Volume editors define the scope and rationale for the project, then select and coordinate materials for inclusion from contributors. Most importantly, editors ensure that the chapters from the contributing authors form a cohesive volume and support the goal for the work. This guide outlines the steps involved in editing a project and working with the Press to publish the volume. It also offers suggestions that may help editors along the way

Editor(s) of the volume are responsible for specific activities at each stage of the project.

Stage 1: Planning an edited volume

* Establish the focus of the volume and maintain the overall objective for the work, answering the question, “what does this book need to accomplish?”
* Determine the reference style for the work (e.g., APA, Chicago, etc.)
* Select the contributors and chapters for inclusion to accomplish the book’s objectives
* Prepare a proposal for the project to submit to the Press. You can use the Proposal guide provided by the West Point Press.

Stage 2: Working with the Press/Publication agreement

* Set up and maintain the relationship with the Press
* Sign the publication agreement
* Coordinate chapter development and delivery schedules with contributors
* Serve as point of contact between contributors and the Press
* Send the Press’ contributor releases to every contributor and collect signed copies
* Submit all materials to the Press

Stage 3: Developing the manuscript

* Oversee chapter development, including reviews of outlines, draft chapters, and final chapters and images/figures
* Communicate to contributors about the schedule for submitting chapters
* Provide feedback to contributors and recommend developmental work for necessary chapters
* Write/update editor’s introduction to volume
* Distribute key information from the Press to contributors, including Final Manuscript Preparation Requirements, Figures and Images Guidelines, and Permission Guidance
* Answer questions from the Press regarding contributors’ chapters

Stage 4: Preparing manuscript for review

* Collect and prepare the complete manuscript from contributors for delivery to the publisher
* Ensure figures/images are included in chapter files for review
* Request abstracts and keywords at chapter level from contributors

Stage 5: Responding to review

* Respond to feedback, working with contributors as warranted
* Develop plan for amending chapters in response to critiques
* Compose letter responding to the reviews for submission to Press
* Remove chapters that do not support the goals of the volume successfully

Stage 6: Preparing manuscript for final submission

* Update the table of contents and contributor list to reflect the current plan for the manuscript
* Provide completed Marketing Questionnaire to the Press
* Provide final Manuscript Submission Checklist and updated manuscript (note submission of files specifics later in this document)

Stage 7: Editing, Design, and Production

* Communicate with the project editor overseeing the process
* Ensure that your travel / work schedule is not in conflict with reviews of the copyedited manuscript or review of page proofs
* Ensure all edits/required adjustments to individual chapters are made (either personally or by coordinating with contributors as needed)

Volume editors should ensure contributors understand the expectations of contributors.

Contributors must:

* Maintain regular contact with the volume editor and follow any instructions the editor provides.
* Sign and return a contributor contract to the editor
* Ensure that the style and formatting within the chapter is consistent and in keeping with any guidelines provided by the volume editor
* Obtain any necessary permissions for content in the chapter
* Keep to any deadlines set by the volume editor or by the Press
* Supply the volume editor with all necessary electronic files for the text and figures in the location and the format prescribed
* Review any edits / answer any questions that arise in the editing and production stage as needed

The following provides in-depth information on an editor’s role at key points in the volume’s development.

**Stage 1: Planning an Edited Volume**

Spend time planning the volume, as the effort and energy you invest upfront will pay off as the project moves forward. Think about the edited volumes you have read. Some are smooth and move almost seamlessly from chapter to chapter; others are more difficult to read, with varying styles, redundancy among chapters, differing levels of coverage, and inconsistent chapter structures and coverage. Consider what you want your readers to take away from the volume and the instructions you need to give the contributors to achieve that goal.

• How many chapters will be needed to provide the scope you intend?

• Who do you envision publishing in the volume (i.e., who will write each chapter)?

• How much time do you have in your schedule to develop the manuscript?

• Which deadlines do you have to meet for other projects that will interfere with this one?

As volume editor, you define the focus of the volume and ensure that the chapters in the volume maintain that focus and fulfill your vision. Know what you want to accomplish in bringing the contributors together and preparing the collection of chapters.

You have full editorial control over the content of the volume. This control includes not only organizing the contributors and guiding them through the manuscript development and publication process but also making difficult decisions, as necessary, to see the manuscript is completed and moves through to publication on schedule.

