

## *The Other Voice in Early Modern Europe:*

editorial guidelines for volume editors (@3/24/2017)

### **Manuscript submission**

- Prepare your manuscript in Word as specified in separate guidelines for *Manuscript Preparation*.
- Submit your manuscript files, plus PDF files of original language texts, as email attachments to Margaret King as series editor for foreign language texts: [marglking@gmail.com](mailto:marglking@gmail.com); or Betty Hageman for English language texts: [Elizabeth.Hageman@unh.edu](mailto:Elizabeth.Hageman@unh.edu). Please also include suggestions of three to five names of possible outside readers.

### **External review and manuscript revision**

- The manuscript (and original language texts) will be sent out for external review. The eventual reader's report will raise issues to which you must respond by revising the manuscript or, if you disagree with the reader, by explaining why you will not. The series editor will send the reader's report, your response to the reader's report, the introduction of your revised manuscript, and your updated CV to the editorial board.

### **Approval, contract, illustrations, and subvention**

- Once your volume is approved for publication, upon the completion of any further requests for revision, you will be sent copies of a contract to sign and return. In due course you will receive a copy signed by you and the publisher.
- As this process goes forward, you should research possible illustrations for the cover of your volume – usually an image of a woman, but there are exceptions depending on the topic of the book. Many contributors have found the Bridgeman Art Gallery collection useful: <http://www.bridgemanimages.com/en-US/>. A preview of the illustration you would like to use must be submitted to the press for approval. It is your responsibility to obtain and pay for permission to use this image, as well as any illustrations you wish to include on internal pages. Please ensure that permission for use in both print and digital formats is obtained.
- At this point, too, you should seek out sources of funding for your publication, most often provided by your teaching institution, but sometimes from other granting agencies. A \$2000 subvention is requested for books up to 120,000 words; \$3000 for books between 120,000 and 160,000 words; \$4000 for books over 160,000 words. Bear in mind that these subventions constitute only a fraction of the cost of publishing your book.

### **Copyedit and manuscript revision**

- Once the contract has been finalized, your manuscript will be sent to a copyeditor, and then returned to you for further revision. Send your revised manuscript to the series editor, who will review and submit for typesetting.

### **Typesetting, index, blurb, page proofs, and review recommendations**

- When you receive the typeset pages, review them carefully, making last corrections and checking for formatting problems. If there are many changes, a second set of typeset pages will be supplied.
- Once all changes are made and the pagination is set, you will need to compile an index in accord with CMS guidelines, 15<sup>th</sup> or 16<sup>th</sup> edition. The CMS (15<sup>th</sup> edition) chapter on indexing is available for review at <http://www.press.uchicago.edu/Misc/Chicago/CHIIndexingComplete.pdf>.
- A robust and analytical index is preferred: one containing topical entries as well as proper names.
- At this time as well, you should submit a description of your volume (approximately 75-125 words) and a profile tag for each contributor (approximately 30 words) suitable for the back cover. You will then be sent a cover design displaying your blurb, profile(s), and the image for which you have obtained permission.
- Next, the printer will provide a final set of page proofs, to be turned around in 24 hours. Any corrections made at this point will be expensive, and will be charged to you; furthermore, they will delay publication.
- The book will now be published. Your last task will be to identify on a form provided by the press journals you think are likely to review the book and should receive copies for that purpose.