

# Book Production

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This is a basic outline of the process; timescales will vary between publishers and according to the nature and size of the book.

<b>Timescale (approx)</b>	<b>Event</b>	<b>Publisher responsibility</b>
- 8 months	Manuscript to publisher, amendments made as needed from peer review and Commissioning Editor comments	Commissioning Editor
- 7 months	Cover design brief Manuscript to Project Editor who contacts author regarding key dates in production process	Commissioning Editor Project Editor
- 6 months	Approval of title and cover Preparation and release of sales information Copy editing, page design and typesetting	Commissioning Editor Marketing Copy editor/ designer/ typesetter
- 5 months	Page proofs to author for proofreading Indexing	Project Editor
- 4 months	Cover copy prepared Marketing and PR planning Cover sent to author for approval	Project Editor Marketing and PR
- 2 months	Manuscript to printer and binder Press and marketing campaign begins	Marketing and PR
- 1 week	Copies to distributor Complimentary copies to author and (sometimes) indexer	Publishing Assistant
+ 2 months	Worldwide release follows UK publication	

## Glossary:

**artwork:** term applied to drawings, designs, photographs or any other illustrative material used in printing; any camera-ready copy

**back matter** *see* end matter

**blind reading:** proofreading for sense only, not reading against copy

**camera-ready copy (CRC):** final text, illustrations, headings, folios, etc., all in place ready to be filmed

**casting off:** calculating the amount of space required to print a text in a given typeface and point size

**collation:** comparing various corrected proofs and preparing a master set with all required corrections to be returned to the typesetter

**copy-editing:** preparation of a text by an editor to make it ready for typesetting (in the first instance, correcting errors and making the text conform to house style; sometimes more drastic editing is required). Not the same as proofreading!

**copyright line:** note in a book showing who owns the copyright and the date of ownership

end matter: material at end of book (called 'back matter' in the US), which may include notes, appendices, bibliography, and of course the index

**figure:** illustration (particularly line-drawing) printed as part of the text, as opposed to plate

**folio:** number printed on a page; page with a number (originally, large book format where the sheets of paper have been folded once, making two leaves or four pages). A blind folio is a page with no number

**format:** the page size of a book. There are many standard formats – Metric Demy Octavo (216 x 138mm) or Metric Crown Octavo (186 x 123 mm) are common ones. Trade paperbacks may be A format (178 x 111 mm) or B format (198 x 129 mm)

**freelance:** independent worker who works for several different companies but is not employed by any of them

**front matter** see prelims

**galley proof:** long continuous proof of text, not separated into pages

**half-tone:** image broken up into dots of different sizes by a screen

**hard copy:** text or artwork on paper, in the form of a computer printout or otherwise

**house style:** style of spelling, layout, typography, etc., used consistently by a publishing house in all its publications

**imprint:** name and address of the publisher or printer

**in-house:** within the publishing house itself

**ISBN:** International Standard Book Number. Each book is given its own ISBN, which is used for cataloguing and ordering

**line-drawing:** drawing incorporated in the text which does not need to be reproduced as a half-tone

**literal** see typographical error

**mark-up:** conventional hard copy is marked up for the typesetter by the editor, using standard

instructions and symbols. Electronic mark-up consists of special codes and tags inserted into the text file by an editor or typesetter

**on-screen editing:** editing a text file in a word-processing program such as Microsoft Word, in such a way that the typesetter can import it directly into a page layout program with minimal manual intervention

**page proofs:** proofs of a book which have been made up into pages

**permissions:** required to reproduce material for which the author or publisher does not already own the copyright, e.g. material previously published in another book or journal

**plate:** illustration, often from a photograph, usually printed separately and on better quality paper than the text, and inserted into the book when it is bound

**point size:** height of type, according to a measurement system used in typesetting (1 point = 0.351 mm)

**prelims:** pages at the beginning of a book, typically including half-title and title pages, imprint and copyright details, table of contents, preface, introduction, acknowledgements, etc.; usually numbered in roman figures. Called '**front matter**' in US

**production editor:** the person responsible for overseeing and coordinating the many processes involved in book production. The actual job title varies from one publisher to another

**production schedule:** timetable for the production of a book

**proofreading:** reading typeset proofs, either against the original text or 'blind', and marking corrections to be carried out by the typesetter, using special 'proofreader's marks'

**proofs:** printed sheets for correction taken from type or film. See also galley proofs, page proofs

**recto:** right-hand page of a book (usually given an odd number). See also verso

**redrawing:** artwork may need to be redrawn by a graphic artist if the author's original is unsuitable  
**references:** list of books or articles, etc., referred to in notes or a reference list

**screen:** grid of dots or lines placed in front of the camera which breaks up artwork into dots so that the image can be printed

**signature:** section or printed sheet folded into 16, 32 or 64 pages; originally, the letter or number printed at the foot of the first page of a section for identification

**table:** set of figures or facts arranged in columns, sometimes with rules separating the columns

**typesetting:** setting text in type for printing. A separate process from printing, often carried out by a different firm

**typographical error:** mistake made during typesetting, also called typo or literal, where characters are omitted, transposed, etc. Often used as a euphemism for a mistake

**verso:** left-hand page of a book, normally given an even number. The title page verso (the reverse of the title page) normally carries the imprints, the copyright line, ISBN and any related details, and details of the original edition if it is a translation or adaptation

### **Indexing and book production**

Indexers, and clients, vary in regard to their use of contracts. It is useful to ensure that you have at least an email as written confirmation of the terms on which you have accepted the work, in the unlikely event of any dispute arising.

Indexing work is often received at short notice and planned schedules may slip so indexers need to maintain some flexibility and be prepared to re-negotiate deadlines, and possibly terms, if work arrives either sooner or later than expected. Clients vary in how long they allow for completion of the index. Again, this can be an area for negotiation.

Clients also vary in how they supply material for indexing. Although PDF is the standard format some will offer paper proofs. Indexers should expect to receive the complete text and if preliminary or end material is not routinely supplied it is a good idea to ask if this is available. It may contain information useful in planning your approach to the work.

Some clients are quite specific in their requirements for indexes and matters such as available space; others will leave it to the indexer to decide. When taking work from a new client it is a good idea to ask about specific requirements. It is not unknown for clients to expect clairvoyance from their indexers and to take considerable exception when they fail to deliver on this. Similarly some will offer a fixed budget while others will ask for a fee quote, this can be given as a range or a not-more-than figure. The SI recommended rates provide a helpful starting point for negotiation of rates of pay.

The index is generally prepared from first proofs: they will not have been fully corrected and may be changed, sometimes substantively, before final production. Clients should be told that making substantial changes to a completed index can be time consuming and may incur extra cost, although a willingness to make changes will endear you to clients and use of dedicated software allows some changes to be made quickly and easily while saving the editor's hair from traumatic removal.

Proofs will contain mistakes and typographical errors (typos). It is not the indexer's role to point these out, but inconsistencies and errors that affect the index should be queried and clients will generally appreciate the tactful pointing out of howlers.

The role of the indexer in book production is the timely delivery of a well thought out index

