<u>Frequently asked questions</u>

Who is my main point of contact ?

Your main point of contact is your development editor. If you have any questions or queries, you should address them to your development editor first. The **Useful names and numbers** section gives your development editor's contact details, e-mail address and telephone number, as well as those of other members of staff whom you will encounter as your book moves along the publishing process.

Do you have house style guidelines ?

Yes, we do have specific ways of writing and presenting information. We have detailed specific issues of spelling, division of words, writing style, grammar, punctuation and so on in our **House style** guide. If you are unsure about how to present anything, contact your development editor.

How should I present my manuscript ?

You should submit **three** hard copies of your manuscript to your development editor on or before the deadline agreed. The manuscript must be double-spaced so that the copy-editor has room to mark it up for typesetting. We also require a corresponding disk copy of your manuscript. Make sure you supply a list of the text files and content on disk. For more details, see **Checklist for manuscript delivery, Preparing your manuscript package,** and **Artwork preparation and presentation.**

How long will it take to publish my book ? And Why ?

It usually takes about six months from the delivery of your final manuscript for a book to be published, although with some books it can take a little longer. Your development editor will be able to clarify this for you. It may seem like a rather long process but when you consider the stages that your book has to undergo, it becomes clear why it takes the time it does. See **Stages of production** and the corresponding **flowchart**.

I want to use a diagram from a book published by another publisher. What do I need to do ?

Material that you did not create yourself may be copyrighted material. You will need to seek permission from the copyright holder to reproduce the material. The section on **Permissions** explains what you may need permission to use, and how to apply for it. A standard letter and form are attached which you may reproduce.

Can I submit the chapters I have completed to date and send in the rest of the book later?

No, please wait until you have completed the whole manuscript to your satisfaction before formally submitting it to us. Producing a book in several sections creates problems of consistency and does not in the end save any time.

You may have agreed with your development editor that you will supply sample chapters so that you can work together to develop the manuscript. You should continue this arrangement but should ensure that when you do send in your manuscript, it is complete, and includes all chapters you have already submitted. To ensure that you have submitted a complete manuscript package, make use of the **Manuscript cover sheet** provided**.**

How would you like me to lay out my text ?

Keep it as simple as possible. Do not design the text, create running heads, or special styles for headings and features, as this will all be taken care of by our production staff. For more details, see **Preparing your manuscript package.**

How should I present my figure material?

Please use a common graphics or illustration package or provide rough sketches for us to work up into finished artwork. If you are using a software package, please remember that your artwork will be reproduced in black and white on the page, so you should create it in black and white rather than colour. See **Artwork preparation and presentation** for further details. You should save your illustrations/figures in a separate file from your text files. They should be saved one illustration per file, with a separate print-out of each.

Will I be able to make corrections ?

You should make sure that the manuscript and disks that you submit to us are in a complete and final format. You will get a chance to see it again at proof stage, when you will be sent a copy of your typeset book. You will be asked to check that all is correct and will have the opportunity to correct any serious factual errors that you might have overlooked in the manuscript. However, you should note that making corrections at this stage is costly and so it should be kept to a minimum. Speak to your production editor if you have any questions.

Will my book have a web site?

Many of our books do have on-line resources on a supporting web site available to lecturers and/or students at http://www.cengagelearning.co.uk.

Your commissioning editor will discuss this with you when negotiating your contract. If you are to supply material for the web, your development editor will discuss with you what you need to supply and in what format. See **Resources for the web** for more information.