ZED

The Publishing Process

This provides a brief outline of the stages which a book goes through from the signing of a contract to publication at Zed.

Writing

- Between the signature of the contract and the submission date, your Editor will be in touch periodically to check that things are going well.

- As you write, please make sure that you are preparing the manuscript along the lines stated in Zed's Manuscript Submission Guidelines. It's especially important to be aware that any long quotations, tables, figures and photographs may require copyright permission from the original publisher. For more information on this, please see our Copyright Guidelines, included on page 6 of the Submission Guidelines.

- It is vitally important that you submit the manuscript by the date on your contract. If you are unable to submit a complete draft of the manuscript on time, you must inform your editor of this as soon possible. You should also inform the editor of any changes in length, content, title and subtitle etc. at the earliest opportunity.

Submission

- Please refer to our Submission Guidelines before submitting your manuscript.

- When your Editor receives the manuscript, they will read it through. Based on their assessment of the potential market for the book, and its subject matter, they may also decide to send it out to external readers. They will let you know if they do this, and will provide you with a timescale by when you can reasonably expect to receive the external readers' comments. This is usually around 12 weeks, but varies depending on the availability of readers at any given time.

- Based on their own thoughts, along with possible external feedback, your Editor will then get back to you with suggestions for revisions. These may involve changing the text, either in a minor way, or quite substantively. It may also involve technical changes to the presentation of the manuscript. Your editor will be more than happy to discuss these changes in detail with you, and it's important to Zed that you are happy with them too. You will then agree a timescale for submission of the final manuscript.

Handover to Production

- Please ensure you have fully completed the checklist included in the Manuscript Submission Guidelines before submitting your manuscript.
- Once you have submitted the final manuscript, your Editor will check through it before handing it over to our production department. This process involves preparing a document detailing the book's content, and how we would like it to be produced, and finalising things like the blurb, so your Editor may well get in touch with you during this time to check details.

- When your Editor passes the manuscript to our production department, they will let you know.

Production

- When our Production Manager receives your manuscript, he will also check through it, along with the editor's notes, and will send it to one of our external Production Teams. They will oversee the book's progress, in conjunction with our production department. One you have submitted your manuscript, the Production Manger will be in touch to explain this process in greater detail.

- Your manuscript will be sent to an external Copy-Editor. Copy-editing involves your manuscript being checked for grammar, syntax and mistakes. As part of this, the Copy-Editor may suggest structural changes or rephrasing particular part of the text. He or she may also pick up on factual problems with the manuscript or with the references. This normally takes around a month.

- When this is complete, the Copy-Editor will send a list of queries to you. You should respond to these queries within the time limit given to you by the copy-editor, as this is important for ensuring that the production schedule remains on track.

- If you have requested to review the copy-editor's changes, you will then be sent the edited manuscript. If you wish to respond to the Copy Editor's changes, it is important that this be done at this stage and not after the first proof has been sent. **Please note**, if you have not met your deadline for submitting your manuscript, there may not be time to review the copy-editing. The production team will warn you if this is the case.

- After the copy-edited manuscript is finalised, it will be typeset, the way it will eventually appear on the page. Once this has been done, the typeset proofs will be sent to you to proofread. It is also very important that you meet the deadline for this given to you by your team, and return the proofs in good time. Please bear in mind that it is very expensive to make extensive changes to proofs once they have been typeset; at this stage we only allow corrections to errors (eg, spelling mistakes, mis-keying). It is vital that if you wish to respond to the copy-editor's changes that you do this at the copy-edited draft stage.

- At this stage, the index should also be prepared. You can either do this yourself, or Zed can arrange for it to be done by a freelance professional Indexer (please note that, in the latter case, you will have to cover the costs of indexing).

- Once the proofs have been corrected, the details of the book's cover will be finalised (this is explained in more detail in the section in Marketing). The electronic files for the book will then be sent to the printer. The book will be printed, and sent to our warehouse. Advance copies will also be sent to our Production Manager to check. When these copies have been approved, the book will be released from the warehouse. Your Editor will let you know when this happens and will arrange for your complimentary copies to be sent out as promptly as possible.

Generally, the production process, from the production department's receipt of the final manuscript to publication takes around seven months, although this varies depending on the individual nature of each book.

Marketing

- When your Editor hands your book over to our production department, she will also alert our Marketing Team. This will prompt them to send you a Promotion Questionnaire. This asks for information on:

  - Academic courses on which the book could be used
  - Potential sources of reviews
  - Conferences at which Zed should promote the book
  - People who should be sent promotional complimentary copies

  The more information you can provide on this form, the more successfully Zed will be able to market your book.

- Once this form has been received, our Marketing Team will get in touch to let you know how the book will be promoted. Your co-operation in doing this is vital, as it can make a real difference to a book's profile and sales.

- Shortly after you submit the final draft of your manuscript, the Arts Department will a high-res file of the jacket design for your book.

- When you submit your manuscript, you will be asked for suggestions regarding who we might approach to provide a few words of commendation, which we could use on the jacket and on promotional material. Either you or the Editorial Department may contact these people, and Editorial will arrange for copies of the manuscript or proofs to be sent out, and will collate these comments when they come it.

If, following publication, you have any queries as to how your book is doing; please contact our Marketing Team, who will be more than happy to update you.