

Production process guide

Overview of Production process

- Production begins
- Copyediting
- Typesetting
- Proofreading
- Collation and correction
- Indexing
- Sent to press
- Publication

Who is involved?

Production Editor (PE) – main contact at Taylor & Francis who oversees the whole production process

Project Manager (PM) – it is common for many of the production stages to be overseen by an external project manager as the main point of contact. They will introduce themselves accordingly if so. Each project still remains assigned to a T&F Production Editor as well

Copyeditor – usually an external freelancer with experience working with T&F, and often the subject area

Typesetter – typesets the final, copyedited script into the chosen text design and final appearance of the book

Indexer – if you have chosen for an index to be compiled on your behalf, the indexer will select appropriate terms for inclusion and map them against the page numbers of the final typeset book

Cover designer – where a book has a designed cover, a designer will put this together. Your Editorial Assistant will finalise the design with you

Copyediting and queries

When the script is passed to a Copyeditor, they will do the following:

- Use the Microsoft Word Track Changes feature while editing
- Check for and correct errors in spelling, grammar, and punctuation

- Check for consistency in the author's choice of words, punctuation, and general style
- Query any potentially libellous statements with the author and bring them to T&F's attention if necessary
- Tag the manuscript clearly for the typesetter to follow, so that levels of heading, extracts, lists, boxes, tables, figures, notes and references and any display matter are all easily identified for setting
- Check that notes and/or references are complete and consistent and query any with you that appear to be incorrect
- Check that the note indicator numbering sequence is correct
- Address lists of queries direct to you and insert your answers (queries will be prepared in one or more batches, please return your answers to the Copyeditor within a week or so of receipt of any queries)
- If any queries are outstanding, the Copyeditor will confirm this with your PE
- Provide a list of running heads for your approval
- Check the captions for figures if not supplied
- Check whether the list of contents is consistent with the actual contents in the text; that the list of illustrations (if applicable) is complete and consistent with the contents; that the list of contributors (if applicable) is complete, consistent and in alphabetical order
- Check whether any material appears to be missing

Following this, in addition to any specific queries, you will receive the copyedited script to review:

- This is a review of content, not layout, and is an opportunity to confirm everything the Copyeditor has amended
- However, please note that as the script originally submitted to us should be final, this is not an opportunity to make changes beyond the copyediting itself

Proof Correction

The copyedited script will be typeset into the final book layout following the chosen text design. At this stage, you will be sent the page proofs as a PDF file to review and proofread.

This stage is to identify errors in the proofs and make essential corrections, not to rewrite or add to the content itself. Substantial changes will often have a knock-on effect elsewhere in the book, which affects pagination and results in changes being costly and time consuming.

The electronic proofs should be marked up in Adobe Acrobat or Reader using the built-in comment tools as follows to indicate deletion, replacement, or addition as required in one of several ways:

- Using the tools in the toolbar then selecting or clicking
- Selecting text/placing the cursor and right clicking to choose the desired option from the right click menu
- Selecting text/placing the cursor and using the keyboard:
 - Strikethrough (delete) text – select text to delete and press delete
 - Replace text – select text to replace and type
 - Insert text – place cursor where required and type

Other corrections can be indicated by right clicking and selecting 'add note to text', which will highlight it and add a comment. This could be used to indicate italicisation is required, for example.

Only use the sticky note comment feature if it refers to something that cannot be directly selected in this way, such as an image, as it is less precise.

Do not use the 'Add text comment' option (the plain T symbol) – this types directly over the existing text and is not clear.

Overall, it is essential that corrections are indicated **clearly and consistently**.

Once reviewed, the corrections from the returned proof will be implemented in combination with the checks from the Production Editor or Project Manager themselves. Please note that we do not provide second proofs for review at this stage.

Indexing

If compiling the index yourself, see the [Indexing guide](#).

If the index is being compiled by a freelancer organised by T&F, the final index will be sent to you for a final check.

Sent to Press

The final files are archived and distributed to printers and ebook distributors around the world.

This happens in advance of the official publication date to ensure availability upon publication. This means it arrives at print distributors and resellers in advance, and your gratis copies may be sent out and arrive before the official publication date.

Publication

The book is officially available!