

If you are supplying print-ready PDF's

If agreed with the Commissioning Editor, it is possible to provide final, typeset PDFs for printing.

Key points to remember:

- Please note we will always set the preliminary pages ourselves – this includes the half-title page, title page and copyright page. Please confirm with your Commissioning Editor how many preliminary pages we will include, so that you can start your pagination on the correct Roman numeral.
- Preliminary pages should be numbered with Roman numerals. The main text should be numbered in Arabic numerals, starting from page 1 after the preliminary pages end.
- For this workflow you must have your text design approved by your Commissioning Editor.
- The file you submit will be considered absolutely final. No changes whatsoever will be permitted after submission, so it is important that you are confident that you have checked the text carefully.

The production process

- Your Content Manager will provide you with the projected date that the book will be available for sale.
- Your Content Manager will ensure that all necessary technical checks on the text are made, the cover will be commissioned and printing will be arranged.
- You will receive a PDF of your book cover or jacket from your Content Manager during the proof checking stage. If you find any errors in the text, you should notify them.
- Once the book cover or jacket is finalised and your Content Manager is satisfied that the book is ready for print, the PDF of the text and the final jacket file will be sent to the printer.
- Publication usually occurs two weeks after the stock date given to you by your Content Manager.

