

Publishing Your Book

Word



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Thank you for publishing your book with Cambridge University Press – we're excited to work with you.

This guide is intended to give you an overview of what to expect throughout your book's publication. You'll also be sent detailed instructions at every stage by the team working on your book, and they'll be available for any queries you have.

Please bear in mind that this overview is intended to cover the majority of cases; there may be some elements that vary for your book, due to its specific context and requirements.

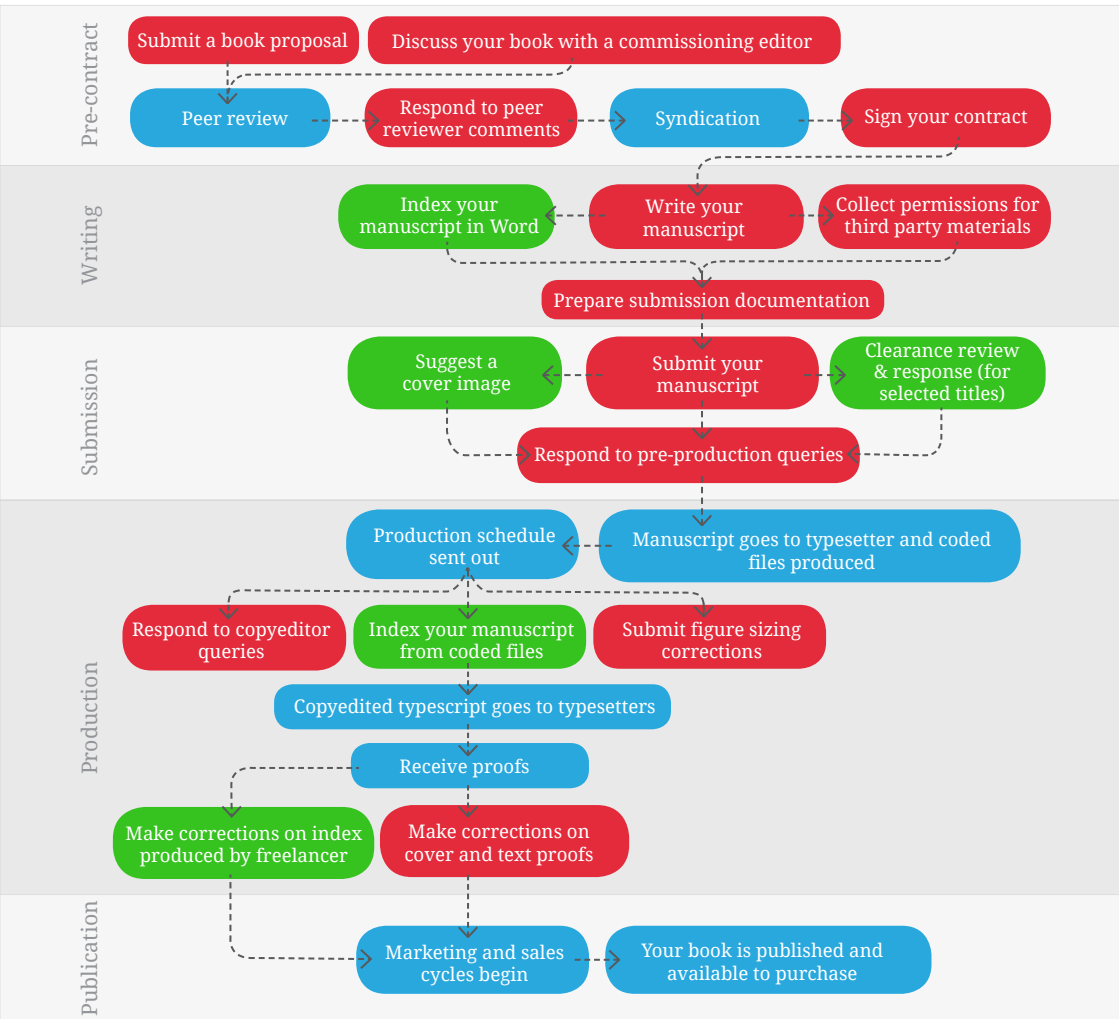
The Publication Journey

The flowcharts below show the key steps that will happen as your book moves through publication.

