

## Editing a Multi-Contributor Book

This guide covers the planning of multi-contributor books and the role and responsibilities of the volume editor(s). The full [Manuscript preparation guide](#) covering formatting, artwork and permissions can be found on our [website](#).

### Responsibilities

The editor of the manuscript is responsible for planning and assembling the manuscript and will be the primary point of contact throughout the publishing process. If multiple editors are involved in the product, it is advisable to assign individual responsibilities early on and select a 'lead' editor who will act as the main contact with Taylor & Francis.

Once you have determined the content and topics you want the book to cover you should create a plan for the format of the book including any sections you may wish to add. For larger manuscripts you may wish to designate a 'section editor' for each part that can help you manage the content and formatting of the chapters.

As the editor of the book, you are responsible for:

- Commissioning contributors
- Setting contributor deadlines and following up
- Chasing overdue chapters
- Editing and approving the chapter drafts
- Collecting permissions information for each chapter
- Assembling the final manuscript including all front matter, abstracts, and Alt Text
- Approving copyediting amendments and responding to queries
- Checking and approving the typeset proofs
  - If not taking sole responsibility for checking the proofs, also distributing proofs to authors, and collating and returning any contributor corrections.
  - For any other arrangement, please discuss with your Editorial contact prior to manuscript submission.

### Planning

Work with your editorial contact to establish realistic contributor deadlines and keep in contact with your contributors to encourage them to meet these. Ensure you allow suitable time between this and your own agreed deadline for sending the final script to us so you can make any required revisions as well as putting the final script and other submission material together.

Remember that the manuscript cannot be submitted with material missing.

The best edited books have a consistent tone and writing style throughout and read as a coherent book. You should communicate style preferences to your authors as early as possible and request samples of their chapters to ensure the writing and formatting are correct and meet your expectations.

It is recommended that you create a tracker for your book chapters that includes the contributors' contact information, the chapter title/topic, and the word, page, and image count. This will help you monitor the length of each chapter as drafts are submitted and saves time having to make last minute adjustments later.

## Working with Chapter Contributors

The editor should clearly communicate the content and expectations of the chapter to the contributor. This should include:

- Word/Page count
- Number of illustrations and tables
- The use of colour
- Referencing style
- Abstract format
- Tone and writing style
- Heading structure
- Permissions policy
- Alt text submission

Contributors will need source their own figures and tables and ensure they have the relevant permissions for each. It is the responsibility of the editor to ensure a completed [permissions declaration form](#) is submitted along with each chapter. Please see our [permissions guidance](#) for more information.

You may have to remind contributors to stick to the agreed deadline or chapter length, so it is important to stay in contact with each. Stressing the importance of deadlines is essential as the entire project can be delayed by a single author. Should you need any help with this please reach out to your editorial contact.

Please submit a final list of contributing authors and their contact information to your editorial contact at the earliest available time so their contributor agreements can be arranged.

## Manuscript Submission

You should gather the final chapters in advance of the deadline agreed with your editorial contact and ensure each has the required materials as detailed in our [submission](#)

[checklist](#). It is best to chase up any missing material and approve the chapter content before preparing it for submission.

Please submit the manuscript in its entirety following our [manuscript submission guide](#). Contributors should submit their chapters to the book editor for a final check and not Taylor & Francis.

## Production

As the editor of the book, you will be sent the copyedited manuscript for approval, and have sole responsibility for approving the edited chapters.

If you want the contributors to see and approve the proof versions of their chapters and relevant Preliminary pages (e.g. List of contributors), you can share the proofs you receive and collate their corrections to pass onto the typesetter. Your production contact can help you plan this and will provide instructions on collating any contributor corrections for the typesetter.

The production schedule for your manuscript is quite tight so it is essential that proofs are returned in a timely manner; you may need to stress the importance of this to your contributors.

For further information on this please see our [production guidelines](#).