

# ROWMAN & LITTLEFIELD

## EDITED COLLECTIONS GUIDE

As volume editor, please send your contributors **R&L's Manuscript Preparation Guide**, **Artwork Guide**, and **Permissions Guide**. If you wish to sway from any of these instructions, first discuss with your acquisitions editor. Deviations from our standard format and styling should be noted so that the production editor does not undo your efforts. Your additional responsibilities follow.

### PERMISSIONS AND CONSENT-TO-PUBLISH FORMS

- You must ensure contributors provide and pay for permissions for previously published material.
- Forward all permissions to your acquisitions editor along with credit/source lines. If any are outstanding, alert your editor; if it is unlikely you will obtain permission, it is best to drop the item.
- At the time you submit the final manuscript to your acquisitions editor, you must also include signed and dated consent-to-publish forms from each of the book's contributors.

### FORMATTING AND CONTENT STYLES

- Have contributors use the same subhead formatting throughout; refer to the **R&L Manuscript Preparation Guide** for styling.
- If a chapter is reprinted, its source line should appear as the first footnote, or you can gather source lines in one file to be placed in a separate acknowledgments section.
- Chapter acknowledgments should appear as the first endnote.
- Establish common note and reference styles and have all contributors follow them. Use endnotes rather than footnotes (except for reprint source line information).
- If you choose to use an in-text reference system (i.e., author-date), you will need to produce a combined, end-of-book list of references rather than a separate reference list for each chapter. An exception would be if you were editing a collection of reprinted articles.
- For illustrations with labeling, contributors should use a sans serif typeface (e.g., Arial or Helvetica), to make the art look similar and prevent the illustration font from clashing with the font chosen for the text. If you can get them to use the same font, all the better.

### MANUSCRIPT SUBMISSION

- All of the contributors and editors should provide short biographies (~5 typed lines). Combine them, alphabetically, in one file.
- Provide a complete, up-to-date, electronic list of all contributors' mailing addresses, which should be submitted to your acquisitions editor no later than the time you complete your review of the page proofs.

### PRODUCTION

- As the volume editor, you will be the sole contact for production editor.
- If you choose to have the contributors review their copyedited chapters and/or their page proofs, you are responsible for getting each chapter to the contributors, receiving the chapters back from the contributors, and coordinating and forwarding them on to the production editor.