

## *Guidelines for Editors of Multiauthor Collections: Symposia, Conference Volumes, and Festschrifts*

*General note:* The *Chicago Manual of Style* (15th ed.; Chicago: University of Chicago Press, 2003) contains excellent, succinct instructions for editors of multiauthor volumes. Please consult §§2.39–40 and 2.52. The steps listed in *CMS* are so important, in fact, that the following paragraphs are largely quoted from or heavily dependent on these sections of *CMS*.

*Volume editor's responsibilities.* The specific responsibilities of the volume editor, contributors, and publisher must be determined before a multiauthor manuscript is submitted. If there is more than one volume editor, the responsibilities of each must be spelled out. After ensuring that the contributors furnish their papers in a uniform style agreed to by all parties, the volume editor is usually responsible for the following steps:

1. The editor must get the manuscripts from all contributors in a form acceptable to the publisher well before the date for submitting the volume. All manuscripts submitted for publication are expected to be double spaced (both text and footnotes) and to conform to the *Eisenbrauns Guidelines for Authors and Editors*. See [www.eisenbrauns.com/assets/publishing/contribguidelines.pdf](http://www.eisenbrauns.com/assets/publishing/contribguidelines.pdf).

### **Fonts and Electronic Manuscript Preparation**

2. The editor should communicate with the publisher about the proper fonts to be used in the manuscript, particularly when contributions involve multiple languages either in original script or in transliteration. The editor functions as the liaison between publisher and contributors/authors and ensures that authors use fonts approved by the publisher in the preparation of their manuscripts and that the manuscript printouts accurately reflect consistent use of the approved fonts.
3. In addition, the editor ensures that authors prepare their manuscripts in accord with the publisher's instructions for preparation of electronic manuscripts (see "Electronic Text Preparation Suggestions and Instructions," <http://www.eisenbrauns.com/wconnect/wc.dll?ebGate~EIS~PUBTEXT>; paste the link into your browser).

### **Editorial Processes**

4. The editor must ensure the high and even quality of the contributions, read the manuscripts for clarity of expression and grammatical and typographical errors, and clarify and correct the language if necessary. She must correspond with contributors if the manuscript has not been prepared well and/or according to instructions. She must also check references and other documentation for uniformity of style (and adherence to the instructions). Finally, she normally sends the manuscripts to the contributors for approval of all changes *before* the volume is submitted to the publisher.
5. In festschrifts, authors often imbed notes of congratulation, appreciation, etc., in the first paragraph of the article, occasionally in the last paragraph, and occasionally in a numbered footnote (either at the beginning or at the end of the essay). However, these comments should be recast uniformly as an unnumbered "Author's note," and these notes will be typeset at the bottom of the first page of each article in which they occur.

## **Illustrations (photos and line art)**

6. The editor must check all illustrations to ensure that they meet the publisher's requirements (see <http://www.eisenbrauns.com/wconnect/wc.dll?ebGate~EIS~~~~PUBIMG>; [paste the link into your browser] "Image Guidelines for Publication") and communicate with the authors if the illustrations are substandard or in an unacceptable format.
7. The editor also must require authors to get written permission from copyright owners (usually a publisher, but sometimes a museum, excavation, or individual) to reproduce material, whether published previously or not. The technology used to make a copy of copyrighted material is irrelevant and does not obviate the need to secure the copyright-owner's permission (for instance, redrawing by hand is legally no different than using a scanner or photocopier). A copy of each permission letter must be sent to Eisenbrauns. In any case, Eisenbrauns requires that authors provide a signed guarantee that all materials submitted for publication are free of copyright infringement and that permission to re-use any previously published material has been secured. Captions for illustrations or other material reprinted with permission must credit the copyright owner, and the editor must see that each author meets this requirement.

Example of proper wording: "reproduced courtesy of the Israel Antiquities Authority."

The wording "after Reich 2005: 292" is inappropriate, unless the illustration has been redrawn, not simply copied.

## **Administration**

8. The editor must provide the publisher with a list of all contributors, their affiliations, and their regular mail and e-mail contact information.
9. The editor provides a title page, table of contents, and all necessary prefatory material, especially including a compiled list of all abbreviations used in the book.
10. The editor is responsible to adhere to the publisher's schedule, to ensure that contributors do likewise, and to keep track of the contributors' whereabouts at all stages of publication; the editor also assumes the responsibilities of any contributor who is unable fulfill them.
11. Often, the volume editor also collects and checks the corrected proofs of all authors, vetting and approving (or disapproving) the corrections and ensuring that all remaining questions have been answered by the authors; finally, he sends the corrected, approved proofs back to the publisher.