



THE PUBLISHING PROCESS

Writing

At the contract stage a realistic schedule for delivery of your manuscript will have been discussed with Facet Publishing editorial staff. Facet Publishing promotional activities and production scheduling will be implemented on the basis of this agreed date. It is therefore most important that you let us know if you are experiencing any difficulties in meeting this deadline. We have worked with many authors and editors, both experienced and inexperienced, and we understand that unforeseen circumstances may arise, or that writing may prove more difficult than originally envisaged. However, if slippage is likely we need to know as soon as possible and we need to agree realistic new deadlines. Facet Publishing staff will be contacting you on a regular basis to check progress: we often ask for sample chapters as they are written, so that we can consider design implications and pick up marketing ideas.

Practical advice on house style and preparation of disks is supplied elsewhere in this pack. Please note that royalty payment instructions are needed at this stage, especially if you live abroad (see 'Royalty payments' overleaf).

Delivery

When you deliver your final text (as instructed in *Supplying Books Electronically: guidance noted for authors*), the content will be looked at carefully in-house, and an outside reader – usually an expert in the subject area – may be asked to comment: this process takes about two weeks. If necessary, constructive criticism will be passed on to you and you will be invited to amend the text accordingly. Again, about two weeks will be allowed for this. At this stage your illustrative material will also be looked at and you will be advised of any technical problems.

Please could you ensure that you supply a title page, together with a contents list, as preliminary pages to the text. You will also need to supply a Preface or Introduction, as agreed with the Commissioning Editor, to include any acknowledgements you think appropriate.

Copy-editing

Copy-editing is the detailed preparation of the text for the typesetter. The text will be checked for

consistency, logical ordering of subheadings, correct use of grammar, spelling, punctuation, citation of references and house style. If you have followed the style sheet supplied in this pack mark-up should be minimal. Copy-editing takes two to three weeks, depending on the length and complexity of the text. Queries raised by the copy-editor will normally be sent to you so that you can answer them before the book is typeset. However, if the queries are minor and unlikely to affect the pagination they can be left until proof stage. While the text is being copy-edited, the page design will be prepared, so that when copy-editing is complete we can proceed to the next process: typesetting.

Proofs

Typesetting takes one to three weeks depending upon the length and complexity of the text, and its scheduling depends upon the throughput of other books. You will be advised in advance as to when you may expect to receive your proofs. You will be sent a set of page proofs to check against the copy-edited typescript. How to mark proof corrections in this pack gives detailed instructions on how to mark up the proofs. Please note that extensive additions or alterations to the text should not be made at pageproof stage as this is costly and would cause problems with indexing (see below). You will be advised when your proofs should be returned. Two to three weeks are normally allowed, but this could be less if there is a time restraint on publication, eg a launch or a conference. Please make sure that the copy-edited typescript and marked-up proofs are returned to us by a secure method. Text for the cover or jacket will also be sent to you for your approval either with the page-proofs or separately.

Indexing

Indexing is also done at page-proof stage and within the same timescale as proof-reading. You are contractually responsible for providing an index to your book. Most of our authors have indexing skills, and elect to index their books themselves but Facet Publishing can arrange for your book to be professionally indexed if you prefer. Payment for this will be deducted from your royalties and typically costs a minimum of £300. A professional index would be sent to you for approval. See Notes



for authors preparing indexes in this pack for more detailed information.

Printing, binding and publication

When all corrections have been made and the index has been typeset and checked in-house, camera-ready copy will be sent to the printer. Printing and binding take about four weeks. Bound copies are delivered to our distributors, Bookpoint Ltd, in Abingdon for warehousing and order fulfilment. Publication date is deemed to be the date on which copies are despatched to fulfil advance orders ('dues'). This is a fixed date towards middle of each month. One advance copy will be sent to you immediately the book is received by Facet Publishing and your remaining gratis copies (as agreed contractually) will be forwarded directly from Bookpoint. Further copies of your own and other Facet Publishing books for personal use are available at an author's discount of 33%.

Royalty payments

Royalty payments will be made annually and are due for payment within three months of the end of the financial year (which runs from January to December). This means that you should receive your statement and payment by the end of March. If you have received an advance on royalties payable on signature of contract, or on receipt and acceptance of typescript or on publication then that will be deducted from royalties.

In order to expedite payment of royalties, please complete and return the form Royalty Payment Details as soon as possible.

If you live abroad:

- please refer to clause 16 of your contract, which advises you to obtain a tax exemption certificate from the UK Inland Revenue. This will avoid tax being deducted from your royalties. (For forms: see address in contract; tel: 0151 472 6293/4; fax: 0151 472 6034. For further information: Helpline: 08453 02 02 03; URL: www.inlandrevenue.gov.uk) .
- please advise Facet Publishing as early as possible of your preferred method of receiving any payments due to you. The most practical method is to pay the sum due directly into your UK bank account, if you have one (please supply details as soon as possible). This is much more convenient than sending a money order abroad.

Marketing

It is important that you fill in and return your Author Questionnaire before beginning to write. The Questionnaire will be a key marketing tool over a long period of time and is also a source of biographical information for the editorial team. Therefore please update us if any details change.