

JOSSEY-BASS QUARTERLY SOURCEBOOKS

# *Manuscript Manual for Editors*

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Editor's Name: \_\_\_\_\_

Series: \_\_\_\_\_

Issue title (tentative): \_\_\_\_\_

Total manuscript length (double-spaced pages): \_\_\_\_\_

Due date for final manuscript, disk, and Copyright Transfer Agreements  
to Editor-in-Chief: \_\_\_\_\_



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NEW DIRECTIONS

YOUR ROLE as issue editor entails a considerable commitment of your time and effort. This manual will guide you through the processes of planning, assembling, and producing your volume.

## **Planning the Volume**

Make sure that you and the editor-in-chief have agreed on the volume's scope and focus. All important aspects of your topic should be covered in the chapters. Familiarize yourself with the "Manuscript Manual for Authors" as well as this manual so that you understand the format and intent of Jossey-Bass sourcebooks and can be certain that your authors are providing the necessary information and coverage. The checklist on page 7 of this manual should be useful to you throughout the planning and preparation of materials.

## **Working with Authors**

Select authors who not only are experts on the volume's topic but also have the ability to translate their knowledge into writing that is of practical assistance to readers.

To avoid overlap or gaps in coverage among the chapters, give each author an annotated outline of the planned volume, showing how each chapter will relate to the whole.

Be sure that the authors understand the focus and purpose of their chapters, how long their chapters should be, the due dates, and all the points in the Copyright Transfer Agreement they are signing. We have found that clear communication of these matters at the outset and conscientious follow-up on authors' progress are critical to a volume's success.

Authors should submit all material on disk as well as hard copy and should use the checklist in the "Manuscript Manual for Authors."

## **Preparing Additional Material**

In addition to working with chapter authors, you will need to prepare other matter for the volume: Editor's Notes; an annotated table of contents; and a brief summary of the volume for the back cover. These are described in the checklist on page 7 of this manual.

You may also want to write a concluding chapter synthesizing ideas and making recommendations based on the previous chapters.

## Length

Your entire manuscript must not exceed 144 double-spaced manuscript pages, or about 36,000 words. Specify and enforce the desired page length for each chapter with authors.

*Note:* A manuscript page should be 250 words on average. This is the case for double-spaced pages, using 10-character-per-inch font and 1-inch margins.

## Due Dates

Specify on the front of the "Manuscript Manual for Authors" the deadlines for receiving outlines, drafts, and final chapters from each author.

To ensure that the chapters are appropriate in coverage, organization, and length, ask each author for a draft outline. You and the editor-in-chief can then review the contributions jointly. Several months before the due date for the final manuscript, have each author submit a draft chapter for your review. The editor-in-chief may also wish to review the draft chapters.

When you send the outlines and manuscripts back to the authors for revisions, remind them of the due dates for manuscripts (and Copyright Transfer Agreements) stated on their manuals, stressing that the deadlines must be met if the volume is to be published on schedule.

## Reviewing the Chapters

When you review the preliminary versions of the chapters—and again when you receive final, revised contributions—consider the following points to ensure high quality and appropriate length:

### Content

Is the content of the chapters comprehensive, accurate, and useful? Have the authors avoided repetition and covered the topic fully? (For a well-edited and well-organized volume, you will need to make some revisions to eliminate overlap or to cover gaps within or between chapters.) Are chapter titles descriptive, concise, and jargon-free?

### Organization

Are the chapters organized cumulatively for effective impact (for example, leading from current knowledge and practice to proposals for future action)?

## Completeness

Has each author provided, in the correct format, all necessary elements (such as headnote, citations, references, author identification, permissions, signed Copyright Transfer Agreement, and mailing address)? Are the references for each chapter complete, double-spaced, and in Jossey-Bass style? (See the "Manuscript Manual for Authors.")

