Once the completed manuscripts are forwarded to ACRL, Cheryl and I will work on any further redline editing from ACRL.

Here are additional details from ACRL on formatting and author rights:

* Once Cheryl and I complete our initial editing , ACRL will send separate agreements to chapter authors that: give them copyright of their chapter or submission; allow them to choose a Creative Commons license, if they’d like; and provide instructions for requesting a final copy of their chapter for deposit in their IR. That will all happen further along in the process, just a heads up to let you know how it will work. You can read more about it here: (http://www.ala.org/acrl/publications/publicationsfaq)
* Final chapter manuscripts will be professionally designed, so authors shouldn’t worry too much about the appearance of the Word docs—it will change through the production process. Everyone should just use a standard font at 12 points, double-spaced, and make sure the headers within their chapters are consistently formatted so that our designer knows how to style them.
* Citations should be formatted in the Chicago Manual of Style, 17th edition, notes and bibliography format. Footnotes can be used sparingly and only for explanatory text. Here’s a good quick guide for reference: http://www.chicagomanualofstyle.org/tools\_citationguide/citation-guide-1.html.
* Charts, graphs, bulleted lists, and photos (as long as you have permission to use them, or they’re in the public domain) are welcomed and encouraged! Charts and graphs can be created directly in the Word document, or as separate Excel or other files such as Adobe Illustrator, as long as their placement is labelled within the manuscript and the separate file is named accordingly. For instance, if it’s the third figure in a chapter, place [[FIGURE AUTHOR NAME 3 HERE]] where you’d like it to appear in the manuscript, and name the separate file FIGURE AUTHOR NAME 3. For photos, please keep them separate from the manuscript, label their placement in the manuscript and name the file according to the system above, and they should be at a high resolution, 300+ ppi at about 4”x6”. (Photos are likely high resolution if they were taken by the authors as opposed to pulled from the internet, so most of what you might like to include is probably just fine.)
* Final chapter submissions will be copyedited for grammar, style, etc., and Cheryl and I will review the redline edit before we move into design.
* Please make sure everyone includes a brief biography.
* Published authors will receive an ebook copy of the completed book and have the option to purchase a print copy at a 60% discount.