Please note that some of these steps will vary depending on the needs of your book

Publication journey, written in Microsoft Word

● Action required by author ● Optional action depending on book ● Step with no action required



Your Contract

Please make sure that you have read your contract and that you are familiar with your responsibilities, including:

1. The delivery date for your final typescript and any other deliverables
2. The length of your final typescript
3. The number of images, figures and tables your book should contain
4. Who will be responsible for creating your index
5. Who will be responsible for obtaining licences to include any third party materials in your book and on the cover

Stage One: Writing Your Manuscript

While you are writing your manuscript, there are a few important things that you can do to prevent delays on submission. Your Commissioning Editor and Editorial Assistant are also available to give detailed guidance and answer any queries you have while writing– contact them if you are uncertain about anything.

1. Your Commissioning Editor and Editorial Assistant will give guidance on styling requirements. In general, consistency and clarity of styling is key.
2. You'll need to submit other important documents alongside your typescript, which you can find out more about in the next section. While you're writing, we strongly advise that in parallel you:
 - a. Keep a record of each item of third party material that you intend to use in your book, including information about the source of the item, the name of the creator of the item (e.g., the author/artist/illustrator), the name of the rights holder(s), and the placement of the item in your book. Your Editorial Assistant will provide you with an illustration checklist that you can use to keep a record of this essential information. This will be useful when you start requesting permission from rights holders and recording information about the rights you have acquired. Your Editorial Assistant will also provide you with guidance notes to support you in acquiring rights to use third-party materials in your work.
 - b. Keep a record, in the illustration checklist, of any of your own, previously unpublished illustrative materials that you intend to use in the book. It is important for

us to know which materials were created by you for the book, and which materials are third-party materials.

c. For all illustrative materials, save a copy of each individual illustration that you intend to use. Do not insert your illustrations within the typescript – instead, place a note referring to the image at the relevant point in the typescript, and also detail where the image should be placed in the illustration checklist.

3. If you will be creating an index for your book, it is highly preferable that you index prior to submission, during writing. This should be done using the indexing tools in your writing software – we will provide a detailed guide to help you with this process. If your book has multiple contributors or is split across multiple documents, you can index during the copy-editing process. However, it is still helpful to start planning the structure and headings of your index while you are writing.

Stage Two: Submitting Your Final Typescript

As your delivery date approaches, you'll need to start preparing for submission. We usually ask for the following things, depending on your book:

- Your final typescript, in the format agreed in your contract, usually as a Microsoft Word file.
- A completed marketing questionnaire, which provides us with the information we need to start preparing promotional materials for your book
- Chapter Abstracts and Keywords spreadsheet – we use book and chapter keywords and abstracts to make sure that the content in your book is easily discoverable and searchable by readers, both in print and online
- A Word document containing alt-text descriptions for all images unless they are purely decorative. This includes charts, graphs and diagrams and should be limited to 250 characters per image.
- A complete and accurate illustration checklist containing information (source/ rights/placement, etc.) relating to each item of third-party material and each item of your own illustrative material in the book.
- All images in your book as separate files, so that the typesetters can place them in the text when creating the proofs
- A suggested cover image that you've discussed with the Editorial and Content Management teams – this will also need to be approved by Design, Sales and Marketing.

- If your book is an edited collection with contributors, you need to confirm contributor details for each contributed chapter in the book.

Stage Three: Production

Once your manuscript is in production, you'll be sent a planned schedule which will include dates for completing each of the stages below. Let us know if these deadlines are going to be unrealistic as soon as you can.

