Welcome to ANU PRESS

Thank you for choosing ANU Press as your publisher. We’re looking forward to working with you! In this document, we’ll run through the process of publishing your book and outline what we need from you and what you can expect from us.
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.

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 by at least two reviewers (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 the manuscript is approved for publication.
> The author, in consultation with the Editorial Board, selects an ANU Press-approved copyeditor to work on the manuscript.

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.

4. Production

Stage 1 – ANU Press reviews final manuscript 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 checking and review (only minor textual and design errors can be changed at this stage, no rewriting of the text will be accepted). 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.

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).
> The Marketing and Communications Coordinator works with the author to promote the book, send out review copies and, if desired, organising a book launch.
CHECKLIST

We can start working on your book once we have received from your Editorial Board:
> a Book Proposal Form
> a Proposal Evaluation Form
> two referee reports.

ANU Press will provide you with:
> a contract
> a cover brief form.

You will then need to provide:
> a signed contract
> a completed cover brief form
> copyright permissions (if applicable)

Your copyeditor will provide to the Press:
> the final, copyedited text of the book
> all illustrative material to be included in the book
> the image spreadsheet listing details of all images in the book
> a style sheet.

ANU Press will only accept manuscripts from the copyeditor. If the manuscript is not sent to ANU Press by the copyeditor, it will not be accepted. This is to ensure that no changes are made to a final, copyedited manuscript without the copyeditor’s or ANU Press’ knowledge.

Please tell us immediately if there is a special event, planned book launch or any other deadline your book needs to be published in advance of. For more information on book launches, please see page 11.

Please note: We are unable to print books over 1,000 pages in length. If your publication exceeds this length you will be required to cut down the material included in your book. Please also note that books over 500 pages long that include colour will not be able to be provided to some of the third-party distributors (e.g. Createspace).
Your manuscript will need to be evaluated and approved for publication by one of our Editorial Boards. Please see below for a list of our Editorial Boards and their relevant contacts. For details on how to submit your proposal to one of our Editorial Boards, please see press.anu.edu.au/help/publishing-overview.

