

A DESCRIPTION OF THE EDITING AND PRODUCTION PROCESS

After submitting a final manuscript for production, authors often ask, "What happens next?" Your sponsor and project editor can answer specific questions. What follows is a general description of the production process for most books.

Production Launch

When you send us your final disk and printout, illustrations, and permissions clearances, along with the requested forms, your sponsor (or acquisitions editor) will make sure the materials are complete and production-ready, working with you to tie up any loose ends. Then your book will be "launched" into production, and a project editor, designer, production coordinator, copywriter, and publicist will be assigned.

Soon after the launch meeting, the project editor and publicist will contact you to introduce themselves. The publicist will ask you to complete a questionnaire with suggestions for the promotion of your book. The project editor will give you the name of your copyeditor and provide a preliminary production schedule.

Copyediting

After the first stage of copyediting is complete, the project editor will ask you to review the edited manuscript. This will be your last chance to verify content, correct errors, and update time-sensitive information. Once you have approved the editing, the project editor will send the manuscript to the copyeditor for "clean-up" editing, then to the designer, and finally to the typesetter, who will prepare page proofs.

Proofreading and Indexing

You will receive a set of page proofs to proofread. Another set of pages will be given to the person indexing the book. If you are indexing the book yourself, you will need to do so in the same three to four weeks during which you are proofreading it. If you prefer to hire a professional indexer, your project editor can assist with the arrangements and either charge the cost to your royalties or have UC Press invoice you directly.

If your book is heavily illustrated, you may receive two stages of proofs: first galley proofs (long sheets of typeset text) and then page proofs. Once you have proofread the galleys, a designer will make a "dummy," or layout, of the book showing the placement of text and the size and position of illustrations. In some cases the layout can be used for indexing.

Generally you can expect to see low-resolution images of black-and-white illustrations in position in the page proofs. If your book has color illustrations, your project editor will let you know when you can expect to see proofs of them.

After the proofing and indexing are complete, your work is done. The project editor and production staff will take responsibility for the remaining correction cycles.

Jacket or Cover Copy and Design

During production your copywriter will send you a draft of the jacket or cover copy for your book for checking, and your sponsor will show you the jacket or cover design. Your sponsor will continue to work with you on overall publication issues throughout the production process.

Production Schedule

If you plan to be out of town or otherwise unavailable at any time during the production process, please provide this information on the Final Manuscript Checklist and Questionnaire (<http://www.ucpress.edu/books/authors/fmq.pdf>). We will try to work around any absences. Authors who are able to meet their deadlines during production usually find that their books are published more quickly.

If you have any questions at any stage, do not hesitate to ask your sponsor or project editor.

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