Publication Checklist for WAC Clearinghouse Books

Contracting

1. Send out the contract for an accepted book. Use the following standard language to accompany the contract (through Adobe Sign at https://na1.documents.adobe.com/public/compose):

    I've created the contract for [*Book Title]*. Please review the contract. If you see any problems at all, please contact me at mike.palmquist@colostate.edu. I can answer any question and, if necessary, I can easily issue a new contract. If everything looks okay, please sign. I'm looking forward to seeing the manuscript for this book. It looks like a great project. Thanks, Mike

    Note: be sure to specify that the contract can be signed in any order. And be sure to click the "add signature fields" box at the bottom of the form.

2. Once the contract is signed, send the following files:
    1. Style Guide
    2. CIP Data Request
    3. CIP Data Example
    4. Marketing Info Form

Copyediting

1. Following approval by series editors, receive the final manuscript from the author(s) or editor(s).
2. Solicit a copyeditor for the project.
3. Prepare the manuscript for copyediting:
    1. Save the file as: [Name] – ready for copyediting
    2. Add standard set of styles
    3. Style the opening materials and at least the first two chapters
    4. Remove unneeded styles and replace as appropriate with the Clearinghouse styles
    5. Check the references lists for consistent style. Note any common errors and be ready to share them with the copyeditor.
    6. Run through common fixes:
        1. Double returns
        2. Double spaces
        3. Ellipsis marks
4. Send the file to the copyeditor. Include the Notes for Copyeditors (PDF) and the Style Guide (PDF).
5. Receive the copyedited manuscript.
6. Save the file as [Name] – Copyedited.
7. Save the File as [Name] – Copyedited – Ready for Review.
8. Send the file to the author(s) or editor(s). Include instructions from the Email Template for Review of Copyedits.
9. Receive the approved file.

10.   Save the file as [Name] – Copyedited – Reviewed.
11.   Save the file as [Name] – Ready for Production

CIP Data Request

12.   Assign ISBN numbers for the PDF and ePub editions, using the Clearinghouse ISBNs.
13.   Assign the ISBN number for the print (paperback) edition, using the UPC ISBNs.
14.   Prepare and submit CIP data.

DOI Creation and Registration

15.   Create the ISBN for the book at https://studio.colostate.edu and, if it's an edited collection or conference proceedings, add the info for chapters and other book parts.
16.   Register the DOIs.

Production: InDesign

17.   Prepare the file for production using the "Notes for Preparing the Manuscript for Production" file.
18.   Design the file in InDesign using the "Notes for Preparing InDesign Files" file.
19.   Make sure the DOIs and ISBNs are added to the pub info page. If the book is an edited collection or conference proceeding, add the DOIs for the chapter and book parts.
20.   Create the cover file.
21.   Generate the first rough proof in PDF. Send proofs for review. Use the Email Template for Review of Page Proofs.
22.   Generate the second proof and place the book on the website. Generate the final version as PDF using the "Notes for Producing ePubs" file. Send email about review. Use the Email Template for Review of Web Proofs.
23.   Announce the book on the lists.

ISBN Registration

24.   Update the Excel file with the new ISBN info.
25.   Register the ISBN for the PDF and ePub at Bowker (see ISBN Registration Directions and Template.docx).

Print Prep

26.   Share files via Box with UPC. Include the following files:
- InDesign Interior Package for Print Production
- InDesign Cover Package for Print Production
- Marketing Information Form
- Contract
- CVs
- Photos
- Readme File
27.   Send an email message to Laura Furney and Dan Pratt.

Final Steps

28. Check for updates to the UPC website to determine the final UPC URL for the print book.
29. Receive final InDesign files from UPC. Update local files. Check with Dan Pratt to see if we need to update the PDF files and ePub. He sometimes makes minor edits or changes.
30. If needed, update the files on the website.