

SIU PRESS WORKFLOW

ACQUISITIONS

Author submission

- Author submits either proposal or MS
- AE either rejects or takes to an ACQ meeting
- If proposal, talk to author about full MS

Peer review

- AE finds reviewers
- Peers review
- If negative reports, auth revises
- More peer review
- AE checks MS changes

Editorial board

- EDP reviews ms., images for possible problems
- Project presented at ed board for voting
- First PDQ (price, discount, quantity)
- Auth may have to revise again or more peer review
- Book goes under contract

Confirmation & transmittal

- There's a whole long list of things to check before metadata is released
- EDP reviews ms., perms, etc. again.
- Confirmation meeting
- Check everything again
- Transmit to EDP

EDITORIAL, DESIGN, & PRODUCTION (EDP)

Production & printing

- Cover mechanical is created and routed
- Everything final, packaged, sent to print
- E-book creation begins
- Advanced copies approved
- Stock sent to warehouse
- Set up for SRDP
- 4-6 weeks later, pub date
- files archived

Design

- Book is designed and final MS is typeset.
- Pages go to auth for review
- Index created
- Pages are finalized for print
- Cover design routed & sent to author

Copyediting

- MS is styled & sent to a copyeditor
- Redline ms to auths
- More copyediting & reviewing
- Ms is finalized at the end of CE

Launch

- Review materials
- Discuss book, cover, etc. in launch mtg.
- Linda schedules/ books copyeditors, etc.

MARKETING & SALES

Book launch

- Send author pub pack
- Monitor inventory
- Support author events.
- Nominate books for post-publication awards

Publicity

- Review list
- Flyer
- Create social announce
- Create email announce

Sales

- Sales deadlines are roughly 4/1 (for Fall books) & 11/1 (for Spring books)
- Create Edelweiss catalog
- Create Ingram sheet
- Contact buyers
- Have pitch meetings

Pre-pub starts

- Author introduction
- Endorsements
- Marketing copy
- Cover copy
- Make awards plans

PROJECTS ARE TURNED OVER TO MARKETING & EDP AT ROUGHLY THE SAME TIME

MARKETING CONTINUES WELL AFTER PUBLICATION

