



A Guide to Production

Welcome to the State University of New York Press!

In this guide, we will explain the production process for your volume—from manuscript to bound book—and share some information and guidelines that will aid our editors in producing an attractive, marketable book.

Before We Start: What Do We Need from You?

Producing a book is a collaborative process, and the starting point is a clean, well-prepared final version of the manuscript. Electronic files are required for every project. It's best that these materials—both text and images—are prepared and formatted according to our specifications, or delays in the production process could ensue.

Thank you in advance for your cooperation; if you have additional ideas or questions throughout the production process, please feel free to contact your production editor. Your production editor is available by phone or e-mail, and will give you detailed instructions about the production process and what is expected of you at every stage. Please keep your production editor informed of your schedule or any traveling plans you may have over the course of the production timeline so they always know how best to get in touch with you. If you do not have easy access to a computer, please let us know immediately.

Step One: Copyediting

After you have sent the final version of your manuscript to your acquisitions editor, and your project is officially turned over to production, it will be assigned to a professional copyeditor. All books are edited and proofed electronically. Our copyeditors are generally instructed to follow *The Chicago Manual of Style, 17th Edition*, so be sure to let your acquisitions editor know if your manuscript follows a different style. Our copyeditors are instructed to edit for usage, punctuation, grammar, and spelling. The copyediting process takes approximately four to five weeks; your production editor will give you an approximate time when you can expect to receive your copyedited manuscript files.

Step Two: Author Review of Copyedited Files

The edited manuscript, broken down chapter by chapter, will be sent to you as a set of PDF files. Your files can be viewed on-screen or you can print them out if you prefer proofing hard copy. (SUNY Press will not provide any hard copy.) The PDFs will show the changes and corrections made by the copyeditor, and will have line numbers on the side of each page for easy identification/reference.

You will have four weeks to review the edits. You will need to review the work done by the copyeditor (indicated as “Tracked Changes” in Word), respond to the copyeditor’s queries, and make a list of the changes. You may make changes, additions, corrections, or stet the copyeditor’s edits. Create a list of all changes in a Word document to e-mail to your production editor. Please submit changes in a list form only, to avoid delays in the production process; also, please keep a copy of your list along with the copyedited files, as you will need these when you proofread the typeset pages.

Be as careful and thorough as possible, as this is the *only time* that you will have the opportunity to make changes before typesetting occurs. *We cannot emphasize enough how important this step is in the production process.* Review of the edited files with care helps avoid subsequent problems during the typesetting phase, and you can avoid author’s alterations charges. You are solely responsible for the proofreading of these files; no other proofreading will be done in-house.

Step Three: Copyeditor Final Cleanup

After you have reviewed the copyeditor’s work and we receive the list of changes from you, this list will be sent to the copyeditor, who will implement your corrections and prepare the electronic files for

typesetting. This process takes approximately two to three weeks, during which time your production editor works up the typesetting specifications/text design for your book.

Step Four: Typesetting/Composition

Your production editor will send the layout specifications and your composition-ready documents to a typesetter—it now begins to look like a book!

Step Five: Author Review of Typeset Pages

After several weeks, a PDF of the typeset page proofs from the typesetter will be made available to you for proofreading against the copyedited manuscript. No other proofreading is done in-house.

As you proofread the typeset pages, take care to review your previous list of corrections against the typeset proofs. Have all your corrections been made? Are there any unanswered queries? You will again need to keep a list of corrections, as before, watching for typesetting errors as well as mistakes that may have been missed during copyediting. Revisions in the typeset proof (other than previous corrections that may have been missed in typesetting), are counted as author's alterations.

Avoid making extensive changes that will cause reflow of text, as that will throw off the pagination of your volume—this is a costly and time-consuming extra step. Please note that even the smallest change from the copyedited manuscript (a mark of punctuation, for example) is counted as an author's alteration. You are allowed a total of \$100 in author's alterations (or changes in about 80 lines), and will be billed by our business department for anything in excess of that amount soon after the book is published.

Please keep in mind that the PDF is copyrighted material being sent to you for proofing purposes only. Copying or distribution in any fashion, either in printed or electronic form, is strictly prohibited and may not be done without written permission from SUNY Press.

Step Six: Index

Your final task before your book is ready to be sent to the printer is the preparation of an index if required. At the time you receive the typeset pages, you will also receive instructions for compiling the index. The time allotted for proofreading should also be ample time for the compilation of the index.

The PDF file is searchable and can be used for finding terms. The index can only be completed when pagination will not change. If you will be hiring someone else to do your index, you will need to forward the PDF to your indexer. Please refer to chapter 16 of *The Chicago Manual of Style, 17th Edition*, for guidelines on creating your index.

