

Overview of the Book Publishing Process

Proposal

- Complete the publishing proposal form.
- Email the Editorial Manager if you are not already in contact.
- Write your proposal according to the requirements (you may be given a form).
- Following positive internal assessment and peer review, a notice of acceptance or rejection will be sent within 10 to 30 working days from the date of submission, then you will be offered a contract.

Contract

- The Open Access Publishing Fee of your SSIPS Compacts, Monograph or Edited Book depends on the volume of the publication and includes project management, editorial and peer review services, technical editing, language copyediting, cover design and book layout, book promotion and ISBN assignment.
- Key parts of the contract include length, royalties, copyright, and the delivery date.
- After confirming the terms offered, you will be issued the contract for signature.

Manuscript Preparation

- Writing, referencing, and compiling any necessary third-party and/or illustrative material (along with suitable permission to use it).
- Keep in regular contact with your Editorial team.
- For Edited collections, coordinate with contributors on their schedule, progress, and content.
- Once the manuscript is submitted, but before it is forwarded for peer review, it will be screened for plagiarism.
- May include further peer review or work with a Development Editor.

Manuscript Submission

- Submit your final manuscript, Permissions declaration form, and Notes for the Copyeditor.
- Work with Editorial Assistant on any queries and ensure your material is ready for production.



Production

- Work with your assigned Production contact and team as your book is produced, including copyediting, typesetting, proofreading, and indexing.
- Begin promoting your book to your network in the run-up to publication date.

Publication

- Promote your book to your network with support from our global sales and marketing teams
- Keep us up to date with your details to ensure any royalties, complimentary copies or information will reach you successfully.
- Let us know if you have any further book ideas or plans.