

# The Editorial and Production Process in Detail

## From Manuscript Receipt to Publication



22-23 WEEKS<sup>†</sup>

### 1. Your cover design and blurb are finalised

We will be in touch with you to finalise your book's cover and blurb, incorporating any suggestions you might have provided. If your book is in a series, the cover will follow the series design. If not, we will receive a choice of cover designs from our in-house designer, based on the briefing notes you will have given us in your back cover copy form.



### 2. Pre-handover checks

Your Book Project Editor (BPE) checks to ensure that your manuscript is complete, and that we have all the forms and information we need to produce the book (correct permissions clearance and any copyright transfer forms as necessary, a final blurb and cover agreed.) Any pre-production manuscript queries will be sent by the BPE, and the Commissioning Editor will always be looped in.

### 3. Your Manuscript is ready for production

Your BPE prepares the manuscript for production and ensures that all of the data in our systems is completed accurately. The BPE will contact you to let you know about the schedule for receiving your proofs.



### 4. Your manuscript is passed to our typesetter

Our project manager takes charge of your book and prepares it for copy editing. Our copy editors will read for typographical, and grammatical errors, and flag up inconsistencies and omissions. Our typesetters prepare the page proofs, typesetting your book manuscript into pages, as they will be published. We prepare an index based on your list of keywords. We issue you with a set of proofs to check.\*



### 5. Revising proofs

Your corrections to the proofs, along with our own, are sent to the typesetter and final proofs are sent for us to check internally.

3-4 WEEKS<sup>†</sup>

### 6. We prepare for publication

Your book is now ready to be printed and published in eBook form – we prepare the final files and confirm the details with our printers.



### 7. We publish the eBook

We publish the eBook version of your book first, via our own platform, <https://www.emerald.com/insight/>, and ebook distributors (e.g. Amazon). This typically happens 1-2 weeks before the official print publication date.



### 8. We publish the book in print

Your book is now published electronically and available to purchase in print, and is being sold by us and distributors across the world.



### 9. We make sure that your book files are archived for the future

All files that are connected to your book are stored for reference, or in case we want to reprint it.



### 10. Congratulations - Your book is published

We will email to confirm your book has published and arrange your complimentary copies. We'll give you details on how to order additional copies using your author discount. Our marketing team will already be letting customers know about your book and will continue to promote it to institutions and researchers across the world.



<sup>†</sup>Please note, the timelines given are for guidance only, and are subject to change. The editing and production process can be 6-8 weeks quicker if your title is publishing as an Emerald Points.

\*Corrections to the proofs at this stage should be kept to a minimum as anything extensive will have impact on the pagination (which will in turn impact the index) and on the schedule.

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