

Overview of the book publishing process

Stage	Summary	Resources
Proposal	<ul style="list-style-type: none"> Read about our products, customers, readers, and publishing processes Email the appropriate Commissioning Editor if you are not already in contact Write your proposal according to their requirements (you may be given a form) Following positive internal assessment and peer review, you will be offered a contract 	<ul style="list-style-type: none"> - List of Editorial contacts - Proposal guidelines - Making your book more discoverable
Contract	<ul style="list-style-type: none"> Key parts of the contract include length, royalties, copyright, and the delivery date After confirming the terms offered, you will be issued the contract for signature via DocuSign 	<ul style="list-style-type: none"> - Contract guide
Manuscript preparation	<ul style="list-style-type: none"> Writing, referencing, and compiling any necessary third-party and/or illustrative material (along with suitable permission to use it) Keep in regular contact with your Editorial team For Edited collections, coordinate with contributors on their schedule, progress, and content May include further peer review or work with a Development Editor 	<ul style="list-style-type: none"> - Manuscript preparation guide - Permissions declaration form - Artwork and third-party material permissions log - Notes for the Copyeditor
Manuscript submission	<ul style="list-style-type: none"> Submit your final manuscript, Submission checklist, Permissions declaration form, and Notes for the Copyeditor Work with Editorial Assistant on any queries and ensure your material is ready for production 	<ul style="list-style-type: none"> - Manuscript submission guide - Submission checklist - Permissions declaration form - Artwork and third-party material permissions log - Notes for the Copyeditor
Production	<ul style="list-style-type: none"> Work with your assigned Production contact and team as your book is produced, including copyediting, typesetting, proofreading, and indexing Begin promoting your book to your network in the run-up to publication date 	<ul style="list-style-type: none"> - Production guidelines - Promoting your book
Publication	<ul style="list-style-type: none"> Promote your book to your network with support from our global sales and marketing teams Keep us up to date with your details to ensure any royalties, complimentary copies or information will reach you successfully Let us know if you have any further book ideas or plans 	<ul style="list-style-type: none"> - Promoting your book