### ANU Editorial Boards

<table>
<thead>
<tr>
<th>EDITORIAL COMMITTEE</th>
<th>CONTACT PERSON</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal History</td>
<td>Rani Kerin</td>
<td><a href="mailto:rani.kerin@gmail.com">rani.kerin@gmail.com</a></td>
</tr>
<tr>
<td>Anthropology in Pacific and Asian Studies</td>
<td>Matt Tomlinson</td>
<td><a href="mailto:matt.tomlinson@anu.edu.au">matt.tomlinson@anu.edu.au</a></td>
</tr>
<tr>
<td>ANU.Lives</td>
<td>Melanie Nolan</td>
<td><a href="mailto:melanie.nolan@anu.edu.au">melanie.nolan@anu.edu.au</a></td>
</tr>
<tr>
<td>Asian Studies</td>
<td>Craig Reynolds</td>
<td><a href="mailto:craig.reynolds@anu.edu.au">craig.reynolds@anu.edu.au</a></td>
</tr>
<tr>
<td>Asia-Pacific Environment Monographs</td>
<td>Colin Filer</td>
<td><a href="mailto:colin.filer@anu.edu.au">colin.filer@anu.edu.au</a></td>
</tr>
<tr>
<td>Asia Pacific Security Studies</td>
<td>Greg Raymond</td>
<td><a href="mailto:greg.raymond@anu.edu.au">greg.raymond@anu.edu.au</a></td>
</tr>
<tr>
<td>Australian and New Zealand School Of Governance (ANZSOG)</td>
<td>John Wanna</td>
<td><a href="mailto:john.wanna@anu.edu.au">john.wanna@anu.edu.au</a></td>
</tr>
<tr>
<td>Centre for Aboriginal Economic Policy Research (CAEPR)</td>
<td>Frances Morphy</td>
<td><a href="mailto:frances.morphy@anu.edu.au">frances.morphy@anu.edu.au</a></td>
</tr>
<tr>
<td>China in the World</td>
<td>Merrilyn Fitzpatrick</td>
<td><a href="mailto:merrilyn.fitzpatrick@anu.edu.au">merrilyn.fitzpatrick@anu.edu.au</a></td>
</tr>
<tr>
<td>Comparative Austronesian</td>
<td>James Fox</td>
<td><a href="mailto:james.fox@anu.edu.au">james.fox@anu.edu.au</a></td>
</tr>
<tr>
<td>Crawford School of Public Policy</td>
<td>Andy Kennedy</td>
<td><a href="mailto:andy.kennedy@anu.edu.au">andy.kennedy@anu.edu.au</a></td>
</tr>
<tr>
<td>Education</td>
<td>TBA</td>
<td><a href="mailto:anupress@anu.edu.au">anupress@anu.edu.au</a></td>
</tr>
<tr>
<td>Environmental History</td>
<td>Greg Barton</td>
<td><a href="mailto:gabarton@britishscholar.org">gabarton@britishscholar.org</a></td>
</tr>
<tr>
<td>Humanities and Creative Arts</td>
<td>Christine Huber</td>
<td><a href="mailto:christine.huber@anu.edu.au">christine.huber@anu.edu.au</a></td>
</tr>
<tr>
<td>Islam and South-East Asia</td>
<td>Greg Fealy</td>
<td><a href="mailto:greg.fealy@anu.edu.au">greg.fealy@anu.edu.au</a></td>
</tr>
<tr>
<td>Law</td>
<td>Darryn Jensen</td>
<td><a href="mailto:darryn.jensen@anu.edu.au">darryn.jensen@anu.edu.au</a></td>
</tr>
<tr>
<td>Pacific</td>
<td>Stewart Firth</td>
<td><a href="mailto:stewart.firth@anu.edu.au">stewart.firth@anu.edu.au</a></td>
</tr>
<tr>
<td>PEARL (Profession, Education and Regulation in Law)</td>
<td>Craig Collins</td>
<td><a href="mailto:craig.collins@anu.edu.au">craig.collins@anu.edu.au</a></td>
</tr>
<tr>
<td>Practical Ethics and Public Policy</td>
<td>Michael Selgelid</td>
<td><a href="mailto:michael.selgelid@monash.edu">michael.selgelid@monash.edu</a></td>
</tr>
<tr>
<td>Science and Engineering</td>
<td>Brian Kennett</td>
<td><a href="mailto:brian.kennett@anu.edu.au">brian.kennett@anu.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Farid Rahimi</td>
<td><a href="mailto:farid.rahimi@anu.edu.au">farid.rahimi@anu.edu.au</a></td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Frank Bongiorno</td>
<td><a href="mailto:frank.bongiorno@anu.edu.au">frank.bongiorno@anu.edu.au</a></td>
</tr>
<tr>
<td>Summations</td>
<td>James Fox</td>
<td><a href="mailto:james.fox@anu.edu.au">james.fox@anu.edu.au</a></td>
</tr>
<tr>
<td>Terra Australis</td>
<td>Sally Brockwell</td>
<td><a href="mailto:sally.brockwell@anu.edu.au">sally.brockwell@anu.edu.au</a></td>
</tr>
<tr>
<td>Vietnam</td>
<td>Philip Taylor</td>
<td><a href="mailto:philip.taylor@anu.edu.au">philip.taylor@anu.edu.au</a></td>
</tr>
</tbody>
</table>

