

Typesetting Schedule at a Glance

Please find below a brief step-by-step guide to the various stages in the production process.

Schedules for our books are usually seven to nine months. The length of the schedule for your book will depend on the length and complexity of your book and how many other books arrive for scheduling at the same time. The accuracy of the schedule will be dependent on you being available and able to deal with copy-editing queries and proofreading review promptly. Please note that this time frame begins when your files are sent to our Editorial and Production Services department and not from the date we first receive them in-house.

When you submit your files we will make a brief preliminary check through the text to ensure that it is complete, in good order and ready for production. In some cases, before we begin work on your book, we will send it out for review (or to series editors if your book is in a series) to ensure that the quality and content is acceptable for publication. You should also expect some initial queries, which will need to be resolved before the text can progress to the editorial processing and production stage. We do not expect there to be any major revisions made to the text after it has been passed to Editorial and Production Services.

- Stage 1** Editorial and Production Services receive your files which are then cast-off (to estimate the number of pages in the finished book) and an estimate made of the costs, so that we have a reasonable idea of the final price and extent of the book for advance promotion. Your book will also be scheduled and allocated to a Desk Editor who will be your main point of contact throughout the process.
- Stage 2** Your files are sent to one of our freelance copy editors who will check your text for sense, style and consistency, and code it for typesetting. The copy editor will email you with any queries. Please answer these queries promptly so your copy-edited files can be returned to your Desk Editor.
- Stage 3** Your Desk Editor will send you a proof of the cover for your book for your approval.
- Stage 4** Once the copy-editing stage is complete, the text will be typeset and pdf proofs produced.
- Stage 5** PDF files of the page proofs will be sent to you to check. If your book is an edited collection, you must send a copy of each chapter to the individual authors so that they can also check and approve the proofs of their own chapters. You should also send them the list of contributors in the prelims file so that they can check their affiliation. It is very important that only essential corrections are made at this point. A professional proofreader will also read the page proofs to check for any errors. Your Desk Editor will then collate any corrections from you and the proofreader.
- Stage 6** If we are preparing your index, your Desk Editor will send you the index copy for approval.
- Stage 7** The collated corrections will be made to the text and the index will be typeset. You will be sent a copy of the index proof for your information.
- Stage 8** Your Desk Editor will ensure the text corrections are made accurately before sending the files to print.
- Stage 9** Printing and binding and uploading of the eBook file.
- Stage 10** Copies of the book are delivered by the printer and checked by our Production department before they are cleared for sale.
- Stage 11** A complimentary copy of your book will be sent to you from our offices and your remaining copies will follow shortly from our distributors. If your book is an edited collection, we will be in touch to discuss arrangements for sending on copies to the contributors. Anyone who has supplied a report or endorsement for your book will also receive a complimentary copy.