

From Manuscript to Printed Book: A Production Guide for Champlain Society Editors

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This is an outline of editing, style, and production procedures and schedules for volumes published by The Champlain Society, from the initial query to published volume.

Many individuals are involved in the production of a Champlain Society volume, including:

- **Council:** members of the Champlain Society's governing body;
- **Publications Chair:** the Chair of the Society's Publications Committee;
- **General Editor:** responsible for overall editorial coordination;
- **Volume Editor (that's you):** responsible for supplying the textual and visual material for the work, as well as copyright permissions;
- **Peer Reviewer(s):** scholars chosen by the Society to review the quality of the text, and suggest possible improvements or corrections;
- **Broker:** a company hired by the Society to coordinate production, design, and printing;
- **Copy Editor:** responsible for dealing with those parts of the work that are to be copy-edited: the preface, introduction, annotations, appendices, textual note, and bibliography.

1. The Proposal Query

- 1.1 Suggestions for new volumes are welcome at any time.
- 1.2 The basic proposal itself should be no more than two-three pages in length, outline the scholarly values and interests of the intended project, and explain how those goals will be achieved.
- 1.3 Attach a brief curriculum vitae (no more than three pages).
- 1.4 Attach photocopies of the proposed documents, with no more than ten pages of a sample edition of those pages. For examples of how these documents should be edited and annotated, see section 4, "Documentary Editing Guidelines," below.

¹ I am indebted to my colleagues on the Champlain Society's Publications Committee, who read and commented on several drafts of this guide, particularly Jane Errington, Roger Hall, Michael Moir, Germaine Warkentin, and J. David Wood.

1.5 Please direct submissions to:

General Editor [currently Professor Roger Hall]
The Champlain Society
Box 507, Station Q
Toronto, Ontario
M4T 2M5

2. Vetting Proposals

- 2.1 Proposals for new projects are reviewed by the Society's Publications Committee, which meets several times per year. The Committee includes the Chair, the General Editor, the President (ex officio), and several members of Council or others appointed for their expertise in various scholarly disciplines.
- 2.2 The Publications Committee members examine a proposal and decide whether to proceed with the project. On occasion, outside evaluators will also be consulted.
- 2.3 The Committee's recommendation for publication of a particular new project is presented to Council, which will confirm or reject the proposal. The General Editor is responsible for communicating the successful recommendation, or rejection, to the prospective Volume Editor, and for establishing a schedule for completion, in collaboration with the Volume Editor. The General Editor reports on all proposals and the progress and scheduling of accepted projects at meetings of Council, several times per year.

3. The Volume Editor's Contract

- 3.1 Prospective Volume Editors whose projects are accepted for publication will be sent a standard Volume Editor's Contract by the Secretariat of The Champlain Society. The document confirms the date of Council's resolution that the project be accepted for publication, and stipulates the nature of the Volume Editor's duties and the reciprocal duties of the Society, including:
- the name of the Volume Editor(s);
 - the working title of the volume;
 - copyright matters;
 - recompense, expenses, and free copies to the Volume Editor(s);

- the deadline date for delivery of the completed manuscript and other materials, as well as subsequent deadlines and production schedules.

3.2 The Contract has three Appendices:

- Appendix A: a 250-word preliminary description of the final work;
- Appendix B: full contact information for the Volume Editor(s);
- Appendix C: a complete listing of deadlines, production schedules, copy editing, and typesetting schedules.

3.3 The contract is completed when the General Editor signs and dates the contract and sends it to the Volume Editor. The Volume Editor signs and dates it and returns two copies to the Society. The Society's President ratifies the contract by signing and dating it. A final, signed copy of the contract is returned to the Volume Editor, and a signed copy is retained in the Champlain Society offices. The General Editor and the Treasurer of the Society also retain photocopies.

4. Documentary Editing Guidelines

4.1 The Volume Editor should follow the guidelines outlined in the document "The Champlain Society Guidelines for Editing Canadian Historical Texts," by Germaine Warkentin, which is posted on the Society's website (<http://www.champlainsociety.ca/CS-Guidelines-Final.pdf>). Particular attention should be paid to section three, "Champlain Society Editorial Practice," and section four, "Editing a Document or Text."

4.2 In summary (for specific details, Volume Editors *must* consult the "Guidelines"):

- never copy edit the *source* text; your edition will be a *critical text*, and you should follow the instructions for preparing such a text in the Champlain Society "Guidelines";
- all of the Volume Editor's own written material -- preface, introduction, annotations, appendices, textual note, bibliography -- is, however, subject to copy editing by the Champlain Society's Copy Editor;
- for spelling in the Volume Editor's own written material, follow the *Canadian Oxford Dictionary*;

- for style, refer to the *Chicago Manual of Style*, fifteenth edition (Chicago: University of Chicago Press, 2003), or subsequent revised editions;
- when citing archival resources, do not follow *Chicago* but rather the style recommended by Library and Archives Canada:
 - name of the individual;
 - title of the fonds (the records of a particular institution or organization) or collection;
 - citation number based on the style of the institution;
 - title of the item;
 - date of the item.