SUNY Press doesn't have a minimum or maximum number of pages for an index, but to be cost-effective, we do try to keep index lengths reasonable. You may look to other books in your field for an idea of what is appropriate regarding length and complexity. You may choose either a run-in or indented style—run-in style takes less space but isn't effective if there are multiple subentry levels. Unusually long indexes may be converted to a run-in style. We recommend a single index, including both subject and names of persons, which is easiest for readers to use. However, even an index that merely lists proper names can be useful to a reader who is interested in seeing how certain researchers or theorists are discussed. We have no preference for alphabetizing, inclusive numbers, or other items such as may be found in section 16.58 of *The Chicago Manual of Style*, as long as the index is consistent. You can also refer to other books in your field of study as examples.

Should you be unable to compile your own index, the production editor can send you a list of professional freelance indexers.

Cover

We encourage authors to submit their ideas, illustrations, or photographs for possible use on the cover to their acquisitions editor. We leave choices of color, fonts, and positioning/layout up to our professional cover artists, as they have expertise in creating a cover that will be eye-catching and relevant, and will make an effective marketing tool for your volume. *The use of some images may involve permission to use the image. Permissions for art or photographs you suggest are your responsibility to secure. The specific rights that we as a publishing house require should be discussed with your acquisitions editor well in advance of publication when considering an image for the cover.*

If you send us an image/idea/photograph that you wish for us to consider for the cover, and if there are no permission restrictions, we will do our best to incorporate it into the cover design. If the image is acceptable to our marketing, sales, and acquisitions departments, a professional artist will create cover sketches for in-house consideration and discussion. Even if you have art or a complete cover idea that has been created for you by an artist associate, we will be recreating the cover here using the artists who work regularly with us and our printers. If you choose not to supply or suggest an image, a professional artist is provided with background information about the book for designing the cover. Once the cover design is approved by the Press, it will be sent electronically to you. You will have twenty-four hours to offer feedback on the proposed cover. We welcome your constructive feedback. Please keep in mind that the cover design is sent to you as a courtesy, and that the final cover design decision will be made by SUNY Press.

Artwork

We're committed to the best possible reproduction of your book's images, but much depends on the quality of the images that you submit at the outset. Different kinds of images have different requirements. As a general rule, all art needs to be scanned at a high resolution, and the size of the file plays an important part in the final printed quality of the image. Here are some general guidelines, but we will supply you with exact specifications for what to submit with your manuscript once it's under contract.

Photographs and Halftone Images of Art:

File format: TIFF or JPEG

For interior of book

5" x 7" or larger: Scan at 300 dpi

Smaller than 5" x 7": Scan at 600 dpi

For book cover

7" x 10" or larger: Scan at 300 dpi

Smaller than 7" x 10": Scan at 600 dpi

Maps:

File format: TIFF, EPS, or AI

For creation of new maps, we highly recommend that authors work with a professional cartographer. SUNY Press can provide referrals for these services.

Scan existing maps at 600 dpi or higher.

Line Drawings:

File format: TIFF

New drawings should be created in an appropriate program meant specifically for the creation of crisp, clean art, such as Adobe Illustrator, Adobe Freehand, and Corel Draw.

Scan existing line drawings at 1200 to 2400 dpi.

Charts, Graphs, and Tables:

File format: EPS or AI

New charts and graphs are best created in Adobe Illustrator.

Tips:

- All illustrations and art must be submitted as separate electronic files (not embedded in the text). Be sure that you indicate desired approximate placement of all art in the manuscript file by noting the figure number within brackets or parentheses in the manuscript. Example: [Figure 1.1 goes about here.]
- If a book has illustrations that are of intrinsic interest apart from the text they illustrate, we request that you provide a List of Illustrations for placement in the front matter, with thumbnail images next to the title of each illustration for our reference in-house. Titles in the List of Illustrations should match what is shown in the chapter.
- Word files are acceptable only for tables/tabular material and text.
- *We cannot accept Excel or PowerPoint files.*
- Please follow SUNY Press naming conventions for your file names, i.e., “Smith_Fig_4_2” would indicate the author’s last name, the chapter, and the order of the figure in the chapter.
- With regard to final page layout, the typesetter will decide how best to fit the tables and figures in the spaces, allowing for proper page breaks and an attractive, readable page.

We hope this guide answers some of your questions about the production process and your role in it. Please do not hesitate to contact your production editor either by e-mail or by phone when questions arise. We look forward to working with you!

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