

## **NOTE FOR EDITORS OF CONTRIBUTED VOLUMES**

A contributed volume requires special efforts on the part of both the volume editor and the Press. This note clarifies the editor's responsibilities and is intended to help avoid complications and misunderstandings at later stages. If there is more than one editor, one editor should be given responsibility as volume editor. A less desirable alternative, because less efficient, is to divide responsibility among the editors – but roles must be clearly defined and appointed at the start of the production process.

1. The volume editor is responsible for establishing rules for consistency of note citation and style throughout the manuscript and is expected to have edited the manuscript for these matters.
2. The volume editor, as signer of the contract with the Press, is responsible for obtaining copyright assignments from all contributors. The Press will provide the volume editor with the appropriate forms. Although a clause in the assignment form stipulates that the contributor has obtained proper permissions for quotations and illustrations, the volume editor, as signer of the contract, is ultimately responsible for satisfying all questions of permissions and any outstanding permissions fees.
3. Before copy editing begins, the volume editor is responsible for:
  - ◆ incorporating reader's recommendations to the Press's satisfaction
  - ◆ guaranteeing that all the contributions are in final form
  - ◆ providing professional-quality art for all figures and all illustrations
  - ◆ submitting copies of contributors' copyright assignments and publishers' and archives' letters of permission
4. The Press production editor will deal directly with the volume editor, sending him or her all proof for correction. The volume editor may check the copy editing and the proofs personally, or may distribute the essays to their authors and then consolidate all corrections on the master set before returning it to the Press. The Press production editor will not deal directly with individual contributors.