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

- 5.2 **CONSISTENCY OF PREPARATION.** Pay close attention to consistency throughout the volume. Be sure that the contributors have all used the same note and citation style and that key terms used throughout the collection are treated the same.
- 5.3 **NO BIBLIOGRAPHY.** Do not compile a general bibliography that applies to the entire book.

5.4 **ORIGINAL MANUSCRIPT ONLY.** If chapters have been previously published, do not submit a photocopy of the original publication as part of the manuscript. The text must be keyboarded in manuscript form, following the style of the entire book.

Contributor Agreements

5.5 **SIGNATURES FOR ALL.** All of the contributor agreements supplied by your editor's assistant must be returned with the final manuscript. Have your contributors sign the agreement and return it to you—not directly to the Press.

Biographies

- 5.6 **COMPILE AS MANUSCRIPT.** Compile the biographies submitted by the contributors into a single Microsoft Word document. The biographies should be placed in alphabetical order by the contributor's last name.
- 5.7 **BIOGRAPHY COMPONENTS.** Biographies should be *brief* and include *only* the contributors' rank, affiliation, and previous book publications. See Section 2.43 of this manual for examples.

Contributor Permissions

- FORMS. The contributor agreements include a place for contributors to indicate if an essay or a portion of an essay has been previously published and if it requires permission to reprint. Any poetry, song lyrics, or illustrations that appear in the essay and require permission to reprint should be included on this form as well. Contributors should refer to chapter 4 of this guide for clarification on what material requires permission and for instructions on how to secure permission.
- 5.9 **REVIEW AND COMPILE FORMS.** Review these forms once the contributors have completed them and compile a list of all previously published material into the publication history log supplied by the Press (see Appendix D). Include complete bibliographic information for the original publications:

An earlier version of chapter 2 previously appeared as "Alllooksame? Mediating Asian American Visual Cultures of Race on the Web," Dave Shilpa, Leilani Nishime, and Tasha Oren, eds. *East Main Street: Asian American Popular Culture* (New York: New York University Press, 2005), 254–83; reprinted with permission.

Sections of chapters 3 and 5 were published as "Testimonies of Loss and Memory: Partition and the Haunting of a Nation," *Interventions: An International Journal of Postcolonial Studies* 1, no. 2 (1999): 201–16.

5.10 **FORWARD GRANTS OF PERMISSION.** Be sure to enclose the letters granting permission with the final manuscript.

Contributor Contact Information

- 5.11 **ADDRESS, PHONE, EMAIL.** Include a list of all contributors' preferred mailing addresses, phone numbers, and email addresses.
- 5.12 **CHANGES OF ADDRESS.** Ask contributors to notify you of any address changes (including temporary ones), and promptly send any changes or updates of this information to the Press during the book's production.