

PRODUCTION OPTIONS FOR AUTHORS

Please find below a menu of options for how we hope to be able to work with you during the production process. Please read this in conjunction with the leaflet *The production of your book*.

Author(s)/Editor(s): _____

Title: _____

1. Copy-editing

We shall send you a sample copy-edited chapter so you can see the level and type of changes being made by the copy-editor. The copy-editor would appreciate your immediate comments or approval so that (s)he can continue to work on your text without a break in continuity. If you don't want to receive this sample of the copy-editing, please tick the 'no' option here:

I would like to see a copy-edited chapter Yes
No

Would you like to view copy-editing as a Word file which tracks changes which have been made – or would you prefer to see the copy-edited pages sent as a PDF file, as faxes or as hard copy? Word file
PDF
Fax
Hard copy

If there are queries which need to be resolved before typesetting begins, would you prefer to receive them via email as a list of queries (with a PDF file of individual pages of your typescript, if necessary) or would you prefer to see the queries on copy-edited pages as Word-tracked files or as hard copy? Email list
Word-tracked file
Hard copy

If choosing to send and receive files electronically please indicate whether you prefer to use email or FTP. Email
FTP

2. Proofs

Would you like to see your proofs as a PDF file (available for you to download from a website or FTP server or via email) or as hard copy? PDF from website or
FTP server
PDF via email
Hard copy

3. Index

If you are producing your index, would you like a PDF file to help you search for keywords? Yes
No

