## Overview of the book publishing process

<table>
<thead>
<tr>
<th>Stage</th>
<th>Summary</th>
<th>Resources</th>
</tr>
</thead>
</table>
| **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 contact 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                                                                                                                       |