Please keep the following in mind as you work with your contributors:

Permissions
The volume editor must obtain a signed Duke University Press contributor agreement for each author or a permissions agreement from the copyright holder for each piece to be included in the volume.

Names/Terms
All proper names should be treated consistently across chapters with regard to spelling, diacritical marks, capitalization, and the like. When in doubt as to the preferred form of a name (e.g., Hernán de Soto/Hernando de Soto), the Library of Congress catalog is an excellent resource. Similarly, uniform terms should be used. For example, while both woman suffrage and women’s suffrage are acceptable, it is best to avoid using both variants in the same volume. In addition, it can be useful to have each contributor provide a memo that lists particular spellings or terms used in their essay so that the project editor and copyeditor know what is correct and do not override author preferences. For example, if one author wants Indigenous capitalized and another wants it left lowercased for reasons having to do with their argument, letting us know in advance will save significant amounts of time and effort. If authors have not provided such memos, please create a list of any terms that require particular treatment or that need to be treated differently across chapters and submit the list to your editorial associate along with the final files.

Documentation (References/Bibliography/Notes)
All of the chapters in the volume should use the same style of documentation: author-date style or notes/bibliography style. Whichever style you choose, however, must be used consistently throughout all chapters. DUP prefers that edited volumes have combined bibliographies/reference lists. However, it is also acceptable for each individual chapter to have its own documentation. If the notes/bibliography style is used, either of the following is acceptable, but all chapters must follow the same style: (1) its own bibliography, with short (not full) citations provided throughout the notes; or (2) no bibliography, with the full citation for each work given the first time it appears in the notes and short cites used thereafter. Again, if there is some reason why different styles must be used in different chapters (e.g., an anthology that collects all reprinted pieces), please call the matter to the attention of your editorial associate when you submit the final files. For more guidance, please see DUP’s Manuscript Preparation Guidelines and Citation Style Examples.

Contributor Bios
While we have no hard-and-fast rules for what information should be included in contributor bios, all bios should be roughly the same length and should include the same information: for example, graduate degrees should be listed for all authors or for no authors; it is not necessary to include publication year when listing an author’s other books, but if that information is provided, it should be provided for all books by all authors.