

## WORKING WITH CONTRIBUTORS

If you are editing a book with contributors, whether there are 5 or 100, you will need to address issues that are unique to projects with multiple contributing writers.

We expect that editors of multiple-contributor works will fulfill the following duties:

- Adhere to development and production guidelines
- Review all content
- Provide us with a complete and consistent manuscript
- Review copyedited manuscripts and answering copyeditors' queries

Over the course of the project, volume editors' responsibilities include:

- **Distributing guidelines to contributors**  
This ensures that contributors know what their entry or chapter should look like. Guidelines should be developed in conjunction with your development or acquisitions editor. Your editor can post contributor guidelines in the Author Center for your contributors to download, but we also recommend emailing guidelines to contributors directly.
- **Reviewing drafts**  
Read drafts in their entirety to check for quality and readability. Only final versions of entries should be submitted to your ABC-CLIO editor. All questions and concerns raised during your review must be resolved by the contributor.
- **Fixing or rejecting any entries with significant problems**  
These problems include not adhering to the format, language problems (including those seen in writers for whom English is a second language), and quality, because our editors will not know the subjects as well as you do.
- **Imposing basic style consistency**  
Numbers, dates, and spelling and usage of names and terms throughout the manuscript should be consistent. Impose stylistic consistency on all entry and general bibliographies, and ensure that complete bibliographic information is provided.
- **Ensuring that all entries or chapters have contributors' full names** on them, as contributors wish them to appear.

- **Adding “see also” references**  
If you’re unsure whether your project has this, ask your editor. Check the Author Guidelines for tips on adding cross-references.
- **Making sure contributors provide permissions and art**  
If your contributors supply content that requires permission to print, or art that’s essential to the project (see Author Guidelines), please ensure that the permission and art files meet specifications and are included in the material you forward to the publisher.
- **Collecting up-to-date biographies from each contributor**  
Compile them alphabetically into one document called “About the Contributors.” See Author Guidelines for biography specifications.
- **Ensuring that all contributors have signed their contributor agreements**  
We cannot publish any entry for which we do not have a signed contributor agreement. All contributors must sign an agreement, regardless of compensation.

## Choosing Contributors

Ensure that your contributors will be appropriate for your project:

- ✓ Contributors must be authoritative and objective about their assigned topic(s).
- ✓ Contributors must have strong writing skills and experience, and must be able to write to our audience.
- ✓ Do not assign content to friends, relatives, or undergraduates who do not have subject expertise or writing experience, unless you have approval from ABC-CLIO
- ✓ Please keep in mind that one way book reviewers assess the quality of a book is to review contributors’ biographies and qualifications.

## Assigning Topics

Assign entries to your contributors using ABC-CLIO’s Author Center. The Author Center allows you to create titles, word counts, and due dates for chapters or entries in your book, and then assign contributors to those assignments.

- Do not start assigning entries or chapters until the acquisitions editor has formally approved your headword (entry list) or list of chapters.
- After assignments have been approved, do not change headword or chapter topics without the consent of your editor. The agreed-upon topics might be important to the project and market.
- If you have trouble finding writers or making contact with existing contributors, let your acquisitions or development editor know.

## Contributor Agreements

All author/editors who work with contributors will be responsible for sending out contracts to contributors. These agreements are sent out through the Author Center. You can also track whether a contributor has signed the contributor agreement. (See the Author Center guidelines for instructions. Check with your acquisitions editor if you need help).

Contracts should include due dates and expected word counts, as well as compensation, if any. Please note that contributor compensation is timed with the publication of the book, not submission of the entry.

No manuscript will be sent to production unless all contributor contracts have been signed and are in house. **Missing contributor contracts is the number one reason why contributed project publications are delayed.**

To avoid this issue:

- Please send contracts to contributors as soon as you assign their topic(s) through the Author Center.
- Set a short deadline for them to sign the contract, even if their assignment isn't due for an extended period of time.
- Track outstanding contracts via the Author Center and follow up with contributors as needed.
- We encourage you not to accept completed assignments from contributors until they have signed their contract (this prevents you from having to track people down after the project is no longer on their radar, which can be extremely challenging)

## The Production Phase

You will remain the sole contact for the project during the production of the manuscript. The production department will send the copyedited manuscript and page proofs only to one designated volume editor of any contributed project; we will not send the copyedited files or page proofs to individual contributors or to coeditors.

As editor, you are responsible for consulting contributors and coeditors for answers to copyediting queries. This ensures consistency and quality throughout the manuscript.

**Be sure to ask your editor if you have any other questions or concerns about working with contributors. We are here to help you!**