4.3 The standard elements of a Champlain Society volume are enumerated in "Editing a Document or Text" (Guidelines, Section IV). This section also includes guidelines for how to prepare for the delivery of the final manuscript and all editorial material (including maps and illustrations) to the Society. Outstanding questions about particular editorial requirements or procedures should be discussed with the General Editor.

5. Delivery of the Text

- 5.1 The Volume Editor must honour formats stipulated by the Society, and delivery deadlines, in order to ensure timely publication.
- 5.2 The Volume Editor will deliver to the Society one digital copy on CD and two paper copies of the complete work, which will include clear photocopies of illustrations, drawings, maps, charts and designs with captions and acknowledgements and source information. Do not submit photographs or scans with the original manuscript; they will be required later.

6. Format of the Text

- 6.1 Use a fixed font (such as Times New Roman) with a standard line length and number of lines per page.
- 6.2 Use minimal formatting (other than superscripts for notes).
- 6.3 Use 12-point type throughout.
- 6.4 Double-space all text.
- 6.5 Leave consistent margins of at least 1 1/2 inches on all four sides.

- 6.6 Do not right justify the text.
- 6.7 Number the pages consecutively.
- 6.8 Footnotes should be double-spaced and consecutively numbered starting at 1 for each chapter.
- 6.9 Turn off the automatic hyphenation feature in your word processing program. The only hyphens that should appear are in compound words.
- 6.10 There should be no blank lines between paragraphs, and the first line of each paragraph should be indented. Use the tab key to indent paragraphs, not a string of spaces. Indents should be consistent throughout the manuscript. Do not use hanging indents in the text.
- 6.11 Use only one space after all punctuation, including periods and colons.
- 6.12 Never substitute numbers for letters, or letters for numbers ("el" for "one" or "oh" for "zero").
- 6.13 Consult with the General Editor if the manuscript contains special characters (e.g., non-roman alphabet characters, accents). You may have to provide a separate, printed list of these with coding instructions.

7. Paper Copies of Text

- 7.1 Print out on white, 8 1/2 x 11-inch paper, on one side only.
- 7.2 Indicate in the margin where each illustration or table should fall.

8. Digital Text Files on CD

- 8.1 Files may be in WordPerfect, Word, or other major word-processing programs. If you are unsure whether the program is acceptable, please consult the General Editor.
- 8.2 Use the same software and hardware throughout to prepare material.
- 8.3 Create a separate file for each element of the volume: list of illustrations and maps with their captions, preface, introduction, text, etc.
- 8.4 Label the CD with the name of the Volume Editor, the title of the volume, the software package used, and the version of the software.
- 8.5 Submit a separate paper copy of the list of filenames on the CD and their contents.

- 8.6 Do not make changes to the disk or CD file after printing out your final paper copy for submission. The electronic files should always exactly match the paper copies submitted.

9. Illustrations, Drawings, Maps, Charts, and Designs

- 9.1 Photocopies should be submitted with the manuscript for initial consultation. The Volume Editor must be prepared to submit camera-ready versions of artwork (that is, originals of sufficiently high quality for reproduction), when requested, and should consult with the General Editor concerning selection and image quality.
- 9.2 Provide a separate listing of all the photocopied images submitted with the manuscript and indicate where they should be inserted in the text.

10. Paper Copies of Illustrations

- 10.1 When requested, submit glossy black-and-white prints, not negatives. Try to ensure that the print is of high quality, from the original negative if possible.
- 10.2 Do not write on the back of the photographs, as this may leave an imprint on the image, or the ink or pencil may rub off on another photograph. Write on a label or Post-it note and then attach this securely to the back of the photograph.
- 10.3 Number each photo on the label so that it can be keyed to its caption.
- 10.4 Never use paper clips, staples, or pins to attach labels or captions to photographs.
- 10.5 Stack the photographs with clean white paper sheets interleaved between them, to protect the emulsion from damage.
- 10.6 When mailing photographs, package them with stiff cardboard to avoid bending or folding.

11. Digital Copies of Illustrations

- 11.1 Images should be scanned at 100 percent, at 600 dpi, saved as tiff files, and burned to a CD.
- 11.2 Place the CD in a plastic jewel case and label the case with the name of the Volume Editor, the title of the volume, and the files included.

12. Permissions

- 12.1 It is the responsibility of the Volume Editor to obtain any necessary permissions allowing for publication of copyrighted materials.
- 12.2 A photocopy of the written permission(s) from the copyright holder(s) should be submitted with the text and the illustrations, drawings, maps, charts, or designs. The Volume Editor should consult with the General Editor concerning any queries relating to copyright permissions.

