

New Edition Instructions



Author Hub New Edition Instructions

Please follow these guidelines when writing a new edition, your editorial contact can provide more information and help if needed.

Submitting a new edition manuscript from a different publisher

If submitting a manuscript from a different publisher, please try to obtain the necessary files and permissions from the publisher. In particular, we need to receive a copy of the formal rights release by manuscript submission. For more information on the specifics we require, please see the below sections.

We understand it's not always possible to source these files, however having access to these files does make the production of your book a more efficient and smooth process. If the publisher is only able to provide the final PDF file, we can convert this to a Word file for you to submit tracked changes on, please see the section below for more information.

Preparing your manuscript

Tracked Changes

If you wish to make a small number of changes (e.g. a new chapter or minor amendments throughout), the best way to write this is using tracked changes. If you wish to write your manuscript this way, please reach out to your editorial contact, who will arrange to have the final version of the previous edition converted to Word or LaTeX and sent to you. Please do not edit or update your own version of the files, as these won't have been copy-edited or proofread. The conversion process will take around 4 weeks, and your editorial contact will keep you updated of the progress. Once you have completed your tracked changes, please also send a summary of the changes to your editorial contact, so we can easily identify what has been changed. This is particularly useful for our marketing and sales team, who will use it to advertise the new aspects of the edition to potential readers.

New manuscript

If you wish to make large-scale changes (e.g. a major rewrite, multiple new chapters etc.), the best way to write this is by submitting a new manuscript. Please see the ‘Publishing Your Book’ guides on <https://www.cambridge.org/authorhub/resources/publishing-guides-academic-authors> for more details.

Artwork and permissions

Please see the Illustration Checklist and Figures guides on <https://www.cambridge.org/authorhub/resources/publishing-guides-academic-authors> for more information on supplying artwork.

If you are writing a new edition of an edition previously published by Cambridge, we should be able to supply the artwork files, which can be sent to you if you wish to check them. If you would like to supply new artwork, this will need to be done as per our usual submission – please see the guides below for more information.

Please make sure that all permissions have been checked and cleared prior to submission regardless of who published the previous edition – copyright may not extend to all editions, so please check carefully. Please reach out to your editorial contact if you want more information on the previous edition’s permissions.

If the previous edition was not published by Cambridge, please check permissions with the previous publisher. If figures from a previous edition are being reused, please try to get the high-resolution figures from the previous publisher – please see the figures guide for the specifications we need. We understand that it isn’t always possible to get high-resolution figures and copies of permission licenses from other publishers – if it’s not possible to obtain these, please ask the publisher for a copy of the permissions log.

If using tracked changes to write your manuscript, please list any artwork changes there, and make sure to update figure numbering and captions.

Other features

Please make sure to update all numbering, cross-referencing and captions.

Accessibility

It is a legal requirement that all books publishing after 28th June 2025 are accessible. Where a previous edition published before this date, we need to ensure that the content is accessible - including, but not limited to, having alt-text for figures, numbering and labelling for figures, tables, boxes and maps, and tables not exceeding one page in length. When writing your manuscript, please make sure to adhere to accessibility guidelines. Please see the 'Accessibility for Authors' guide on <https://www.cambridge.org/authorhub/resources/publishing-guides-academic-authors?&page=1> for more details.

Indexing

If the previous edition was published by CUPA, and you are writing your manuscript using tracked changes, we might be able to retain the index linking from the previous edition. Please ask your editorial contact about this when they send you the files. Any new terms added to the tracked changes will need to be indexed.

If you are not writing your manuscript using tracked changes, or the previous edition was not published by Cambridge, we need a fully linked index. Please see the Indexing guide on <https://www.cambridge.org/authorhub/resources/publishing-guides-academic-authors?&page=1> for more details.

Submitting your manuscript

Before you submit your updated edition, please review your files thoroughly. Any edits or instructions that are unclear can cause problems and delays during the production process. Your submitted manuscript will be considered final, so any major changes or rewrites will not be possible after submission.

When submitting your files, please make sure to also include the files listed in the book proposal guides.

 authorhub@cambridge.org

 cambridge.org/authorhub