

PUBLICATION SCHEDULE

1. Receipt of manuscript. Manuscript passed to Gillian Nineham, Editorial Director, for perusal and comment. Undetermined time period, depending on any necessary changes to be made by author.

Average time period: 2 weeks-3 weeks

2. Editorial Director passes manuscript to editorial project management team. An in-house meeting is arranged to discuss issues such as title, book format, price, cover design etc.

Average time period: 2 weeks

3. Manuscript is sent out for editing and returned along with a list of author queries.

Average time period: 3 weeks

4. Queries needing a response before the typesetting stage are sent on to author.

Average time period: 2 weeks-3 weeks

5. Amendments to manuscript following query responses made in house. Manuscript sent to typesetters for preparation of page proofs.

Average time period: 4 weeks

6. Page proofs sent out to author, proofreader, indexer and foreword writer if applicable. Further author queries are addressed at this stage.

Average time period: 3 weeks

7. Author's and proofreader's corrections amalgamated on to one set of proofs. Index checked and inserted.

Average time period: 2 weeks

8. Marked page proofs returned to the typesetter for preparation of revised page proofs. These are checked in house and any further corrections are sent back to the typesetter.

Average time period: 3 weeks

9. Once final revisions have been checked, book goes to press. Cover is also being printed at this stage.

Average time period: 4 weeks

AVERAGE TIME FROM RECEIPT OF MANUSCRIPT TO PUBLICATION = 6 MONTHS