

Today's Webinar will start at 3.00 pm (Singapore time, GMT+8)...

Submitting Your Manuscript for Production (Articles and Books)

*Speaker: **Joe Ng**, Acquisitions Editor, Social Sciences, Cambridge University Press*

*Please **mute your microphone** when the host is speaking.*

*You can **unmute during the Q&A session** and raise your questions to the host.*

The slides will be circulated afterwards.

Thank you for your cooperation!



Part of **Academic Publishing Webinar Series**
Find out more <http://ow.ly/M2o950zsAQR>



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Outline

- *RECAP: Academic publishing landscape and the Press*
- How are journal articles published after acceptance?
- How are monographs produced and published?
- Prepare your manuscript for submission to the publisher or journal?
- Copy-editing
- Typesetting and proofreading
- Indexing (for books only)

Outline

- Figures, illustrations and tables
- Bibliography, references and notes
- Supplementary materials, data sets
- ISBNs, DOIs and metadata
- Book covers, trim size and parts of a book
- Author resources
- Q&A

THE PUBLISHING LANDSCAPE

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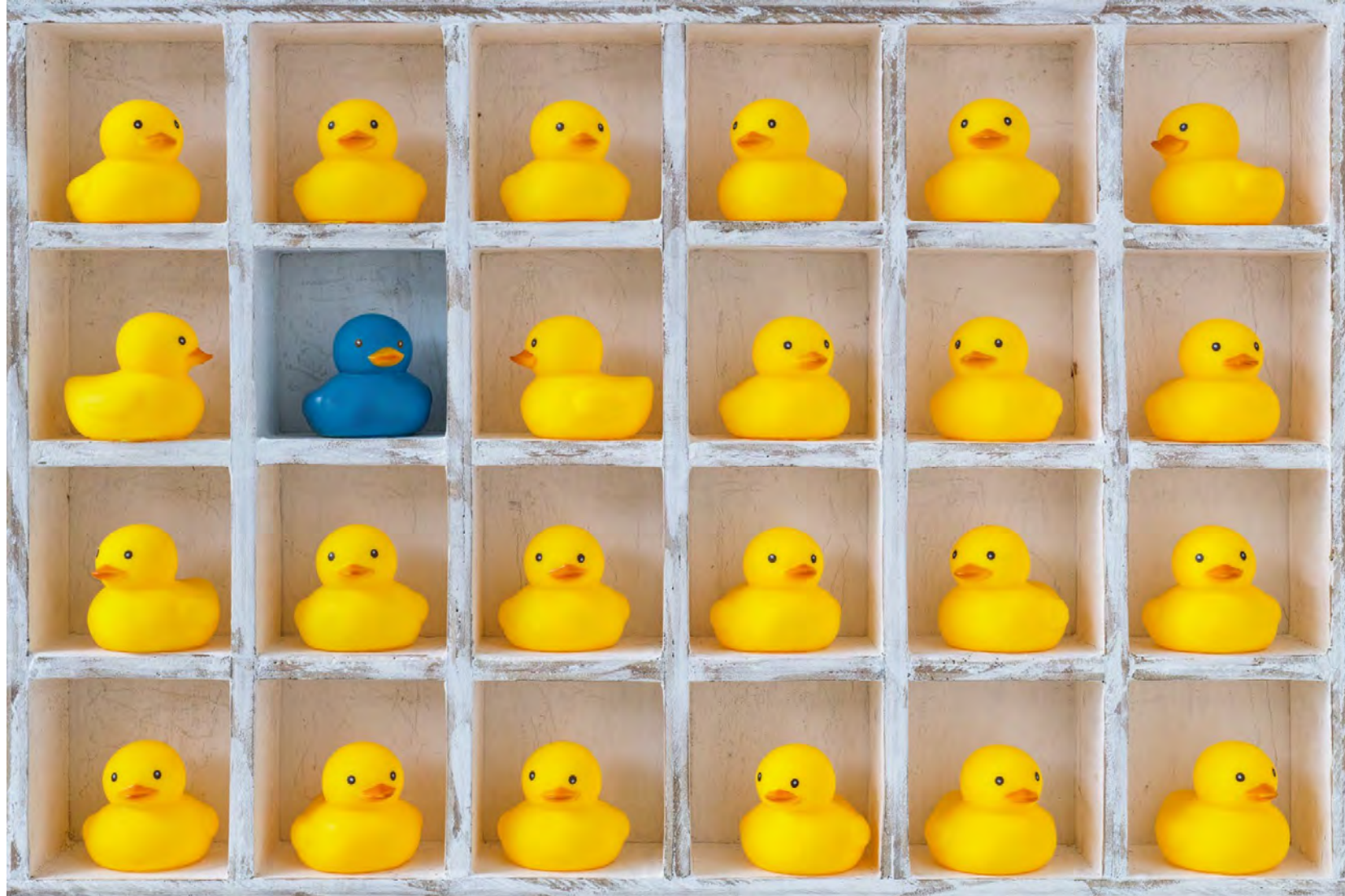
RECAP

