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Guidelines for Edited Volumes

It is the responsibility of the volume editor(s) to gather materials from their contributors and format these consistently for submission to the publisher, if the contributors have not already done so. Please be sure to follow these file guidelines:

1. The volume editor puts together the final electronic file that is submitted on disk or CD, and which matches the hardcopy exactly. Provide the electronic file when the manuscript is submitted for production, along with a copy of the 'Electronic Media Questionnaire' indicating software, hardware, etc.
2. Double-space the complete document. This includes all text, internal quotations, notes, and reference lists (bibliographies).
3. Use one font only, in a 12-point size, preferably a serif font such as Times or Times New Roman. (It's OK to use italics or underlining to indicate emphasis.)
4. All chapters must follow the style determined by the volume editor (e.g., Chicago, MLA, APA, etc.).
5. Place notes at the end of each chapter, NOT at the bottom of the page.
6. Consecutively paginate the entire manuscript, NOT individually by chapter or part.

THESE GUIDELINES WILL PRODUCE AN OPTIMAL MANUSCRIPT. We ask that you follow them. **The electronic file must match the hardcopy exactly.**