

Yale UNIVERSITY PRESS

Guidelines for Editors of Contributed Volumes

As volume editor, you are responsible for ensuring that your entire manuscript, including all chapters written by others, follows our Manuscript Preparation Guidelines. The sections for [Obtaining Permissions and Releases](#) and [Preparing Illustrations and Captions](#) deserve special attention. The Press will not be in touch directly with chapter authors, so you will be the intermediary between the Press and the contributors.

Manuscript Preparation

- ♦ Signed agreements with all of your book's contributors must be in hand before editing can begin.
- ♦ The table of contents should list all the front matter, chapter titles, and back matter included in the book. Include authors' names but not their academic affiliations.
- ♦ Ensure that all chapters use the same basic system of documentation. Yale University Press prefers the note-bibliography system as outlined in *The Chicago Manual of Style*, 16th ed., chapter 14. The use of author-date references is strongly discouraged in books intended for a general audience but may be suitable for edited volumes with approval from your acquisitions editor.
- ♦ Your copyeditor will make each chapter's notes or reference list internally consistent but will not impose stylistic consistency across chapters. If you want to use a consistent citation style throughout the book, please make the necessary stylistic changes before editing begins.
- ♦ Number illustrations and tables by chapter (fig. 1.1, 1.2, etc., not fig. 1, 2, 3, etc.).
- ♦ Elements at the ends of chapters should appear in the following order: Appendixes, References, Acknowledgments, Notes.
- ♦ Include a list of contributors at the end of your manuscript. Generally we prefer to streamline these lists by including only names and affiliations. If you think it's important to provide more information than that, please keep each entry down to a sentence or two.

Review of Edited Manuscript and Page Proof

- ♦ We will send you copyedited manuscript to review. It is your responsibility to review the manuscript or have the contributors review it, and to ensure that all the copyeditor's queries are answered. If you choose to send individual chapters to their authors, let them know that this is the last stage at which they will see their chapters before publication. Give them a deadline that will allow you time to review their responses, tie up any loose ends, and meet the Press's deadline for return of the edited manuscript.
- ♦ After the book is typeset, we will send you page proof to review. Because changes at this stage must be kept to a minimum, we ask that you not show page proofs to individual chapter authors.
- ♦ During page-proof review, you will also be asked to prepare the index or engage a professional indexer. We may also ask you to provide chapter-level abstracts and keywords, which are used by libraries and electronic aggregators and can dramatically increase citation of your work and its discoverability online. To aid you in this task, you may wish to ask the contributors to prepare abstracts and keywords for their chapters in advance.