

Information for Authors and Editors



University of Calgary Press

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INFORMATION FOR AUTHORS

Interested in submitting to UC Press? We recommend that you review the [About UC Press](#) page for our [Series Policies](#), as well as other relevant information. Authors need to [register](#) on this UC Press site prior to submitting, or if already registered can simply [log in](#). To register on this site, click the Register tab at the top of the home page. Fill out the form as comprehensively as possible, ensuring that the Author box is checked. Log in using your new username and password. Your User Home page will appear allowing you to choose your Author role and submit using the easy 5-step process.

As a scholarly publisher, the University of Calgary Press feels a responsibility to ensure that the research of our authors is accessible to its widest possible audience. We therefore embrace open-access publishing and strive to make as many of our publications as possible available as open-access files that are free to anyone who wishes to download them. With our authors' permission, titles are published under a Creative Commons licence and will be available for free download in PDF format from individual book pages on our website. Notice of the parameters of the Creative Commons licensing agreement has been placed at the beginning of each book and chapter PDF. Our open-access titles are also published as e-books and in traditional book format, available for purchase through bookstores and on-line retailers.

The University of Calgary Press is proud to be a part of the University of Calgary's Libraries and Cultural Resources.

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ONLINE SUBMISSIONS

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Registration and login are required to submit items online and to check the status of current submissions.

AUTHOR GUIDELINES

Authors must be registered on this site as an author in order to submit. To do this, click the Register tab at the top of the home page. Fill out the form as comprehensively as possible, ensuring the Author box is checked. Log in using your new username and password. Your User Home page will appear allowing you to choose your Author role and submit using the easy 5-step process.

The 5-step process includes showing your agreement to UC Press submission requirements by checking off items as seen on the Submission Preparation Checklist below. Before submitting you should also consult the Style and Documentation Guidelines found under Manuscript Submission Documents. You can download the Prospectus there as well.

SUBMISSION PREPARATION CHECKLIST

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another publisher for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission includes a PROSPECTUS and complete manuscript (or an explanation has been provided in Comments to the Editor). The manuscript documents must be compressed together into a single .zip or .sit file. This is accomplished by highlighting the submission files, right-clicking, and choosing Send To > Compressed (zipped) Folder, or, on a Mac, control-click and choose Compress.
3. The submission contains approximately 100,000 words or less.
4. The submission file is a Microsoft Word (.doc) document. The text is double-spaced, uses a 12-point standard font, and is paginated.
5. The text adheres to the stylistic and bibliographic requirements outlined in the STYLE & DOCUMENTATION GUIDELINES, which are found under Policies on the About tab at the top of the web page.
6. If applicable, a list of illustrations, figures, and tables is provided, "callouts" indicating placement are included within the text (e.g., <ILLUSTRATION 12>), and samples are supplied. These must be compressed together into a single .zip or .sit file with your other documents (see item 2 above for compression instructions).
7. I am aware that my manuscript, even if approved for publication by the University of Calgary Press editorial board, cannot be published without sufficient funding to cover editorial, design, and printing and binding costs. Acquiring this funding through donations and grants can take several months.
8. I am aware that, if my manuscript is accepted for publication, I must provide a subject index at my own cost as well as pay for illustrations (if applicable) and permissions for all third-party material (e.g., images or previously published copyrighted material). Please see our [Permission Guidelines](#) for more details.
9. I am aware that the University of Calgary Press hopes to publish an open access version of all its books in order to increase dissemination and impact. I will be asked to agree to that and to ensure as many of my illustrations as possible will also be permitted to be published in such a manner - under a Creative Commons license <creativecommons.org/licenses/by-nc-nd/3.0/>.

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Authors of University of Calgary Press books retain copyright.

PRIVACY STATEMENT

The names and email addresses entered in this site will be used exclusively for the stated purposes and will not be made available for any other purpose or to any other party.

