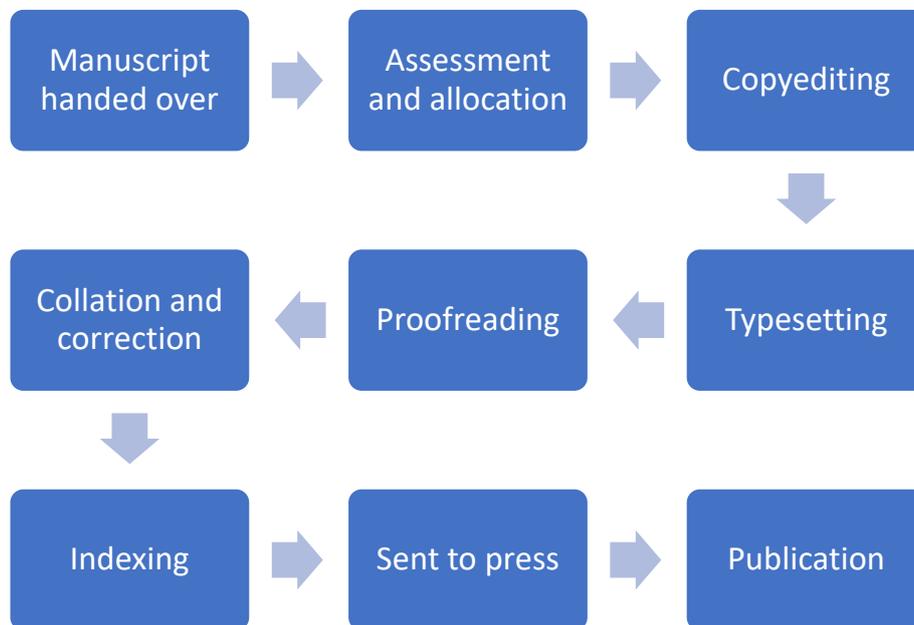


## Production guidelines

### Overview of the production process



### Production team

Production Editor (PE)	Main contact at T&F who supervises the whole production process.
Project Manager (PM)	In addition to the PE, most books are coordinated by an external project manager for certain stages. You will be introduced and will work primarily with the PM for these stages.
Copyeditor	Usually an external freelancer with experience working with T&F.
Typesetter	Typesets the final, copyedited script into the chosen text design and final appearance of the book.
Indexer	If you are not compiling the index yourself, a freelance indexer will be appointed to select appropriate terms for inclusion and map them against the page numbers of the final typeset book.
Cover designer	Certain books will have a designed cover put together by our in-house team, but most are composed using templates. Your Editorial Assistant will coordinate the cover process.

## Key stages requiring your input

### Copyediting and queries

The Copyeditor will do the following:

- Use the Microsoft Word track changes feature while editing
- Check whether any material appears to be missing
- Check whether the list of contents is consistent with the actual contents in the text
- Check that notes, references and captions are complete and consistent and that any numbering is correct
- Check for and correct errors in spelling, grammar, and punctuation
- Check for consistency in the author's choice of words, punctuation, and general style
- Provide a list of running heads for your approval
- Query any potentially libellous statements
- 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

Please be prepared throughout the copyediting stage to answer queries from your Copyeditor via the Production Editor/Project Manager as they work through your manuscript.

Once copyediting is complete, you will receive the copyedited script to review. This an opportunity to confirm the content as amended by the Copyeditor before everything is handed to the Typesetter to layout (so there's no need to worry about the format at this stage)

We cannot accept changes to the manuscript at this stage besides minor corrections or clarifications based on the Copyeditor's work. For this reason, please make sure that the final manuscript you submit to us, is, in your view, final and ready for publication.

### Proof correction

The copyedited script will be typeset into the final book layout following the chosen text design. You will be sent the page proofs as a PDF file to review and proofread. Some vendors may ask you to log in to a system and will provide specific details if so.

This stage is to identify errors in the proofs and make essential corrections. As with Copyediting, we cannot accept changes to the manuscript at this stage besides minor corrections or clarifications.

Unless directed otherwise, please mark up the PDF proofs in Adobe Acrobat or Reader, using the built-in comment tools to indicate deletion, replacement, or addition as required. Please apply these as consistently and clearly as you can.

To do so, select a tool from the toolbar or right click at the desired place in the text and choosing from the right click menu. Select the text you wish to mark or change (or place the cursor at the desired place). Available tools include:

- Strikethrough text: to indicate deletion
- Replace text: highlight text to be replaced and type replacement text when prompted
- Insert text: place cursor where required and type text to be inserted

Other corrections can be indicated by right clicking and selecting 'add note to text', which will highlight it and add a comment. This could be used to indicate italicisation, for example.

Please avoid the 'sticky note comment' and the 'add text comment' which often produce confusing and ambiguous results. Do not attempt to directly edit the text, even if your software allows.

Please 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.

Your corrected proof will be reviewed and then corrections implemented alongside those from the Production Editor or Project Manager. You will not be sent a second proof.

## Indexing

If you are compiling the index yourself, please refer to the [Indexing guide](#).

If your index is being compiled by a freelancer organized by T&F, the final index will be sent to you for a final check.

## To Press and Publication

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 as soon as the official date arrives.

Your gratis copies and any pre-ordered copies may be sent out and arrive before the official publication date, and the eBook will likely be available on our institutional ebook platform [taylorfrancis.com](http://taylorfrancis.com) too.