

ANU PRESS PUBLISHING PROCESS

2. Evaluation

- > Discipline-specific Editorial Board reviews the author's proposal and sample chapters and, if interested, will request the full manuscript for further evaluation.
- > If the full manuscript is approved for review, the Board will arrange a peer-review process by which at least two referee reports will be obtained (at least one external to ANU).
- > The Board asks the author to revise the manuscript in accordance with reviewer and Board recommendations.
- > When the Board is satisfied with the revised manuscript, it will send referee reports and a Proposal Evaluation Form (PEF) to ANU Press, confirming approval for publication.
- > The author, in consultation with the Editorial Board, selects an ANU Press approved copyeditor to work on the manuscript.

4. Production

Stage 1 – ANU Press reviews final manuscript for any last-minute changes before conversion.

Stage 2 – Final manuscript is converted into book format.

Stage 3 – Book cover is designed and sent to author for approval (final approval rests with ANU Press).

Stage 4 – Author receives electronic proof for final format, design and text errors only. This process may be repeated if more changes are required (maximum three proofs to be provided to the author by ANU Press).

Stage 5 – Final proof approved by author for publication. ANU Press provides information to distributor NewSouth Books and prepares files for the printer. After receiving a PDF proof from the printer ANU Press approves the book for publication in hard copy.

1. Submission

Author submits prepared documents to the discipline-specific Editorial Board for review: press.anu.edu.au/help/publishing-overview

Author reads Author Guide and prepares:

- > Book Proposal Form
- > synopsis
- > two or three sample chapters
- > detailed chapter outline or list of contents
- > brief author résumé.

3. Editing

The author is to ensure funds are available for the copyeditor to complete all work necessary. In addition to the work done by the copyeditor, the author:

- > confirms any specific needs (for example, if the book needs an index), time frame and price estimate
- > prepares high-resolution images
- > obtains copyright permissions for images and text
- > responds promptly to queries from the copyeditor
- > checks and approves changes made by the copyeditor.

The author approves the final, copyedited text and requests their copyeditor to send this text, along with any illustrative materials, to ANU Press.

ANU Press:

- > receives final referee reports, PEF and manuscript text (with any comments from peer-review process included)
- > introduces the author to the production process, and provides them with the ANU Press Author Contract and Cover Brief Form.

5. Publication

- > Book is made live on the ANU Press website and made available for sale on distributor NewSouth Books website.
- > Hard copy and digital copies are provided to distribution outlets such as Books at JSTOR, Thomson Reuters Book Citation Index, OAPEN, DOAB, Google Books, Google Scholar, Amazon, iBooks, eBrary, EBL, NLA (Libraries Australia, Trove and WorldCat) and ANU Library Catalogue.
- > ANU Press prepares the book's metadata for statistics and library cataloguing purposes.
- > Hard copies are ordered and complimentary copies sent to the author(s).
- > Publication is promoted through various social media channels. If they choose, the author organises a book launch.