



THE OHIO STATE UNIVERSITY PRESS GUIDELINES FOR VOLUME EDITORS

We ask that editors of collections of essays take charge in ensuring clear communication with contributors; consistency in the spelling, capitalization, punctuation, and citation style of the volume; and timely delivery of all required material.

Careful attention should be paid to uniformity in the early stages of manuscript preparation so as to avoid costly changes later in the editorial and production process. In the interest of seeing the volume go through production as smoothly as possible, volume editors are responsible for the following.

Preparing the Final Manuscript

- Clearly convey the following to contributors:
 - 1) what citation style will be used throughout the book,
 - 2) whether contributors should provide an essay-specific bibliography or whether there will be a comprehensive bibliography as a separate section at the back of the book (we recommend the former), and
 - 3) how you will handle terminology specific to your field of study.
- Edit each essay—especially those written by authors for whom English is not their first language—for sense and grammar, and check bibliographies and notes for uniformity of style. If the contributor has written an essay in a foreign language, translate it or hire someone to do it.
- Send manuscripts on which you have performed substantive editing (for example, rewriting or reorganizing) back to the contributors for their approval before you submit the final version to the Press.

Submitting the Final Manuscript

- Obtain a publishing agreement from each contributor to the volume and send signed copies to the Press. We will provide you with the forms to be sent to contributors.
- Compile a list of contributors with their brief bios as well as other material necessary for production of the book—e.g., title page, table of contents, preface, acknowledgments, and introduction.
- Submit the final manuscript in accordance with the steps detailed in on our “**Manuscript Preparation and Submission Guidelines.**” This includes obtaining written permission

from copyright holders to reproduce material that has been previously copyrighted and providing us with a completed permissions log; completing the AIF and ADF; and submitting the final manuscript and any images according to our requirements.

Copyediting and Typesetting Stages

- Review the manuscript after it has been edited by the Press's copy editor, and send the edited chapters to the relevant contributors for their approval. Set a strict deadline for return of the essays to you. It is at this stage that contributors should make minor revisions if they wish to do so—not at the page proof stage, after type has been set. We will furnish guidelines to you for reviewing copy editing, and we suggest you send them to the contributors along with their edited essays. If it seems more expedient that you only review and approve all edited manuscripts, you must have a clear understanding with the contributors and obtain their agreement to the arrangement early.
- Read the page proofs and, at your discretion, share the first proof with contributors for their approval—providing them with strict guidelines and a clear deadline. Remember: Contributors should have made final revisions in the manuscript stage and we do not expect many changes at the proof stage. You should plan to review the second proof yourself and without input from contributors.
- Prepare the index, or arrange to have it done by a professional indexer. The Managing Editor can suggest an indexer if you choose the latter.