Intellect Book Author Pack 2020

Contents

Introduction

This document is intended to guide you through the book production process as clearly and simply as possible, to help ensure that your book is published on schedule. Please keep this guide to hand and follow it closely whenever you are working on a new stage of production. The resources for book authors and editors section on our [website](#) has a number of useful guides you can download: style guide, image guide, marketing guide, alternative text guide and copyright consent form. Our website also has a [Frequently Asked Questions](#) page that you may find useful. If you have questions about any part of the process then you can either contact the books manager Tim Mitchell (tim@intellectbooks.com) (pre-submission) or your production editor (post-submission). We very much look forward to working with you.

Before submission

Formatting

We are often asked what sort of font, sizing, spacing etc. we want submissions to be in, but the truth of the matter is that as soon as the book is typeset the font, margins and spacing change because we have a particular aesthetic for all our titles that the typesetter imposes when the book is laid out. Given this, we suggest that you choose the font, font size and spacing that you find the easiest to work and edit in, at least for the initial stages: peer review and copy-editing.

6 Months Prior to Publication

It is your responsibility as the author to obtain written permission for a quotation in excess of 250 words in one extract or 500 words in total from any work still in copyright, and for the reprinting of illustrations or tables from unpublished or copyrighted material. Intellect cannot pay any copyright fees required in order to use quotations or illustrations. It is your responsibility to obtain written permission for the use of any illustration that remains in copyright.

For edited collections it is each contributor's responsibility to ensure that they have permission to use any copyrighted material in their respective chapters. Book editors need to ensure that contributors have signed copyright consent forms, which can be downloaded from our [website.](#)

Images

Images are always welcome, but should not be superfluous/merely decorative. It is also very important to obtain the necessary permissions to use any images – this is your responsibility as author rather than ours as publisher – and they should be high resolution (minimum 8 x 12cm at 300dpi). This may affect what you are able to source, but it's better to have a few, lovely high-quality images

than a ton of grainy screen grabs, which have to be set at thumbnail size because otherwise they would look pixellated. The Intellect image guide, which you can download from our [website](#), explains all of this in more detail.

We print in black and white as standard. Any colour sections or full colour printing must be paid for by you or your institution.

Book production timeline

1	Submission date	
	The entire manuscript is sent to Intellect to pass on to two anonymous peer reviewers. The author acts on the reviewers' feedback and prepares the final submission. We usually give reviewers 6–12 weeks to read a manuscript and write their report. The peer-review reports will then be passed on to you and you will be invited to comment and to commit to a timeframe for acting on them and revising the manuscript.	
2	Post-peer review resubmission date	
	The final manuscript, images and related metadata forms are submitted to your production editor for production. The first stage of this is copy-editing and image checking. When the copy editor has finished work on your manuscript it will be sent to you so that you can review it. Any questions from the copy editor will be left within the document as 'comments'.	
3	Layout/typesetting stage	
	The manuscript is laid out, and a first proof produced.	
4	Proofreading stage	
	When the first proof is ready your production editor will e-mail it over to you. You will be asked to proofread it, and your production editor will proofread it too. Any corrections or revisions you find should be sent to your production editor in a single Word document, indicating the page number, the line number and the revision to be made. We will then implement your amends. You will also be sent the second proof. At this stage you will be asked to give it another check – this need not be as detailed as last time around – and your production editor will do the same.	
5	Publication	
	Marketing continues as a collaborative, ongoing process with Intellect after the book's publication.	

Submission

It is very important that you submit the full manuscript by the submission date outlined in your contract. If there is any possibility that you may submit late, please do let Intellect's books manager, Tim Mitchell (tim@intellectbooks.com), know as soon as possible.

Please note that we expect you to adhere strictly to the maximum word count noted in your contract, as we plan the book format and price based on that. If the manuscript looks likely to exceed this, please let the books manager know as soon as possible.

