiple authors of a work must post identical materials.
- If you are contributing an essay to an edited collection, you may post the pre-peer review version of your work to a personal website or institutional repository.
- Posting content other than a cover image and front matter on any site other than a personal website or institutional repository is not permitted within three years of publication.

Post-Publication:

- Three years after publication, you may post a **pre-publication version** of a monograph's introduction, or, for edited volumes, the lesser of one full chapter or 20 pages on a personal website, institutional repository, or academic platform such as ResearchGate. Postings must not exceed 8,000 words or 5% of the entire work, including citations.
- If the website on which you are posting the material has a "Request" feature, you must use this option.

For further information, please contact your acquisitions editor.

Marketing

If you have questions about promoting or marketing your volume, or you need fliers to give out at meetings, please contact the Marketing Department directly: marketing@upress.ufl.edu. For more information, see **Promote Your Book**.