

The Other Voice in Early Modern Europe:
editorial guidelines for volume editors, translators, and copyeditors

Manuscript preparation

- Prepare your manuscript in Word with these settings:
 - Margins (under the “page layout” tab) set to “normal”
 - Font: 12-point Times New Roman
 - Spacing: double-spacing throughout, including footnotes
 - Paragraphs: formatted (not tabbed) from Word’s “Paragraph” settings (under the “home” tab; in Word for MAC, under “format”) with first-line indent, except for A (main) heads, which are centered, and B and C (sub- and sub-sub-heads), which are flush left. Hanging paragraphs in the bibliography, if used, should also be created from Word’s “Paragraph” settings, and not manually created with tabs and hard returns.
 - Footnotes: create automatically under the “references” tab.
 - Page numbers: please set up automatic page numbering for each manuscript section, using the “page number” option under the “insert” tab.
 - Before submitting your manuscript, please clean up any prior editorial tracking by “accepting” or “rejecting” changes under the “review” tab.
- Sections of your manuscript
 - Create a different file for each section of your book: frontmatter (title page, contents, acknowledgments, etc.); introduction; text or texts translated or, for English editions, transcribed; original language texts (bilingual editions); appendices; bibliography. Page numbers for each file and note numbers for introduction and text sections should start at 1.
 - The introduction should contain the following elements: first, “The Other Voice” – an explanation of why your text belongs in this series; author’s life and works; then, generally in this order: historical context; summary and analysis of the text; afterlife of the text, including translations and subsequent interpretations; a note on the translation/edition. Introductions to the Other Voice series vary in length, but many run between 30 and 50 printed pages.
 - The “Life and Works” section should name and include references to any work(s) included in the volume, incorporated into the biographical text where appropriate.
 - Headings and sub-headings divide the narrative usefully for the reader, but are by preference few, inconspicuous, and unnumbered (see below).
 - US spelling is preferred. Check against Merriam-Webster online: <<https://www.merriam-webster.com/>>.
- Numbers, dates, and punctuation
 - The enumeration of headings is to be avoided, and if it is necessary (perhaps because of extensive cross-referencing), arabic, not roman numerals should be employed.
 - Where multiple sections of text are numbered (as in a collection of letters), use arabic, not roman numerals.
 - US dating format (September 23, 1900) is generally preferred, but in an intensively-dated text (as in letter collections or diaries), if the authors have used it, British dating format (23 September 1900) may be followed.

- Numbers one through ninety-nine, and all hundreds and thousands (i.e., three hundred, five thousand) should be spelled out, with exceptions made if the discussion is intensively numerical.
- Dates in date ranges should be given with all four digits: i.e., 1148–1152, 1561–1565, as well as 1180–1220, etc. Use en-dashes, not hyphens.
- Hyphenated terms should be regularized according to Merriam-Webster or equivalent.
- Punctuation: (i) serial commas; (ii) en dashes for page and date ranges; (iii) em dashes, without a space before or after, rather than two hyphens; (iv) “smart” or curly quotation marks and apostrophes, not straight ones. Go to the “insert” tab on the Word toolbar and select “Symbol” to add em and en dashes, accents, etc.
- For *circa*, CMS prefers “ca.” to “c.”
- Foreign language phrases and quotations
 - Foreign terms may be italicized in the text on first appearance and as many as twice more, as seems best, after which italicization should be dropped unless there is special need to retain it.
 - Foreign language titles in the text (but not the notes) should be translated in parentheses following the title, or simply given in English if the original language presentation is not necessary to the discussion.
 - Quotations from the original language text may be supplied in the introduction, whether run-in or block. For a run-in quotations, they may follow the quoted words italicized and in parentheses. For block quotations, the original language should appear in the footnote. Avoid lengthy quotations from the translated or edited text included in the volume.
- Footnotes and bibliography
 - Citations and bibliography are to follow the *Chicago Manual of Style* (CMS; 16th or subsequent editions), Part III, section 14, Notes and Bibliography. The CMS calls for full citations in the notes of all titles on first reference in the manuscript. After the first reference, short titles should be used rather than *ibid.*, *op. cit.*, etc.
 - Biblical citations should be given with book names spelled out: Genesis, not Gen.; 1 Corinthians, not 1 Cor. If quoting in English from a foreign language original, it is best to interpolate a standard English translation (NRSV, NIV, KJV) rather than translating from the author’s original. Indicate which translation has been used either in introduction or in first relevant note. Be aware to note citations from the Vulgate, however, where book titles and verse numbers may differ from a standard modern English Bible.
 - Create one set of notes for the introduction and a second (or more) for the text (or separate text components).
 - The text of bilingual editions (poetry only) should have endnotes rather than footnotes (even though the notes to the Introduction appear as footnotes). There may be either one set or, if appropriate two, numbered in different formats, supplying annotations respectively to the original language text and the translation.
 - The bibliography should be analytical, with at least two main sections for Primary and Secondary Sources, each of which may be sub-divided as necessary; Primary Sources, for instance, might be divided between “manuscript” and “printed” sources. Where the works of the author or authors of the volume are lengthy, or are presented in multiple editions, an initial section should be added, entitled “Works by xxx,” before Primary Sources, which will then be entitled Other Primary Sources. The section “Works by xxx” may also be sub-divided as useful, and may be given, if preferred, in chronological rather than alphabetical order. If given in chronological order, it is advisable to make the date of publication or composition the first element in the citation, and possibly to structure the whole section as a two-columned table with the year in the left column.

