

ZED

The Publishing Process

This provides a brief outline of the stages that a book goes through from the signing of a contract to publication at Zed.

Writing

Between the signature of the contract and the submission date, your Editor will be in touch periodically to check that things are going well.

As you write, please make sure that you are preparing the manuscript along the lines stated in Zed's Manuscript Submission Guidelines. It's especially important to be aware that any long quotations, tables, figures and photographs may require copyright permission from the original publisher. For more information on this, please see our Copyright Guidelines, included on page 6 of the Submission Guidelines.

It is vitally important that you submit the manuscript by the date on your contract. If you are unable to submit a complete draft of the manuscript on time, you must inform your Editor of this as soon as possible. You should also inform the Editor of any changes in length, content etc. at the earliest opportunity.

Submission

Please refer to our Submission Guidelines before submitting your manuscript.

Based on their assessment of the potential market for the book, and its subject matter, the Editor may decide to send it out to external readers. They will let you know if they do this, and will provide you with a timescale by when you can reasonably expect to receive the external readers' comments. This is usually around 12 weeks, but varies depending on the availability of readers at any given time.

Taking account of possible external feedback, your Editor will then get back to you with suggestions for revisions. These may involve changing the text, either in a minor way, or quite substantively. It may also involve technical changes to the presentation of the manuscript. Your Editor will be more than happy to discuss these changes in detail with you, and it's important to Zed that you are happy with them too. You will then agree a timescale for submission of the final manuscript.

Handover to Production

Please ensure you have fully completed the checklist included in the Manuscript Submission Guidelines before submitting your manuscript.

Once you have submitted the final manuscript, your Editor will check through it before handing it over to our production department. Your Editor will let you know when your book has been handed over to Production.

Production

When our Production Manager receives your manuscript, they will also check through it, along with the Editor's notes, and will send it to one of our external Production Teams. They will oversee the book's progress, in conjunction with our production department. A member of the external Production Team will then get in touch to explain the process and timeline in greater detail.

Your manuscript will be sent to an external Copy-Editor. Copy-editing involves your manuscript being checked for grammar, syntax and mistakes. As part of this, the Copy-Editor may suggest structural changes or rephrasing particular parts of the text. They may also pick up on factual problems with the manuscript or with the references. This normally takes around a month.

When this is complete, the Copy-Editor will send a list of queries to you. You should respond to these queries within the time limit given to you by the Copy-Editor, as this is important for ensuring that the production schedule remains on track.

After the copy-edited manuscript is finalised, it will be typeset (i.e., laid out in the way it will eventually appear on the page). Once this has been done, the typeset PDF proofs will be sent to you to proofread. It is also very important that you meet the deadline for this given to you by your team, and return the proofs in good time. Please bear in mind that it is very expensive to make extensive changes to proofs once they have been typeset; at this stage we only allow corrections to errors (eg, spelling mistakes, mis-keying). It is vital that if you wish to respond to the Copy-Editor's changes that you do this at the copy-edited draft stage.

At this stage, the index should also be prepared. You can either do this yourself, or you can commission a freelance professional indexer. If the latter, Zed will provide a list of indexers that we work with regularly.

Once the proofs have been corrected, the details of the book's cover will be finalised (this is explained in more detail in the section in Marketing). The electronic files for the book will then be sent to the printer. The book will be printed, and sent to our warehouse. Advance copies will also be sent to our Production Manager to check. When these copies have been approved, the book will be released from the warehouse. We will arrange for your complimentary copies to be sent out just before the publication date.

Generally, the production process, from the production department's receipt of the final manuscript to publication takes around seven months, although this varies depending on the individual nature of each book.

Marketing

When your Editor hands your book over to our production department, they will also alert our Marketing Team. This will prompt them to send you a Promotion Questionnaire. This asks for information on the following, where relevant:

- Academic courses on which the book could be used
- Potential sources of reviews
- Conferences at which Zed should promote the book
- Organisations that might be interested in supporting the book
- People who should be sent promotional complimentary copies

The more information you can provide on this form, the more successfully Zed will be able to market your book.

Once this form has been received, our Marketing Team will get in touch to let you know how the book will be promoted. You know the subject area better than anyone and your co-operation in doing this is vital, as it can make a real difference to a book's profile and sales.

When you submit your manuscript, you will be asked for suggestions regarding who we might approach to provide a few words of commendation, which we could use on the jacket and on promotional material. Either you or the Editorial Department may contact these people, and Editorial will arrange for copies of the manuscript or proofs to be sent out, and will collate these comments when they come in.

If, following publication, you have any queries as to how your book is doing, please contact our Marketing Team, who will be more than happy to update you.