From Manuscript to Finished Book

Our books progress from manuscript to bound volume in several stages designed to ensure that the finished book is as attractive and error-free as possible, and as economical as possible. Apart from any special needs that a particular book may have, most books proceed as described below.

The time needed to complete the process varies, and depends in part on whether editing is needed, whether materials for both interior and cover are ready to go, how quickly the client returns proofs, and whether there is editing or rewriting in proof. Eight to twelve weeks is typical, but half that or twice that is also possible.

Initial Consultation: The process begins with an evaluation of the client's materials for the text and cover, and a discussion with the client of the book's goals and needs. A detailed estimate of costs and a simple one-page letter of agreement describe all work to be done and the duties of both parties.

Editing: If desired, manuscripts are edited for grammar, style, and/or content. Most manuscripts need only minor line editing and/or copy editing, Our standard is the University of Chicago *Manual of Style*. Editing is done in Microsoft Word, using Track Changes. The author is first shown a sample of several pages, and preferences and problems are discussed. After editing, the author is given the completed manuscript with the changes highlighted, and may approve or reject the changes one by one, or all at once. This takes two to three weeks.

Interior Design & Typesetting: Following consultation with the client about the desired look and feel of the book and its trim size and page count, the interior including body text, front matter, back matter, and illustrations is typeset in a design suited to its content and readership, as it is to appear in print. The first of three generations of Page Proofs is printed out. This takes one to two weeks.

Proofreading & Correction: If desired, the 1st Page Proofs are read by a proofreader. The proofs, with the proofreader's mark-up, are sent to the client for approval and proofreading, then returned to Studio E for correction. Final layout adjustments may also be made at this time. The 2nd Page Proofs are printed, checked for accuracy, and sent to the client for approval. If desired, the new proofs may be proofread again. Again the proofs are returned for correction, and the 3rd Page Proofs are given to the client. The 3rd Page Proofs are intended to be final. All of this takes four to six weeks.

Cover Design: Work on the cover usually begins after the interior is well underway, during the proofreading process, although ideas are discussed earlier. Cover images and back cover copy may be provided by the client or by Studio E, as desired. Drafts and proofs are shown digitally. As with the text, two or three rounds of proofs, with minor alterations, are expected.

Printing: When both the interior and cover have been given final approval, print-ready output files are generated, and an e-book is created. The client may choose their own printer (many use IngramSpark for printing and distribution), or Studio E can provide printed books. Finished books are delivered directly from the printer to the client—and a new book is born!