- Titles of books should be conformed to WorldCat or other similar catalogue (EBO, BNF), with corrections made to both bibliography and notes. For books published by university presses, include the state abbreviation when the state is not apparent in the name of the press: e.g., Princeton, NJ: Princeton University Press; Cambridge, MA: Harvard University Press; but Philadelphia: University of Pennsylvania Press.
- Dates in titles (per CMS 16: 14.93) should be removed from parentheses in both bibliographical citations and notes.
- Series titles (see CMS 16: 14.123) may be eliminated from citations in both bibliography and notes.
- Front- and backmatter
 - Title page: The name of the author of the text translated or edited in the volume should be the first element on the title page, and is not to be included in the title. Specific roles of contributors, within reason, may be noted: e.g., edited by, translated by, with introduction/annotations by, etc., but preference is for the simplest possible statement of responsibility.
 - A Dedication page may follow the Title page.
 - Contents (not Table of Contents): preference is for a simple and economical presentation, ideally on one page.
 - Acknowledgments and List of Illustrations may follow Contents. Abbreviations may also follow, unless there are also other ancillary items (chronology, weights and measures, etc.), in which case all these should appear in the backmatter, not the front.
 - The List of Illustrations should correspond to any captions to illustrations that you wish to include within the text. You should prepare a list of those captions on a separate page and submit it with your manuscript, indicating within the manuscript, on a separate line and in brackets, where each illustration and its caption will go.
 - Appendix/Appendices as needed may follow the text with other backmatter and precede the Bibliography.
- For copyeditors: in general, follow normal practice. Here are some reminders about matters that often arise in Other Voice manuscripts.
 - Check all bibliography items against standard references to correct citations and update them, if useful, with a note about later editions; check all URLs; query items that cannot be checked.
 - Correct notes based on edited bibliography items.
 - Check notes for style (first full reference followed by short titles) and content (explanations of unfamiliar words and phrases, historical context, etc.).
 - In a long list of citations within a single footnote, check if the order given is alphabetical or chronological, or if the author has supplied some other explanation of that order.
 - Flag places where correct numbers will need to be inserted for cross-references once pagination is set, using 00, xx, or ##, or whatever is your usual practice. These flags will be retained in the final version of the manuscript submitted to the press and reproduced in the typeset pages, so that authors can easily find them and supply the correct numbers once pagination is set.
 - In narrative and notes, check personal names and places for spelling and accents, and verify dates, in an online scholarly resource.
 - Make all technical corrections (punctuation, date format, etc.) as needed.
 - Check for consistency of spelling and capitalization, and if useful create a consistency list.
 - If necessary, and without altering the argument stated, make recommendations for enhancing clarity of expression and strengthening the structure of the narrative.

Manuscript submission

- 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>; or Betty Hageman for English language texts: <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 Iter 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.
- Editors should also submit to Iter any internal images for review and approval so that matters of size and quality can be addressed well in advance. Cover and internal images should be approved before editors begin to arrange for permission to reproduce them.
- 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. The copyeditor is charged to help you prepare your manuscript for publication: this charge includes the checking of bibliography and notes and insertion of technical corrections, and may include recommendations for the strengthening of the structure and narrative of your manuscript. You are not required to accept all copyeditor corrections and recommendations, but are expected to make revisions consonant with the copyeditor's alterations, understanding that Iter Press is committed to publishing volumes that are accurate, accessible to readers, and as free as possible from technical errors.
- The copyeditor will flag places where cross-references to narrative or notes within your manuscript will need to be added once pagination is firm, perhaps by using 00, xx, or ##. Please retain these flags in the final version of the manuscript that will be submitted to the series editor and, eventually, to the press. They will then

appear in the typeset pages you receive for review, and once pagination is finalized, you may search for them and insert the correct numbers.

- After you have approved changes in the copyedited manuscript and made other necessary revisions, send your revised manuscript to the series editor, who will review and submit for typesetting. This final manuscript review should be thorough and searching. Revising the typeset pages is difficult and costly.

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

- Iter Press will arrange for typesetting, and at the same time review the coordination between the various elements of the manuscript, finalize the style of table of contents, chapter and section titles, headings, and running heads, and attend to any other matters related to the formatting of the volume.
- When you receive the typeset pages, review them carefully, making last necessary 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 insert correct cross-references at places indicated by the flags inserted by the copyeditor and reproduced in the typeset.
- At this point, as well, you will need to compile an index in accord with CMS guidelines, 16th or subsequent edition. If you are having your volume professionally indexed, you should make arrangements well ahead of time so that indexing can begin promptly once the final typeset is prepared.
- A robust and analytical index is preferred: one containing topical entries as well as proper names.
- Cover design and final title page presentation are the responsibility of Iter Press. To assist with the assemblage of back cover copy, you will need to submit a description of your volume (approximately 75-125 words) and a profile tag for each contributor (approximately 30 words). You will then be sent a cover design displaying your blurb, profile(s), and the image for which you have obtained permission.
- As the volume is readied for printing, Iter Press will arrange to obtain CIP information from the Library of Congress.
- 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, and listed on the websites both of Iter Press at <<http://www.othervoiceineme.com/othervoice-toronto.html>> and ACMRS (Arizona Center for Medieval and Renaissance Studies) at <https://acmrs.org/publications/catalog?field_mrts_tax_tid=90>, and may be purchased from either of these sites. The distribution of the book is managed by the Chicago Distribution Center (CDC; contact information at <<https://acmrs.org/publications/order/MRTS-and-Occasional>>), which should be contacted for ordering of multiple volumes for classroom use. Your book will also be sold as an ebook to institutions only.
- 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.