

The production of your book

This leaflet supports the document 'Publishing with Palgrave Macmillan: a guide for authors' and other guides and forms, all of which can be found in the author section of www.palgrave.com.

Also in the author section of www.palgrave.com are many useful FAQs which expand upon information provided in this leaflet and the guide for authors.

A **glossary** of publishing jargon appears at the end of this leaflet.

palgrave
macmillan

The role of the production department

The Palgrave Macmillan UK production department provides all the publishing services necessary to take your book from typescript to bound copies. It is responsible for:

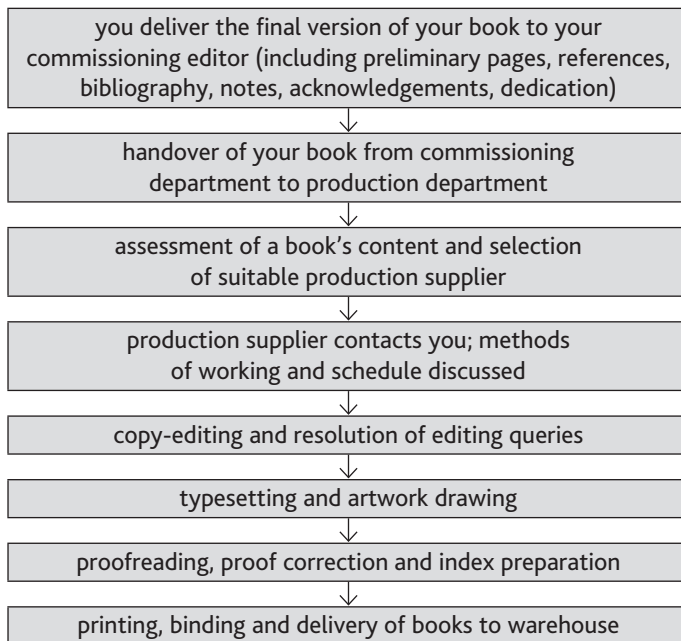
- scheduling
- illustration drawing
- printing and binding
- copy-editing
- proofreading
- delivery of books
- design
- index preparation, if required
- into the Macmillan warehouse
- typesetting
- jacket production

The functions listed above are controlled by production editors, whose responsibility it is to see books safely through the production process. Production editors work closely with commissioning editors and their assistants.

The aim of the department is to be dynamic and responsive and to provide authors with a tailor-made, individual service. We use the latest technology to give us great flexibility in methods of production.

How will your book be produced?

The flowchart below gives a brief outline of the production process. Each stage is described more fully in the text that follows.



As you can see on the previous page, your book will be handed from your commissioning editor to the production department, where a production editor will take responsibility for it. (S)he will assess its content and decide on the best route for producing it. Palgrave Macmillan has a large but select number of experienced and highly skilled self-employed production suppliers, all providing slightly different services, and thus many different kinds of production routes for us to choose from. All the production work will be co-ordinated carefully from in-house by the production editor, but the actual work to produce the book will be done by one or several of these production suppliers.

We encourage our suppliers to build good working relationships with our authors, and to do all they can to make the production process a smooth, efficient and enjoyable one.

What you can expect to happen once production has started

A production supplier will get in touch with you immediately after (s)he starts work and will be your main contact throughout the production process. (S)He will explain how your book will be produced, will discuss a proposed schedule with you, and, with you, will decide on a mutually acceptable method of working. You will be offered various working methods to choose from at each stage of production.

Copy-editing

We generally suggest to our authors that they review a sample of copy-edited typescript to make sure the style and level or degree of editing meet their expectations. At the outset of the copy-editing process, the production supplier will offer you either a sample copy-edited chapter or will simply offer to discuss with you the types of changes being made in the copy-edit. Your feedback at this early stage will allow the copy-editor to proceed confidently with the rest of the job. Of course, if you feel you do not need to review the level and style of the editing, you can choose not to.

The production supplier may suggest that the copy-editing be done electronically, within your electronic files rather than on a printout of them. If that is the case, and you have opted to see some or all of the copy-editing, that will only be practical if you are able to review the files electronically, e.g. using Word tracking. If you are unsure, please ask your production supplier to show you an example of what they intend to send.

If you are reviewing Word-tracked files and you must make any changes that are more than just responses to the copy-editor's queries, please alert your production supplier. It's important that the production supplier closely monitors the content at

this stage because any changes you make may affect the consistency and continuity of the text. If you need to make *substantial* changes to your text at this stage, please discuss these with your commissioning editor first.