13. Peer Review

- 13.1 After the copies of the manuscript of the proposed work are received by the Society the manuscript is submitted to peer reviewers. Peer review may result in suggestions to the Volume Editor for revisions. The Volume Editor is expected to respond to peer review. For procedures, see 15.3, below. Alternatively, the peer reviews may prompt a review of the publication plans.

14. Production Schedule

- 14.1 The Society will provide the Volume Editor with a detailed, tentative production schedule at least eight months before the deadline date for the completion of the work. As the elements of the production schedule are interdependent, it is extremely important that the Volume Editor honour the deadlines set forth in the schedule.
- 14.2 The production schedule will be revised, if necessary, to allow for revisions from the peer review process, and a second round of peer reviews.
- 14.3 A typical schedule for a Champlain Society volume is detailed below, with approximate timelines and a breakdown of responsibilities. The Volume Editor's involvement in the production schedule is highlighted in **BOLD**.

15. Initial Considerations and Peer Review

- 15.1 Eight weeks before manuscript delivery deadline: finalize production schedule and determine contracts with Broker, Copy Editor, etc. (Broker, Copy Editor, Council, General Editor, Publications Chair).

- 15.2 Deadline: Volume Editor submits completed manuscript (General Editor, **Volume Editor**).
- 15.3 Peer review stage. General Editor submits completed manuscript to reviewers, and receives feedback. Any suggested improvements are sent to the Volume Editor, who makes changes. Volume Editor resubmits the revised version to the General Editor. A second round of peer review may be required. The entire peer review process may take a matter of weeks, or months, depending on the manuscript. The Volume Editor will consult closely with the General Editor (General Editor, Peer Reviewer(s), **Volume Editor**).

16. A Typical Production Schedule

The entire production process, from the receipt of the revised, final manuscript to the shipping of printed copies, should take about twenty-four weeks.

- 16.1 Week 1: final manuscript submitted on CD and in hard copy to General Editor (General Editor, **Volume Editor**).
- 16.2 Weeks 1-5: design of volume is commissioned by Broker (Broker, General Editor, Publications Chair).
- 16.3 Week 2: hard copy of manuscript sent to Copy Editor -- allow four weeks (Copy Editor, General Editor).
- 16.4 Week 6: copy-edited manuscript sent to Volume Editor to key changes -- allow two weeks (Copy Editor, General Editor, **Volume Editor**).
- 16.5 Week 8: final copy edited text returned to General Editor, noting Copy Editor's recommendations that were not accepted (General Editor, **Volume Editor**).
- 16.6 Week 9: General Editor and Publications Chair approve all text including front and back matter, spine copy, etc. (General Editor, Publications Chair).
- 16.7 Week 10: text forwarded to Broker, and from there to typesetter -- allow three weeks (Broker, General Editor).
- 16.8 Week 12: all visuals have been received and placement within volume is confirmed (Broker, General Editor, **Volume Editor**).
- 16.9 Week 13: all text is returned and proof read by General Editor and Volume Editor (General Editor, **Volume Editor**).

- 16.10 Week 13: typesetting and pagination completed; Volume Editor prepares index -- allow two weeks (Broker, General Editor, **Volume Editor**).
- 16.11 Week 15: index returned for typesetting -- allow two weeks (Broker, General Editor, **Volume Editor**).
- 16.12 Week 17: final corrected typeset sections of whole book are assembled and reviewed by Broker, General Editor, and Publications Chair -- allow two weeks (Broker, General Editor, Publications Chair).
- 16.13 Week 19: final work is sent to printer -- allow four weeks for printing and binding (Broker).
- 16.14 Week 21: mailing package is determined (book plus any other incidental items, renewal fees notice, etc.) (Broker).
- 16.15 Week 23: printed book and inserts are shipped to mailing house (Broker).
- 16.16 Week 24: package is mailed to members (Broker).

17. Publicity

- 17.1 Forthcoming and new titles are publicized on The Champlain Society's website (<http://www.champlainsociety.ca/index.htm>) as well in the Society's newsletter *Pen and Paddle*.
- 17.2 Co-publications with other publishers are also advertised in their catalogues and on their websites, in promotional mailings, at book fairs, etc.
- 17.3 The Volume Editor(s) will be consulted concerning the content and format of promotional materials, and will be asked to supply the names of relevant specialized review media, forthcoming conferences of interest, special groups of interest, etc.

18. The Champlain Society's Digital Collection

- 18.1 All volumes published by The Champlain Society are digitized and loaded onto the Society's website five years after publication. This site is accessible to the public free of charge, and the volumes are fully searchable.
See: http://www.champlainsociety.ca/cs_publications-digital.htm.