

## STAGES OF BOOK PROCESSING

*Stages are listed in chronological order.*

### Administrivia

Acceptance of manuscript  
Preparation of contract  
Negotiation & signing of contract  
Collection of W-9  
Author is added to the publisher email distribution list

### Text Preparation

Editing & copyediting  
Manuscript finalization by author (in response to copyediting questions)  
Assignment of ISBN by publisher  
Assignment of control number by Library of Congress  
  
Manuscript typesetting  
Galley production  
Error corrections by editor  
Galley proofreading & corrections by author (2-week turnaround requested)  
Error correction by typesetter  
Final QC by editor  
Preparation of text file for printer by typesetter

### Cover Preparation

Obtaining bar code by typesetter  
Cover illustration, where drawing is to be used, by publisher or author illustrator  
Cover design by typesetter & editor, with input from author (final decision belongs to publisher)  
Back cover info provided by author (book description, bio, photo, endorsements)  
Production of full cover with spine by typesetter  
QC of cover by publisher  
Preparation of cover files for printer by typesetter

### Ancillary Products

Preparation of watermarked pdf by typesetter  
Production of front cover jpeg by typesetter

### Printing Activities

Files uploaded to the printer by the publisher  
Book information entered into distributor's file by editor  
Retail price set by publisher  
Information provided for distributor's catalogue by publisher  
On-sale and release dates provided to distributor by publisher  
  
Printer prepares files and generates a proof  
Publisher approves proof  
Distributor sends book information to online book sellers  
Online booksellers upload the book to their sites  
Publisher sends copies of the book to the Library of Congress  
Author completes LOC copyright registration (publish can provide guidance)

### Sales & Marketing

Printing of book is accomplished by printer and drop-shipped to author for use in gathering reviews  
Author bio & book information added to publisher website  
Book added to MSI Press webstore and author website  
Author prepares Author Central page on Amazon

If ARC is to be used:

ARC labels are forwarded to author by publisher  
ARCs distributed to pre-pub reviewers by publisher (or publicist if author has engaged one)  
Books during this period are on pre-sale and author may not sell copies sent to author

If no ARC period is to be involved (or after ARC period is over):

Press release is prepared by publisher (author may have input)  
Press release is submitted to 200-300 press release sites by publisher  
Author provides local media email contacts for either publisher or author follow-up  
Book appears in the MSI Press Newsletter-Bulletin, distributed to libraries and bookstores

Book is submitted by publisher for post-publication reviews  
Author solicits reviews from bloggers, reviewers, and other sources  
Author builds Amazon Central Page  
Author posts book on Goodreads, Library Thing, and Readers' Favorite for review  
Author promotes book through virtual book tours and other promotional activities (varies by book)  
Highly recommend that author obtain a review from US Review of Books (publisher will share cost)  
Publisher makes author aware of book exhibit opportunities & passes along any publisher discounts  
Publisher makes author aware of book award competitions & passes along any publisher discounts  
Publisher makes available marketing opportunities at cost to authors  
Publisher continuously promotes book on social media: MSI Press Blog, Twitter, Face Book  
Authors are encouraged to actively employ social media promotions  
Other sales, marketing, & promotional opportunities will be made available where they pop up  
Where special attention is desired, authors may order interview assistance packets from press marketer

### E-book conversion

E-book specialist converts paperback files to protected e-book files

Unless agreed otherwise with author, e-books are placed exclusively on Kindle

E-books can be placed on iBooks and Book Nook, but that significantly reduces Kindle royalties

### Audiobook conversions

We are no longer preparing audio books but may do so again in the future

Authors are free to make their own audio books

### Royalties

Statement are distributed in January & February of each year for previous year's sales

Payment is made in March & April of each year for previous year's sales

Unless otherwise agreed, payment is made by check distribution from bank

Other forms of payment are Zelle and, for foreign authors, payment of invoices from PayPal

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