

Who's who

Commissioning Editor (sometimes known as Publisher)

The Commissioning Editor is the subject/content specialist who manages a book programme at the Press in a specific subject area (see AuthorNet list). They are responsible for conducting market research and seeking out new publishing projects. They will oversee your book/digital project from the proposal stage, through the peer review, to acceptance by the Press's governing body (the Press Syndicate) and will arrange for a contract to be issued to you. The Commissioning Editor continues to be responsible for your project throughout its life cycle – overseeing the development, delivery, production and publication of your manuscript (in print and digital formats). Although many other Press staff will be involved throughout this process and should be contacted directly where appropriate (see other key roles below), the Commissioning Editor remains your primary point of contact for any issues or concerns throughout your partnership with the Press.

Editorial Assistant

The Editorial Assistant supports the Commissioning Editor in preparing contracts, dealing with general enquiries and organising further peer review as necessary.

Content Manager

In the lead-up to submission of your completed manuscript the Content Manager will work with you to ensure that all your final manuscript/digital components are in an appropriate format to facilitate the production process, and will liaise with you regarding the design of the cover and internal page layout. They will also ask you for supporting documentation/materials such as a completed marketing questionnaire, copies of third-party copyright permissions and metadata.

The Content Manager is also responsible for managing the production of your book (print and electronic) from your manuscript materials. They will set the schedule for the production process and will manage the copy-editing, design, typesetting and proofing processes leading to the creation of the final print and digital publication files. They will liaise with other staff to arrange the manufacture of print copies and delivery to our warehouses.

Project Manager

For some projects, books are sent to external suppliers for production management. In this case, the chosen supplier's Project Manager is responsible for the day-to-day management of the production process. They will oversee the copy-editing, typesetting and proofing process and be your main point of contact. Your Content Manager will still be involved with your book should you have any questions that you feel are best answered by the Press, and they will also review the proof and final publication files.

Marketing Representative (also known as Marketing Executive or Marketing Associate)

The Marketing Representative is responsible for planning and carrying out promotional activities for your book including (but not limited to) creation of catalogues and flyers, email and online campaigns, sending out review copies and promotion at conferences. Promotion of your book begins as soon as the manuscript enters the production process but you will receive a full outline plan of activities closer to the point of publication. The Marketing Representative will rely greatly on the information provided by you in the marketing questionnaire but if you have additional suggestions or queries you can contact them directly at any point.