The full and completed manuscript should be sent to the books manager, either via a file-sharing site (such as WeTransfer or Dropbox) if the file is very large, or just as an attachment to an e-mail. It should be a Word document or raw text file: no PDFs please. You can either send it as one document or as separate documents for each chapter, clearly labelled and zipped into a single folder. Please ensure you provide a separate table of contents. All images that you wish to include in your book should be submitted at this point too, ideally embedded into the appropriate part of the manuscript for the reviewer.

Once you have submitted your manuscript the books manager will allocate you a production editor, who will see the book through the whole process: from peer review right through to print. Before that please feel free to direct any questions you have – about rights, permissions, image use etc. – to the books manager.

Peer review (6–12 weeks)

Intellect's contract of publication is subject to positive peer review. The process is anonymous, and we normally send the manuscript to two reviewers, who will read it and suggest changes, or recommend that we don't proceed with publication.

We usually give reviewers around 6–12 weeks to read the manuscript and then write their reports. Some reviewers won't need as long as this, and some may well need longer. If we agree to give a reviewer more than 12 weeks to complete their review it is because we feel that they are exactly the right person to do the job, and we are thus prepared to be flexible.

On the whole we prefer to source our own peer reviewers, but if you have suggestions then we will take these on board too.

If the peer-review reports come back suggesting no or minor revisions, we can proceed with production. If, however, major revisions are required we will ask you to respond to the reports, and the ways in which you plan to implement the readers' suggestions. Once we have received the revised manuscript we reserve the right to proceed to a second round of peer review before confirming publication and commencing production.

Post-peer review

The peer-review reports will be passed on to you and you will be invited to comment and to commit to a time frame for acting on them and revising the manuscript, should this be necessary.

The amount of time this part of the process takes is entirely up to you, and very dependent on your schedule at that time, as well as the nature of the revisions suggested. We will not pressure you to complete your revisions too quickly, but we do ask that you keep us updated if you fall behind/need more time.

Submission tick list

When submitting the finalized version of your manuscript for copy-editing please ensure you provide the following supporting material:

❏ Final images for typesetting
❏ Alternative text form
❏ Contributor agreement forms
❏ Book metadata form
❏ Chapter metadata forms
❏ Author style sheet
❏ Table of contents
❏ Index*

*If you intend to include an index please let us know if you will create this yourself, or if you would like your production editor to organise a freelance indexer for you (at an extra cost).

Intellect requires all the supporting documentation along with the finalized manuscript and images in order to start production. If any of the required information is missing on submission this may delay the production process.

All documents cited above can be downloaded from the book authors and editors section of the website. If you have any queries regarding this information please contact your production editor.

Production

Schedule/time frame (12 months)

Once the manuscript has been revised and is ready for copy-editing, we commit to a 12-month turnaround. We acknowledge that this is a little longer than some of the bigger publishers but in our experience we need this long to produce a really beautiful, quality product. Of course we are also a smaller company, employing fewer members of staff, but we think that there are benefits to this too. You will have one dedicated production editor to guide you through the whole process from peer review to print – nothing is automated – and we really pride ourselves in offering a personal service to our authors. We also feel that publishing should be a collaborative process and we welcome feedback on things like cover design and layout.

Your production editor will keep you abreast of the schedule. Please do not arrange any marketing or promotional events without discussing them first with your production editor, who can confirm whether or not books will be available at that time. If you intend to order a bulk amount of your book please discuss this with your production editor.

Season

When the book has passed peer review it can be slotted into the next available University of Chicago Press (our North American distributor) season: either spring or fall. Spring books are published between January and June, and fall books are published between July and December.

Because the production cycle takes 12 months (from copy-editing to official publication), and because Chicago needs title information for each season six months in advance of that season, spring books are in production through the autumn months and fall books are in production through the spring ones. Your production editor can tell you whether your book is a fall or a spring title. As a guide, a spring title would need to be submitted to Intellect at the latest by the end of January the preceding year in order to allow 12 weeks for peer review and 4 weeks for revisions before the June resubmission deadline for the spring catalogue. A fall title would need to be submitted, ideally, by the end of August the preceding year.

