Dear Author,

We are delighted to be working with you and honored to be publishing your book. With the peer review and approval process behind, we’re as eager as you are to get started on production. This packet gives you an overview of our publication process, and it contains information to guide you as you complete your final manuscript.

What do we need?

Before we can begin, of course, we need to have your entire manuscript. This includes a page with the final title, subtitle, and author/editor names; a table of contents; all chapters; complete references; and so on—all parts of the book—plus all art and permissions that might be involved. We cannot schedule a publication date or begin production until the complete manuscript is here.

To help you account for all relevant pieces, we have created a final manuscript checklist. Not all of what you see there will apply to you, but it will be a helpful inventory for us. If you have questions about particular items on the list, your acquisitions editor will be happy to help.

Editorial

Your acquisitions editor will hand off the complete manuscript to our editorial and production staff, and then we’ll project a schedule. Please communicate with your acquisitions editor if you have any schedule concerns—for example, about the timing of proofreading or the book’s release.

Laura Furney, our managing editor, will supervise the entire editorial/production process, and she will keep you updated at important points. Don’t worry if several weeks go by before you hear from Laura. The first part of the process is all on our end, and there are some technical pieces, like XML coding, that just take time—plus, of course, there are books ahead of yours in the pipeline.

Copyediting comes next. We will ask you to approve the edit, to answer all queries, and to return the manuscript promptly. We will integrate your corrections into the manuscript and move onward to typesetting. Please remember that this is a time for corrections only, not for revising or for adding new text, art, or citations.

Design, typesetting, and printing

Dan Pratt, our production manager, will keep you posted as we think about cover designs. If you have an image that connects especially well for you, please send it along right away. We value your input and your design instincts. We’ll keep you in the loop, and we certainly want you to be happy with the cover. I have to emphasize, however, that as publisher, we do need to have the final word on this and all production decisions. (You probably noticed this in your book contract, as well.)

Once the manuscript has been typeset, we will ask you to proofread it. Here again, we’re looking only for typos, errata, or dropped copy—it is not a time for revisions. Although some of our authors assume the burden of proofreading by themselves, we can hire (at your expense) a professional proofreader to read a set of pages at the same time.
Indexing is also your responsibility, as you'll recall from the contract, but again we can recommend or hire a professional for you. Indexing occurs after proofreading, when a final set of pages has been produced. You will work from galleys, not from your manuscript file.

After this busy production phase (design, typesetting, proofreading, indexing), we're ready to engage a printing house, and the tumult and shouting is almost over. As soon as we receive the finished books at our warehouse, we will ship your complimentary copies, along with copies to appropriate journal reviewers, permission copies as needed, contributor copies, and all orders that will have come in while the book has been in production.

**Marketing**

Beth Svinarich, our sales and marketing manager, begins promotional work even before the book is in print, and ultimately the marketing plan will include publicity through our website, our catalogs, advertisements, and social media.

You can help us greatly by returning the marketing questionnaire, which one of our staff may have sent you already. The questionnaire asks for an accessible summary of the book, as well as your thoughts on appropriate review outlets, academic conferences, awards, and more. *The more detail you include in your marketing questionnaire, the better.*

Our sales and marketing department is famous for speed, effectiveness, and responsiveness to authors. Your book will reach libraries, wholesalers, online retailers, and bookstores, as well as scholars and students in your field. It will stay in print for many years, and its electronic edition will survive indefinitely.

**Press staff**

The best way to reach us is by email. Please feel free to contact anyone on staff as a need arises. We are always happy to hear from you. You can find an up-to-date contact list on our website.

Again, please know how happy we are to be working with you and how proud we are to be your publisher.

Cordially,  
Darrin Pratt, Director