



Author Guide

Part II From Delivery to Publication

Welcome to the final stage of publishing your book with Berg!

We hope that you have had a positive experience working with Berg. This next introduction offers a step-by-step guide to the process from delivery of your final manuscript until the publication of the finished product. This is the second of the two guides you should receive during your entire publication process with Berg.

www.bergpublishers.com

The process from final delivery to publication

1. Production

Copy Editing

- An experienced, professional copy editor will be assigned to your manuscript. The copy editor's brief is to:
 - Correct grammar, spelling and syntax.
 - Eliminate inconsistency and overlap.
 - Bring any queries, omissions, duplications or errors to your attention.
 - Check references and bibliographies for consistency of style.
 - Undertake minor rewriting, where necessary and with your approval.
- Queries are sent directly to you by the copy editor, to whom answers should be supplied by the requested deadline.

Text Correction

- After the copy editing queries are answered, the changes are incorporated into the electronic text and the file(s) are spell checked.

Typesetting

- Text formatted and pages designed.
- Illustrations prepared for printing.
- Page proofs run out.

Proofs

- You will be sent a copy of the full page proofs (the typeset pages).
- Please read through carefully since this will be the last chance to make any amendments before we go to print.
- Only essential corrections (i.e., typographic errors) will be made at this stage.
- This is not an opportunity to improve or rewrite passages as extensive corrections at this stage are very expensive. If we agree to make such changes, the costs will be passed on to you.
- If you cannot meet the deadline, please let us know as soon as possible as this will affect the publication date of your book.
- If you need more than one set (e.g. one for distributing to contributors or joint-authors) please let us know well in advance. Please collate corrections into one set for return.

Index

- You will normally be asked to prepare an index (according to your contract) from the page proofs we will supply. Please note:
 - We cannot provide page proofs on disk for indexing purposes.
 - We can provide guidelines on indexing if you need more detailed advice.
 - We can offer recommendations on professional indexers and put you in touch with them directly.

2. Rights

- We will try to negotiate rights deals wherever possible, and it is the responsibility of Berg as publisher to negotiate such deals (unless your contract states differently).
- Any contacts or interested publishers you can recommend as potential foreign language publishers of your book are most helpful in assisting our efforts. Please contact Veruschka Selbach with details or ideas you may have (vselbach@bergpublishers.com)
- We tend to retain world English-language rights for all our titles, but we will discuss any North American rights sales that might make sense for your book.
- We attend the Frankfurt and London Book Fairs each year, which are the major marketplaces for rights sales.
- Please be aware that sales into European languages are becoming more difficult for academic books due to the fact that the target market increasingly accesses the English-language edition.
- If you have already had a title published in translation, please let us know the name of the publisher, the language, the publication date and any other relevant details.
- We also actively negotiate electronic rights deals, with companies such as OCLC/NetLibrary, Ebrary and Questia. Hence it is important that any copyrighted text or images that are used in your book have permission for both print and online use. Please contact your Editor if you have queries.

FAQs

How long will it take to produce the final book?

We allow 13-15 months from the initial submission of the complete manuscript to the published book. This may vary depending on the extent of revisions called for in your Reader's Report. The production process (post peer review) takes approximately 9 months. If you have specific concerns about the publication date (RAE, conference, etc) please contact your commissioning editor as soon as possible.

I have a question about permissions.

It is the author's responsibility to obtain permission to reproduce any text or images for which they do not hold the copyright. If you have any queries, please ask your Commissioning Editor.

When can I expect to see my proofs?

When you submit the final manuscript, after peer review, your book will enter our production process. At that time, either Ken Bruce or Ian Critchley will get in touch to establish themselves as the main point of contact for production. They will supply you with a schedule so you know what to expect and when. It is important to keep in touch about your schedule so that they know where to reach you with proofs, etc.

Can Berg do the indexing of my book?

Contractually, the author is required to compile an index at proof stage. Although Berg will not take on this task for the author, we will send you notes on indexing ahead of the proofing stage. If you do not plan or want to do the indexing yourself, then Berg can supply details of freelance indexers we recommend. You will, however, need to contact them and arrange payment directly. Please note that the cost of the index cannot be offset against future royalties.

A foreign academic has approached me about arranging a translation of my book. What do I do?

If anyone approaches you directly about translating your book, please pass on all details to Veruschka Selbach (vselbach@bergpublishers.com). It is imperative that Berg negotiate any translations. Authors are frequently encouraged by foreign colleagues taking an interest in their book, but the key is to have a publishing contract with a foreign-language publisher. There are pirated editions of academic books in many potentially surprising markets. If you hear of your book appearing in a foreign language and Berg did not inform you of the translation, please consult Veruschka.

If Berg sells electronic rights, might anyone be able to access my book online for free?

No. Berg is compelled to protect copyright, and we will team up with partners who have security systems in place. For more information on our e-publishing initiatives, please contact Fanny Thepot, fthepot@bergpublishers.com.