Cover deadline

If your book is a fall book then you will be asked to think about ideas for your cover and/or supply potential images for the cover in the January of the year of publication. If your book is a spring book then you will be asked to think about

ideas and supply images in the July before the year in which the book is published.

Intellect's graphic designer will be in charge of producing the cover for your book. They have extensive experience and complete the task swiftly and effectively. Please bear in mind that any images supplied must meet with the image specifications and must have cover rights clearance.

Marketing copy deadline

If your book is a fall book then you will be sent marketing copy, written by the University of Chicago Press, in the March before your book is published. If your book is a spring book then you will be sent marketing copy, written by the University of Chicago Press, in the August of the year before your book is published.

You will have a chance to review the copy and make changes (using the track-changes function), although please note that the time frame you will have to do this is usually fairly short (a matter of days at most).

Copy-editing (8 weeks)

Copy-editing is the work that an editor does to improve the formatting, style and accuracy of the text. Unlike structural editing, copy-editing might not involve changing much of the text. Our copy editors are briefed to do 'light touch' editing, which means that they won't make structural changes or do fact-checking. Copy-editing is done in the Word document or raw text file, before typesetting and before proofreading, of which more below. The job of the copy editor is to make the manuscript clear, correct, concise, comprehensible and consistent. Typically, this involves correcting spelling, punctuation, grammar, terminology, jargon and semantics, and ensuring that the text adheres to a publisher's style or an external style guide.

Intellect has a comprehensive style guide which you can download from the resources for book authors and editors section of our website . We strongly prefer and encourage you to adopt the use of Intellect style (a version of Harvard referencing and the Oxford English Dictionary). If you do need to use another style, such as Chicago, APA, MLA or MHRA, this can be discussed but we will expect that you strictly adhere to your chosen referencing style and dictionary. For edited collections this means ensuring that all authors submit their chapters in the chosen style.

In the Other useful information section of this guide you will find further referencing style resources. Your production editor will send you a style sheet that we will ask you to fill in and send along with your final manuscript. This will ask you for your nominated reference style, and allow you to select preferences within the selected style chosen, for example hyphenation, capitalisation. This will be

added to the overall book style sheet created by the copy editor to be used at the proofreading stage.

Before you submit your final manuscript for copy-editing please ensure that you set all your notes as endnotes rather than footnotes. If you would like your endnotes to appear at the end of each chapter – rather than all at the end of the book – then it is important that you submit the chapters as separate Word/raw text documents. If you are happy for all the notes to appear at the end of the book then a single Word/raw text file will suffice.

Furthermore, if the book has many different levels of subheading, please ensure that these are clearly delineated: for example bold italics for a subheading and italics for a sub-subheading. If you think it would be helpful to the reader to include first- and second-level headers in the table of contents then please add them to the submitted contents page, or let your production editor know your preference. Please also make sure that you have given your production editor all the other preliminary material for the book – your acknowledgements section, for example, your preface or foreword, image captions – so that this too can be copy-edited.

Metadata

Metadata is any data that describes a book. This includes obvious things such as title, ISBN and publication date, as well as 'deeper' data such as bookshelf categories, keywords and table of contents. This deeper metadata, or rich metadata, will help make a book more discoverable while at the same time making it more accessible for a number of readers (please visit our [accessibility](#) page for more information on this).

Good metadata is essential to get your book into the hands of the target audience and to maximise any sales potential. Without rich and consistent metadata it is easier for a book to get 'lost', once it is no longer on the booksellers' front lists. For academic books particularly, good or rich metadata is the principal means of marketing books and ensuring the target audience such as libraries and academic bookstores are aware of new publications and have the necessary book information to make a purchasing decision. Readers, and buyers more generally, might not be able to identify a book as the right choice for them due to a lack of information, or because of the many other titles that have similar, generic identifiers. The keys to good metadata therefore are consistency, accuracy and specificity, and that's why Intellect requires the close co-operation of authors and editors in this area.

