



WVU Press

Guidelines for Volume Editors

The editors of contributed volumes must follow the Press's other guidelines for authors, but also have additional responsibilities.

1 Role of the Volume Editor

We ask that editors of contributed volumes take responsibility for communicating and coordinating with all contributors; ensuring consistency in spelling, capitalization, punctuation, and citation style of the volume; and meeting all deadlines throughout the production process.

Volume editors act as the contributors' liaison with the Press. The Press will not contact contributors directly. If there is more than one volume editor, one person must be the primary contact for the Press during copyediting and production. The contact editor is, of course, free to consult coeditors on decisions, but should take the lead in working with the Press. If asked, the Press will copy all coeditors on correspondence.

As a volume editor, you are expected to do the following.

2 Editing and Preparing the Final Manuscript

- 1) Communicate clearly the following expectations to contributors:
 - a. What citation style to use
 - b. Whether to provide essay-specific citations (recommended) or whether there will be a comprehensive bibliography as a separate section at the back of the book
 - c. How to handle special terminology, capitalization, and the like
- 2) Edit each essay according to the Press's guidelines and House Style Guide, imposing consistency—especially for the notes and bibliography—throughout the volume.
- 3) Send manuscripts on which you have performed substantive editing (e.g., rewriting or reorganizing) back to contributors for their approval before providing the final version to the Press.

3 Submitting the Final Manuscript

- 1) Ensure that all files for the final manuscript are Word documents (.doc or .docx), and convert any files as needed.
- 2) Obtain signed contributor agreements for all contributors and supply these to the Press

with the final manuscript.

- 3) Prepare an alphabetical list of authors and editors with brief bios (about three to five sentences each), along with the front matter (e.g., title page, table of contents, preface, acknowledgments, introduction, etc.).
- 4) Submit the final manuscript according to the Guidelines for Manuscript Preparation and Submission, including obtaining written permission from copyright holders for copyrighted text and images, providing the Press a completed permissions log and documentation, and supplying any illustrations according to Press requirements. Be sure to provide separate files for each chapter.

4 Copyediting and Production

- 1) Review the copyedited manuscript, and distribute the edited chapters to contributors for their review and approval. Set a strict deadline for contributors to review the editing, answer all queries, and return the reviewed chapter to you. Contributors should also review their biographies in the list of contributors at this time. Contributors should make any final, minor revisions at this stage—not at the page proof stage. If contributors do not meet their deadlines, it is your responsibility to review the chapters and answer the queries. (If you prefer to review and approve the edited chapters yourself, you may do so but be sure to obtain the contributors' agreement well beforehand.)
- 2) Review the contributors' changes and ensure they have responded to all queries before returning the reviewed manuscript back to the copyeditor.
- 3) Serve as the sole proofreader of the page proofs. (At your discretion, you may share page proofs with the contributors for their approval, but you must provide strict guidelines and a clear deadline. Only typographical and design errors will be corrected at this stage; contributors should have made final revisions during the review of the edited manuscript. You will be responsible for collating all contributors' corrections into a single file—rejecting any unnecessary stylistic changes and providing the Press only with those changes necessary to correct genuine errors in the text.)
- 4) Prepare the index or arrange to have it prepared by a freelance indexer (unless other arrangements have been specified in your contract).