### Journals

<table>
<thead>
<tr>
<th>JOURNAL</th>
<th>CONTACT PERSON</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal History Journal</td>
<td>Ingereth McFarlane</td>
<td><a href="mailto:aboriginal.history@anu.edu.au">aboriginal.history@anu.edu.au</a></td>
</tr>
<tr>
<td>Agenda</td>
<td>William Coleman</td>
<td><a href="mailto:william.coleman@anu.edu.au">william.coleman@anu.edu.au</a></td>
</tr>
<tr>
<td>Burgmann Journal</td>
<td>Sally Renouf</td>
<td><a href="mailto:sally.renouf@anu.edu.au">sally.renouf@anu.edu.au</a></td>
</tr>
<tr>
<td>Cross-sections, The Bruce Hall Academic Journal</td>
<td>TBC</td>
<td><a href="mailto:anupress@anu.edu.au">anupress@anu.edu.au</a></td>
</tr>
<tr>
<td>East Asia Forum Quarterly</td>
<td>Shiro Armstrong</td>
<td><a href="mailto:shiro.armstrong@anu.edu.au">shiro.armstrong@anu.edu.au</a></td>
</tr>
<tr>
<td>Human Ecology Review</td>
<td>Rob Dyball</td>
<td><a href="mailto:rob.dyball@anu.edu.au">rob.dyball@anu.edu.au</a></td>
</tr>
</tbody>
</table>
Once your manuscript is approved for publication, it will need to be professionally copyedited. It is recommended you engage one of the copyeditors on the ANU Press recommended copyeditor list (please see below). The Editorial Board dealing with your manuscript will advise you on copyediting and likely costs. (ANU also offers a publication subsidy fund that can help with the cost of getting your book published.)

**Publication subsidy fund**

The Vice-Chancellor allocates funds to assist the publication of the results of academic research of staff members or students of The Australian National University that are published by ANU Press on the basis of the University’s commitment to scholarly publishing.

Applications are called twice a year usually and the maximum amount for any one subsidy is $2,500. Each subsidy is discrete and no long-standing commitment will be made towards the costs of ongoing publications, such as journals or other series. Typical activities funded are copyediting and indexing. The publication subsidy will not be approved for commissioning cover designs as ANU Press includes publication cover design as part of its processes. Translations of works into or from English are unlikely to be supported unless they are of exceptional literary or scholarly merit.

All staff members and students of the University may apply. The application must relate to a completed piece of work conducted while at the University and negotiations with ANU Press must be at an advanced stage. Subsidies will only be allocated to works that have been accepted by an ANU Press Editorial Board for publication.

For more information, please visit press.anu.edu.au/about/publication-subsidy-fund.

**How to find a copyeditor**

We strongly recommend you use one of our preferred copyeditors, as they are familiar with what we need—their work will make the rest of the process as streamlined as possible. We recommend:

<table>
<thead>
<tr>
<th>COPYEDITOR</th>
<th>CONTACT EMAIL/URL</th>
<th>SKILL SET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth Battrick, AE</td>
<td><a href="mailto:beth.battrick@spoonfully.com">beth.battrick@spoonfully.com</a></td>
<td>Copyediting * Formatting * Proofreading * Indexing</td>
</tr>
<tr>
<td>Jan Borrie</td>
<td><a href="mailto:janb@netspeed.com.au">janb@netspeed.com.au</a></td>
<td>Copyediting * Formatting * Proofreading * Indexing</td>
</tr>
<tr>
<td>Dr Lisa Lines, AE</td>
<td><a href="mailto:info@capstoneediting.com.au">info@capstoneediting.com.au</a></td>
<td>Copyediting * Formatting * Proofreading</td>
</tr>
<tr>
<td>Geoff Hunt</td>
<td><a href="mailto:wamboolhunt@yahoo.com.au">wamboolhunt@yahoo.com.au</a></td>
<td>Copyediting * Formatting * Proofreading * Image preparation</td>
</tr>
<tr>
<td>Justine Molony</td>
<td><a href="mailto:justinemolony@bigpond.com">justinemolony@bigpond.com</a></td>
<td>Copyediting * Formatting * Proofreading * Indexing</td>
</tr>
<tr>
<td>Carolyn Brewer</td>
<td><a href="mailto:Carolyn.Brewer@anu.edu.au">Carolyn.Brewer@anu.edu.au</a></td>
<td>Copyediting * Formatting * Proofreading * Indexing * Image preparation</td>
</tr>
<tr>
<td>John Mahony</td>
<td><a href="mailto:jmahony@mail.com">jmahony@mail.com</a></td>
<td>Copyediting * Formatting * Proofreading</td>
</tr>
<tr>
<td>Cathryn Game</td>
<td><a href="mailto:cgamie@ozemail.com.au">cgamie@ozemail.com.au</a></td>
<td>Copyediting * Formatting * Proofreading</td>
</tr>
</tbody>
</table>

If you choose a copyeditor who isn’t on this list, please give us their contact details **before** they start work so we can discuss our brief with them.

