

Revised January 6, 2005

Edited volumes: a few answers for editors and contributors

We are delighted to be working with you, and we look forward to the successful publication of your edited volume. At this point, it will be helpful to discuss a few critical areas in the publication process, particularly as they relate to the special requirements of edited volumes. Our experience shows that clarification at an early stage helps to avoid misunderstandings.

1. Review process and revisions. A presumption at this stage is that the editorial board of the University of Utah Press has authorized an advance or final contract for your edited volume. Authorization is usually based on a positive assessment by two or more outside readers, an in-house recommendation, and your indication that you are willing to undertake suggested changes. It is up to volume editors to oversee revision in individual articles and to ensure that the complete, revised manuscript is submitted in a timely fashion. The Press reserves the right to request additional revisions or even removal of articles that continue to seem weak or inappropriate.

2. Internal consistency. Prior to final submission we ask that volume editors and contributors arrive at a consensus on usage and orthography (including all labels on graphic material). Please alert your Press editor regarding such decisions. This will eliminate a great deal of last-minute effort and expense. House style guides are Chicago Manual of Style (latest edition) for subject areas other than archaeology. In the latter case please refer to the American Antiquity style guide [October 1992, (57) 4].

3. The physical manuscript. All text, including captions, notes, quotations, and bibliographies, must be double-spaced. Your Press editor will be happy to supply a detailed set of guidelines for the physical manuscript, if you have not already received one.

4. The digital manuscript. In addition to the hardcopy, we also ask that you supply a disk with the entire contents of the volume in one format in a current word-processing program. Please specify which program. In cases where disk and hardcopy disagree, our assumption is that the disk represents the most up-to-date version.

5. Graphic material. Volume editors are responsible for ensuring that all graphic materials arrive in camera-ready form with the full manuscript. The Press cannot assume responsibility for tracking down missing pieces or for redrafting material that will be illegible when reduced to a 5" x 8" format or smaller.

6. Editing. The full manuscript will be edited by a free-lance copyeditor chosen by the Press. The copyeditor will ensure consistency, grammatical correctness, and that all references are complete. Volume editors will then have an opportunity to review the copyedited manuscript.

The decision to return each chapter to individual contributors is up to the volume editor. Since this can be a lengthy process, we ask that at the very least volume editors impose a deadline of one month or less for return to them of all materials from contributors. However, our recommendation is that contributors assume they will not see their piece again prior to publica-

tion and that volume editors take full responsibility for examining the copy-edited manuscript. Not only does this hasten the publication process (particularly if contributors live outside the US), but it precludes the introduction of stylistic inconsistencies.

Volume editors: please note that this is the last stage at which changes can be made to the text.

7. Proofs. After the manuscript has been typeset, it will be returned to the volume editor for proofing. Depending on the complexity of the volume, proofs will be in the form of galleys (text only) or page proofs (page facsimiles). Proofing is the volume editor's responsibility, not the contributors'. However, the University of Utah Press is one of the few remaining university presses that hires proofreaders at its own expense. We find that overlap between proofreaders and volume editors always makes for a better end result. (Often the specific conventions within a particular field are known only to its members.) If galleys are being proofed, volume editors will also have an opportunity to examine page proofs to make sure all graphic material is correctly positioned and captioned.

Contributors sometimes become upset when they do not see proofs of their articles. In practice, there is very little reason to parcel out proofs when volume editors are fully capable of checking for typos against the edited manuscript. Since printing press time has been booked at this point, we usually ask for a twenty-one day turn around. Coordinating proofs for eight to twenty contributors inevitably causes delay and additional cost. Finally, all changes to the typeset text, not attributable to printer error, can be charged by contract to the volume editor.

8. Index. If the volume and Press editors agree that an index will be a useful addition to the volume, an indexer will be hired. Alternatively the volume editor may undertake the index. Indexing fees are charged to royalties, if any, or to the volume editor.

9. Offprints. The University of Utah Press, like most academic publishers, no longer provides offprints of contributed articles. Instead, contributors will receive one or more copies of the volume, as specified in the contract, and are eligible to purchase additional copies at a 40% discount from the list price.

10. Marketing. Marketing is the process of promoting the book and normally includes advertising, publicity, and direct selling. After a book has gone into production, we will ask volume editors to provide as much specific information as possible on appropriate review and advertising media, mailing lists, and scholarly meetings.

Beyond review and author copies, we do not give books away. Authors occasionally request that copies of a book be sent to influential colleagues, but unless our marketing manager knows that a person is a book review editor for a particular periodical, the Press cannot supply extra copies for giveaways. Remember, we are trying to sell your book.

Thank you for your cooperation,
The staff of the University of Utah Press