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LibraryPress@UF, Guidelines for Volume Editors

Editorial control: As volume editor, it is your responsibility to exert strong editorial control. Editorial control includes not only organizing the authors and guiding them through the publication process, but also the ability to make difficult decisions, if necessary, to see the project through to publication. An editor must be willing to set the tone for the content and format of the book to ensure that all contributors adhere to the main themes of the work, and be willing to make the authors revise their essays if they do not fit the vision of the volume. The volume editor needs to control for overlaps, duplication, wildly disparate lengths from one chapter to another, all while keeping the intended audience in mind. Editorial control might also involve removing a contributor's essay if it is a weak contribution or if it does not peer review well. In other words, it is not enough to simply gather the essays together, but you must be able to mold them into a viable book project.

Volume editor introduction: In a substantial introduction, the volume editor needs to articulate the core organizing principles of the volume, including the order of the essays and the significance of chapters in the context of the entire volume. The contributors should develop their essays along the lines described in this introduction, so it is generally a good idea to share a draft of the introduction with the contributors.

Releases/permissions: Once the volume is approved for publication, the LibraryPress@UF must have a signed release form from each contributor, granting the right to reproduce contributor essays. The LibraryPress@UF will provide the release form to use. The release forms should be submitted to the Editor at one time by the volume editor; the contributors should not submit these to the press piecemeal.

In addition, if any permissions are required, either for illustrations in the book or to reproduce previously published essays or other portions of the text, the volume editor is responsible for making sure any permissions fees are paid to the rights holders, and gathering up all documentation for the LibraryPress@UF. The Manuscript Preparation Guidelines and Art Submission Guidelines provide information that will help you determine whether or not permissions are required.

Text submission: The volume editor must inform the contributors of the stylistic requirements for the book, and edit the essays before submission so that all chapters conform to the same style. You must ensure that all the contributors' chapters are formatted with complete consistency. We will provide you with our Checklist for Preparing a Manuscript for Review, which offers broad formatting guidelines for submitting the text for peer review; later on, once the manuscript is approved for publication, you should follow our more detailed Manuscript Preparation Guidelines for submitting the text. In an edited volume, it is important that all contributors use the same methods for citation. If the text includes translated materials, one style must be implemented for presenting those quotations.

Art submission: If your edited volume includes photos, tables, graphs, maps, drawings, etc., you are responsible for making sure all the contributors are aware of the art submission requirements

(explained in our Art Submission Guidelines), and that all art in the manuscript conforms to these guidelines. You must be willing and able to tell a contributor that we will not use poor quality art, and that such art will be removed from the chapter if suitable replacements cannot be found.

Schedules: The volume editor is responsible for keeping the contributors on schedule at all stages of submission. This is especially important once the project has been approved for publication and a delivery date for the final manuscript for editing and production has been established. All contributors must know that this date is a firm date, and they risk having their essays removed from the volume if they cannot meet it.

Once the manuscript has been transmitted, the LibraryPress@UF will provide you with a schedule for editing and production. You should share this schedule with your contributors, so they will know when they should set aside time to work on their chapters. Doing this will help prevent delays during the editing and production process.

Mail/email list: At the very beginning of the process, we strongly recommend that you create an email list that includes every contributor. This will make it far easier for you to communicate with everyone involved with the volume at key stages during the process.



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MANUSCRIPT INFORMATION SHEET

Please complete this form fully and return it at your earliest convenience. Please try to confine your answers to the fields provided, but you may take additional space as needed.

This form will act as a cover document for your work, and the information will also be used for various purposes, including planning for budgeting and marketing. Thank you for your careful attention.

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Position/title: _____

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Preferred phone number: _____

Fax number (if applicable): _____

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Physical description of your manuscript. Please be precise, as this information is used to determine costs. Please use N/A for items not included.

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Number of tables	
Number of photos	
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Number of other illustrations (e.g., diagrams or drawings)	
What citation style are you using? (i.e., CMS notes/bibliography, MLA style, etc...)	