**Please note:** If you choose a copyeditor not on the ANU Press list and they deliver work that isn’t to our standards, the text will need to be re-edited at your cost.
What to send your copyeditor

Make sure you send your copyeditor **final and complete** files to work on. This means the whole text that will form the published book, including any of the following you choose to include: foreword, preface, contributor biographies, acknowledgements, list of abbreviations, introduction, appendices, bibliography.

Before you send your manuscript to your copyeditor, you **must** have included all relevant DOIs in the referenced books, articles and journals in your work’s bibliography or bibliographies (see below for information on how to do this).

You also need to send your copyeditor all illustrative material (figures, illustrations, photos, graphs, etc.) that will be in your book:

- Don’t include images (other than tables and boxes; see below) in the text, but clearly mark the text where each image should go (e.g. ‘[INSERT FIG 1]’). Image titles and sources should immediately follow this text marker.
- Images should be placed as close as possible to where they are first mentioned in the text.
- All figures, tables and boxes should be numbered consecutively and should be referred to in the text by number.
- Send images to your copyeditor as JPEG or TIFF files, numbered according to their placement in the text.
- Images **must** be at least 300 dots per inch (dpi) and at least 10 cm wide at final size (or 1,200 pixels wide). Information on checking your image size and resolution is available below.
- It is fine to generate tables and boxes in Word, or to send them to us in other file formats. If they are Word tables, they can be placed in the document rather than sent separately (if the tables are very large, please supply them in separate Word documents, appropriately labelled).
- If you have created graphs in Excel, please provide them to the Press in the original Excel format.

How to check image size and resolution

**On a Mac**

1. Open the image in Preview.
2. In the menu ribbon, click ‘Tools’. In the ‘Tools’ dropdown menu, click ‘Show Inspector’.
3. In the window that opens, the ‘image size’ should be **more than** 1,200 pixels wide. (The image below shows an image of adequate size and resolution as the width of the pixels corresponds to 3104.)
On a PC

1. Open the image in Windows Image Viewer.
2. In the menu ribbon, click ‘File’. In the dropdown menu, click ‘Properties’.
3. In the window that opens, the ‘Width’ should be at least 1,200 pixels.

DOIs

ANU Press is now registered to use Digital Object Identifiers (DOIs) for its titles. This will make your book/journal easier to search and easier for other academics to reference in their own work.

As part of this process, ANU Press authors must include DOIs as part of their bibliographic references where applicable. Before submitting your manuscript to your copyeditor, you must run your bibliography or bibliographies through the Crossref DOI registration system, this will locate DOIs for any book or journal you have referenced in your book and provide this to you in a list (DOIs identified are shown in red). For ANU Press to be able to provide DOIs, it is mandatory for our authors to follow this new process.

The process for finding DOIs for your references is as follows:

Step 1
Go to www.crossref.org/SimpleTextQuery/

Step 2
If you have not used this system before you will need to register your email by clicking on the interactive ‘click here’ link.

Step 3
Register your email by filling out the form.
Step 4
You will receive an email asking you to verify your email address. Follow the instructions to verify your email.

Step 5
Return to the Simple Text Query form, enter your email address in the ‘Registered email’ box, copy and paste your bibliography into the text box and hit ‘Submit’.

Step 6
The website will provide you with the valid DOIs for the references registered to its system. Copy each of these DOIs (in red) into your bibliography at the appropriate reference. You do not need to include the https:// in your copied DOI reference.

Benedict, Quentin and Paul Craig 1998, Our State of Mind: Ritual Planning and the Stolen Generations, Fremantle Arts Centre Press, Fremantle, WA.
Davidson, W.S. 1973, Heaven of Refuge: A History of Leprosy in Western Australia, University of Western Australia Press for the Public Health Department, Nedlands.

