



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 manuscript 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 promptly. Please note that this time frame begins when the manuscript is sent to editorial and production services and not from the date we first receive the manuscript in-house.

When you submit your manuscript 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 manuscript, 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 manuscript can progress to the production stage. We do not expect there to be any major revisions made to the manuscript after it has been passed to editorial and production services .

Stage 1 Editorial and production services receives your manuscript which is 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 manuscript will also be scheduled and allocated to a desk editor who will be your main point of contact throughout the process.

Stage 2 Your manuscript is sent to one of our freelance copy editors who will check it for sense, style and consistency, and will also mark-up the text with instructions for the typesetter. One of the reasons it is essential that you submit your manuscript in double-line spacing with wide margins is so the copy editor has enough room to mark all his/her comments. The copy editor will email you with any queries about your manuscript. Please answer these queries promptly so your copy edited manuscript can be returned to your desk editor.

Stage 3 An edited Word document or pdf files of a scanned copy of your copy edited manuscript, incorporating your query responses, will then be emailed to you for approval or you will be directed to our ftp site to download the files. 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 copy editor's corrections.

Stage 4 When you have approved the copy editor's corrections the copy edited manuscript will then be sent to the typesetter who will prepare the page proofs using the disks you have provided. Any figures in the book will be inserted into the proofs. Please provide figures suitable for use in the finished book.

Stage 5 PDF files of the page proofs will be sent to you to check against the original manuscript. 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. It is very important that only essential corrections are made at this point. At the same time, one of our freelance proofreaders will read the page proofs against the original manuscript to check for any errors. Your desk editor will then collate your corrections, plus the proofreader's corrections, on to a clean set of page proofs (which then become collated proofs).

Stage 6 Your desk editor will send you a proof of the cover for your book for your approval.

Stage 7 If you have agreed to prepare the index, it is essential you wait until proof stage to compile this as the pagination will not be known until this time. Otherwise, your desk editor will commission an index and it will be sent to you for your information.

Stage 8 The collated proofs and index will then be returned to the typesetter to set the index and make any corrections to the proofs. You will be sent a copy of the index proof for your information.

Stage 9 Your desk editor will receive the final proof from the typesetter for a final check.

Stage 10 Printing and binding.

Stage 11 Copies of the book are delivered by the printer and checked by our production department before they are cleared for sale.

Stage 12 An advance 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, it is important that you supply an up-to-date list of contributors' addresses so that we can promptly arrange for each of them to be sent a copy of the book. Anyone who has supplied a report or endorsement for your book will also receive a complimentary copy.