

## If you are writing in MS Word

This is a general overview of the process a title submitted in Word will go through. The process your book goes through may differ, depending on its needs. If you have any specific concerns, please contact your editor.

### Final manuscript moves into production

- Your Content Manager will inform you that your book has begun the production process, and will introduce you to your Project Manager if there is to be one.
- You will also receive a schedule of the production process including your deadline for providing the index (if applicable), a rough date for the arrival of the proofs and the projected date that the book will be available for sale.
- The typesetter will receive your Word files and will create a 'normalised typescript' which is formatted to facilitate copy-editing and indexing.
- You will receive the typescript as a Word document for indexing (if applicable) and as a PDF to refer to when answering any queries from the copy-editor.

### Copy-editing and indexing

- The copy-editor will introduce themselves shortly after you receive the typescript and will be in touch if any queries arise.
- If you are indexing your book or arranging for someone else to index the book, this should be done during copy-editing and completed by the deadline provided by your Content Manager or Project Manager.
- Receiving a typescript at 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 file will be taken in, so do not make any changes to your indexed file.
- If necessary at this stage you will also receive a PDF of the figures/illustrations to be included in the book. This is to allow you to check the sizing. If any of the figures are the wrong size, inform your copy-editor now as no changes to figure sizing will be permitted once the page proofs have been set.
- If a Project Manager is overseeing the production process, you will be asked to review the copy-edited files and submit any comment 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.

## Important points to note regarding the typescript

- *It does not contain figures or plates, but citations will appear to signpost which figure will be inserted and where. A separate document will be created containing all the figures to allow you to see the proposed sizing.*
- *Tables will be visible in the text at this stage.*
- *Footnotes are kept at the bottom of the page in the typescript to facilitate copy-editing. If another position was agreed for the notes, such as at the end of the chapter, these will be moved in the correct position on the page proofs.*

## Returning your index: what to send to the Content Manager

### Indexed typescript as a Word file (only if you are indexing)

- This is the full typescript file containing both the text and the Word-generated index at the end of the manuscript.

### A copy of the Word-generated index, in a separate Word file

- In the indexed typescript file (mentioned above) select the index at the end of the file, then copy and paste it in a new, blank, Word document. If you wish to make changes to spelling or format, please use 'track changes' to display the changes on this file.

## Setting page proofs

- Once you have returned your index and 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 the Content Manager or Project Manager to avoid delays to publication.
- You will receive a PDF of your book cover or jacket from the 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 the 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.

Final manuscript enters production



Copy-editing and Indexing



Typesetting of page proofs



Proof checking



Final stages and publication

Check of cover proof