Please provide a brief (150-200 word), plain language summary of your proposed work. Identify your purpose in writing/creating it, noting the special contribution made by your work, noting format concerns, and noting how the work takes advantage of and embraces full, Open Access (along with the potential for print on demand, POD). Define the major concerns and problems you address; state your solutions or findings and their implications. Tell us the compelling, unique features that would encourage readers.

Please list five internet search terms that can be associated with your work. Please avoid the obvious such as major disciplines (Southern history, literature) and go a bit deeper to terms YOU would use to search for this work.

Whom do you see as the main audiences?

What other works attempt to do what your proposed work will do?

Do you know of any potential funding sources for your book? Are there any publication grants available for authors/creators that publish in your field or on your work's topic? Also, depending on your line of work and institutional affiliation(s), are there subsidy funds for which you can apply?

Why are you interested in the LibraryPress@UF for this specific project? Please explain particular genre needs if for digital scholarship, additional added value for Open Access if applicable, and need/value for Print on Demand (POD).

Additional Attachments:

1. Please append a brief biographical sketch (250-500 words) and a copy of your CV or résumé to this form. Include relevant information (e.g., publications, places and dates of education, honors received, membership in professional societies).
2. Please provide a list of suggested names of subject area specialists whose comments would assist in evaluating your work. Please provide full addresses, as well as telephone numbers and email addresses (if known). Do *not* include names of close business colleagues (e.g., including but not limited to: dissertation advisors, committee members, departmental or institutional close colleagues or friends, fellow former students in your graduate program, or anyone else closely associated).

**Omeka Project Memorandum of Understanding
Between [NAME, DEPARTMENT]
And The University of Houston Libraries**

- I. Purpose and Scope**

The purpose of this memorandum of understanding is to identify the roles and responsibilities of each party participating in the [PROJECT TITLE]. The project timeline runs from [PROJECT START DATE] to [PROJECT END DATE]. This project [PROVIDE BRIEF SUMMARY OF PROJECT OBJECTIVES].
- II. Project Limitations (Software, Hardware, Access, and Participation)**
 - a. Eligible users**

[PROJECT TITLE] is available only to [PROJECT PARTNER NAME]. Any additional users (e.g., students and Co-P.I.'s) participate at the discretion of [PROJECT PARTNER NAME]. All participants must have an active UH CougarNet Account.
 - b. Continuation of the Project**
 - i. Evaluation**
 1. The project will be evaluated for continuation on an [LENGTH OF TIME] basis.
 - a. MOU is renewable per [LENGTH OF TIME].
 2. Evaluations will be conducted with the project partners.
 - a. In the event that project partners are unable to be reached, [LIBRARIES PROJECT LEAD NAME], reserves the right to determine if hosting services for the project in question will be discontinued.
- III. Project Features**
 - a. Features and Defaults**
 - i. UH Libraries will support the hosting and maintenance of a single Omeka installation. The hosting of additional files, databases, or applications is not part of this project will not be supported.
- IV. Project Partners' Responsibilities under this MOU**
 - a. Technology Services**
 - i. As users of UH Libraries' Technology Services, the project partners must comply with all University rules and policies, all applicable contracts and licenses, and these Terms of Use which describe rules and settings specific to Omeka hosting.
 - b. Responsibility for Content**
 - i. The project partners are responsible for all content published via Omeka. The project partners also agree that they are responsible for maintaining, editing, and updating the Omeka Exhibit.
 - ii. The project partners are responsible for processing or reformatting the entirety of their dataset(s).