Image callouts

If you were not able to supply all of the images at the peer-review stage then you must send them to your production editor before the copy-editing stage. They should be supplied as separate files – please do not embed them into the Word document – as TIFFs or JPEGS. Please send them via a file-sharing site like WeTransfer or Dropbox, as e-mail can compress the image quality. They should be clearly labelled and numbered. In the manuscript itself please make sure that you indicate where you would like images to be inserted.

Below is an example of how to mark an image callout within the text:
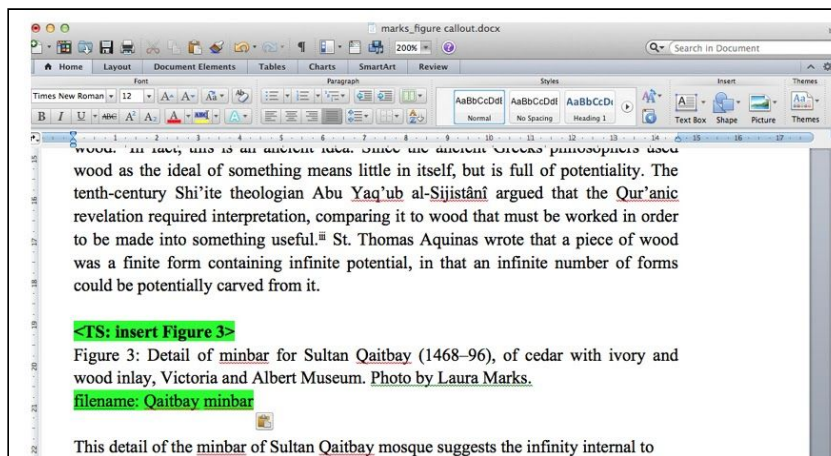
And this is the image and the caption as they appear in typeset the book:
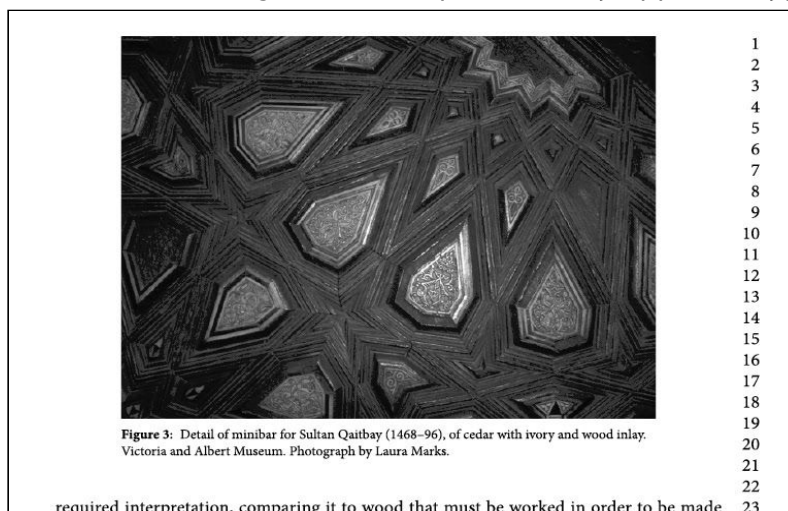
Alternative text

Please ensure you provide alternative text for all images in your manuscript. At Intellect we pride ourselves on making sure our products are accessible to as many readers as possible. By providing alternative text for your images you are ensuring that readers with a visual impairment, or using a text-to-speech software are able to fully access your work. This will not appear in the printed version of your book. For more information on creating alternative text descriptions for images please visit our [book authors and editors page](#).

After copy-editing (4 weeks)

When the copy editor has finished work on your manuscript it will be sent to you, by your production editor, so that you can review it. Any questions from the copy editor will be left within the document as 'comments'. Depending on the query you

can either respond to these comments or make changes directly in the body of the text.

