5. Contributed Volumes

5.1 **EDITOR’S RESPONSIBILITY.** Volume editors are responsible for:

- reviewing the manuscript before submitting it to the Press to verify that all contributors have adhered to these guidelines;
- collecting signed contributor agreements;
- compiling contributors’ biographies;
- gathering complete and accurate contact information for all contributors;
- compiling permissions information for copyrighted and previously published material;
- distributing and gathering copyedited essays from contributors;
- reviewing editing in the stead of unavailable contributors.

**Manuscript**

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**Biographies**

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