Academic Publishing Landscape

- Over **33,000** journals (excluding 9,400 non-English journals)
- More than **3 million** articles published each year
- More than **200,000** new books each year
- STM: \$25 billion, HSS: \$2.4 billion (annually)
- Many publishers (some small, some large)

Source: Rob Johnson, Anthony Watkinson, Michael Mabe. 2018. *The STM Report: An overview of scientific and scholarly publishing*. Oxford: International Association of STM Publishers.

Your Challenge!



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Cambridge University Press

- An integral part of the University of Cambridge
- World's oldest publisher, founded in **1534**
- Our first book was published in 1584
- Now looking forward to future with big investment in digital publishing



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Our Mission and Character

- Not-for-profit

All surplus reinvested in our publishing infrastructure, services and the University – distinguishing us from commercial presses

- Global

We work with the best scholars and the best universities around the world – employing our offices on 6 continents

- Quality

Our commitment to research of the highest quality is fundamental to our being – unlike our commercial counterparts.

MANUSCRIPT PREPARATION AND PRODUCTION (JOURNAL ARTICLES AND BOOKS)

How are journal articles published after acceptance?

- After acceptance by the journal editors, authors provided with deadline to deliver revised manuscript to either publisher or via online manuscript system
- Authors need to read and follow the journal's guidelines (formatting, citations, house style, figures, etc.)
- Corresponding author will be the main contact between publisher and the authors
- Publication of journal article online (ahead of print) takes around 16-24 weeks on average (STM are faster)
- Journal editor will decide which issue the article will be published in

How are books produced and published?

- Once publishing agreement signed, book editor (or assistant) will advise author of manuscript delivery guidelines
- Most publishers prefer to receive the full and final manuscript (rather than individual chapters)
- Production takes 5-12 months
- Usually print and eBook formats published
- Academic/research monographs published in hardback first with cheaper paperback 12-24 months later
- HE textbooks usually published in paperback/eBook formats
- Trade/professional books published in jacketed/paperback/eBook formats

Prepare your MS for submission to the publisher or journal

- Manuscript file formats: Word, PDF, LaTeX, etc.
- Figures/charts may need to be supplied separately to ensure good quality output (at the right resolution and file formats)
- Check with your editor/publisher on use of colour for illustrations/charts
- Marketing questionnaire/forms (books)
- Ensure abstract/keywords/references complete (articles)
- Remove any comments in MS if submitting in Word
- Include table of contents/prelims for books

Copy-editing

- Most journals and book publishers would subject manuscripts to one round of copy-editing
- Correct minor spelling/grammatical errors
- Ensure consistency in section headings, key terms, numbering according to house style
- American English vs British English spelling
- Authors will get to review and approve the changes

Typesetting / Proofreading

- Approved manuscripts are sent to typesetting vendors to generate page proofs (final layout when viewed on-screen or printed)
- Full-text HTML versions also generated at the same time
- Authors to check the proofs one last time before it goes to press or published online
- Usually only provided 1-2 weeks to complete proofreading

Indexing (books)

- For research monographs, authors would also need to supply the back-of-the-book index; for others, publisher will pay for it.
- Authors can engage freelance indexers to help if they have funding
- Traditionally carried out after proofreading but nowadays, can be done after MS is copyedited/approved (using the indexing function)
- Can be separated into Subject Index and Name Index (and others depending on book's subject matter)
- Less important nowadays with more usage online (where the full text is indexed)

Illustrations and Tables

- **Figures**

- usually hand-drawn or generated in Word or other graphical software
- Resolutions: 300-600 dpi (higher dpi for line art)

- **Charts**

- source files may be required by the typesetters
- Take note of color shades of charts if only printed in grayscale

- **Photographs**

- minimum of 300 dpi resolution
- clear permissions if you don't own its copyright
- May need additional property release if subject is a famous building/landmark
- May need model release if the human subject is a child or a famous person

Illustrations and Tables

- **Tables**
 - can be provided in-text or as separate files
 - Ask the publisher/journal if guidelines are not clear
 - Usually labeled by Arabic numerals, i.e., Table 1, Table 2
- **Permissions!**
 - seek permissions if these materials are published in other media;
 - small fees may be required.
 - If applying permissions for materials published in journals (to be published in another journal), immediate approval can be received through CCC (Copyright Clearance Center; USA)

