



Notes for Moving Through the Copyediting Process

Phase 1. Prepping for the Copyeditor

Step 1: Create a file folder for the book. The folder typically includes the last name of the first author and a brief version of the title. This folder is sent to Mike as a Zip file when you are ready to turn the manuscript and figures over for production. Within the book folder, create a Manuscript folder and a Production folder. Within production, create a subfolder called Figures.

Step 2: Check that the Manuscript is in Word format; it should be a single file.

Step 3: Save the manuscript with the filename Manuscript – Submitted for Copyediting. This is going to be your “safe” copy of the manuscript in case you need to check something or start over.

Step 4: Save the manuscript with the filename Manuscript – Ready for Copyediting. Work with this file for all remaining steps in Phase 1.

Step 5: Check for consistent application of citation styles. The manuscript should use either APA or MLA (one only, not both). The styles should reflect the latest version. The styles should be the same across all chapters in a collection.

Step 6: Check the quality of the citations. If they are really messed up, send it back to the series editors.

Step 8: Check for author affiliations. If they are completely missing, you have two options: a) If the Manuscript is being sent back to the series editors at this point due to problematic citations, ask the series editors to apply the affiliations, too. b) Otherwise, add a comment to the Manuscript asking that the affiliations be applied by the book authors/editors after copyediting.

Step 9: Check for figures. If they exist, make sure they have sent them to us as separate files and that the files are of sufficient size to reproduce well. For example, a figure that fits the width of a page should be at least 2400 pixels wide. I don't care much about format. There's a pretty clear discussion of this in the Clearinghouse guide, so I won't reproduce it here. (It might be that you can skip this step. If they send me the figures separately, I'll let you know.) If figures have not been sent as separate files or aren't of sufficient size to reproduce well, reach out to the authors/editors and let them know that the images should be replaced if at all possible. That might involve getting better screen captures, sending us the original file that was used to generate the image (such as a Word or Excel file), or finding/creating a better image.

Step 10: Add comments for the copy editor, should you want to do that. For example, I'll often note that a particular works cited list has issues. I might also note that there is a missing contributors section or that tables might not reproduce well on a 4.67 inch wide page.

Step 11: Send to copyeditor (consult Mike on who to send it to).

Phase 2. Reviewing the Copyedits

Note: This happens after the copyeditor returns the manuscript to you.

Step 1: Save the file with the filename Manuscript – Copyedited. This will be a reference copy.

Step 2: Save the file with the filename Manuscript – Ready for Review. This is the file you'll work with for all remaining steps in Phase 2 and is what you'll send to the book authors or editors.

Step 3: Review the comments. In some cases, the copyeditor will ask questions. In other cases, they might suggest changes that we know we don't want the authors/editors to make. It's a judgment call. Respond to comments as appropriate; delete comments as appropriate.

Step 4: Review the edits made to the manuscript. If you see edits that are overly intrusive (it happens), feel free to remove them. You can also add your own comments for the benefit of the authors/editors.

Step 5: Look for consistent problems, such as page breaks between sections, order of sections (abstract, keywords, etc.), lack of author affiliations, missing chapter numbers, etc. Make these changes and leave comments to let the authors/editors know the changes were made in a global manner.

Step 6: Do another quick review of the citations to make sure they're correctly formatted. For example, you might note the use of URLs when DOIs are available, or you might note some missing page numbers for chapters in edited collections.

Step 7: Accept the format changes. To do this, in the review ribbon, under Show Markup, clear the arrows before Comments and Insertions & Deletions. Then, under Accept, choose Accept All Changes Shown (not All Changes, of course).

Step 8: Send the manuscript to the authors/editors and copy the series editors. Use the template file for email messages regarding copyedits.

Phase 3. Reviewing the final manuscript.

Note: In theory, the manuscript should come back to you in fairly good condition. There will, of course, be errors that we pick up in proofs.

Step 1: Review the manuscript. Use the checklist in the *Guide for Authors and Editors*. Note that, if it is an edited collection, the chapter authors will most likely have seen the copyedits and approved them. This might not be the case if the authors created an index before the manuscript moved into production (this is strongly discouraged). If you see consistent problems, either send the manuscript back to the authors/editors or make the changes yourself. Problems might include:

- unaddressed errors in citations
- lack of changes to figure captions and table titles
- missing ALT tags

- inconsistent or incorrect phrasing of titles in the contributors section
- poor use (or the lack of use) of high-level styles. (Generally, we ask only that they use the H1, H2, H3, H4, H5 styles for section titles, chapter titles, A heads, and so on; we also ask them to use styles for block quotes and reference lists, but if they are missing these are easy fixes as the document is prepared for production.)

Step 2: Once you have approved the final manuscript, send it to Mike, copying the series editors. Mike will take it from there.