

1. Introduction

Editor(s) of a multi-authored book are responsible for conceptualising the book and making sure that it is not just a collection of disparate chapters by different authors. The book will need to have a clear scope and direction, and be a coherent whole.

The Editors are also responsible for ensuring that the submission of the manuscript meets the required standards and criteria as stipulated in this instruction sheet.

The Editors are the liaison between the Publisher and contributing authors. The Publisher should not have to follow up with individual chapter authors.

The Editor must:

- ensure that each chapter submitted is written in the correct format before the full manuscript is submitted.
- ensure that contributors adhere to the agreed upon schedule and meet deadlines. Failure to meet deadlines can lead to delays in the publication of the manuscript
- provide the publisher with a complete list of contributors, their affiliation and up to date contact information. Make sure that the spelling of names is correct and consistent, in the table of content, list of contributors and the chapter title page.

Please note that as the editor of the publication, if the contributing author has not prepared his/her chapter accordingly you will have to make the necessary changes yourself. UNAM Press will return the chapter and accept it only once it meets the requirements.

2. Elements of the Manuscript

Order the manuscript as follows:

2.1 Front Matter. This is the material that comes before the main text.

Title page	contains full title of the book including any subtitles and the names of the editors
Copyright Page	will be provided by UNAM Press
Dedication	if so desired; a page set aside for someone particularly special to the book
Table of Contents	list all the chapters and back matter with page numbers as they appear in the book.
List of contributors	list in alphabetical order by surname. Each contributing author must provide a short biography (100 word limit)
Foreword	if desired; usually written by someone respected in the discipline <i>other</i> than the author/editor; it endorses the book, and can be useful in marketing the book. It tells readers why they should read it.
Preface	written by the author/editor about the book; how and why it came to be written
Acknowledgements	if appropriate; lists people who have materially helped authors or inspired them
List of abbreviations	compile a list if abbreviations if there many are used. (Always write out an abbreviation in words the first time with the abbreviation in brackets after the name).

2.2 Main Text. This is the main body of the book. It contains the individual chapters including headings, sub-headings, illustrations, tables and figures

Introduction	the first chapter introduces the content of the book, usually by highlighting the individual chapters, or presenting themes and providing historical background and methodology
Chapters	All Chapters must be formatted in MSWord, 1.5 line spacing, Times New Roman 12 UK Spelling should be used throughout. Determine the average chapter length that authors should adhere to.

2.3 References

Please indicate the reference system you are using and remember that **consistency** is most important. A reference list should be placed at the end of its chapter for multi-authored publications or at the end of the book for single-authored publications. Please ensure that all references in the reference list or notes also appear in the text. The focus of a reference list is to provide the interested reader with all the information s/he needs to find easily a specific publication/website/archival document, &c.

3. Back Matter. This is the material that comes after the main text. This can include appendices, a glossary and an index (all optional).

Index If an index is required, please mark all entries and sub entries in your Word document using the “Index” function in Word or consult us for advice.

Please ensure that each chapter follows the instructions listed in the ‘Instructions to Authors’ document to meet UNAM Press requirements and to ensure that copy-editing is as efficient and timely as possible.