The contributors working on chapters for your edited collection may have used varying platforms, software, note styles, and typefaces. As the volume editor, you are responsible for creating a uniform whole out of the various pieces and preparing a final manuscript To expedite this portion of your work, you may wish to provide a style sheet to your contributors in advance, so they can submit their chapters to you in as close to final form as possible. You may find the Press’ Style and Submission guide helpful. You should also provide contributors information from the Press’ Figures and Images Guidance and Permissions Guidance.

**Stage 2: Working with the Press/Publication Agreement**

As volume editor, you will be the main contact with the Press. Please do not instruct your contributors to send materials directly to the Press.

The volume editor is responsible for keeping the contributors on schedule at all stages of submission. Because the Press sets publication schedules in advance and uses contracted support, meeting these dates is critical to the publication process.

This issue is especially important once the project has been approved for a delivery date is set for submitting the final manuscript, images and figures, permissions, contributor releases, and related materials. All contributors must know that these dates are firm dates, and they risk having their essays/chapters removed from the volume if they cannot meet them.

The volume editor will sign the publication agreement with the Press.

Each contributor must sign a release form for their chapter to be included in the volume. The volume editor is responsible for distributing these releases, collecting the signed versions, and submitting them to the Press with the final manuscript. The Press will not publish a chapter for which we do not have the contributor release, as legally we do not have the right to do so.

**Stage 3: Developing the Manuscript**

As volume editor, you set the tone for the content and format of the book and ensure that all contributors adhere to the main themes of the work. You must be willing to require that authors revise their contributions if they do not fit your vision for the volume or as suggested by reviewers. Editorial control may also involve removing a contributor’s essay if it is a weak contribution, is tangential or digressive to the volume, or does not receive endorsement in the review process and cannot be adequately revised.

Many editors find it useful to post the table of contents, chapter abstracts, outlines, drafts, and final chapters to a file-sharing site. This step allows all contributors to read others’ materials, and it can be very helpful to eliminate overlap or duplication of content. It can also serve to get all contributors involved and excited about the common goal of the volume.

In an introduction, articulate the core organizing principles of the volume, including the order of the essays and the significance of chapters in the context of the entire volume. It is generally a good idea to write a draft of the introduction at an early stage in the process and share it with the contributors. The contributors should develop their essays along the lines described in this introduction.

For volumes generated out of conferences or symposia, please remove references to these events. We ask that, where appropriate, you thank panelists and contributors by name rather than make explicit reference to the name of the conference, date, and location.

You are responsible for overseeing chapter development, including reviews of outlines, draft chapters, and final chapters and illustrations. You will need to communicate to contributors about the schedule for submitting chapters, as well as provide feedback to contributors and recommend developmental work to those whose chapters may need revision.

When comparing chapters, watch for the following:

• Variations in writing styles (e.g., overly formal or overly casual)

• Consistency in definitions

• Overlaps and duplication in coverage and content

• Disagreements or contradictory materials

• Gaps in coverage or discussion

• Disparate lengths among chapters

• Varying quality and quantity of illustrations

Please make clear to your contributors that they need to provide you with final tallies for the figures and images they plan for their chapters at the beginning of the development process.

**Stage 4: Preparing the Manuscript for Review**

The review stage is the point at which the entire manuscript will be reviewed and critiqued by two or more scholars, professionals, or other readers with expertise in the subject of the volume. For review, the work should be in near-final form, but contributors do not need to have permissions cleared at this point.

As the volume editor, you establish the reference/citation style for the volume, inform the contributors of the stylistic requirements, and edit the essays before peer review to ensure that all chapters are consistent in style. As the volume editor, you must ensure that all the contributors’ chapters are formatted consistently and follow the Press’s guidelines.

If you or your contributors plan to include figures or images, please include them in the chapters at the review stage. At review, lower-resolution versions are suitable.

**Stage 5: Responding to Review**

A Press representative will share the reviewers’ responses with you and will discuss the recommendations. It is likely that you will see comments about the strengths and weaknesses of individual chapters. Some feedback may recommend reorganizing the volume or adding, expanding, or removing chapters. Discuss the recommended changes with the Press representative. Once you have a good sense of how you plan to revise the work in response to the reviews, write a response, indicating both the general and specific changes you plan to make. At this point, you may ask contributors to revise chapters based on reader comments. It is your responsibility to ensure that the revised chapters from contributors address the recommendations you want to accommodate. If a contributor is not able or is unwilling to revise a chapter at your request, you will need to consider whether you want to make the changes yourself or take the chapter out of the volume.

