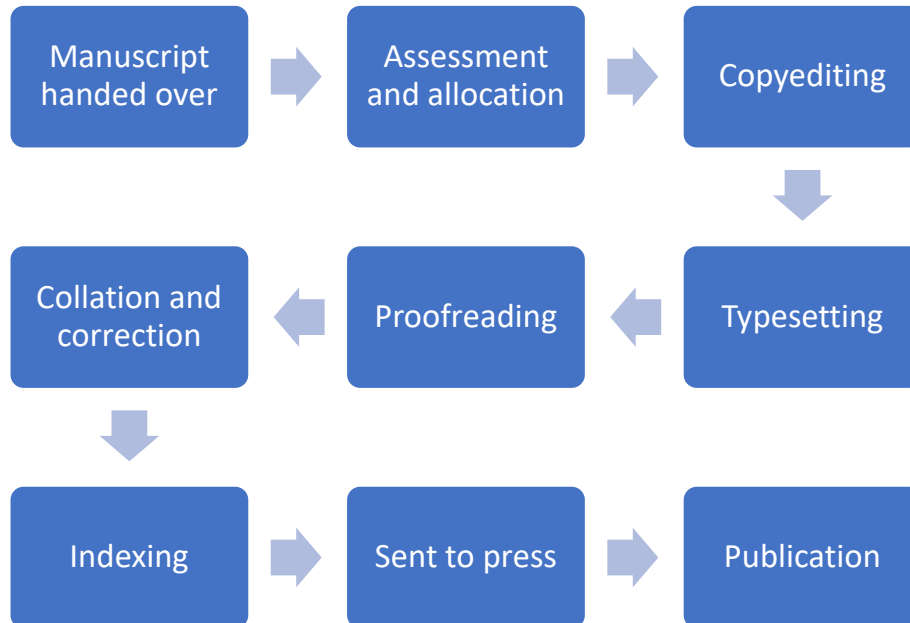


## Production guidelines

### Overview of the production process



### Who is involved?

**Production Editor (PE)** – main contact at Taylor & Francis who oversees the whole production process

**Project Manager (PM)** – it is common for most of the production stages to be overseen by an external Project Manager, who also acts as the main point of contact. Depending on the Production workflow, this person may be your main Production contact. They will introduce themselves accordingly if so. Each project remains assigned to a T&F Production Editor who will oversee what the PM does, but details about the schedule and production stages will come from the PM

**Copyeditor** – usually an external freelancer, who will have experience working with T&F

**Typesetter** – typesets the final, copyedited manuscript into the chosen text design and final appearance of the book

**Indexer** – if you have chosen for an index to be compiled on your behalf, the indexer will select appropriate terms for inclusion and map them against the page numbers of the final typeset book

**Cover designer** – where a book has a designed cover, a designer will put this together. Your Editorial Assistant will finalise the design with you

## Production begins

Shortly after your EA hands your book over to Production, a Production Editor (PE) and/or external Project Manager (PM) will contact you with detailed instructions on the production schedule and your involvement in certain steps. The PE (or PM) will then send your manuscript out for copyediting.

## Copyediting and queries

When the script is passed to a Copyeditor, they will do the following:

- Use the Microsoft Word Track Changes feature while editing
- Check for and correct errors in spelling, grammar, and punctuation
- Check for consistency in the author's choice of words, punctuation, and general style
- Query any potentially libellous statements with the author and bring them to T&F's attention if necessary.
- Tag the manuscript clearly for the typesetter to follow, so that levels of heading, extracts, lists, boxes, tables, figures, notes and references and any display matter are all easily identified for setting.
- Check that notes and/or references are complete and consistent, and query with you any that appear to be incorrect.
- Check that the note indicator numbering sequence is correct.
- Address lists of queries, either directly to you or as a comment in the tracked-changed Word file.
- Provide a list of running heads for your approval.
- Check whether the list of contents is consistent with the actual contents in the text; that the list of illustrations (if applicable) is complete and consistent with the contents; that the list of contributors (if applicable) is complete, consistent, and in alphabetical order by surname.
- Check whether any material appears to be missing.

Following this, you will receive the copyedited manuscript to review:

- This is a review of content, not layout, and is an opportunity to confirm everything the Copyeditor has amended.

- However, please note that, since the manuscript originally submitted to us should be final, this is not an opportunity to make changes beyond the copyediting itself.
- There will likely be queries from the Copyeditor in comments throughout the files. This is the opportunity to resolve or answer any queries before the manuscript is typeset.
- Once you have reviewed and amended the copyedited files, and answered all Copyeditor queries, the files will be sent to the typesetter.

## Typesetting and Proof Correction

The copyedited manuscript will be typeset into the final book layout following the chosen text design. At this stage, you will be sent the page proofs as a PDF file to review and proofread. The PE/PM will give you direction on how to handle the proofing stage.

This stage is to identify errors in the proofs and make essential corrections, not to rewrite or add to the content itself. Substantial changes will often have a knock-on effect elsewhere in the book, which affects pagination and results in changes being costly and time consuming.

The electronic proofs should be marked up in Adobe Acrobat or Reader using the built-in comment tools as follows to indicate deletion, replacement, or addition as required in one of several ways. Please note that commenting on and marking up the PDFs should mimic the physical marking-up of pages with a pen on paper. *You must not make the corrections directly into the content of the pdf.* The typesetter will implement any mark ups directly to the source files.

You can mark-up corrections in your pdf by:

- Selecting from the tools in the “Comments” toolbar (e.g. “Add note to replace text”)
- Selecting text/placing the cursor and right clicking to choose the desired option from the right click menu
- Selecting text/placing the cursor and using the keyboard:
  - Strikethrough (delete) text – select text to delete and press delete
  - Replace text – select text to replace and type
  - Insert text – place cursor where required and type

Other corrections can be indicated by right clicking and selecting ‘add note to text’, which will highlight it and add a comment. For example this could be used to indicate italicisation is required.

Only use the sticky note comment feature if it refers to something that cannot be directly selected in this way, such as an image, as it is less precise.

Do not use the ‘Add text comment’ option (the plain T symbol) – this types directly over the existing text and is not clear.

Overall, it is essential that corrections are indicated **clearly and consistently**.

Once reviewed, the corrections from the returned proof will be implemented in combination with the checks from the PE and/or PM themselves. Please note that we do not provide second proofs to authors for review at this stage.

## Indexing

If compiling the index yourself, see the [Indexing guide](#). The PE/PM will make arrangements for you to have the typeset pages to work from so you can include the page ranges for your index terms. If that comes after you have sent in your proof corrections, note that the revised pdf is only to be used for indexing and not an opportunity for an additional round of proofing.

If the index is being compiled by a freelancer organised by T&F, the final index will be sent to you for a final check. Sometimes the index will be sent to you within the typeset pdf, so you can review alongside completing your proofread. If this is the case, it is even more important to avoid making corrections that could affect pagination.

## Sent to Press

The final files are archived and distributed to printers and eBook distributors around the world.

This happens in advance of the official publication date to ensure availability upon publication. This means it arrives at print distributors and resellers in advance, and your gratis copies may be sent out and arrive before the official publication date. The eBook will likely be available on our institutional eBook platform [taylorfrancis.com](http://taylorfrancis.com) too.