Copy-editing queries

If there are very few copy-editing queries, your production supplier might choose to leave it until proof stage to address them, but if there are more, it's better to resolve them before typesetting starts and you will be offered either:

- a list of queries via email, with scans of individual pages as PDFs if necessary, to show you particular points; or
- copy-edited pages as Word-tracked files or in paper form.

Proofs and indexing

After the copy-editing is completed, a typesetter will style your text and make it into pages – called page proofs. You will be sent these proofs either in electronic form (probably a PDF file) or as a printout, so you can:

- see how the final typeset pages will look
- ensure that they are free from typesetting errors
- prepare (or finalise) your index. (Please see the section opposite.)

You may correct your proofs/send your corrections to your production supplier in a few different ways, depending on how you choose to work. Likely options are:

- listing corrections in or via an email message – please ask your production supplier to provide a Word template to help you make the list, or download the template from the author section of www.palgrave.com
- annotating the PDF file of the proof using Acrobat's commenting tool (ask your production supplier for an enabled PDF if you wish to do this, and you'll need Acrobat Reader 7 or upwards to be able to use the commenting tool)
- making your corrections on a hard copy of individual pages or the whole proof.

As you think about corrections, do bear in mind your contract terms specifying the maximum amount of proof corrections you can make before incurring costs. If the production supplier is concerned about the number or type of corrections you have made (s)he will consult the production editor or your commissioning contact before implementing them. Adding text, tables or illustrations at proof stage is not usually possible unless your production supplier knows they are to come and has made provision for them.

Jacket

You will be shown the book blurb, your biographical details and the design of the jacket.

Printing

Once all of the copy-editing and typesetting work is done and the book is ready to go to press, the production editor will send electronic files of the text and jacket to our chosen printer and ensure the printed and bound books are delivered safely to our warehouse.

How are you producing your index?

The index cannot be completed until your book's proof stage, when what we hope will be final pagination has been produced by the typesetter. But, as preparation of an index can take many hours, it's as well to do as much of the work as you can ahead of receiving text proofs. We advise you to start thinking about key words, concepts and sub-entries and plan the structure of your index as early as you can so that the combination of proofreading and indexing isn't too time-consuming for you.

If you want to index electronically, please let the production supplier know when they first contact you, ask for guidelines and discuss whether or not we will be able to provide you with something you can use at proof stage. We will certainly be able to provide you with a low-resolution PDF for you to use to search for your key words. You might want to use Word or other software to produce key words automatically when you are writing your book, but please note that the page numbers produced then will not be the same as the final pagination in the book and there is no automatic way of translating them. For additional information please see our 'Advice on indexing' guide.

If you are not intending to prepare your own index, please make that clear to your commissioning editor when you deliver the final version of your book. If, for any reason, you need to change your mind after saying you will prepare your own index, it's usually possible for us to help you find a professional indexer to compile an index at your expense, but do bear in mind that good indexers aren't available at short notice so the production schedule might be delayed.

If a professional indexer is producing your index for you we would still encourage you to provide a short brief by way of guidance. No one knows better than you the important themes of your book and how readers will use them.

For more information, please see our 'Advice on indexing' guide, available as a PDF from your commissioning contact or production supplier or from the author section of www.palgrave.com.

We hope you enjoy working with us to produce your book.

How you can help to produce your book quickly and efficiently

Your electronic files

It is *crucial* that you ensure your electronic files and printout match so that our production supplier can work either on the printout or within your e-files, safe in the knowledge that both contain your final wording.

Please let us have details of the software and hardware you've used, particularly if you are not using standard software such as Word, Quark or LaTeX. You'll help us if you complete the word-processing information form given to you as part of your author pack, or downloadable from the author section of www.palgrave.com.

Please don't use unusual characters or fonts when producing your electronic files. There's a risk that our or our suppliers' software won't recognise them, and error and misunderstanding might be the result. It's safest to use standard fonts such as Times New Roman or Arial. If your book needs special characters, symbols or fonts, for example for linguistics or mathematics, please give as much detail as you can on the word-processing form mentioned above, and please either include the font(s) with your electronic files or, if you have used Microsoft Word to prepare your text, embed the font(s) in the relevant Word file(s).

Your text

Please follow the guidelines in the section 'How to present your book' in 'Publishing with Palgrave Macmillan: a guide for authors'. If you are preparing a new edition of an existing book, please refer particularly to the section dealing with that. If you are doing your own copy-editing and typesetting, and producing electronic files ready for our printer, there is a section to help you.