Depending on feedback, the manuscript may need to be sent out for review a second time,

**Stage 6: Preparing the Manuscript for Final Submission**

When your project has received positive reviews that support publication, the Press Director will prepare a packet of materials about your project for review by the editorial board. You may be asked to provide these elements:

* Update the table of contents and contributor list to reflect the current plan for the manuscript
* Completed Marketing Questionnaire
* Contributor bios
* Response to the review comments (if not already submitted)
* A schedule for submitting the final manuscript ready for editing
* Develop an abstract and keywords for the volume as a whole

After board approval, you will work with the Press to agree on a submission date for the final text, figures/images, permissions, contributor releases, and other volume materials. It is critical that you meet this deadline, as our publication schedules are dependent on it.

When you submit your final manuscript (use the final manuscript submission checklist to help – note file information for an edited volume is different), the editing, design and production process will begin. Some things to keep in mind when submitted your final manuscript.

* Finalize the table of contents, preface (if applicable), and other materials for inclusion in the front matter of the volume.
* Double-check that chapter titles and authors’ names on the table of contents page match those on the chapters and in the list of contributors. Confirm with the contributor that the name on the chapter is in the format the contributor uses for publications (e.g., with middle initials).
* Prepare an acknowledgments section if one is needed. Insert the acknowledgments after the table of contents, before the first chapter. If individual contributors wish to include acknowledgments, acknowledgments can be placed at the end of the corresponding chapter.
* A dedication page in the front matter is not appropriate for an edited volume.
* The final manuscript must incorporate the revisions you and your editor agreed to in your response to the reviews and as stipulated by the editorial board. Please have contributors send their final versions to you with time for your review. Confirm that contributors have given you the correct and final versions of their chapter to be edited and published, along with any figures or images and captions to be included, with callouts in the text.
* Prior to submitting the final manuscript to the press, review and edit each essay, query authors about missing or incorrect information, and incorporate authors’ responses.
* Double-check that all quotations and source citations are accurate (Remember to double-check the punctuation, capitalization, and spelling).
* If you have rekeyed, scanned, or converted any of the chapters submitted by authors, proofread the material to be sure that errors were not introduced, and that text was not dropped.
* If a volume began as a conference, remove all references to the conference. If a chapter was originally a delivered paper or other entity, please delete/change all references to its previous incarnation (e.g., “this paper” becomes “this chapter”).
* Save each chapter as a separate file. Each additional part of your manuscript (front matter, introduction, references, appendixes, figures, etc.) must also be saved as separate files. *NOTE-this is different than how the Press accepts other manuscripts.*
* Name the files for chapters “chapter01,” “chapter02,” and so forth (or something similar) so that they appear in the order in which they will appear in the volume.
* Make sure that all comments, annotations, field codes, and hidden text have been removed from the final version of the manuscript that you submit to the press.
* We cannot accept multiple reference styles and/or note styles in one manuscript. If authors have used different styles for notes—for example, some use parenthetical notes in text with a reference list and others use superscript note numbers in text with chapter endnotes and a bibliography—you must decide which note and reference style is appropriate and modify all the chapters to that style.
* If notes are used, place them after each chapter rather than grouping them at the end of the book.
* Double-check that the notes in each chapter begin with note 1 and that each superscript note number in the text has a corresponding note in the notes section.
* If abbreviations are used for frequently cited sources, check that abbreviations are consistent throughout the manuscript and create a list of abbreviations for the front matter.
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* Complimentary copies requested by rights holders must be supplied by the contributor.
* For the chapters in your edited volume that include illustrative or non-textual materials—photos, tables, graphs, maps, drawings, or other illustrative materials—confirm that all components in the manuscript conform to the Figures and Images guidance for the Press (e.g., location in the text annotated and high quality files submitted separately).
* Include a list of contributors to be published in the back matter of the book that includes names and departments/affiliations. Be sure to list this item in your table of contents.
* Contributor bios should be a few lines of text in sentences, and all bios should be similar length. They should include these elements:

• Affiliation

• Previous publications

• If room, some research interests do not include where or when degrees were obtained unless some contributors are still working on completing their degree programs.

**Stage 7. Editing Design and Production.**

* At the copyedit review stage, you are responsible for reviewing the copy editor’s work and responding to any queries s/he may have.
* At the page proof review stage, you are responsible for proofreading the manuscript and index. The press will provide you a strict timeline for providing feedback.
* You will provide input on cover design and selection.

**Publication and Beyond**

* Editors will receive complimentary copies/access when the book has officially released. If provided for in the contributor releases, contributors will also receive a copy of/access to the published volume. For chapters with more than two coauthors, only the two lead chapter coauthors will receive a copy. Other chapter coauthors will be given a PDF of the volume upon request.

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