

While you are writing

Edited volumes

Responsibilities of the editor

As the editor 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 keeps within the limits set out in your contract.
- Making sure all necessary permissions have been sought.
- 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.
- Where appropriate, consulting with your contributors regarding corrections proposed to their chapter during copy-editing.
- Approving and collating corrections from contributors at first proofs stage.

We recommend that you direct all contributors to the AuthorNet website to make sure they have all the necessary information about preparing the text and figures and seeking permissions.

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 length and 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. See the following AuthorNet guides:

- *If you are writing in MS Word*
- *If you are using LaTeX*

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 (see the AuthorNet guide *Permissions*).
- Keep to any deadlines set by the volume editor or by members of 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 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 see the following AuthorNet guides:

- *If you are writing in MS Word*
- *If you are using LaTeX*

Fonts

See the AuthorNet guide on *Fonts*.

Updating files for new editions

Please ask your commissioning editor to supply you with a final version of the files from the previous edition. It is essential that these are used as only those files will include corrections made during the copy-editing and proofreading of the previous edition.

When updating the text in Word, please use tracked changes. This will enable us to see which text is new, and this will help us to reduce the copy-editing time. If tracked changes are not used, this may delay publication.

Submitting your own typeset PDFs/CRC

If you have agreed with your Commissioning Editor to supply PDFs you have typeset yourself (what we may refer to as CRC or Camera Ready Copy), you will already have been briefed on what you need to provide before the book enters Production. Your Commissioning Editor will give you information about how to set the text and what you need to include when submitting the files. Please inform your editor or the software you intend to use. Once submitted, the files will undergo a technical evaluation to ensure they will be suitable for printing. Please see the AuthorNet guide *If you are supplying print-ready PDFs*.

What you submit must be the final and complete version

You must not submit your manuscript if it is not complete, e.g. if figures are missing, or if you intend to supply more materials later, or if you plan to revise/rewrite any material.

Make sure you have understood any comments made on your samples and applied them to the text

This will make the production process run much more smoothly.

You may be asked to resupply materials after you have submitted your manuscript

This is not an opportunity to make other changes. You must only supply what has been requested of you. We will not accept new figures or revised text files once you have submitted the manuscript.

You will need to a PDF copy of the text and figures

It is best that you supply these rather than us creating them, as we may not spot if something is not displaying correctly. This is particularly important if your content includes special characters, equations etc.

Permissions

Part of our standard contract with authors and editors is that you are responsible for obtaining the necessary permissions for third party materials used in the book. If you did not create the material used in the book, or it has been published elsewhere, you will need to get permission from the copyright holder of the material. This applies even if it is material created by you, but used in another book or journal article, as you may not be the copyright holder.

We will not be able to begin work on your book until all permissions have been received, so do not wait until you have submitted the book before seeking any permissions as this will cause delays to publication. There is always a chance the permission won't be given in which case the figure will have to be removed, which may mean you will have to adapt the text. Permissions should be sought as soon as possible during the writing process.

For more information, see the AuthorNet guide *Permissions*.

Figures

For information on preparing your figures, see the AuthorNet guide *Figures*.

Book enters Production

Arrangements will be made to set the preliminary pages in the CUP style (if you have not already done this) including the title page with the CUP logo and the imprints page with the required copyright information.

Depending on the workflow your book is following, proofs may also be seen by a proofreader and/or a text designer. If changes are required at this stage, these will be sent to you so that you can correct the files and resupply them.

At the same time the cover will be designed and you will receive a PDF proof to check during the process.