

## Overview of the book publishing process

Stage	Summary	Resources
Proposal	<ul style="list-style-type: none"> <li>• Read about our products, customers, readers, and publishing processes</li> <li>• Email the appropriate Commissioning Editor if you are not already in contact</li> <li>• Write your proposal according to their requirements (you may be given a form)</li> <li>• Following positive internal assessment and peer review, you will be offered a contract</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Overview of our products, customers, and readers</a></li> <li>- <a href="#">List of Editorial contacts</a></li> <li>- <a href="#">Proposal guidelines</a></li> <li>- <a href="#">Making your book more discoverable</a></li> </ul>
Contract	<ul style="list-style-type: none"> <li>• Key parts of the contract include length, royalties, copyright, and the delivery date</li> <li>• After confirming the terms offered, you will be issued the contract for signature via DocuSign</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Contract guide</a></li> </ul>
Manuscript preparation	<ul style="list-style-type: none"> <li>• Writing, referencing, and compiling any necessary third-party and/or illustrative material (along with suitable permission to use it)</li> <li>• Keep in regular contact with your Editorial team</li> <li>• For Edited collections, coordinate with contributors on their schedule, progress, and content</li> <li>• May include further peer review or work with a Development Editor</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Manuscript preparation guide</a></li> <li>- <a href="#">Submission checklist</a></li> <li>- <a href="#">Permissions declaration form</a></li> <li>- <a href="#">Artwork and third-party material permissions log</a></li> <li>- <a href="#">Notes for the Copyeditor</a></li> </ul>
Manuscript submission	<ul style="list-style-type: none"> <li>• Submit your final manuscript, Submission checklist, Permissions declaration form, and Notes for the Copyeditor</li> <li>• Work with Editorial Assistant on any queries and ensure your material is ready for production</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Manuscript submission guide</a></li> <li>- <a href="#">Submission checklist</a></li> <li>- <a href="#">Permissions declaration form</a></li> <li>- <a href="#">Artwork and third-party material permissions log</a></li> <li>- <a href="#">Notes for the Copyeditor</a></li> </ul>
Production	<ul style="list-style-type: none"> <li>• Work with your assigned Production Editor and team as your book is produced, including copyediting, typesetting, proofreading, and indexing</li> <li>• Begin promoting your book to your network in the run-up to publication date</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Production guidelines</a></li> <li>- <a href="#">Promoting your book</a></li> </ul>
Publication	<ul style="list-style-type: none"> <li>• Promote your book to your network with support from our global sales and marketing teams</li> <li>• Keep us up to date with your details to ensure any royalties, complimentary copies or information will reach you successfully</li> <li>• Let us know if you have any further book ideas or plans</li> </ul>	<ul style="list-style-type: none"> <li>- <a href="#">Promoting your book</a></li> </ul>