



## *Publishing Overview*

This guide aims to provide authors with an understanding of the various stages in the publication process, from initial submission to delivery of book copies into the warehouse.

Proposal submitted to commissioning editor



Proposal sent out for expert peer review



Reviews sent to author with invitation to respond to feedback



Publication proposal circulated by commissioning editor to editorial board



Offer of contract made and contract signed and countersigned



Manuscript written or revised



Manuscript submitted to commissioning editor and sent out for final review



Final review sent to author and final revisions made to manuscript



Final copy submitted to commissioning editor



Editorial and pre-press departments conduct standard checks



Manuscript copy-edited



Manuscript typeset



Proofs sent to author for correction and compilation of index



Author corrections made to manuscript by typesetter



Final file sent to printer

## **Initial Proposal and Reviews**

When a proposal is received, the commissioning editor will consider it carefully to see whether or not it might be suitable for Tamesis. If the commissioning editor and editorial board think a proposal is of interest, the author will be asked to supply, as appropriate, sample book chapters or a complete manuscript, a book overview with chapter abstracts, a *raison d'être* providing an academic and market justification for the book, a thesis-to-book plan.

Assuming that the sample material provided by an author looks promising, the proposal will be sent out for peer review to one or two experts in the field. The reviewers will be asked to assess the quality of the scholarship and the study's potential contribution to the field, comment on the organisation and readability of the manuscript, and offer any suggestions for strengthening or clarifying the argument. Peer review can take between two and four weeks, for sample chapters, or between four and six weeks, for complete manuscripts; however, the timeline is ultimately dependent on the reviewers' own schedules.

Once the reviews have been returned, they will be sent to the author. If the reviews are positive overall, the author will be invited to send a written reply to the comments and suggestions made. The reviews and author reply will then be shared with the editorial board.

If the author reply is satisfactory, the commissioning editor will prepare a publication proposal for the Boydell & Brewer editorial board.

## **Board Review and Contract**

The Boydell & Brewer publication board is made up of representatives from the editorial, pre-press, production and marketing departments, all of whom will comment on the publication proposal. As a number of publication proposals are under consideration at any one time, decisions can take between six and eight weeks.

If the decision is positive, the commissioning editor will send the author an offer of contract outlining the proposed terms. Once agreed, the author will be sent a draft contract for signature, which will then be countersigned.

## **Writing and Revision**

... The author should keep the commissioning editor informed of the progress of the work and especially of any delays. Of course, authors are welcome to contact the commissioning editor with any queries; the commissioning editor will likewise keep in touch on a regular basis.

Some months before the contractual submission date, the author will be invited to send in suggestions for a cover image and a draft blurb for use on the cover of the book and in marketing materials.

## **Final Review**

Our usual practice is to send out manuscripts for one final review. The reviewer will be asked to provide a 'pass for press' review, not suggesting new lines of enquiry but rather commenting on whether or not there has been a true engagement with the original critique.

Once returned, the review will be sent to the author and editorial board. The author will be invited to prepare final copy in line with the review, and a final submission date will be decided in consultation with the commissioning editor.

## **Final Submission**

When final copy is received, the commissioning editor will review the files, usually within one to two weeks.

It is expected that the final copy will be complete (containing the title page, table of contents, introduction, all of the chapters, and the bibliography – although certain 'prelim' files, such as the acknowledgements, can be submitted later – and all illustrative material – illustrations, music examples, graphs, etc.); clean (no 'track changes' or marginal comments); and prepared in accordance with our guidelines. Badly prepared manuscripts will be sent back to the author for revision, and incomplete manuscripts will not be moved forward.

If everything is satisfactory, the manuscript will be passed to the pre-press department.

## **Copy-Editing and Typesetting**

The pre-press department will carry out its own checks, again, usually within one to two weeks, and then arrange for the manuscript to be copy-edited and typeset by one of our pool of freelance workers. Copy-editing and typesetting together take about three months, although the total time can vary depending on the needs of each individual manuscript.

Copy-editing usually takes about two months. If the copy-editor has any significant queries, s/he will contact the author in the course of editing the manuscript; minor queries will be left to page-proof stage.

Once the manuscript has been copy-edited, it will go straight to typesetting, which usually takes about one month.

When the proofs are ready, a PDF copy will be sent to the author for checking and dealing with any queries raised by the copy-editor, as well as for use in compiling the index. The author will normally be allowed four weeks for this work. Our production schedule allows for only one round of proofs.

On receipt of corrected proofs and index, the typesetter will make the amendments and set the index, and the latter will be sent to the author for checking.

Once the index has been corrected and returned, the final file for the book is prepared, and a PDF or camera-ready copy is sent to the printer and binder.

## **Publication**

Copies of the book are dispatched to the author as a priority as soon as the bulk stock reaches the warehouse.

We aim to publish a book within ten to eleven months from receipt of final manuscript.