Suggested Procedures for Preparing an Edited Work

Procedures for editing a book are outlined below to give you an idea of what is involved and to help you anticipate common problems.

1. Invite prospective contributors. (This step is usually done after the Editors Agreement is signed, but informal invitations are often extended before this stage.)

2. Send us the names, affiliations, mailing addresses and chapter titles of the contributors who have agreed to participate. We usually receive this information within two months of the time the Editors Agreement is signed. We also need to know the date the manuscript will be due to you and the estimated length of each chapter. The length estimate should include all text, references tables and figures. (Please note that the final length in book pages equals approximately 2/3 the number of double-spaced, typed manuscript pages.)

3. We send each contributor a Letter of Agreement to be signed and our Standard Notice to Contributors which provides instructions for preparing the manuscript and illustrations.

4. It is a good idea to request outlines from contributors. These outlines can be circulated among the contributors to insure that the chapters will not overlap and that nothing critical will be left out of the book.

5. It also may be a good idea to ask each contributor to provide a list of key words when he submits his manuscript to you. These lists can be helpful in index preparation. (See item 12.)

6. Two months before manuscripts are due, send a reminder letter to your contributors asking for a status report. THE MOST COMMON PROBLEM EXPERIENCED BY VOLUME EDITORS IS LATE MANUSCRIPTS. Reminder letters help spur contributors into action and apprise you of a potential need to invite alternate authors.

7. Contributors send their completed chapters to you. You review the manuscripts for scientific content, terminology problems, language, quality of style, appropriate length, and completeness. You should also check style of references, headings, figure legends, and cross-references to other chapters. It is assumed that you will keep the contributors informed and obtain their approval for any substantive changes you make to their manuscripts.
8. After you have reviewed the chapters and resolved any problems, send the manuscripts to me. Letters of permission to reprint all previously published figures, tables, and quotes over 50 words long should accompany the manuscripts. Also, you should send us any contributor Letters of Agreement that were returned to you instead of to us.

9. At the time you submit the manuscripts, you should also submit your Preface, the Author Questionnaire, a complete Table of Contents and Contributor Address List with Senior Authors Noted and any special items such as Foreword, Dedication, Frontispiece, cover illustration suggestions, Glossary, Appendix, etc. Everything should be submitted in duplicate; although only one set of original artwork is required, each original figure should be accompanied by a duplicate photocopy.

10. Academic Press will copy edit and typeset the book and send page proof of chapters to their respective authors and copies to the volume editors.

11. The senior author of each chapter is responsible for checking the page proof of that chapter.

12. We prefer that editors prepare the subject index; a good index will make your book more useful to readers. Sometimes it is helpful if contributors supply lists of words from their chapters to be included in the index.

13. If any problems arise, do not hesitate to contact me. We are always eager to help you produce the best possible book.

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