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**GUIDELINES FOR EDITORS**

**Editing a Multi-Contributor Book**: This guide covers the planning of multi-contributor books and the role and responsibilities of the Editor(s)/volume editor(s). The full *Manuscript preparation guidelines* covering formatting, style, artwork and permissions are available separately.

**RESPONSIBILITIES**

The editor of the manuscript is responsible for planning and assembling the manuscript and will be the primary point of contact throughout the publishing process. If multiple editors are involved in the product, it is advisable to assign individual responsibilities early on and select a ‘lead’ editor who will act as the main contact with the Publisher.

Once you have determined the content and topics you want the book to cover you should create a plan for the format of the book including any sections you may wish to add. For larger manuscripts you may wish to designate a ‘section editor’ for each part that can help you manage the content and formatting of the chapters.

As the editor of the book, you are responsible for:

* Commissioning contributors
* Setting contributor deadlines and following up
* Chasing overdue chapters
* Editing and approving the chapter drafts
* Collecting permissions information for each chapter
* Assembling the final manuscript including all front matter, abstracts, and Alt Text
* Approving copyediting amendments and responding to queries
* Checking and approving the typeset proofs.
* If not taking sole responsibility for checking the proofs, also distributing proofs to authors, and collating and returning any contributor corrections.
* For any other arrangement, please discuss with your Editorial contact prior to manuscript submission.

**PLANNING**

Work with your editorial contact to establish realistic contributor deadlines and keep in contact with your contributors to encourage them to meet these. Ensure you allow suitable time between this and your own agreed deadline for sending the final script to us so you can make any required revisions as well as putting the final script and other submission material together.

Remember that the manuscript cannot be submitted with material missing.

**The best edited books have a consistent tone and writing style throughout and read as a coherent book. You should communicate style preferences to your authors as early as possible and request samples of their chapters to ensure the writing and formatting are correct and meet your expectations.**

It is recommended that you create a tracker for your book chapters that includes the contributors’ contact information, the chapter title/topic, and the word, page, and image count. This will help you monitor the length of each chapter as drafts are submitted and saves time having to make last minute adjustments later.

**WORKING WITH CHAPTER CONTRIBUTORS**

The editor should clearly communicate the content and expectations of the chapter to the contributor. This should include:

• Word/Page count

• Number of illustrations and tables

• The use of color

• Referencing style

• Abstract format

• Tone and writing style

• Heading structure

• Permissions policy

• Alt text submission

• Contributor agreements submission

Contributors will need to source their own figures and tables and ensure they have the relevant permissions for each. It is the responsibility of the editor to ensure that the authors have taken necessary permissions for the material they have included in the chapter from copyrighted source.

It is the responsibility of the editor to get the contributor agreement signed by all the contributors of the book and also ensure that the signed form is submitted along with their chapters

You may have to remind contributors to stick to the agreed deadline or chapter length, so it is important to stay in contact with each. Stressing the importance of deadlines is essential as the entire project can be delayed by a single author.

**MANUSCRIPT SUBMISSION**

You should gather the final chapters in advance of the deadline agreed with your editorial contact and ensure each has the required materials. It is best to chase up any missing material and approve the chapter content.

Editor should ensure:

* The color should not exceed what is mentioned in the publication contract.

* References and in-text citations should be uniform throughout the manuscript. For more information please refer to our *Manuscript Guidelines*.

* The headings/subheadings should uniformly not be numbered. On the other hand, if numbered style is preferred then it should be consistent throughout the manuscript.
* Figure and table numbering should be consistent: The figure/table numbers should start from 1 for each chapter and so on. For e.g., if it is Chapter 4, the figure/table numbers should just be 1, 2, 3 … not 4.1, 4.2 etc.
* Levels of headings/subheadings (First-Level Heading, Second-Level Heading... so on) should clearly be identified in the manuscript, for e.g.:

**FIRST-LEVEL HEADINGS – ALL CAPS and bold-face**

**Second-Level Headings – Upper Lowercase and bold-face**

***Third-Level Headings*** *– Italic and bold-face*

*Fourth-Level Headings - Italic*

* The figure numbers should start with 1 for each chapter.

