

# Book Production Process

Source: designed by Martin Roshkev

## Transfer the following verbal description into an EPC:

- a) The book production process starts when the acquiring editor submits a final book manuscript to the copy editor. The copy editor then reviews the final manuscript using his Book Editing Software. As a result, all grammar errors, spelling errors or consistency errors are found. Afterwards, the copy editor corrects them and, at the same time, questions everything that is not clear in the text.
- b) Once the manuscript has been copyedited, an overall design direction is determined for the book by the creative team and the editor (book design software). Then the creative team sends sample pages to the author. After receipt of the sample pages, the creative team finalizes the design of the manuscript.
- c) At the same time, the copy editor submits the manuscript with queries to the editor and the author. The author and the editor answer the queries and after that consult to finalize the text.
- d) When the former processes are both finished ( b) and c)), the creative team creates a dummy book from the manuscript and the prepared design. Thereafter, all parties that participated in the process so far review the page layout, fit the copy, gauge the appropriateness of art to text and, if necessary, make other changes (the system used are design software and editing software). After completion of these tasks, the editor and the creative team check if the reviews made are sufficient. If not, the dummy book has to be reviewed once again by all parties.
- e) After a positive check, the text is sent back to the author. He either receives the text and art in a dummy book or in page proofs and the process continues with f). In a parallel timeframe, the page proofs are reviewed by the editor, a proofreader and members of the production staff. If they find typos in the text, the typos are corrected by the editor. After all typos have been corrected and minor changes have been made, the editor checks if a fine-tuning is needed. If the need exists, the review of the page proofs starts again, if not – the process continues as described in f).
- f) For the files sent for printing and binding, the printing and binding process has to be executed. Thereafter the printing services synchronously send samples of the printed book to the sales department, send publicity mailings to media partners, distribute samples and rush advanced samples to the publisher. Once all these tasks are done, the printing services ship the books to the publisher's warehouse. The publisher chooses to ship the books to individual bookstores or to distribution centers.
- g) For the files sent for printing and binding, the printing and binding process has to be executed. Thereafter the printing services synchronously send samples of the printed book to the sales department, send publicity mailings to media partners, distribute samples and rush advanced samples to the publisher. Once all these tasks are done, the printing services ship the books to the publisher's warehouse. The publisher chooses to ship the books to individual bookstores or to distribution centers.
- h) For the files sent to the file converter, the e-book could be either prepared in-house, or, alternatively, from a freelancer. When the preparation of the e-book is done, the online retailers make the books available online, using data feeds systems. As of now, when books are already at the online retailers, they offer them to purchase and download on their websites (online bookstore system).

i) The manufacturing process ends after the last shipment of books from the publisher is ready and the books are available in the online stores. The books are now in the hands of booksellers and consumers.