1. **Copyediting** – Copyediting is the process of ensuring the content of your book clearly communicates your message, is consistent throughout and has correct grammar and spelling. You will receive edits on the manuscript from your copyeditor and you'll need to be available to work through them, preparing your manuscript for production.
2. **Indexing** – If you weren't able to create an index while writing, you'll need to create a final version before typesetting.
3. **Proofreading** – Once your manuscript is copyedited and the index is finalised, your book will be typeset. Proofreading involves checking the typeset files for any issues, e.g. any errors in layout or any typographical errors missed during copyediting. You will need to make any essential corrections on the proofs and complete some other small tasks such as inserting page numbers for any cross-references.

Stage Four: Publication

In most cases, once you've finished correcting the proofs, the bulk of your work on the book is done, and we'll be busily finalising everything ready for publication:

- The marketing and sales cycles will begin, and your Marketing Executive will be in touch to send you information about the marketing plans for your book.
- Publication usually happens around two weeks after the book comes into stock in our warehouse, and at this point your book will be available for sale and for reading on [Cambridge Core](#).
- You can start promoting and sharing your book with the wider community – for more information about Cambridge's social sharing policies, see the [Cambridge website](#). If your book is a monograph, you may also share early versions of your book in accordance with [Cambridge's Green Open Access Policy](#).

Who's Who?

Throughout the publication of your book, you'll work with a range of different people at Cambridge.

COMMISSIONING EDITOR

Your Commissioning Editor manages the list for your discipline, and is responsible for combining discipline and market knowledge to help guide your book in the most appropriate direction. They will be most heavily involved in the initial stages – receiving your book proposal, discussing the academic content with you through peer review and preparing the proposal for approval by the Press Syndicate. Your Commissioning Editor will also prepare your contract for you following successful syndication of your book. Although many other Press staff will work with you throughout publication and should be contacted directly where appropriate (see other key roles below), the Commissioning Editor will remain your primary point of contact for any issues or concerns throughout your partnership with the Press.

EDITORIAL ASSISTANT

The Editorial Assistant supports the Commissioning Editor through tasks such as writing and submission. They're on hand for any queries you have while preparing and writing your book. During the stages leading up to submission, they'll also work with the Content Manager to help you deliver your final typescript and other deliverables through to production.

CONTENT MANAGER

Your Content Manager will help you to prepare your final typescript for production, and will manage the production of your book all the way through to publication, sometimes supported by an external Project Manager. This includes organising copyediting, design, typesetting and proofing. Your Content Manager will also liaise with other members of our team to organise the manufacture and delivery of your book to warehouses, and well as the production of any digital versions of the book. They are the best point of contact for queries relating to the production process and for any technical queries that arise during submission.

Your book will be assigned to a Content Manager either in the later stages of writing, or after submission, depending on the project.

PROJECT MANAGER

We work closely with a select group of trusted suppliers to support our publishing processes. Some books will be managed through production by an external Project Manager at one of these suppliers. Your Content Manager will introduce you to your Project Manager and they will guide your book through the production process, facilitating copyediting, typesetting and proofing. Your Content Manager will still be overseeing the project during this time, so they will be available to answer any queries that you feel are better answered by Cambridge.

MARKETING EXECUTIVE

Your book will be assigned to a Marketing Executive or Representative, who will be responsible for planning and carrying out promotional activities for your book, including flyers and catalogue entries, review copies and conference promotions. Your Marketing Executive will rely heavily on the information you provide in your Marketing Questionnaire, but you can contact them directly at any time if you have queries or additional information.

PRESS SYNDICATE

As has been the case since 1698, the Press is governed by a board of 18 senior members of the University of Cambridge, the Syndics. Since that time, every academic book we have published has been 'syndicated' in this way. Committees of the Syndicate meet regularly to look at upcoming publishing proposals and ensure that our publishing continues to meet rigorous academic standards.



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 [cambridge.org/authorhub](https://www.cambridge.org/authorhub)



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