V. University of Houston Libraries Responsibilities under this MOU

a. Technical Support

- i. The Library is responsible for back-end technical support, system and content back-ups, data and content storage, and limited user support.

b. User Support

- i. The Library will provide in person consultations, training materials, and limited user support. Library personnel will provide up to five consultations and/or training sessions. Provision of additional support beyond the stipulated number of interactions, will be predicated on staff assessment of need and a mutually agreed amendment to the MOU.

c. Content retention

- i. All content will remain on UH Libraries' servers until the end of the project or subsequent iterations of the same project

VI. Contingencies

a. Service Availability

- i. Availability of the [PROJECT NAME] may be interrupted for maintenance and other updates and is provided on an 'as is' and 'as available' basis only.
 - 1. In the event that maintenance or updates cause service interruption, the project partners will be given an advanced notice of 24 hours with the details about the service changes and duration of service interruption.

b. Changes or Amendments

- i. MOU may be amended on an as needed basis.
- ii. Amendments or changes to the provisions of the [PROJECT NAME] and this Memorandum of Understanding must be reviewed and approved by all signatories and relevant parties. The project partners will be given an advanced notice of any changes or amendments made to the memorandum of understanding.

VII. Effective Date and Signature

This MOU shall be effective upon the signature of [PROJECT PARTNER NAME] and a Lisa German, Dean of Libraries. It shall be in force from [PROJECT START DATE] to [PROJECT END DATE]. [PROJECT PARTNER NAME] and the Libraries indicate agreement with this MOU by their signatures.

Lisa German, Dean of Libraries

[NAME], Project Partner

Date

Date


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Resources for Editors of Scholarly Journals: Getting Started

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Resources for Editors of Scholarly Journals: Getting Started

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Digital Publishing Services at the University of Kansas Libraries have created this guide to assist those thinking of starting a new journal or working with an existing journal. Contact Marianne Reed (mreed@ku.edu) or Lyn Wolz (lwolz@ku.edu) for help.

Getting Started

KU Libraries' Support for Journals

Launching a Journal: Getting Started

Launching a Journal: Memoranda of Agreement

Editing 101

Publication Agreements

Peer-Review

Increasing Journal Visibility and Impact

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KU Libraries' Digital Publishing Services

KU Libraries' Digital Publishing Services provides support to members of the KU community for the design, management and distribution of online scholarly publications (journals, conference proceedings and monographs, for example) to help make their content available in a manner that promotes increased visibility and access, and ensures long-term stewardship of the materials. We help scholars explore new and emerging publishing models, and help monitor and address campus concerns and questions about electronic publishing.

Please contact Marianne Reed (mreed@ku.edu), Brian Rosenblum (brianrosenblum@ku.edu) or Lyn Wolz (lwolz@ku.edu) with questions.


 This guide is licensed under a [Creative Commons Attribution 4.0 International License](#), Terms of use for the individual resources linked from this guide may vary.

Starting Points

This guide is intended to provide editors of scholarly journals with the tools and resources that they need to successfully manage a scholarly journal. The content is grouped by subject matter, but readers may find that related information can be found in more than one section of this guide.

If you have questions about journal publishing at the University of Kansas Libraries, please contact Marianne Reed at mreed@ku.edu or Lyn Wolz at lwolz@ku.edu.

Digital Initiatives Coordinator



Marianne Reed

Email Me

Contact:
Watson Library, Room 450

University of Kansas Libraries

785-864-8913

120 Representative Documents: Information for Authors and Editors

ThinkIR Journal Proposal/Intake Form

University Libraries, via ThinkIR (ir.library.louisville.edu), publishes content that adheres to the following policies:

- Open Access
- Scholarly in nature
- Sponsored by a UofL department/unit
- Subject to a signed Memorandum of Understanding
- UofL holds the copyright for journals

UofL faculty and researchers:

- create the journals;
- identify the editorial, funding, and administrative framework for publishing them;
- receive University Libraries advice, expertise, and guidance in using University Libraries technology in order to make their journals available globally.

Journal Intake Questions

1. Why do you want to create an *open access* journal?

2. Is this a New or Existing journal? (Include ISSN# if existing) Choose one ISSN#

3. What are the plans/goals for this journal?

4. What is the journal's proposed title?

Note: We strongly suggest NOT using UofL at the beginning of any title!

