Production, design and copy-editing

Cover creation and design

Authors are invited to indicate any ideas or preferences f or the book's cover on the catalogue form, which must be submitted with the draft manuscript. There are many good sources of copyright-free or creative commons licensed images, including: Wellcome Images, Wikimedia Commons, Getty Open Content, Pexels, Unsplash, The Met, The Rijksmuseum and Creative Commons. Manchester University Press will only be able to use a cover image in instances where it is free to use, or in cases where you can clear permission and cover the associated costs. Please note that if the book is to be published in one of our series, the cover will be consistent with the series design. Covers f or trade non-fiction titles will be designed according to the needs of the marketing team, though your commissioning editor will be happy to discuss any suggestions or preferences you might have.

Your assistant editor will agree the details of the cover with you before the design process, and you will be sent a copy of the rough cover when it is ready. Please note that there is a reasonable limit to the number of alterations MUP are able to make to these designs. The scope f or creating a bespoke cover design will depend on a number of factors, including whether or not the book is in a series and the type of audience the book is written for. Feedback will then be given to the designer and a final version of the front cover will be signed off.

When a book is in production, the production team will arrange for a draft version of the full cover artwork to be created that includes the back cover and spine. You will be sent the full cover proof so that you can check the back cover copy and you can, at this point, request minor corrections if necessary.

Endorsements

Endorsements can be a good way to publicise the book and engage scholars in the relevant subject areas. If secured in time, short endorsements can be printed on the back cover of the book, while longer endorsements and reviews can be added to the book's entry on the MUP website.

Please note that for academic titles, MUP are not able to contact potential endorsers on your behalf, but we can provide you with a watermarked PDF proof of your manuscript if this is required. Authors wishing to seek cover endorsements should contact their assistant editor f or a deadline once the final manuscript has been accepted into production.

Endorsements received after this deadline can appear in full on the MUP website but may not be printed on the back cover. MUP advise that authors approach no more than three potential endorsers, as space on the back cover is limited. Endorsers are entitled to a complimentary copy of the book on publication. You will need to send the endorser's address and telephone number to your assistant editor for an order to be placed.

Handover and acceptance into production

The timescale for the copy-editing and final production process will vary according to the condition and complexity of the final manuscript submitted. The stages of the acceptance process are as follows:

• The final manuscript is checked by the editorial team in relation to content, formatting, images and permissions

• Following the resolution of any queries and requests, the manuscript is passed to the production department for review

• The production team assess the manuscript in terms of organisation, presentation and completion of all accompanying documents. Once it is agreed that the book is ready to enter production, no significant changes or alterations will be allowed. The manuscript will be considered final and will be sent to an external copy-editor or project manager, at which point the production team will contact the author with further details of the production process

Copy-editing

The copy-editor is responsible f or copy-editing the typescript and ensuring the language and formatting is correct and consistent. The copy-editor will be focused on the detail of the text: reading the text for sense, repetition, ambiguity and consistency. They will raise any queries directly with you. If your book is an edited collection then queries will be sent to the volume editor, who will be expected to liaise with the contributors as necessary before passing responses back to the copy-editor. Once copy-editing is completed, the copy-editor will return the files to the production team, who will arrange for the material to be typeset and confirm a first date for proofs.

Proofing

MUP will arrange for the copy-edited files to be typeset and then send you a PDF of the page proofs for proof reading. (Please note that hard copies will not be sent unless requested.) If your book is an edited collection then you will be responsible for disseminating individual chapters to contributors and collating their corrections onto a single PDF.

When proof reading the book, you will need to look for any small errors of sense or consistency that may have been overlooked during copy-editing or errors that may have slipped in during typesetting. Substantial changes will not be permitted at this stage. You will be asked to mark up changes electronically, using Adobe comment tools, and will be given full instructions on how to do this.

Once the marked-up PDF has been returned to the production team, the proof s will be given a once-over and sent on to the typesetter so that corrections can be taken in.

Indexing

The timing of the creation of the index may vary but will usually be carried out at proof stage. Full instructions on how to create an index, including a template and examples of how to structure it, will be given by the production contact.

The responsibility f or preparing the index usually lies with the author or volume editor and will be covered in the contract. In some cases, you may wish to enlist the services of a freelance indexer rather than compile it yourself. In this event, MUP recommend sourcing an indexer through the Society of Indexers. Advice on commissioning an index can be provided, and the Society of Indexers website also contains some helpful information on this.

Once you have submitted the index to MUP, it will be typeset and a typeset version sent back to you for your approval. It is important that you ensure that you are happy with the index when it is submitted, as once it is typeset only minor corrections will be accepted.

Publication

Once all corrections to the proof and index have been taken in by the typesetter, they will send a final PDF to MUP and this will be checked by the production team to ensure the book is ready to go to print. Ebook editions will be signed off at the same time and the book loaded to MUP's distribution channels, including manchesterhive or manchesteropenhive.

The final stages of sign off, printing and distribution take approximately eight weeks, so all work on the files must be completed before this time.