

Notes for Edited Collections

The role of the editor is to edit, not just compile. Editors are responsible for maintaining consistency throughout a collection and for delivering a well-prepared, clean, and complete final manuscript. These notes should be read in conjunction with our Guide for Authors and either the House Style-Sheet or relevant Series Style-Sheet, but the main points are as follows:

1) **Editors must maintain consistency of spelling and punctuation** (either American or British consistently throughout the whole volume), style of referencing and footnoting, numbering of illustrations and tables, and style of chapter titles and A, B, and C heads throughout the manuscript. Please supply us (and your contributors) with a list of style decisions regarding hyphenation, spellings of place and people names (where these can vary), accented words, and so on, and ensure that they stick to this.

NB: Series Editors should also be aware of the series lay-out and format when making decisions about how to present material for edited collections in a series.

2) **Notes.** Each bibliographical reference must be shown in full form the first time in each chapter and then in short form. Equally, if abbreviations are used, then they should be given in full in the first instance in each chapter. (This is because it is likely in future that individual articles from volumes may be made available in Ebook or digital form.)

3) **Submission of text.** Please send your final text to us as electronic files following the guidelines below. Always keep an electronic copy of the manuscript for yourself.

4) **Submit only the final versions of chapters.** Please do not dribble in different versions of texts and illustrations. Likewise, please ensure that files do not contain track changes or comments (unless the comments pertain to specific instructions for the copy-editor or typesetter. Otherwise, there is a chance that the wrong one will be printed.

5) **Notes on Contributors,** listed in alphabetical order, are needed for the Prelims; they should be brief but should include the current academic post of the contributor and their institution (if

applicable), and their most recent relevant publications. Please check these with each contributor prior to submission. Please also ensure consistency in styling and capitalization (e.g. Professor/professor) throughout. Contributor names and the versions of their name (some use shorter/longer variants) that they wish to see in print for this volume should be established by the book's editor and kept to so that Notes on Contributors/Table of Contents/chapter headings/ and eventually contributor contracts all use the same name.

6) Supply of text:

- The text should be *double spaced*, one uniform font size
- Number all pages consecutively throughout the manuscript, not chapter by chapter.
- Please remember to include all Prelims (Title Page, Table of Contents – that lists all prelim matter, chapters and end matter – List of Illustrations, Acknowledgements, List of Abbreviations, etc.).
- Divide your headings into categories A, B, C, etc. depending on their importance and make an easily recognizable distinction of style between them.
- Standard notes *should be at the foot of each page*, with numbers beginning again at 1 for each chapter.
- Plates, Maps, Figures, Tables and any other illustrative material should be numbered by type and by chapter (e.g., Figure 13.1, 13.2, 13.3 etc.).
- Please use Plates / Maps / Figures / Tables, etc. consistently.
- Please supply a separate list of captions for all illustrative material. Informative captions are encouraged and can be very helpful for the reader.
- Please check consistency between chapter titles in the Table of Contents and in the individual chapters.

7) Electronic files

- Give each chapter a separate file.
- Give each file an obvious name – e.g. Chapter One final – nothing too cryptic!
- **Field Codes:** Please ask your contributors to remove all field codes and other soft codes from your documents. This is especially important with regard to footnotes, as this causes difficulty in copying and pasting from a footnote to the Bibliography when editing.

To remove field codes, first, for safety, save a second version of your file, then:

Word 2010: under the Home menu, Editing Tab, choose Select All (or press CTRL + A/CMD + A). [This will either select your text or the Footnotes, depending where the cursor is; so you will need to do this operation twice, once selecting text, once selecting fn.] Then Press CTRL + SHIFT + F9 or CMD + 6 to unlink all fields. Your in-text citations and bibliography and

anything else (e.g. linked Contents and Chapters) become regular text, without field codes or any hidden links. Save this second file you have created: this is the one that should be submitted.

8) Artwork

- Submit separate electronic files for any digital artwork or artwork produced on special programmes (such as Excel), labelled according to the corresponding number in the List of Illustrations and not the supplying institution's own ID or a shorthand description.
- Please refer to the Author Guide for the required file format for different types of illustrations.
- Indicate position in text by e.g. <Figure 1.3 near here>
- If artwork files are large you may need to send by MailBigFile /Dropbox /WeTransfer
- Editors are responsible for making sure that all necessary permissions have been obtained to reproduce artwork from other sources and that the List of Illustrations in the Prelims contains the necessary credit lines as stipulated by the copyright holders.

8) Proofs. The Volume Editor is responsible for sending PDF proofs of each chapter to the individual contributors, asking them to return their marked sets to them. It is the volume editor's responsibility to collate all proof corrections into one consolidated annotated PDF set and to return them to Pre-Press.

9) Contractual

- It is your responsibility as editor to ensure that all necessary permissions for both text and artwork (photos, maps, tables, graphs, charts, figures) have been obtained by your contributors and that any necessary credit/acknowledgement is provided.
- Please provide a complete list of ***up-to-date*** names and addresses for all contributors, including their email, and giving the full and correct title of each contributor's essay. This should be sent as a separate Excel file as soon as possible, and in any case by final delivery. *Please remember to notify us of any changes*, so that the contributor copies are sent to the correct addresses. (This is not to be confused with the Notes on Contributors which will appear in the volume itself.)
- We will send individual contracts to each contributor, but it is your responsibility to ensure that these are signed and returned to us prior to publication.

10) Open Access

- If the publication is to be Open Access, this should be discussed with the Commissioning Editor at the initial proposal stage. Boydell & Brewer's OA policy may be found here: <https://boydellandbrewer.com/open-access-policy>
- If an individual contributor wants his or her particular chapter to be OA when the main book is not OA, then this should be discussed at the outset.
- If an individual contributor post-publication requires his or her chapter to be OA, then this must be discussed with your editor so that an appropriate fee can be set. Any appropriate permissions related to that chapter must be cleared by the author. Chapters must not be put OA without discussion, as this will infringe the main contract.