You will notice that the manuscript also now features letters, colourful formatting, or coding contained in angle brackets, for example <CT> <CT/>. These are for the benefit of the typesetter who will use them to lay out the proof. Please do not delete them.

Please note that this is not an opportunity for rewriting the manuscript, or adding text. If further changes are necessary please keep them to a minimum and leave track changes visible so that the production editor can double-check them for consistency.

When you are happy with your manuscript you can send it back to your production editor for typesetting. Please note that you want to make sure that the text is pretty much finalized before you do this. This is because it is much harder (and more expensive) to make changes to a proof than it is to make changes to a Word document. For this reason we would advise that you do not rush this part of the process.

Typesetting (4 weeks)

Typesetting involves taking text and illustrative material and laying it out on the page ready for printing. Traditionally, this was done with wooden blocks, and later hot metal, but, like everything, has now moved on-screen. The first version of a book that the typesetter creates is called the 'first proof'.

Checking the first proof (4 weeks)

When the first proof is ready your production editor will e-mail it over to you. You will be asked to proofread it, and your production editor will proofread it too. You will normally be given about four weeks to do this work and your production editor will work towards the same time frame.

During this time, your production editor may e-mail you with queries about anything that comes up as they move through the proof.

Any corrections or revisions you find should be sent to your production editor in a single Word document, indicating the page number, the line number and the revision to be made. These – and any corrections that your production editor requests – will then be incorporated into the layout by the typesetter; this will take them another couple of weeks.

This is a good time to start thinking about your book index: whether you will attempt to create one yourself, or if you would like Intellect to put you in touch with one of our recommended freelancers. To find our indexing guide please visit our [book authors and editors page](#).

Second proof (2–3 weeks)

When the second proof is ready your production editor will e-mail it over to you. You will be asked to give it another check – this need not be as detailed as last time around – and your production editor will do the same. You will normally be given 2–3 weeks to do this work and your production editor will work towards the same sort of timeframe. Again during this time, your production editor may e-mail you with queries about anything that is still unresolved.

Indexing (4 weeks)

The index can only be created when there are no more corrections to be made to the book. If the proofing process has been straightforward then it is likely that this will take place once the production editor has the second or third proof, depending on the level of complexity of the book layout. If the proofing process has not been straightforward – if you have run to many proofs, for example, or there has been a lot of shifting about of big chunks of text or images – it will be much later. Your production editor will advise you as to when it is time to begin work on the index.

It is your responsibility as author/editor to arrange and/or pay for the index. You can either create the index yourself, using our indexing guide document, or we can put you in touch with one of the freelance indexers we regularly work with. To find our indexing guide please visit our book authors and editors page.

The index should be created in a Word file that can then be added to the end of the book by the typesetter before going to print.

Final proof

Once the index has been created and added to the final file the production editor will send you the final version of the manuscript to review. This will require minimal checking and your production editor will allow a couple of days for this. If you don't spot anything then please let your production editor know that you are happy to proceed with printing.

Cover proof

Like the index, it is not possible to produce the final cover file until there are no more corrections to be made to the internals of the book. This is because in order to create a cover we need a finalized spine width and the spine width changes when pages are added or subtracted.

When the inside of the book is finished and ready for print the production editor will send you a cover file to check. This will include the book's ISBN and barcode, as well as its blurb and your biography. If you spot any mistakes or errors, then please let your production editor know. If you don't spot anything then please let your production editor know that you are happy to proceed with printing.

Final in-house checks (1 week)

Once the production editor has the finalized cover and the finalized internals these files will be passed on to the books manager or Production Director to sign off. Sometimes there may be a few more (small) amends/adjustments at this stage, and again the typesetter will need a day or two to implement these; after which the book will be sent to print.

