

## Top tips for authors

Thank you for choosing to work with Cambridge University Press. We are eager to make your publishing journey as efficient, enjoyable and successful as possible. Please bear in mind the following as you set to work on your book project.

### **Check your contract**

In particular, please pay attention to delivery deadlines for materials, length restrictions, any limits on use of colour, indexing and copyright permission requirements. Please also take the time to read any other briefing information provided to you to help ensure that we can publish your work efficiently and without delay. Production work cannot begin until we receive all of your final manuscript materials and supporting documentation in the correct formats.

### **Plan your time and set intermediate goals**

Writing a book is a big undertaking and the deadline for delivery of your completed manuscript may be several years away. We understand how immensely busy our authors are with their many professional commitments and that it can be easy for the book project to drop off your list of immediate priorities. We strongly recommend setting interim targets for drafting and finalising chapters to help ensure you remain on-track to meet your contracted submission date. We urge you to be realistic and factor in sufficient time for figure preparation, reference checking and clearing permissions, which often take longer than anticipated.

### **Keep in regular contact**

We need to plan our resources for producing, marketing and selling your book, so it is important that we have accurate information about when we will receive the complete and final manuscript. If you feel you need more time to complete your project then let us know as soon as possible so we can discuss the possibility of an extension. Please also be sure to inform us if your contact details change at any point.

### **Use AuthorNet**

Please take the time to refer to the information on AuthorNet as you write your book and proceed through the publishing process. This website has detailed advice on how to prepare your text, figures and index, how to go about clearing copyright permissions and guidelines on how to submit the complete and final manuscript to us. Ensuring you are fully informed about our submission requirements will help avoid problems and delays later in the publication process. AuthorNet also provides you with a wealth of information about production, marketing, sales and digital publishing at the Press and gives you access to sales and royalty data for your book.