

Editor's Procedural Guide for *American Literary Realism*

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The following is a description of the editor's duties as they relate to the University of Illinois Press as well as an overview of the journal production process.

Selecting Content for an Issue

Aside from editorial vision and expertise, possibly the most important consideration for the editor in assembling an issue is length management. The standard length of an issue of *American Literary Realism* is 96 journal pages, which includes front matter and space for 2 pages of advertisements. When an issue exceeds its page limit, the production editor (PE) informs the journal editor and suggests ways to reduce its length.

Estimating Length

The most effective way to estimate the length of manuscripts and issues is to count characters using the word count feature in your word processor, as follows:

1. In the first manuscript, highlight the main text (excluding notes and references) and perform a word count. (In Microsoft Word, select Tools/Word count.)
2. Record the count for "Characters (with spaces)," divide it by 2947, and note the result.
3. In the same manuscript, highlight the notes and references and perform a word count.
4. Record the count for "Characters (with spaces)," divide it by 3867, and note the result.
5. Estimate the space required for tables and/or figures (in half-page and whole-page increments).
6. Add these three figures together and round up to determine the manuscript's page count.
7. Repeat steps 1 through 6 for the remaining article manuscripts.
8. For reviews, highlight the entire text of the review and perform a word count.
9. Record the count for "Characters (with spaces)," divide it by 2686, and note the result to the nearest hundredth of a point (e.g., 2.48).
10. Perform steps 8 and 9 for the remaining reviews, then add up the results from all of the reviews and round up to determine the overall page count of the Reviews section.

To estimate the page count for an entire issue, add the manuscript estimates, review estimates, and an additional 4 pages for front matter and back matter. Keep in mind that this is not an exact science, so it's best to overestimate issue length by one or two reviews. It's always easier to defer content than add content later.

A complete issue constitutes the following:

- _____ Hard copy printouts of all manuscripts and reviews.
- _____ A hard copy printout of the final table of contents.
- _____ Hard copy printouts of all tables and figures, and hard copy original figures when appropriate.
- _____ Electronic files for all of the above except where original hard copy illustrations have been provided. (See guidelines below.)
- _____ Consent to publish forms for all contributions.
- _____ Contact information for all contributors (mail & email addresses, phone & fax numbers).
- _____ Permission letters for any copyrighted material.
- _____ If there is a change to covers, frontmatter, or backmatter, please photocopy the page and submit hand-marked corrections with the issue.

Artwork/Illustration Submission Guidelines

- a) Do NOT submit color artwork files. Hard copy color photos are OK for scanning.
- b) Do NOT submit JPG files.
- c) Do NOT submit figures or examples as Word files or embedded within a Word document.
- d) Do submit grayscale files of 300 dpi or better for photos.
- e) Line art and music examples should be submitted as bitmap files at 1200 dpi or better.

Electronic manuscript submission guidelines

- a) The hard copy printout should match the electronic document completely. No hand-marked corrections should appear on the paper copy that are not in the file.
- b) Do not embed tables and illustrations in the text. They should appear at the end of the manuscript.
- c) Insert callouts where tables and/or illustrations should appear, e.g.,
<insert Table 1 about here>
- d) Microsoft Word is the preferred file format. PDFs are not acceptable.
- e) Do not apply “styles” to the various levels of heading. Use straight Times New Roman text.

Page Proofs

Once the issue is submitted, UIP checks in the issue and prepares the electronic files for typesetting. The compositor creates page proofs, which the PE sends to the editor for distribution to the authors. (Page proofs, sometimes known as galley proofs, display content as it will appear in the journal.) The editor reviews a master set of page proofs, collects feedback from the authors, and incorporates that feedback into the master set. The editor is given approximately 3 weeks to return this feedback to the PE.

The following is a sample cover letter the editor might use to accompany the page proofs sent to authors:

Dear Prof. [author name],

Enclosed please find page proofs of your *American Literary Realism* article [or review], "[title of article or review]", which will be appearing in the [Year, Season] ([volume]:[issue]) issue. If you are unable to review the proofs in a timely fashion or have questions about them, contact me as soon as possible to make other arrangements.

Once you have opened the file, please check the page proofs carefully for misspellings, typographical errors, and factual errors. Also, pay attention to word division and suggest possible breaks where word divisions are incorrect. Do not make changes that would alter page breaks or significantly change the length of your contribution. Please detail any necessary changes in an email to me, listing line and page number(s) as well as a brief description of each. Your feedback should look something like this:

pg. 45, ln. 4: change "can not" to "cannot"

pg. 51, ln. 26: change "...Johnsons premise..." to "...Johnson's premise..."

pg. 53, ln. 12: insert ":93-113" after "American Literary Realism 39(2)"

It is also acceptable to detail the changes in an email attachment, provided I can open the attachment upon receipt. If you find the above process too cumbersome, you can also mark your changes directly on the page proofs in colored pencil and send them to me at the address below. Be sure to mail the proofs with enough time to meet the deadline.

Please provide your feedback by **[written date]** ([numeric date]) or sooner, if possible. Because of our production schedule, a delay in returning the proofs may mean that your contribution will be published without the benefit of your proofreading. If you cannot meet this deadline or if you have any other questions or concerns, please contact me as soon as possible.

Sincerely,

Once the editor has returned feedback, the PE transfers corrections to a master set of proofs along with any other changes, and the corrections are applied to the electronic version by the Production Department. The rest of the publication process is directed by the PE, and the editor's duties are effectively complete.

Mailings

When sending packages to the University Press, such as materials for an issue or page proofs, the editor should use a service with a reliable tracking option to minimize the risk of loss and delays.