

## THE EDITING AND PRODUCTION PROCESS

### AN OVERVIEW

After your manuscript is accepted for publication, the final draft is submitted to the Manuscript Editorial Department for a general evaluation of its editorial needs. Based on this evaluation, the acquisitions editor may request further revision from you or ask you to supply missing materials.

By this point, you should already have sent a completed Author Information Form to the Press and returned the signed contract. At the time your manuscript is turned over to Manuscript Editing, our Marketing Questionnaire (MQ) will be sent to you; the Marketing Department will ask that you complete and return the questionnaire within 3 weeks. The MQ is the chief means by which you as author can help the Press write promotional descriptive copy for your book, create an effective design for its jacket or cover, and devise a successful marketing and publicity strategy.

When we have received a complete manuscript and all illustrations and permission documents (see **MANUSCRIPT SUBMISSION GUIDELINES, REQUIREMENTS FOR SUBMITTING ILLUSTRATIONS, and SECURING PERMISSIONS**), an in-house manuscript editor will be assigned to supervise your project's copyediting. The manuscript editor will contact you to introduce her- or himself, propose a copyediting schedule, and discuss the publishing process. The manuscript editor—your primary Press contact from this point until bound books arrive in our warehouse—works with the Production Department to shepherd your manuscript through copyediting, design, and typesetting. With the managing editor, your manuscript editor will choose from our pool of experienced professional freelancers a copy editor whose skills and experience match the content and needs of your manuscript.

The Editorial Department at OU Press has long maintained a commitment to working closely with our authors and has found that they generally regard the editorial process as a rewarding experience. Respecting the author's thesis, flow of thought, voice, and tone, the copy editor, with the book's most likely reader audiences in mind, will read your manuscript objectively and with a fresh pair of eyes and will edit it with the goal of ensuring that the text coheres and clearly conveys your meaning.

The copy editor will mark your manuscript with typesetting codes and edit for clarity of content, organization, style, flow, and mechanics (including consistency in spelling and capitalization). He or she will query you as necessary. Typically, manuscripts are edited electronically (in Microsoft Word). When the copy editor sends you the edited manuscript (in most cases, in the form of password-protected Word files), please carefully review the editing page by page, responding to all queries, supplying any missing information, and making certain that your manuscript reads as you want it to appear in print. You may type directly into the files (all such changes will be tracked) to respond to queries and to make any further changes to the text. At this stage, you are to use **only** the edited files that the copy editor sends to you for review.

It is imperative that you make any and all final changes to the manuscript at the time you review the copyediting. This is your last opportunity to make substantive changes to the text and notes.

Later, once pages are typeset and sent to you as page proof, we can correct factual, grammatical, and typographical errors only.

Once you have returned the copyedited and reviewed manuscript to the copy editor, he or she will “clean up” the manuscript—that is, incorporate into the manuscript your responses to queries and any further revisions. Our copy editors know to make every effort to honor your wishes as expressed in your responses to the editing. If your copy editor needs to follow up on unanswered queries or resolve any other editorial issues, she or he will contact you directly. After the cleanup is done, the copy editor will return the files to your in-house manuscript editor, who will then transmit them to the Production Department.

The Production Department sends the clean copyedited manuscript with instructions to the designer-typesetter. The manuscript editor will then let you know when to expect page proof. When it arrives, he or she will send it to you as a PDF and, if you request it, a printout. Upon receiving the proof, you will have about three and a half weeks to read it page by page, mark it up with any necessary corrections, and return it to the Press. You may mark up the PDF electronically and return the file to the Press or, if you wish, hand-mark a printout and ship it back to the Press.

While you are reading and marking the proof, the index will need to be created—in most cases, by you or by a professional freelance indexer. The Press maintains a pool of freelance indexers with whom we regularly work, and your manuscript editor will be happy to hire one on your behalf. The due date for the completed index will be the same as for the marked-up proof. If an indexer is hired, the freelance will send you the completed draft for quick checking a few days before it is due to the Press. The indexer will send the final, author-approved index directly to your in-house manuscript editor. After you return your marked-up proof to the Press, your manuscript editor will handle subsequent rounds of proof, including that for the index.

At some point during the editing, design, and typesetting of the manuscript, the marketing assistant will send you the descriptive copy that will appear on your book’s dust jacket or cover and in the seasonal catalog and other promotional material, and will ask you to review and comment on it.

After the final round of proof is completed and the jacket or cover is proofed and finalized, Production will send all the materials to the printer. Domestic printing and binding take from one to two months, and overseas printing (as for full-color books) at least three months. The entire process described above, from the time you submit your final manuscript until the delivery of bound books to our warehouse, takes from nine to twelve months.