

Yale UNIVERSITY PRESS

What to Expect: The Publishing Process from Contract to Finished Book

Manuscript Delivery

- ♦ Your contract specifies the manuscript delivery date, word count, number and type of images, author responsibilities, and all other major aspects of our agreement to publish your book. Please keep it handy.
- ♦ As you prepare your manuscript, consult our Manuscript Preparation Guidelines and ask your acquisitions editor's assistant if you have any questions. Get started as early as possible on clearing permissions and preparing illustrations. If you foresee difficulty meeting your manuscript delivery date, notify your acquisitions editor right away.
- ♦ Ensure that your completed manuscript, including notes and other apparatus, is within contract length, then send your completed manuscript to your acquisitions editor.

Manuscript Review, Revisions, and Final Submission

- ♦ Your manuscript will be sent for blind peer review. Feel free to suggest appropriate readers. The peer-review process usually takes four to eight weeks; completed reports will be sent to you as they are received, so you can benefit from the readers' suggestions.
- ♦ We will ask you to submit a written response to the reports, explaining how you will integrate the recommendations or why you disagree. The reports and your response will be shared with the Yale University Press Committee on Publications, which must approve all projects for publication.
- ♦ We may also send you a "manuscript condition check," containing personalized guidance for preparing your final manuscript.
- ♦ Review your manuscript, reader reports, and condition check to ensure that you have implemented all desired revisions. When you are ready to submit your final manuscript, complete the Manuscript Submission Checklist and send it to your acquisitions editor along with all required materials.
- ♦ After final submission, no further changes can be made to the manuscript until copyediting is complete. If you find errors, keep a record of the changes you will make when you receive the copyedited files.

Manuscript Editing

- ♦ When you have submitted your final manuscript and all accompanying materials, your acquisitions editor's assistant reviews everything—coming to you with questions if needed—and transmits the manuscript to the Manuscript Editorial Department.
- ♦ Your text files are then prepared for editing: styles are added to identify the various elements of the manuscript (block quotations, subheads, lists, etc.), excess formatting is removed, and the files are otherwise cleaned up.
- ♦ Up to eight weeks after final submission, the manuscript is assigned to a manuscript editor, who contacts you with information about the copyediting process and schedule. The manuscript editor will be your main point of contact throughout the editing and production process.
- ♦ Once the editing is done, your copyeditor sends you the edited files for review. This is your last opportunity to verify content and make revisions or updates.
- ♦ After you return the files, the copyeditor reviews and incorporates your final changes, then the manuscript is transmitted to the Design and Production Department for design and typesetting.

Proofreading, Indexing, and Preparing Abstracts and Keywords

- ♦ As soon as the compositor (typesetter) has confirmed the schedule, your manuscript editor lets you know when to expect page proofs and gives you a deadline for their return.
- ♦ We recommend that a professional proofreader read the proofs at the same time as you. Your manuscript editor can arrange to hire a proofreader on your behalf and will be responsible for collating your corrections with the proofreader's, consulting you if questions arise.
- ♦ When reading your page proofs, bear in mind that because the pagination is now set, changes must be kept to a minimum. Mark corrections of errors only, avoiding the temptation to polish, and ensure that your changes do not affect the line count on a page. If your changes are excessive, you will receive a bill for alterations, as described in your contract.
- ♦ If you are preparing your own index, you will need to do this during the same three or four weeks you are proofreading. If you prefer to engage a professional indexer, your manuscript editor will send you a list of recommended freelancers. You should contact the indexer in advance, send the proofs to the indexer when they arrive, review the index when it is sent to you, and deliver the finished index to your manuscript editor by the deadline.
- ♦ At this stage your manuscript editor may ask you to provide abstracts and keywords for your book, for the purpose of making it as widely available as possible to the scholarly community. Chapter-level abstracts and keywords are used by libraries and electronic aggregators and can dramatically increase citation of your work and its discoverability online. The Abstracts and Keywords Form you return to your manuscript editor will be disseminated to all of our electronic aggregators. If you do not supply this information, your book will still be included in our sales to libraries and other partners, but its content is less likely to be captured by a search.

Advance Marketing and Publicity

- ♦ Your acquisitions editor will send you an Author Information Form (AIF), a questionnaire about you and your book that serves as a key resource for our Sales and Marketing Departments. The AIF is the place to share your biography, personal networks and connections, and any ideas for marketing, promotion, bulk sales, and publicity.
- ♦ Our Marketing Department drafts descriptive copy for your book, which is used in our seasonal catalogue, on our website, and on sites like Amazon and BN.com, and is adapted for the book jacket or cover. You will have a chance to review the copy, and you may make any necessary corrections within length constraints.
- ♦ Uncorrected page proof is sent to potential endorsers of your book. If you have ideas for appropriate endorsers, please include them in your AIF.
- ♦ In the months leading up to publication, your book is assigned a publicist. The Publicity Department sets your book's formal publication date in order to position it for maximum sales and attention.

Jacket or Cover Design

- ♦ Your book jacket or cover is designed by one of our award-winning designers, approved by your editor and Press management, and shared with you. If you have thoughts about the design, please convey them to your acquisitions editor as early as possible.

Finished Books and Beyond

- ♦ A few weeks in advance of the formal publication date, books arrive in our warehouse, TriLiteral, in Rhode Island. The free copies indicated in your contract are shipped to you directly from our warehouse as soon as the books arrive.

- ♦ If you wish to order additional copies at the author discount, you may do so by contacting the warehouse directly by phone (1-800-405-1619), fax (1-800-406-9145), or email (customer.care@trilateral.org).
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- ♦ After publication, you will continue to collaborate with your publicist to promote your book. For any additional questions, contact your acquisitions editor.