



THE PUBLISHING PROCESS

I. SUBMITTING A PROPOSAL

1. Anthem Press evaluates a proposal on the basis of an outline, a sample chapter or an entire manuscript, along with the information provided by the author on the New Project Proposal Form.
2. Anthem Press provides evaluation of proposals within 1–3 weeks.
3. If the proposal is accepted, Anthem Press will determine, in consultation with the author, the title of the contracted book project.
4. The work will undergo and must pass peer review.

II. MANUSCRIPT SUBMISSION

1. We will ask you to submit material to us by certain dates set in your contract. The work submitted should be as complete as possible: all accompanying material (figures, images etc.) will need to be submitted in the correct format, and all necessary permissions for the use of copyright material obtained. Please refer to the Anthem Style Guide.
2. Anthem Press custom designs full-colour covers for its books. We welcome cover design suggestions and input from our authors.
3. If the full manuscript has not yet undergone the external peer review process, it will do so at this stage.
4. Once the manuscript passes the review process, it needs to be prepared for typesetting.

III. THE PRODUCTION PROCESS

1. **COPYEDITING:** Our editorial team will evaluate the final manuscript to ensure that it has been copyedited to the highest standard. If further revision is necessary, we will require the authors to copyedit the manuscript, or we may arrange for a professional copyedit on their behalf.
2. **TYPESETTING:** Once a final, clean 'camera-ready' manuscript is prepared, the electronic files are sent to our typesetting team, who will set the text to 'book' form and generate the first text proofs. The typeset first proofs are then sent to the Anthem editorial team. The typesetting process takes approximately 3 weeks, but may vary according to length and complexity of the manuscript.
3. **PROOFREADING:** The typeset first proofs are sent to the author electronically as a PDF, along with instructions on how to submit

corrections. Corrections to the proofs should be minor – authors should not rewrite or make substantial additions. The editorial team will then review the proof corrections in-house before sending them to the typesetter for implementation.

4. INDEXING: Once the revised and final text proofs are prepared, the author should then use the final text proofs to prepare an index if they have been contracted to do so.
5. PRINTING: The final text and cover proofs will undergo a thorough editorial review before they are accepted and sent to print. As a courtesy gesture, we also supply our authors with the final text and cover proof PDFs for their records.

IV. THE PUBLISHING SCHEDULE

The printed book is delivered approximately 6 to 7 months after the manuscript is submitted to the Anthem editorial team.

The Review Process: up to two months

Copyediting: approximately one month

Typesetting: two to four weeks, depending on the complexity of the project (please consult with your production editor)

Proofreading: approximately one month

Indexing: approximately two weeks

Printing: two to eight weeks, depending on the complexity of the project (please consult with your production editor)