## Overview of the book publishing process

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| Proposal               | • Read about our products, customers, readers, and publishing processes  
                          • Email the appropriate Commissioning Editor if you are not already in contact  
                          • Write your proposal according to their requirements (you may be given a form)  
                          • Following positive internal assessment and peer review, you will be offered a contract | - Overview of our products, customers, and readers  
                          - List of Editorial contacts  
                          - Proposal guidelines  
                          - Making your book more discoverable                                                                                                           |
| Contract               | • Key parts of the contract include length, royalties, copyright, and the delivery date  
                          • After confirming the terms offered, you will be issued the contract for signature via DocuSign | - Contract guide                                                                                                             |
| Manuscript preparation | • Writing, referencing, and compiling any necessary third-party and/or illustrative material (along with suitable permission to use it)  
                          • Keep in regular contact with your Editorial team  
                          • For Edited collections, coordinate with contributors on their schedule, progress, and content  
                          • May include further peer review or work with a Development Editor | - Manuscript preparation guide  
                          - Submission checklist  
                          - Permissions declaration form  
                          - Artwork and third-party material permissions log  
                          - Notes for the Copyeditor |
| Manuscript submission  | • Submit your final manuscript, Submission checklist, Permissions declaration form, and Notes for the Copyeditor  
                          • Work with Editorial Assistant on any queries and ensure your material is ready for production | - Manuscript submission guide  
                          - Submission checklist  
                          - Permissions declaration form  
                          - Artwork and third-party material permissions log  
                          - Notes for the Copyeditor |
| Production             | • Work with your assigned Production Editor and team as your book is produced, including copyediting, typesetting, proofreading, and indexing  
                          • Begin promoting your book to your network in the run-up to publication date  | - Production guidelines  
                          - Promoting your book                                                                                                                      |
| Publication            | • Promote your book to your network with support from our global sales and marketing teams  
                          • Keep us up to date with your details to ensure any royalties, complimentary copies or information will reach you successfully  
                          • Let us know if you have any further book ideas or plans | - Promoting your book                                                                                                              |