You can also search single references rather than whole bibliographies if you wish by going to this link: search.crossref.org

Please note: If your manuscript comes to ANU Press without DOIs being included in your bibliography, it will be sent back for you to complete this process.

The copyediting process
The copyeditor will:

> separate the text into separate Word documents for each chapter and section of the book
> make sure the language used is clear, consistent and grammatically correct
> apply our styles to the documents (this involves setting things like block text and heading levels) so we can convert the text properly
> check that the images are the right size and resolution, and make a spreadsheet listing this information
> let you know if any of the images aren’t big enough or don’t have a high enough resolution
> send you the image spreadsheet, style sheet, plus all text, with all changes tracked.

Make sure you check the revised documents to make sure you’re happy with the changes the copyeditor has made. If need be, discuss the changes with your copyeditor. Once you’re confident that the text is final, please advise the copyeditor that it is approved and the copyeditor will send the text on to ANU Press.

Once we start working on your text, only minor changes are possible.
WHAT WE NEED TO BEGIN PRODUCTION

> A signed contract. Please fill in the areas highlighted in yellow, initial each page, sign at the bottom, and send us a copy of the contract (either by post or a scanned copy via email). If there are multiple authors/editors for your work, please have each author/editor fill in a separate contract. Contributors to edited collections do not need to sign contracts.

> A Book Proposal Form. This is the form you would have submitted to the Editorial Board—you don’t need to supply sample chapters or a résumé.

> A completed cover brief form. Please complete this form to the best of your abilities and email it to the Publications Coordinator. Any potential cover image must be at least 300 pixels per inch and 15 cm wide (1,700 pixels wide) at final size; low-resolution images (particularly those downloaded from the internet) cannot be used. Please provide copyright clearance to use the image in both print and electronic formats.

> The Proposal Evaluation Form and two referee reports. These are provided to ANU Press by the Editorial Board.

> Copyright permissions (if applicable—see below for more information).

> The final, copyedited text of the book. This must be sent to ANU Press by the copyeditor.

> All illustrative material to be included in the book. Now that you and the copyeditor have checked the images, they should all be the correct size and resolution.

> The image spreadsheet listing the size and resolution of all images.

> Style sheet including a list of any unusual symbols, accents or characters used (if applicable).

Creative Commons licensing of ANU Press books

As of 1 January 2018, all ANU Press books will be publishing under a Creative Commons licence. The licence used is a CC-Attribution-Non-Commercial-No-Derivatives licence (CC BY-NC-ND). For more information on this licence please visit: creativecommons.org/licenses/by-nc-nd/4.0/.

Copyright

You need to get written permission to use any type of copyrighted material and you will need to cover any associated costs. If there’s any doubt whether or not something is under copyright, seek permission to use it.

Under Australian copyright law, you may need to obtain permission to reproduce text extracts, including poems, and other material, such as graphs and tables, created by someone other than you. You must obtain permission to reproduce a "substantial part" of any written work protected by copyright. All material quoted and any illustrative material must be appropriately acknowledged in your manuscript.

ANU Press can supply you with a template list to help you keep track of your copyright permissions. A copy of each permission letter should be attached to the list, and the relevant extracts should be clearly indicated. For more information on copyright, please see the ‘Copyright & Permissions’ guide (a copy of this can be supplied on request if you do not have this).

As part of your contractual agreement with ANU Press, you need to warrant that:

> the work you supply is original, has not been published previously and is not being considered for publication elsewhere in either print or electronic form

> the source of all copyright materials has been acknowledged

> the work does not infringe on copyright held by other parties

> the work does not contain any libellous material.

ANU Press can provide you with a letter template for requesting permission from the publisher to reproduce extracts or images from previously published books. Your request should be directed to the publisher of the work you wish to reproduce. If you require this letter template, please let ANU Press know.

Please consult the author’s checklist (supplied upon request) for any other issues relating to previously published works.