5. Do you currently hold or plan to seek trademark protection for this title? ☐ Yes ☐ No

6. What other journals exist for this subject area?

7. Please describe your intended audience.

8. What are your plans for recruiting content? *Please refer to Journal Essentials and Journal Makeover for best practices.*

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ThinkIR Journal Proposal/Intake Form

http://ir.library.louisville.edu/ThinkIR_journal_proposal.pdf

9. Who is the journal editor? _____

10. Do you have an Editorial Board and if so, what are their responsibilities?

11. How do you plan to support administrative needs/processes related to the publishing of this journal?

12. What is your anticipated launch date for this journal? _____

13. What will be your publication schedule and frequency? _____

We strongly suggest setting a predictable schedule and adhering to that.

14. What will be your process for submitting articles to the journal?

15. What will the review process be for this journal?

16. What is your primary source of funding for this journal (if not UofL)? Does this include any grant funding?

Contact Information

UofL Department: _____

Name: _____

Email address: _____


Telephone Number: _____


Signature of Department/Unit Head: _____

Date: _____

Save this form and email to thinkIR@louisville.edu or [click submit here](#)

Please also retain a copy of this form for your records.

 University of Pittsburgh

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Choice, Cost, Ease of Use, Sustainability

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- Promotes open access journal publishing services at a very low cost
- Eliminates the high cost of print journal publication and distribution
- Allows easy collaboration among authors, editors, and reviewers regardless of location
- Enhances the visibility, searchability, and navigation of publications
- Incorporates innovative and sustainable technologies to speed and facilitate scholarly publishing

Customized Design

We work with you to develop a flexible configuration for a variety of editorial workflows from simple to complex to create a professional look for your journal, including:

- Professional Web site design
- Publication template design to ensure every article is formatted to high standards
- Customizable suite of presentation features and reader tools


You Retain Management and Control

- Online author submission and management of content
- Peer-review processes—blind, double blind, or open
- Delegation of editorial responsibilities
- Copyediting, layout, and proofreading
- Publication schedules and ongoing journal archiving
- Editorial policies

Editor Features

Editors can make reviewer assignments and manage the process of revision, copyediting, proofreading, and layout guided by pop-up icons and an easy-to-use e-mail notification process.

Author Features

Authors follow a five-step manuscript submission process, with the ability to submit comments to the editor and upload supplementary files, pop-up icons for viewing editor and reviewer notes, and e-mail notifications on review, revision, copyediting, and proofreading activities. Authors retain the copyright of works published under a  [Creative Commons Attribution 3.0 License](#).

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Reviewer Features

Reviewers are provided electronically with a description of the review steps, the review schedule, a comment function, and basic metadata when the reviewer accepts an e-mail request for manuscript review.

Selection Criteria

We are seeking partners who:

- Ensure quality through a rigorous peer-review process
- Support Open Access to scholarly research
- Are supported by an internationally recognized editorial board
- Possess the staff resources needed to ensure timely publication
- Solicit new original scholarly research through an open call for papers
- Practice selectivity regarding published content

All of our peer-reviewed journals are also published in partnership with the [University of Pittsburgh Press](#).

Is OJS a good fit for my journal?

You may want to read the [OJS in an Hour guide](#) and try the [OJS demo](#) and the OJS test drive. The OJS in an Hour guide includes both the URL and the login information for the OJS test drive. You may also want to review some external evaluations, such as Johns Hopkins University's [Survey and Evaluation of Open-Source Electronic Publishing Systems](#) or The Ohio State University's [Digital Publishing Systems Comparison Report: A review of DPubS and OJS](#).

Why not run OJS on my own?

The ULS has experience, knowledge of publishing best practices, a proven track record as a publisher of 30 e-journals, and is a major development partner with the Public Knowledge Project (PKP), the organization that produces and maintains OJS.

Contact us at e-journals@mail.pitt.edu to explore the possibilities for partnering with us to publish your scholarly journal.



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Journal Proposal Form

University Library System, University of Pittsburgh

<Please insert date of application >

1) Title of journal

2) Frequency and schedule of publication:

A common publication model is to compile articles into issues prepared in advance and published at one time on an annual, semiannual, or quarterly basis. Journals also have the option of a rolling publication (publish-as-you-go model) where the journal opens a volume and adds articles one at a time as they become ready for publication.