* The quality of the illustrations should be such that they are acceptable by the printer. Necessary care needs to be taken about the lettering in the line drawing figures. Best way is to print out any which are doubtful and that you can see whether they are not hazy.

All authors should sign the contributor forms when they submit their chapters.

* All chapter authors should include a separate file containing Keywords for Index (**minimum 10 and maximum 15 keywords**). The keywords will be used to generate an Index that will appear at the end of the book. The index will be prepared by doing a chapter-wise search of the words that an author has selected for his/her chapter.

**Please get the contributing authors to check their chapters very carefully as at the proof stage corrections should be limited to correcting only the printer’s errors. Thus, the authors should be intimated that the chapters they send us should be absolutely FINAL from their end.**

Please submit the manuscript in its entirety following our manuscript submission process mentioned below. Contributors should submit their chapters to the book editor for a final check before preparing it for submission.

**Submission of Files:** The complete manuscript should be submitted to us via WeTransfer link.

Please see the below points relating to submission procedure:

 ·         Organize the manuscript in the below manner:

1. Firstly, make a MASTER folder containing individual chapter folders.

    (b) Each chapter folder should contain:

1.  The MS Word file (ONLY TEXT) of that chapter. If the manuscript is in Latex, then PDF file along with the Latex file.

2.  Illustrations of that chapter.

3. Contributor agreement signed by all the contributors of the chapter.

(c) A separate folder should be included containing the following:

(1)    Title page which includes **FINAL TITLE** and **Editor(s) affiliation**. Please ensure that the title and order of editors is FINAL.

(2)    Foreword (*Optional*)

(3)    Preface written by Editor(s).

(4)    **FINAL** Table of Contents. Do not include page numbers as these will be included in the typesetting stage. Please ensure that the Chapter titles and authors name should match the actual Chapter file.

(5) **Image(s) for the cover**: They should be high-resolution images and also *they should not have been taken from any copyrighted sources*. They can be from your own collection or even from chapters in this book, provided the figures have not been taken from a copyrighted source. Of course, one would still need to take permission from the concerned author and acknowledge him/her on the copyright page of the book.

(d)  A single Word file containing Abstracts for ALL the chapters. Abstract should be prepared as per the below guidelines.

**“Each chapter abstract should be 150–200 words. Include the chapter title and, if an edited book, the names of the contributors. Use an impersonal voice, e.g., “this chapter discusses” rather than “we discuss.” Do not include key words. Submit all chapter abstracts as one Word or text file.”**

PLEASE NOTE THAT ABSTRACTS WILL NOT APPEAR IN THE PRINTED BOOK. THEY WILL ONLY BE USED FOR ONLINE DISCOVERABILITY.

***Please do check that the chapters have limited number of color and the total number of color illustrations in the whole book does not exceed the number mentioned in the contract.***

**GALLEY PROOF TIMELINE**

After we receive the final manuscript we shall give it to our editorial department who will take approximately 1½ months and thereafter it will be given to one of our production agency to make proofs which will be then sent to the Editor for forwarding to the main/corresponding authors of chapters.

Our production drill is as follows:

* The **FINAL** manuscript is looked at by our copyeditors in respect of language and style. A process that usually takes about 45 days.

* Once that is over, we hand over the manuscript to a production agency for formatting the text and figures in a printing software known as InDesign and generating proofs (**FINAL proofs**) in PDF which are first checked in-house.

* After that the **FINAL** proofs are sent to the editor to get them checked by the authors.

* After we receive the entire corrected final proofs back from the editor, the production agency prepares **PRINT FILES**. The Index is made at this stage.

* The **Print Files** along with the index are sent to the editor for a quick final check to ensure that the authors’ corrections have been satisfactorily carried out.

* After the **Print Files** are checked it will be sent to the printing department for printing and binding the book.

The whole process described above usually takes between 8-9 months depending upon the state of the manuscript and whether the authors adhere to the deadline for returning the proofs.

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