

VAN SCHAIK PUBLISHERS

EDITOR'S TASK/ROLE

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1. Obtain relevant syllabi from institutions which have potential users of the proposed text.
It is very important that the target audience is identified very clearly and that the book is written to cover its needs. It is therefore vital to obtain the core course information to back this up. The basic structure of the book will be based on this information.
2. Approach contributors and agree on the division of work and the royalty split.
The publisher and the editor will jointly identify who the potential contributors should be. It is the editor's responsibility to approach contributors and to discuss the requirements in detail with them. Editors should draw up a preliminary detailed table of contents for the complete manuscript, circulate this to the various contributors and ask them to comment particularly on their specific chapters. From this feedback a final table of contents can be drawn up by the editors and sent out to the contributors as a framework for writing their chapters. This will eliminate unnecessary duplication of information or inadvertent omission of important information.
It is also the editor's responsibility to finalise the royalty split for the project (the publisher can make suggestions in this regard). The editor should also obtain all personal information pertaining to each contributor for the payment of royalties.
3. Agree on and inform all contributors of the chapter format, e.g. Learning objectives, introduction, key terms, body text, summary, self-evaluation questions, case studies, references, page extent of each chapter, number of illustrations, etc.
The NQF and SAQA requirements need to be taken into consideration when planning a manuscript and the modularisation at tertiary institutions is also a factor when deciding how chapters are to be structured. It is advisable to supply contributors with a template for easy reference and for consistency throughout. This will also facilitate the editor's task when contributors submit chapters. It is the editor's task to ensure that contributors adhere to the format and the agreed extent of their chapters.
4. Supply all contributors with guidelines regarding capturing MS on computer disk, language level, numbering and style of headings, method of reference, etc. as set out in the Van Schaik Publishers Author Guidelines.
This process facilitates the editing and the production process of the manuscript and it forms an essential part of the editor's task to ensure that contributors follow the guidelines meticulously.
5. Supply contributors with checklists to be used to ensure that all relevant material (hard copy printout of text, text on disk, illustrations, etc.) is sent to editor by an agreed date.
It is the editor's final task to ensure that the manuscript is complete. A signed checklist is to be handed to the commissioning editor when the final manuscript is handed in.

6. Inform contributors of the editor's right to change or adapt chapters into an acceptable form and even possibly reject or replace it if it is not up to standard.
It is the responsibility of the editor to work through all chapters handed in by contributors to ensure that the editorial brief was followed. By supplying contributors with all the relevant information required to assist in preparing chapters, all parties know what is expected of them and what recourse the editor has.
7. Work out a detailed schedule and build extra time in for the checking and returning of chapters to contributors.
Extra time needs to be allowed for contributors to rework chapters that are not satisfactory. The publisher can assist the editor with this.
8. Collate and edit the final manuscript.
The editor must ensure that the final manuscript is complete and ready to hand over to the commissioning editor ready for the production process. This eliminates any unnecessary delays in the process.
9. Ensure that all copyright permissions have been obtained and supply letters as proof of this for Van Schaik Publishers' files.
It is standard policy (and strictly enforced) at Van Schaik Publishers that all authors must obtain copyright permission or clearance for the use of material from other sources such as books, magazines, journals, newspapers, newsletters, etc. Copies of the permission letters are to be forwarded to Van Schaik Publishers for their records.
10. Keep electronic and hard copy of the full manuscript and supply the same to Van Schaik Publishers.
11. Check the edited manuscript and answer any editorial queries from the language editor and adhere to the deadline dates as stipulated.
12. Approve page layout and proofread the page proofs.
13. Do an index for the book.
14. Develop supplementary material for the book.
15. Supply back blurb for the cover.