3) Scope, focus, and description of content

4) Target audience

5) Types of content included (essays, research papers, book reviews, etc.)

6) Scholarly review.

For each type of content listed in 5) above, describe the intended review process.

- *Address whether the content is peer reviewed, and if so, what process is followed to ensure impartiality (single blind, double blind review, etc.).*
- *Number of reviewers per article;*
- *Guidelines for reviewers including rubric for evaluation if available;*
- *Standards, criteria, and process for selecting reviewers;*
- *Process for acceptance decisions*

7) Proposed editorial personnel

a) Editor(s) in chief

Identify the individual(s) responsible for academic content and executive management of the publication, including name, title, organizational affiliation, and past experience in scholarly publishing. Attach a CV for each editor or coeditor in chief.

b) Other editors, if any

Identify the individual(s) involved in day-to-day management of the publication, including conducting reviews, assignment of copyediting, proofreading, layout, communication with authors, etc. For each editor, provide name, title, organizational affiliation, and past experience in scholarly publishing.

c) Editorial Board (or Advisory Board)

Describe the role of the Editorial Board or any organization providing oversight or governance for the journal. For each Board member, list name, title, and organizational affiliation.

d) Continuity

Are there any limits to the term of key editorial staff? How are new editors selected? Is there any established protocol for transition of editorship?

8) Source of funding.

Does a funding source exist for this journal? If so, describe the source of the funds and state how they will be used. Include support from sponsoring institutions or organizations, revenues from subscriptions sales or advertising, and any other sources of support. What specific activities does the funding support?

9) Article Processing Charges

Do you intend to collect revenues from article processing charges? If so, provide details. What specific activities will author fees support?

10) Open Access and Copyright Policies

Describe the intended Open Access and copyright policies for the journal. Note that under the ULS standard copyright policy, the author retains copyright for each article under a Creative Commons Attribution 4.0 license.

11) Target Implementation Dates

a. Target date for first call for papers with ULS as publisher (Web site go-live date).
Note that the minimum start-up time for a new journal is three months from the signing of a service agreement.

b. Target date for publication of first issue with ULS as publisher.
Allow sufficient time after the initial call for papers for review, copyediting, layout editing and publishing of content for the first issue.

FOR STUDENT-RUN JOURNALS ONLY:

- 1) Faculty advisor name, title, and contact information**
- 2) Continuity Plan**
Describe the continuity plan for editorship of the journal as student editorial staff complete their studies and leave the University. Who will be responsible for ensuring continuity? What is the anticipated term of service for editors? How will new editorial team members be recruited, trained, and mentored on a continuing basis?

FOR PROPOSED NEW JOURNAL TITLES ONLY:

- 1) Identify at least three existing journal titles of similar content**
- 2) Rationale**
Why is a new journal needed in this area? What characteristics of the proposed new journal distinguish it from existing titles?

FOR TITLES ALREADY IN PUBLICATION ONLY:

- 1) Current publisher**
- 2) ISSN**
- 3) Date of first publication**
- 4) Title history.**
List any superseded titles/ISSNs and their dates of publication; list any past publishers if different from above.
- 5) Current subscription cost model, if any.**
For each subscription category, list the annual subscription cost and the number of subscribers.
- 6) Abstracting and indexing services**
List any abstracting or indexing services that index the content of this title.
- 7) Other contractual agreements**
List and describe any existing contractual agreements with other publishers or indexing/abstracting/aggregation services.

8) Ownership of back issues

Identify who owns copyright for content included in all back issues of this title.

9) Author agreement

Do you require authors to sign an author copyright agreement?

If yes, please attach a sample of all current and past author agreements.

10) Formats currently offered:

☐ Print

☐ Electronic

11) Anticipated policy changes

Are you planning any changes in the formats offered or in your current policies regarding copyright ownership, access, or subscription models?

12) Why are you seeking to change publisher?