Bibliography/References/Notes

- **Bibliography**
 - typically all primary, secondary sources and gray literature used by author in the research/writing of the article/book
 - May be organized by literature type (e.g, books, journals, newspapers/magazines, archival records, etc)
- **References**
 - includes only cited literature in the article/book
 - May be numbered or arranged alphabetically by author's last name
 - Follow citation style of the journal or publisher as much as possible.
- **Notes**
 - either provide as footnotes or endnotes
 - check with publisher which is preferred
 - how it should be formatted/numbered

Supplementary Material/Data Sets

- **Supplementary material**

- may be published alongside journal articles
- for readers to refer to research raw data, interview transcripts, detailed methodology or statistical calculations that are not included in main text of article
- **Not** copy-edited or typeset by publisher
- hosted on publisher's online platform as supplied by author
- Usually not subjected to peer review too

- **Data sets**

- Prior to posting such data sets publicly, ensure that you have permission to do so.
- Who owns the copyright of the data?
- Certain funding mandates may require such data to be included in your Gold OA article too

Bibliographic data and metadata

- ISBN (International Standard Book Number)
 - for books
 - Publishers will apply for it
 - each format (print/electronic) will have one ISBN
- ISSN (International Standard Serial Number)
 - for serials (mainly journals or magazines)
 - print and online formats will have individual ISSNs
 - Publisher will apply for it prior to start of a new journal
- DOI (digital online identifier)
 - a string of numbers, letters and symbols used to permanently identify an article or document and link to it on the web
 - Publishers will create one for each journal article (and also other parts published in each issue, e.g., editorials, letters to the editor, book reviews)
 - Will need to include DOI if citing an online-only journal article

Bibliographic data and metadata

- **ORCID ID** (Open Researcher and Contributor ID)
 - to uniquely identify /differentiate author's publications (mainly journal articles)
 - Register here: <https://orcid.org/register>
- **Metadata**
 - encoded into HTML files of articles/books to allow faster and accurate retrieval during literature searches
 - E.g., Journals: authors' names, affiliations, journal title, journal issue, journal volume, page numbers (extent), article title, key words, DOI, ORCID ID, etc.
 - E.g., Books: author names, book title, publisher, ISBN, key words, abstract, etc.

Book cover, size and parts

- Book covers
 - jacketed
 - Non-jacketed, printed hardbound
 - Clothbound
 - Paperback
- Trim sizes
 - Smaller trim sizes for individual readers / students
 - Slightly larger ones for libraries (especially reference works)
- Measured in inches or mm; height × width
 - For example, 9" × 6" (229 mm × 182 mm)

Book cover, size and parts

- Books may be organized into different thematic parts that are made up of a few chapters
- Prelims or Frontmatter:
 - Table of Contents,
 - Foreword, Dedication, Acknowledgements, Preface
 - Introduction,
 - List of Tables/Figures,
 - Abbreviations, etc.
- Postlims or Endmatter:
 - Appendix
 - Bibliography/References
 - Afterword
 - Glossary
 - Index, etc.

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Useful Books for New Authors

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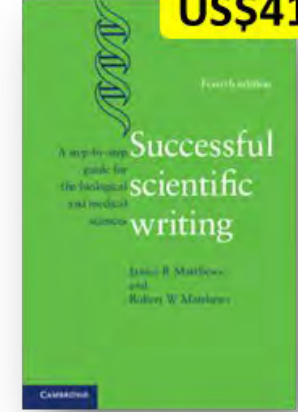
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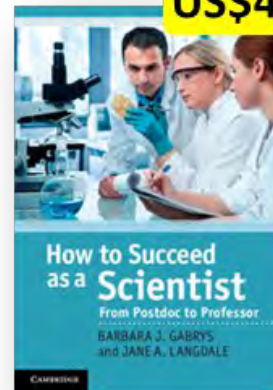
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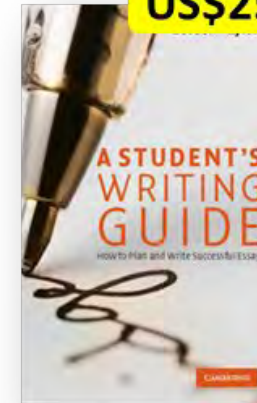
9781107691933

US\$41



Gabrys & Langdale
9780521186834

US\$25



Taylor
9780521729796



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The collaborative site to upload, share and advance your research

Cambridge Open Engage is the new early content platform from Cambridge University Press, designed to provide researchers with the space and resources to connect and collaborate with their communities, and rapidly disseminate early research. It is free to upload and read content.

www.cambridge.org/engage/coe/public-dashboard

Thank you!



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