Printing and publication (16 weeks)

Printing will take four weeks, after which advance copies will be sent to our office. The rest of the run will be sent to NBNi (our UK, Europe and ROW distributor), which will take another week or so, and the University of Chicago Press (our North and South American distributor), which will take six to eight weeks for transatlantic shipping plus another four weeks for processing.

All that this means is that colleagues in the UK and Europe, for example, may well be able to get hold of your book before those in North America. The official publication date however is when the University of Chicago Press have processed and released the stock, and the book is only officially 'published' when copies are available worldwide, even if you have had a copy in your hands for a little while before then.

Marketing

Our pre-publication marketing of your book involves placing it on the Intellect and University of Chicago Press websites, and including it in both the Intellect and UCP seasonal catalogues in digital and print format. Once the metadata for the seasonal catalogue is finalized it is fed out to multiple platforms (Edelweiss, Nielsen, Amazon, Barnes & Noble and so on) garnering attention from book industry professionals, and readers, well ahead of the publication date. We also produce postcards for promotional use at conferences and any other suitable events.

Please see the [Marketing Guide](#) for more details on typical marketing for an Intellect book – and some tips on what you can do yourself.

Other useful information

Referencing style resources

- [APA (American Psychological Association) Style](#)
- [Chicago Manual of Style](#)
- [Intellect Style Guide](#)
- [Merriam Webster Dictionary](#)

- [MLA (Modern Language Association) Style](#)
- [MHRA (Modern Humanities Research Association) Style](#)
- [Oxford English Dictionary](#)

We use the most recent version of each referencing style.

Author copies

The contract you have with us will specify the number of complimentary copies you will receive. You are welcome to purchase further copies with a 30 per cent discount plus postage. To order further copies please let your production editor or marketing executive know. If you wish to order a large amount of author copies please let your production editor know prior to printing.

The 30 per cent discount also extends to the purchase of any Intellect book. Unless expressly agreed at contracting stage, contributors will receive a complimentary ebook version. Contributors are also welcome to purchase the print version with 30 per cent contributor discount.

Royalties

Your royalties will be calculated as agreed in the contract you have with us. Royalty will be based on sales even if your book makes no profit. None of Intellect's expenses are deducted from the net receipts. You should expect to receive your royalty cheque by 31 January for the sales from previous year. It is your responsibility to make sure that the postal address we hold for you is up to date. Please note that there is £50 minimum royalty payment – if your book earns less than this the amount will be carried over to next year. We do not send sales statements as standard but will be happy to provide them upon request. If you need to update your address or request a sales statement please get in touch with our Office Manager Heather Robinson (robinson@intellectbooks.com).

Intellect Author Fund

The Intellect Author Fund has been set up to support Open Access publication by early career scholars. Intellect authors and editors may donate their royalties to the Fund. Earnings from the Fund are allocated to a peer-reviewed IntellectOpen publication. Publishing decisions related to Fund-supported publications will be based solely on scholarly merit. All publications benefiting from the Fund include an acknowledgement on the copyright page, and are listed on our website. Please let us know if you wish to donate to the Fund by contacting Jelena Stanovnik (jelena@intellectbooks.com).

Open Access

IntellectOpen is designed to complement our traditional academic publishing services by offering authors, editors and their funders an attractive Open Access option for delivering their monographs and journals free at the point of access under Creative Commons licencing. IntellectOpen addresses the growing

requirement for Open Access in the academic community while maintaining Intellect's high standards in author service, ensuring high quality content through our rigorous peer-review process, copy-editing, typesetting and design. Both IntellectOpen monographs and journals are made available for immediate access following publication on a variety of platforms, ensuring excellent visibility and discoverability, while Intellect's full marketing support will ensure IntellectOpen publications reach a global audience. With IntellectOpen, as with our other publishing models, we are committed to offering authors the best publishing service, while always striving to keep prices, fees and costs to a minimum.

Intellect offers both Green and Gold Open Access options for all of our publications. Please see our Open Access page for more information, or contact Jelena Stanovnik (jelena@intellectbooks.com).