## Length

Does the manuscript total between 120 and 144 double-spaced pages (including Editor's Notes; all chapters; tables, figures, and exhibits; conclusion; and sources of additional information)? Jossey-Bass cannot accept manuscripts longer than 144 double-spaced pages or shorter than 120 pages (about 30,000 to 36,000 words) and must rely on you to cut or add to a manuscript to achieve a proper length before you send it to the editor-in-chief. In counting manuscript pages, remember that 250 words per page is the standard. If for some reason your manuscript contains more than 250 words per page, compensate by proportionately reducing the total number of pages you submit.

## **Production Procedures**

The editor-in-chief will work with you to review outlines and drafts of chapters and to improve the final manuscript before submitting it to Jossey-Bass for copyediting and production.

Jossey-Bass copyeditors will edit the manuscript for clarity, consistency, and overall flow of ideas without changing the substance of these ideas. They may recommend changes in titles and headings for greater clarity. They may also raise questions or offer suggestions about unclear or obscure phrasing when readers may misunderstand an author's meaning.

Jossey-Bass will send the copyedited manuscripts directly to you for review and approval, unless the editor-in-chief wishes to review the copyediting. Jossey-Bass staff will not contact chapter authors directly about their chapters. Jossey-Bass procedures (as reflected in the authors' Copyright Transfer Agreements) are designed to ensure that you as the editor retain coordination and control of the volume.

When you receive the copyedited manuscript, answer all the queries from Jossey-Bass editors. Contact authors about suggested editorial changes in their chapters only if necessary. Usually you can get authors' approval

for such changes over the telephone or by fax or e-mail. However, if the suggestions are so extensive that an author must review them, keep the original of the copyedited chapter for return to Jossey-Bass and send the author a duplicate copy to avoid the possibility of loss or delay. The author can then give you his or her approval by phone, fax, or e-mail.

Jossey-Bass will electronically produce the approved copyedited manuscripts. You will not see page proofs of your volume; therefore, your review of the copyediting is your final sign-off on the material. Jossey-Bass will proofread and index the volume and handle all further production and distribution issues.

### **Editor's letter of agreement**

The enclosed letter must be signed by each sourcebook editor to allow Jossey-Bass to publish his or her work. Please indicate in the first paragraph the working title of your volume. Submit the letter of agreement with the manuscript when you send it to the editor-in-chief.

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CHAPTER  
DESCRIPTIONS

## ***Manuscript Checklist***

Submit this checklist with your manuscript.

- \_\_\_ 1. Disk and hard copy of manuscript: Provide a single disk with each chapter, contents, Editor's Notes, back cover, and any other section in its own file. (Name files 1chap, 2chap, 3chap, etc.) Tables should also be in separate files. All text files should be in the same word-processing program. In addition, supply clean hard copy. Any last-minute changes must be made on the disk; hard copy changes will not be noticed. Keep a backup copy of each file.
- \_\_\_ 2. Signed Copyright Transfer Agreements from each author (including coauthors and coeditors) and a signed letter of agreement from you..
- \_\_\_ 3. A list of all contributors' delivery addresses (no P.O. boxes) is needed in order to send contributors their copies of the issue.
- \_\_\_ 4. All necessary permission letters for material reprinted from another source. (See the "Manuscript Manual for Authors" for details.)
- \_\_\_ 5. Back cover copy: 100 to 250 words that describe the aim of the volume. (The back cover copy may be taken directly from the Editor's Notes.)
- \_\_\_ 6. Annotated table of contents (as illustrated on page 6). Annotations should be different from the headnotes for each chapter.
- \_\_\_ 7. Editor's Notes: a preface in which you explain the purpose, emphasis, and organization of the volume.
- \_\_\_ 8. Editor identification: a one- or two-sentence statement of your organizational affiliation and other important facts about yourself at the end of the Editor's Notes. Also, please specify the affiliation you wish to be used on the volume's title page.
- \_\_\_ 9. All chapters in final form: each chapter must have the following elements (for details, see the "Manuscript Manual for Authors"):
  - \_\_\_ a. Headnote
  - \_\_\_ b. Title and author(s)
  - \_\_\_ c. Reference section of only the references actually cited in the text
  - \_\_\_ d. Author identification for each contributor
  - \_\_\_ e. Artwork, if any
  - \_\_\_ f. Any necessary permission letters.