THE EDITING AND PRODUCTION PROCESS IN DETAIL

From Manuscript Handover to Publication



1

Pre handover checks



The Editorial Assistant and Commissioning Editor checks to ensure that your manuscript is complete, and that we have all the forms

and information we need in order to produce the book (correct permissions clearance and any copyright transfer forms necessary, a completed author marketing form, a back cover 'blurb' etc.). Your Manuscript is handed over to our editorial and production team

Your book is assigned a Content Editor who prepares the manuscript for production, ensures that all of the data in our systems is completed accurately, and who advises our production team on the level of copy edit required. The Content Editor will contact you to let you know about the schedule for the proofs.

Your cover design is briefed to our designers

If your book is in a series, the cover will follow the series design. If not, we will receive a choice of cover designs from our freelance design team based on the



our freelance design team, based on the briefing notes you will have given us in your Author Marketing Form.

> During typesetting phase

4

Your manuscript starts production

Our project manager takes charge of your book, and prepares it for copyediting. Our copyeditors will make sure that the content is consistent, comprehensible, and free of basic grammatical and spelling errors. Our typesetters then prepare the page proofs and an index based on your list of keywords. Proofs will be issued for you to check.

5

Revising proofs



Your corrections to the proofs, along with our own, are sent to the typesetter and revised proofs are sent for us to check internally.



We prepare the print order

Your book is now ready to be printed and published in ebook form. We confirm the details with our printers, receiving our advance copies 2 weeks later.



7

We publish the book as an ebook

Files are uploaded online and your book is distributed to aggregators (for example, Amazon).



8

We publish the book in print

Files are then sent to our printers and booked in with our distributors ready for sale.



We make sure that your book files are

All files that are connected to your book are stored for reference, or in case we want to reprint it.

archived for the future



10

Congratulations – your book is published!

We will email to confirm the book has published, and will arrange for your free copies to be sent to you. We'll give you details on how to order more books using your author discount. Review copies will be sent to relevant journals, and other marketing activities will take place.

Please note, the timelines given are for guidance only, and are subject to change. The editing and production process can be 6-8 weeks quicker if your title is publishing as an Emerald Point.

*Corrections to the proofs at this stage should be kept to a minimum as anything extensive will have impact on the pagination (which will in turn impact the index) and on the schedule. A maximum of two rounds of proofs will be permitted.

www.emeraldpublishing.com