

## THE PRODUCTION PROCESS

### **Manuscript submission**

- In order to make the production process more efficient, please be sure to carefully follow all the guidelines on the editorial style sheet.
- If you have used very long quotations, bulleted lists, tables, figures, poems or images that have been published elsewhere, please let us know at this stage because we will need to seek copyright permission.
- After you've submitted your manuscript, the production editor will be in contact with you to let you know the production schedule of the book and tell you who will be copy-editing the book.

### **Copy-editing**

- Your manuscript will be sent to a copy-editor who will check the work for accuracy and consistency.
- He/she will contact you directly with any queries about the manuscript. You are requested to respond promptly in order to keep things moving along.
- Copy-editing usually takes around 3-4 weeks.
- After the copy-editor has completed work on the manuscript, including incorporating the answers to any queries she sent you, we will send you a Word Proof. This is a 'clean' version of your manuscript, with all of the changes from the copy-editing process incorporated.
- At this stage we ask that you carefully read through the text and treat it as a proofreading exercise. Although you will see a typeset proof later, we would like to avoid text changes after typesetting as far as possible, as they are time-consuming and expensive.
- In addition to the 'clean' version that you should check, you will also receive a copy of your manuscript with 'track changes' turned on, which will show all of the changes made to your manuscript, in case you want to see exactly what has been changed at any given point.

### **Typesetting**

- After you have answered all queries and the copy-editor has incorporated them into the manuscript, your book will be sent for typesetting.

- Typesetting usually takes around 2 weeks.

### **Proofreading**

- After your work is typeset you will be sent a proof of your work, in both pdf and hard copy.
- You will be asked to check the proof for accuracy. However, only minor and essential changes to the text and layout can be made at this time.
- Your work will be sent to a professional proofreader at the same time. It will be his/her job to spot any typographical or layout errors. You should focus on the accuracy of the content. The production editor may send you a few more queries if the proofreader raises any.
- You will be asked to mark any necessary changes on the hard copy of the proof and return them to the production editor within 2-3 weeks.
- If there is more than one author of the book, all of you need to mark your changes on the same proof.
- If the book is an edited collection, it will be your responsibility to consult the contributors about their chapters; however, some editors choose not to consult the contributors but use their own judgement. This decision rests with the editor. All changes must be marked on one copy of the proof.
- This is your only chance to check your proof and make small changes to the content, so please be as thorough as possible. The next time you will see it, it will be the finished book!

### **Indexing**

- If you are writing your own index, you should ideally have your subject categories written at as an early a stage as possible. Then, when you receive your proof, all you have to do is search the .pdf for your categories and insert the relevant page numbers.
- If you have asked for an index to be completed by a freelancer, please note that this is not done until the very end of the process. You may be asked to peruse the index copy to make sure that nothing important has been left out.

### **Book covers**

- Our designer will design the cover of your book according to our branding specifications. You will have a chance to have input into the image on the cover.
- A 'blurb' will be written for the back cover of your book, which will also be used in all flyers and other marketing material. It will be sent to you for approval before finalising the book for print.

### **Publication**

- Upon publication you will receive copies of the book, as agreed in your contract.
- You will be able to purchase additional copies of your book, or any book published by UCL IOE Press, at a 35% discount.
- The marketing manager will continue to be in touch with you about marketing opportunities for your book. If you would like some flyers to take to a conference, please let us know.

**Many thanks for publishing with us!**