

Editor's Procedural Guide for *Black Women, Gender, and Families*

(Send updates to Heather Munson, hmunson@uillinois.edu)

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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 *Black Women, Gender, and Families* is 128 journal pages. When an issue exceeds its page limit, the production editor (PE) informs the journal editor and suggests ways to reduce its length. (If the editorial office chooses to exceed the page limit, the additional fees will be assessed once the issue has been printed.)

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 2846, 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 3181, 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.

To estimate the page count for an entire issue, add the manuscript estimates and an additional 8 pages for front and back matter. Keep in mind that this is not an exact science, particularly in journals with footnotes, 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.
- _____ List of short-title running heads for articles.

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 call outs 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.

*****UIP reserves the right to return any issue to the editor if it is incomplete.*****

Copyediting

Once the issue is submitted, UIP checks in the issue, performs page estimates, and prepares the electronic files for copyediting. The copyeditor receives the files, edits the files using the “Track Changes” feature, and returns the “redlined” files to UIP. The PE inserts page and line numbers into the files, converts them to PDF, and distributes them to their respective authors for review. The PE assembles the feedback from the contributors and passes it along to the copyeditor, who incorporates appropriate changes and submits the final files to the PE for preparation for typesetting.

Proof Stage

The compositor creates page proofs from the copyedited files, which the PE distributes to their respective authors and reviewers, typically by email in PDF form. (Page proofs, sometimes known as galleys, display content as it will appear in the journal.) In addition, a complete copy of the page proofs is sent to the editor. The editor, authors, and reviewers are given approximately 3 weeks to review their respective page proofs, compile remarks, and return their feedback to the PE.

The PE will send PDF page proofs to each author as an email attachment along with instructions similar to the following:

From: hmunson@uillinois.edu
To: [author’s e-mail address]
Subject: BWGF PDF Proofs

Dear Prof. [author name],

Attached in PDF you will find page proofs of your *Black Women, Gender, and Families* article [or review], “[title of article or review]”, which will be appearing in the [Year, Season] ([volume]:[issue]) issue. If you have trouble working with the file or if you would prefer to receive your proofs by surface mail, contact me as soon as possible.

Once you have opened the file, please check your review carefully for misspellings, typographical, and factual errors. Also, pay attention to word division, especially of non-English words, 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 e-mail to me, giving line and page number as well as a brief description for 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 “The Pluralist 1(3)”

It is also acceptable to detail the changes in an e-mail attachment, provided I can open the attachment upon receipt. If you find the above process too cumbersome, you can also print the proofs and mark your changes on a hard copy in colored pencil, which you would then send to me at the address below.

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 let me know as soon as possible.

Sincerely,

Heather Munson
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University of Illinois Press
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The PE is responsible for reminding authors of deadlines. Once all author and editor feedback has been compiled, the PE transfers corrections to a master set of proofs 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, we encourage the editor to drop off materials directly at the University Press building so as to reduce the chances of those materials being lost.