If you have particular preferences regarding spelling, punctuation, use of language, style of illustration or anything else, please let your commissioning editor know when you deliver your final typescript. (S)He will pass this information to the production editor, who will brief the chosen production supplier. Please see the section about our house style in 'Publishing with Palgrave Macmillan: a guide for authors'. Our suppliers will use this as a basis for their work, unless briefed otherwise.

Schedule

Please note that production work cannot start until your commissioning editor has assessed your final text, is happy with the content and has handed it over to the production department. Knowing when you are going to be unavailable to work on the book during its production helps us plan. We and our suppliers can work around your other commitments.

Meeting deadlines you have agreed with your production supplier will ensure timely publication of your book. Please take into account the length of time you will need to look at a sample of the copy-editing or the copy-editing as a whole, to resolve editing queries, to check proofs and to index. For example, preparing an index of average length takes about 30 hours; when proofreading your text you will probably get through 15 pages an hour if your text is straightforward, and fewer pages an hour if it's not. If you need further information or advice, your production supplier will be happy to provide it.

Illustrations

If there are illustrations in your book, please take some time to read the section about illustrations in the booklet 'Publishing with Palgrave Macmillan: a guide for authors' or see the FAQs at www.palgrave.com.

Illustrations embedded in text files are often unusable. The software program you are using to write your text will compress them and when they are extracted the full quality of the original illustration cannot be restored. To indicate your ideal position for each illustration, please type a reference to it in the relevant place in the text.

If you are using the drawing package contained with your word-processing software please save your illustrations as a separate file. If you are able to save your illustrations as TIFF, EPS or JPEG files, that will help us. PowerPoint and Excel produce files from which our typesetters will be able to extract something usable; the typesetter will need to replace typefaces and will probably need to do some further work, but these files are a good basis. The most important thing is that you use software you feel comfortable with. We'd rather have good roughs we can easily trace or redraw, if we cannot use them as they are, than have you struggle with software you are unused to.

Unless your commissioning editor has agreed with you that there will be colour in your book, all illustrations and tabulations will be in black and white. It's more helpful if you prepare them in black and white, therefore. If you prepare your illustrations in colour for a black and white book, please ensure your text doesn't rely on colour coding or reference to the colours.

Glossary

artwork	A term used to describe the illustrative matter in your book – from straightforward charts to freehand drawings and photos.
binding	The process of fastening printed sheets together and securing them in a cover for a paperback or a case for a hardback.
copy-editing	Detailed work on your book ensuring accuracy in spelling, grammar, punctuation, word usage and style.
EPS (.eps)	Encapsulated Postscript – a file format used to transfer PostScript image information from one program to another.
ESC	A self-employed Editorial Services Consultant appointed to work with you on your typescript and page proofs; your main production contact.
font	A typeface.
FTP	File Transfer Protocol – a method by which large electronic files can be sent from one destination to another very swiftly.
jacket (cover)	Hardbacks often have a printed, removable jacket around them. Sometimes this jacket is glued to the cardboard which makes the hardback binding, thus giving a binding called a printed paper case. Paperbacks have their printed covers glued to the text pages as part of the binding.
jacket blurb	A brief description of your book and you, printed on the jacket or cover.
JPEG (.jpg)	Joint Photographic Experts Group – easily compressed graphics format.
PDF	Portable Document Format – software that allows reduction in file size to make documents more easily transportable.
PostScript	A page description and programming language; electronically describes the typesetting.
printer	A supplier appointed to print and bind your book; in other words, produces the final product.
production supplier	A supplier appointed to work with you on your typescript and page proofs and who will be your main contact during the process.
project manager	A production supplier appointed to work with you on your typescript and page proofs, and who supplies editorial <i>and</i> typesetting services.
proof	Produced by the typesetter to show pages in their final form. Your chance to check the accuracy and layout of the typesetting and to finalise your index.
publishing services	Term used to describe the services supplied by the Palgrave Macmillan production department: copy-editing, typesetting, printing, etc.
schedule	A sequence of events and deadlines agreed for production of your book to get it to the marketplace at the optimum time.
TIFF (.tif)	Tag Image File Format – a file format for the storage of bit-map graphics and scanned images. Useful for images where quality is important.
typescript	In old-fashioned terms, your book as delivered by you to the commissioning editor. Now used to describe the printout of your electronic files.
typesetter	A supplier who will take your electronic file and the copy-editing, apply specified type styles and design and produce a proof of the typeset pages.