

PART 7. THE PRODUCTION PROCESS

7.2 PRODUCTION TIPS FOR AUTHORS

1. Copyedited Manuscripts and Art Proofs

- Review copyedited manuscript carefully. Additions and/or deletions to the manuscript should also be made at this stage and not during your review of typeset pages. It is the author's responsibility to review the entire copyedited manuscript and to point out any inconsistencies and/or errors.
- Depending on the complexity of the art program, authors may be provided art proofs of rendered art to review before they are placed in pages. Any corrections to the art should also be made at this stage.
- If additional text and art changes have to be made in page proofs, they will be charged as author alterations and will be deducted from your royalties if these corrections exceed 10% of the total composition cost of your book.
- Copyediting and proofreading symbols can be found at the Chicago Manual of Style Website at http://www.chicagomanualofstyle.org/tools_proof.html.

2. Page Proofs

- The following author's alterations will be made in pages:
 - Corrections of fact
 - Updating of material to reflect recent research, legislation, events, etc. that will make the book current and up-to-date, subject to your Acquisition Editor's (AE) approval if substantial
 - Corrections to, or insertions of, credit lines and/or permission information
 - Corrections to text that result from corrections to rendered art (or vice versa)
 - Corrections or additions to references or bibliographic material
- The following author alterations will NOT be made, unless the AE approves the changes in writing:
 - Changes to design or page layout
 - Additions of several paragraphs or more of text
 - Reorganization of chapters, sections, or paragraphs

- Wording changes, trimming unnecessary words or sentences, eliminating redundancy, etc.
- “Consistency for consistency’s sake” changes
- Spacing or punctuation changes that do not promote clarity or understanding of the text
- The following editorial alterations will be made:
 - Corrections of misspelled words or names
 - Corrections of subject-verb agreement or serious grammar mistakes
 - Corrections in punctuation or spacing needed for clarity
 - Corrections of figure or table numbers to agree with text and/or art
 - Corrections to footnote or endnote numbering
- The following editorial changes are considered “cosmetic” and will NOT be made:
 - Wording changes, trimming unneeded words or sentences, eliminating redundancy, etc.; in short, subjective changes that are part of the guidelines for a moderate edit
 - “Consistency for consistency’s sake” changes
 - Examples: hyphenated words, numbers vs. words, series commas, abbreviations vs. spelling out, punctuation of lines, capitalization of the word “chapter,” colons before lists, etc.
 - Spacing or punctuation changes that do not promote clarity or understanding of the material