ADMINISTRATIVE INFORMATION:

- 1) Please list names and e-mail address(es) for correspondence about this proposal.
- 2) Please name the sponsoring organization or legal entity with whom the service agreement will be executed.
- 3) If the sponsoring organization is incorporated, name the type of corporation and the place of incorporation.
- 4) What is the official mailing address of the organization or journal for official documents and invoicing?
- 5) Please provide the name and title of signatory on service agreement.

Send completed form to e-journals@mail.pitt.edu.



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Below are some documents that will assist you during the publication process. In general, we aim not to be unduly proscriptive and are happy to consider your particular needs as we copyedit and typeset your book.

Once your book is accepted for publication, be sure to read the Book Production Timeline and Checklist to learn about what you will need to do and when. It is particularly important that all legal matters such as art, photo, or cover permissions are taken care of before your final manuscript is submitted and production begins.

Book Production Timeline and Checklist

Submission process

1. Author signs contract and completes author questionnaire.

The Press's administrative assistant will send you a contract, which must be signed and mailed back, and a comprehensive author questionnaire, which can be returned electronically. If you are offered a contract on the basis of a proposal alone, there will be an extra review phase here.
2. Author submits final manuscript and accompanying images and permissions.

By your manuscript due date, please turn in the final, polished version of your book, formatted in the appropriate style, whether MLA (liberal arts and humanities), APA (social sciences), or Chicago. If you use Chicago, we prefer either the Notes-(Full) Bibliography System (used for literature, history, and the arts) or the Author-Date System (used for social sciences) with a full bibliography. Manuscripts with notes and no bibliography are not encouraged. For style information online, see [MLA Style](#), [APA Style](#), or [Chicago Style](#). For general formatting and other guidelines, see [Purdue University Press Style Guide](#).

All images, charts, graphs, and other figures must be turned in at the same time as the manuscript. Visual materials must be print quality, that is, at least 300 dpi for photos and 800 dpi for line drawings and charts, and at the desired scale of reproduction (4" x 6" is a good "document size" to aim for). For more information, see [Purdue University Press Figure Guidelines](#).

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Launch Process

3. Book is launched.

The book is assigned an International Standard Book Number (ISBN); its format, size, and price is determined; its publication date is assigned; and the front cover and marketing copy is prepared. Note that all bibliographical details should be finalized at this point, as it will be costly to make changes once the book information is disseminated widely to trading partners and others. The administrative assistant will be in touch to discuss any ideas you have for the book cover.

4. Front cover and marketing text approved by author.

5. Production editor schedules manuscript for copyediting and production.

Production Process

6. Production editor makes preliminary assessment of Word files, images, and permissions.

A few weeks before copyediting begins, your editor will check that all images, graphs, etc., are print quality and will let you know if any are unusable. The editor will also make sure all permissions documentation is complete and look through the manuscript to see if there are any problems that need to be addressed.

7. Production editor sends copyedited Word files to author.

The copyedited Word files will be sent as separate chapters, and the author will use the tracking function to record any further corrections to the manuscript. In the case of a multi-author work, the files will be sent to the volume or series editor, to be distributed to contributors and later returned to the production editor.

8. Author makes corrections to copyedited Word file and returns it to copy editor.

9. Production editor typesets manuscript in Adobe InDesign and sends author proofs in PDF form.

At this point only minimal changes to the proofs can be made.

10. Author approves first proofs and returns them to production editor.

11. Production editor enters final changes to proofs.

Generally, only one proof is sent out for final corrections; however, if the layout is complicated or many changes have been made, a second proof may be sent out for proofreading.

12. Entire cover (front and back) is finalized and sent to author.

The production and marketing manager will contact the author some time during the production process about the front and back cover, including the copy on the back cover.

13. Author approves final cover.

Printing, Marketing, and Sales Process


14. Final book files sent to printer.

15. Book enters warehouse.

16. Book publication date.

17. Author and PUP work on marketing the book.

18. Annual sales and royalty report sent to author.



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