

## **From Manuscript to Finished Book**

Studio E books progress from manuscript to bound volume in several stages designed to ensure that the finished book is as attractive and error-free as possible and a credit to both its author and publisher. Apart from any special considerations that a particular book may require, most books proceed as follows.

**Editing:** If required, manuscripts are edited for grammar, style, and/or content. Most manuscripts need only minor “copy editing” to bring them into conformance with standard English usage, our preferred standard being the University of Chicago *Manual of Style*. If requested, the client may be shown a sample of work to be done before editing proceeds. In any case, the edit-marked manuscript is shown to the client for approval before it is keyboarded and typeset.

**Keyboarding:** The final text is next keyboarded on computer in a raw form suitable for typesetting. Increasingly often, however, manuscripts are available on computer disks. All manuscripts on disk must be submitted in RTF format. Please ask for instructions for preparing your text correctly. Text cleanup time exceeding one hour is subject to an hourly charge.

**Design & Composition:** The entire book interior, including text, front matter, back matter, and illustrations, is typeset in a design suited to the book’s content and readership. Proofs are printed in either page or galley format.

**Proofreading & Correction:** The typeset proofs are read and marked by a professional proofreader, and the marked proofs are sent to the client for approval and proofreading, then returned to Studio E for correction. Corrections or alterations exceeding one hour are subject to hourly charge. Final page layout adjustments are also made at this time. Final proofs are printed, checked for accuracy, and shown to the client for approval. If desired, the new proofs may be proofread again. Otherwise, the book interior is finished and ready for press.

**Cover Design:** Work on the cover usually occurs after preparation of the interior pages of the book, during the proofreading process, although rough ideas are often discussed earlier. Cover images and back cover copy may be submitted by the client or by Studio E, as desired. Bar code is provided by Studio E. Initial proofs are usually black-and-white or draft-quality color; final proofs are usually high-resolution match-quality color.

**Printing & Shipping:** When text and cover are complete, the book is sent to the printer. Four to six weeks are usually required for printing and shipping of paperback books; hardcovers take a week or so longer. Printer’s proofs are shown to Studio E, but are not normally available for inspection by the client. Finished books are delivered directly from the press to the client.