

GUIDE FOR EDITORS OF CONTRIBUTED WORKS

EDITOR'S RESPONSIBILITIES IN BRIEF

- Drafting a content outline
- Recruiting contributors
- Briefing contributors
- Checking on contributors' progress
- Editing the manuscript to form a coherent whole
- Checking proofs
- Providing the Publisher with suggestions for promoting your book

DRAFTING A CONTENT OUTLINE

A content outline should include tentative chapter headings, the approximate length of each chapter in numbers of words, and the approximate number of illustrations (line drawings and/or photographs) per chapter.

RECRUITING CONTRIBUTORS

The Editor is responsible for the initial recruitment of contributors, but Pharmaceutical Press (PhP) will deal with sending any formal agreements and associated documentation. It is important that you chose contributors that you feel will be reliable and will be able to meet your requirements both in terms of content and timing.

BRIEFING CONTRIBUTORS

It is important that the Editor provides contributors with clear and concise instruction as to what is expected from them at the outset. This will ensure that there is no misunderstanding as to what is required, and will save a lot of time during the editing process.

Individual contributors should be informed of the expected content of their chapter (including the approximate expected length, and number and type of illustrations), and the deadlines for completion of a chapter outline, supply of sample material and submission of the first draft. It is recommended that deadlines are set with some extra time built in for delays. Contributors should also be made aware that they will be expected to respond to any queries from PhP, complete any revisions requested by the reviewers/Editor/PhP, and be available to check proofs of their chapters.

With respect to editorial style, PhP will provide contributors with a guide to our house style (see *Guide for Authors*). However, it is highly recommended that you write additional guidelines specific to your book. These guidelines should outline the following:

- The aims of the book and intended readership.
- Features specific to your book. For example, textbooks may include features such as chapter objectives, key fact boxes, case studies, or self-test questions and answers. The Editor must ensure that these are used consistently throughout, so the nature and style of any special features should be explained carefully to contributors at the outset.
- The reference system to be used, i.e. Harvard (alphabetical) or Vancouver (numbered), and the approximate number of references to be included in each chapter. If further reading references are to be included, these should refer to books, reviews, and *key* primary papers that are easily available to the majority of readers. Whatever is decided should be consistently applied to all chapters.

The Editor should prepare a sample chapter, or part chapter, to illustrate to contributors the required writing style and tone. This will help to ensure consistency across the chapters, and minimise the need for extensive editing by both yourself and our in-house team.

CHECKING ON CONTRIBUTORS' PROGRESS

Staying in touch with contributors is crucial. It is a good idea to contact them sporadically to check on progress. Likewise, it is important that you stay in touch with PhP staff, and inform them of any envisaged delays. PhP will expect to receive sample material from you on a regular basis, which means that you in turn will need to obtain this from your contributors.

EDITING

The Editor will be required to edit all contributions to form a coherent whole, with a consistency of level, style, and presentation throughout. Revisions should be requested from contributors if they haven't followed the guidelines provided by you and/or PhP.

When editing individual chapters, particular attention should be paid to the following:

- Are the quality of written English and coherence of arguments of an acceptable standard?
- Is the subject covered in sufficient depth and breadth?
- Is the text written at an appropriate level for the intended audience?
- Are there any obvious omissions or redundant sections?
- Are the illustrations appropriate/sufficient? Has the source been cited where necessary?
- Are the references appropriate/sufficient/recent? Are there any obvious references missing?
- If requested, have special features such as learning objectives and case studies been presented in the correct style?

Please note that it is essential that contributors obtain written permission to use copyrighted material and provide the relevant documentation with their manuscript. Details of such material are included in the *Guide for Authors*.

SUBMITTING THE MANUSCRIPT

Once the contributed chapters have been edited and collated to generate a complete manuscript, this should be delivered to PhP (ideally by email as attachment(s) in a standard word processing format).

PEER REVIEW, REVISIONS AND PUBLICATION DECISION

PhP will check that the submitted manuscript is complete and fits its brief in terms of length, quality and contents. In most cases, the manuscript will be sent for external peer review. The reviewers' comments will be returned to you, together with any additional comments, queries or requests from PhP. Please note that PhP reserves the right to reject a manuscript at review stage.

The Editor will be responsible for coordinating any required revisions to the manuscript. These may be completed by the Editor themselves, or the Editor may request that the contributors revise their own chapters. The revised manuscript will need to be returned to PhP by the specified deadline. The Editor should inform PhP of any expected delays during the revision process.

PhP may ask the reviewers to check the revised manuscript if significant changes have been made. Based on internal assessment and external reviews, PhP will make a final decision regarding publication and inform the Editor.

PRODUCTION PROCESS

Once finalized, the manuscript will be handed over to our production department, and a member of staff will contact you with a schedule for the next stages, i.e. copyediting, typesetting, proofreading, proof revision and printing, and publication.

A professional copyeditor will check for consistency, style, and grammar. It should be noted that this stage is a checking process only and, as far as is possible, it is the Editor's responsibility to ensure that the manuscript is complete, consistent, and presented in the correct manner as outlined in the *Guide for Authors*.

CHECKING PROOFS

A professional proofreader will check the proofs against the manuscript. You will be sent a copy of the whole book, and will be expected to mark any small corrections. Generally, contributors to edited works will receive proofs of their chapters at the same time as the Editor. It is the Editor's responsibility to check through the contributors' corrections, and to collate all corrections onto one set of proofs. As changes to the proofs are expensive and time-consuming to correct, you will be asked to keep such corrections to a minimum. This will be your last chance to look at the proofs before the book is published.

PROVIDING PHP WITH SUGGESTIONS FOR PROMOTING YOUR BOOK

PhP would be pleased to receive suggestions at any stage of the writing process. Once you have submitted your manuscript, you will be sent a Sales and Marketing Information Form to complete. This is your main opportunity to make suggestions for the promotion of your book. You will be sent a Sales and Marketing Plan around the time of publication. Editors are of course encouraged to promote the book to their own contacts, and it is recommended that you ask your contributors to do likewise.