



Email Template for Review of Page Proofs

For Edited books

Hi Editor(s),

I'm writing to share the news that the first proof of your book is ready for your review. This is very close to a final proof, with everything laid out tightly. [Include only if they haven't already done this in the copyediting phase:] I'd appreciate it if you could share it with your chapter authors so that they could correct any errors I might have introduced and correct any typos. At this point, we can't accept any changes that would change the line length of a paragraph, so I'll likely have to exercise some judgment if changes like that come back to me.

Here's the process we'll follow from this point onward.

1. You'll take a careful look at the PDF file.
2. Using the comments tools in Adobe Acrobat (they're available in both the full version of Acrobat and the Adobe Reader version), you'll identify every change you'd like to make. If you find a recurring change across the book, such as a misspelled name, please note it once and ask for a global change. I can make the change using find and replace. Generally, I find it best if you use the comment, text insert, text strikeout, and related tools. You can highlight something, for example, and make a comment. Or simply strike out a problematic word or sentence or passage and add the correction in the comment field for that tool. (For what it's worth, sometimes I see comments in the margin with a correction in the comment and it can occasionally be challenging to figure out where the comment applies. Because of this, I find that the commenting tools that are more precise are more helpful. Similarly, I have seen a few folks who have edited the PDF itself. I can almost never see these changes, so please don't do this.)
3. It's your choice whether you want to send me a single file or multiple files (e.g., one for each chapter). I can work just fine with either approach.
4. Once I get your comments, I'll update the proof and create a cover and a web page. At that point, you'll want to review the webpage and the cover. You'll also have one last chance to make changes, but those changes should be extremely minor.
5. I'll ask you to collate the errors and send them to me. I'll update the site. At that point, we'll be done with any major changes to the book.
6. I'll announce the book to the lists.
7. I'll send the book to University Press of Colorado for print production.
8. From this point forward, it's possible that you might pick up a few errors we've missed. Please be aware that, once the book has been sent to University Press of Colorado for print production, we'll be unable to make any changes to the print book. I will still be able, however, to make some changes to the book as it appears on the site (in PDF and ePub formats).

Finally, as I mentioned above, at this stage of the production process you should not be making stylistic edits. Certainly, I can deal with edits for clarity and even for style, but please keep them to a minimum. I've dealt with a few instances where I've seen as many as 2,000 edits returned to me at this stage. That doesn't work well, since it takes me about 30 seconds to make each change (the math isn't all that pretty on this). We do want to ensure, however, that no errors have survived the copyediting process or

been introduced into the book during the work involved in creating this proof. Certainly, I recognize that things can change, so this is a rule that can be broken. But edits for style should be made at this stage only in rare cases.

[Include if they are sending the proofs to chapter authors:] A key issue at this point is ensuring that your authors do not announce the book's availability. We want to wait to do that until we have the final book on the web.

Here's a message you might send to your contributors. I know you've already given them a heads up, but this might be useful.

Dear Authors,

Our book is now available on the web for you to review your chapters. PLEASE do not announce this book to your friends or on the lists or anywhere as it is still undergoing a few changes in preparation for print production. You can find the book at <https://wac.colostate.edu/books/international/la/centros/>.

You may download your chapter/s and develop a list of such edits as typos and institutional affiliations. (Because we are in the late stages of publication, the publisher wants to preserve its integrity, so we don't want to make changes of substance that would change the line length of a paragraph.) Let us know if there is anything of concern to you.

Send your edits to the PDF file of your chapter to me **by no later than DATE and TIME**. Any changes that come in after that cannot be guaranteed for print copy of the book and may not make it into the web version either.

[Insert additional notes/requests as needed.]

Thanks for all your work on this. Please let me know if you have any questions along the way.

We're almost there. I'm looking forward to seeing the book in final form.

All the best,

For Authored Books

Hi Author(s),

I'm writing to share the news that the first proof of your book is ready for your review. This is very close to a final proof, with everything laid out tightly. At this point, we can't accept any changes that would change the line length of a paragraph, so I'll likely have to exercise some judgment if changes like that come back to me.

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comments in the margin with a correction in the comment and it can occasionally be challenging to figure out where the comment applies. Because of this, I find that the commenting tools that are more precise are more helpful. Similarly, I have seen a few folks who have edited the PDF itself. I can almost never see these changes, so please don't do this.)

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Thanks for all your work on this. Please let me know if you have any questions along the way.

Congratulations on moving to this stage. We're almost there. I'm looking forward to seeing the book in final form.

All the best,

For SWR Books

Hi **Author(s)/Editor(s)**,

The first round of page proofs for your book is complete and I've attached a PDF file for your review.

The proof I'm sharing with you now is very much a preliminary draft. I haven't worried about widows or orphans (single words at the end of a paragraph or single lines at the top of a page) and I haven't done the fit and finish work that comes at the end of the production process. The reason for this is fairly straightforward: changing the length of a line at this point has the potential to change the layout across an entire chapter. Once I get the edits from you, we'll move to a stage that is much closer to a final layout.

Here's the process we'll follow from this point onward.

1. Using the comments tools in Adobe Acrobat (they're available in both the full version of Acrobat and the Adobe Reader version), you'll identify every change you'd like to make. If you find a recurring change across the book, such as a misspelled name, please note it once. I can make the change globally. Generally, I find it best if you use the comment, text insert, text strikeout, and related tools. You can highlight something, for example, and make a comment. Or simply strikeout a problematic word or sentence or passage and add the correction in the comment field for that tool. (For what it's worth, sometimes I see comments in the margin with a correction in the comment and it can occasionally be tricky figuring out where the comment applies. Because of this, I find that the commenting tools that are more precise are more helpful. Similarly, I have seen a few folks who have edited the PDF itself. I can almost never see these changes, so please don't do this.)
2. You'll save a single file, perhaps named "Page Proofs – with Author Comments.pdf," and return it to me by email.
3. Once I get your comments, we'll move to the next round of page proofs. I'll create a cover and back cover. At this point, you'll have one last chance to make substantive changes to the book.
4. One the second round of page proofs is complete, I'll share it with you for final approvals. Then I'll send it to NCTE so that they can prepare it for print production. My understanding is that we'll release the open-access and print editions at the same time. As soon as the print edition is ready to be announced, we'll release it on the WAC Clearinghouse as well.
5. From that point forward, it's possible that you might pick up a few errors we've missed. We can likely correct them and update the files on the Clearinghouse; it will be more difficulty, certainly, to do that with the print edition.

A couple of things to keep in mind. This is the first book I've worked on with NCTE. I'm missing some fonts and will update the book when I receive them (or purchase them). I'm also missing some images. And, most importantly, I've sent the folks at NCTE several questions about layout and related issues. That is likely to affect what you see between this proof and the next. But I want to share the book with you now so that you can get to work on proofing it.

Finally, please keep in mind that at this stage of the production process you should not be making stylistic edits. Certainly, I can deal with edits for clarity and even for style, but please keep them to a minimum. I've dealt with a few instances where I've seen as many as 2,000 edits returned to me at this stage. That doesn't work well, since it takes me about 30 seconds to make each change (the math isn't all that pretty on this). We do want to ensure, however, that no errors have survived the copyediting process or been introduced into the book during the work involved in creating this proof. Certainly, I recognize that things can change, so this is a rule that can be broken. But edits for style should be made at this stage only in rare cases.

Thanks for all your work on this. Please let me know if you have any questions along the way.

Congratulations on moving to this stage. We're almost there. I'm looking forward to seeing the book in final form.

All the best,