

If you are using InDesign

If you have a good knowledge of how to use InDesign and wish to give a particular design to your book to enhance the content, your Commissioning Editor might accept your book into production as an InDesign file.

Essential InDesign Guidelines:

Below you will find guidelines on how to set up your InDesign document, whether text or cover. Please follow these recommendations as they will make for a faster publication schedule and higher quality digital editions.

- Use paragraph and character styles for typographic matter – this maintains consistency and allows replication on additional pages.
 - Use styled master pages for layouts/spreads – this maintains consistency and allows replication on additional pages.
 - Use only approved CUP licenced fonts, preferably OpenType Pro versions which contain all typographic variants (such as old-style figures and small caps).
 - Use only the correct colour formats, i.e. if the job is to be cmyk do not use spot colours in the final design (ensure they are converted to cmyk). Equally, if the job is mono, do not use coloured elements.
 - Avoid the use of ‘Registration’ colour within the text elements.
 - Rich blacks must be set up to 60c, 40m, 40y, 100k where used.
 - Do not use tint values below 5%.
 - Allow sufficient safe distance of 5mm to edges for text elements.
 - If content extends to the edge of the page, allow a 3mm bleed.
 - Set up the document as facing pages.
 - Ensure the document size matches the trim size of the product.
 - Include a separate layer for design annotations/instructions in the InDesign document for outputting. Supply a marked-up and unmarked sample PDF, if supplying sample pages only.
 - Do not include trim marks on any final text PDFs.
 - Include bleed if required on any final text PDFs.
- *Downloadable CUP-approved settings as well as separate layout guides are available upon request to your editor.*
- *Please consult your Commissioning Editor before downloading any of the above files to ensure you use the appropriate design.*

InDesign Production Processes

The production of books prepared in InDesign can be handled in two different ways and which one will be used to bring your manuscript to publication largely depends on what has been agreed with

your Commissioning Editor. Your Editor will discuss with you which production method will be followed for your book before you hand in your manuscript and your Content Manager will give you further details. The two different approaches are summarised below.

InDesign1

Upon receiving your final and complete InDesign files, including a pdf of the entire manuscript:

- The text and figures will be copy-edited.
- The typesetter will correct your files directly and typeset the book in one of our text designs.
- You will be sent page proofs for your approval, and we will take care to include your comments before publication.

Please see below for a more detailed explanation of this process.

InDesign4 /Author-supplied pdf

- A PDF of your final and complete manuscript, also containing the figures, is copy-edited (if applicable) and returned to you.
- You take in the corrections and return a PDF to your Content Manager for printing.

Important points to note:

- Please note we will always set the preliminary pages ourselves – this includes the half-title page, title page and copyright page.
- For this workflow you must have your text design approved by your Commissioning Editor.

The Production Process – InDesign 1 books

- Your Content Manager will inform you that your book has begun the production process, and introduce you to your Project Manager, if there is to be one.
- You will also receive a schedule of the production process including a rough date for the arrival of the proofs and the projected date that the book will be available for sale.
- From this point, please do not resend your InDesign files at any point. Any essential corrections (e.g. to typographical errors) to the final typescript should be passed to the copy-editor who will mark them on the ‘master’ printout.
- If you have not indexed your book before submission, you will be expected to index during copy-editing.

Copy -editing

- The copy-editor will introduce themselves shortly after they receive the typescript and will be in touch if any queries arise.
- This stage is not an opportunity to rewrite the text, as the manuscript submitted to your Content Manager is considered final. However, if you find factual errors, please pass them to

the copy-editor when they contact you. Only textual amendments to the copy-editor's version will be taken in.

- If a Project Manager is overseeing the production process, you will be asked to review the copy-edited files and submit any comments to the Project Manager.
- Please read through the entire edited typescript and answer any queries the copy-editor has. After an initial set of queries, the remainder is reserved for this stage. If you disagree with a suggestion made by the copy-editor, please mark the text in question directly in the file using track changes, so that both your work and the copy-editor's are visible.

Setting page proofs

- Once copy-editing is complete, we will ask the typesetter to produce page proofs. On the proofs, the content will be laid out exactly as it will appear in the published book and will include all figures and tables, correctly sized and positioned on the page.
- The cover or jacket of your book will also be finalised by the designer at this stage, ready to send to you for checking alongside the page proofs.
- A week or so ahead of the proofs being released your Content Manager or Project Manager will contact you to give detailed instructions on how to check your proofs and confirm the schedule for their return.
- As some schedules require hard-copy proofs to be sent to you, it is essential that you inform us of any changes in your postal address.

Checking your proofs

- At this stage we will accept only essential changes to the proofs, e.g. correcting typographical errors. New text and materials or extensive changes cannot be accepted.
- Any correction submitted should not cause the content to move across pages. If more significant changes are necessary, where possible you should reword the sentence so that the number of lines in the page is maintained.
- It is important that you return the proofs in the advised format by the date given to you by your Content Manager or Project Manager to avoid delays to publication.
- 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.

Contributory books

- For contributory volumes where the chapter authors are checking proofs, each contributor will receive a PDF of their chapter and a copy of the list of contributors.
- If you are the editor of the book it is likely you will be required to collate any corrections and mark them on your master set of proofs. Your Content Manager or Project Manager will advise you of this.

- For contributory volumes where chapter authors are unavailable or late in returning corrections, the volume editor will be required to check the missing contributor's chapter so that production can proceed without delay.
- The Content Manager or Project Manager will remind both contributors and editors what is required of them ahead of the page proofs release.

The final stages and publication

- Once we have received your marked proofs, they will be sent to the copy-editor for review. The copy-editor will make sure that the marked changes are acceptable, and that they are stylistically consistent with the rest of the book.
- The copy-editor may be in touch with you at this stage if any of your corrections are unclear or if they have any final queries. Prompt reply is essential to ensure that we can meet the projected publication date.
- The marked proofs are sent to the typesetter and they take in all the corrections.
- Once your Content Manager or Project Manager is satisfied that all the corrections have been taken in, print files are ordered and sent to the printer along with the print file of the cover/jacket.
- Publication usually occurs two weeks after the stock date given to you by your Content Manager.