Note: If you are including previously published text in your work (e.g. a journal article), please provide it in a Word document format with ANU Press styles applied. Please do not supply it in a PDF format unless previously discussed with ANU Press.
Please tell us immediately if there is a special event, or any other deadline your book needs to be published in advance of. The publishing process generally takes between three to five months (but can take longer for larger or more complex books), so we need to know of any events well in advance to be able to schedule our workflow to a set deadline.

Once we receive your final text, we will give it a last check for obvious errors, and make sure the styles have been correctly applied. At this point, we’ll be in touch if we have any queries about the text.

We’ll use InDesign to convert the text to the form it’ll be published in, it will then undergo an in-house proof. Following this, we will send you a proof to check, along with a list of queries that arose from the in-house proof. You should receive three sets of proofs:

> **Initial proof.** This is to check that conversion has occurred correctly and no errors have been introduced to the text. This is also the time to check the text for grammar and spelling mistakes. This is not the time to rewrite text; ANU Press will not accept major textual changes to a proof.

> **Second proof.** This is to check that any requested changes have been made correctly and to complete final checks of the text.

> **Final proof.** This is a final check of the book to ensure that everything is displaying correctly and there are no major errors.

At this final stage, checking is only for formatting issues, or any basic errors that have previously been overlooked. For any changes that don’t fall into these categories, we will charge $80 per hour (minimum charge is $80).

Once the final set of proofs have been approved, the book can be indexed if required. A PDF proof from the printer can be supplied if you wish to check the book before printing commences. However, if you choose to see the printer proof, this will delay publication. Any changes made to the printer proof will incur a charge of $80 per hour (minimum charge is $80).

### Indexing

We generally recommend against including an index. We are primarily an ebook publisher (ebooks make up 99 per cent of access to our titles), and ebook search functions generally make indexes redundant. However, if your proposal is with the Humanities and Creative Arts Editorial Board, then it must have an index as this is a requirement of the board.

If you wish to include an index in your work, the index can only be done **once the final set of proofs has been approved** (any changes to the book can alter page numbers, which would make the index incorrect). We don’t prepare indexes, but we can put you in touch with professional indexers (please note that you are responsible for paying for the index).

To see our list of recommended indexers, please refer to the copyeditors contact list on page 5.

**Please note:** If you use an indexer not recommended by us, or if you decide to index the book yourself, and the index is not to ANU Press standards, the index will need to be redone at your cost.

### Cover design

We will design your cover in-house based on the information you provide in your cover design brief. We will send you our draft cover for feedback and negotiate any changes, but we reserve the right to make the final decision on cover design. This is necessary for the following reasons:

> **ANU Press,** and through us each of our titles, represents the best scholarly communication and research. We make decisions for each title with the whole Press and publishing endeavour in mind.

> The cover design has to be applied across all formats, i.e. PDF, ePub and print. This means certain styles, sizes and colour schemes work better than others.

> A title might form part of a series, in which case the cover design has to remain consistent and true to the original concept.
Once the final files are approved, we will publish the book electronically and in print.

**Formats**

**Print**

When we have checked the printer’s proofs and the book has been published online, we will contact you to advise how you can purchase copies of your book at a discounted price. If you are the sole author/editor, you will receive three complimentary copies; if there is more than one editor or author, you will receive two per person. Print copies are also available to purchase through our distributor’s website.

Please take into consideration hard copies can take two to four weeks to be delivered; if you are organising a book launch, please leave enough time for the books to be delivered prior to your launch date.

**Digital formats**

Our titles are converted to PDF (as a whole book and as individual chapters), .epub, .html and .mobi formats. These are all made available to readers through our website at no charge.

**Please note:** Some books, due to layout, might have to be generated as a fixed-layout ePub. If this is the case then the book will only appear in the PDF and .epub formats.

**Distribution**

**eBooks**

As an electronic press, our promotional and marketing efforts are focused on ensuring that ebooks reach as large an audience as possible. We lodge ANU Press titles with a wide range of online repositories:

- Google Books
- CreateSpace (Amazon)
- Thomson Reuters
- the Open Access Publishing in European Networks library (a comprehensive digital library distributing to publishers, researchers and libraries internationally)
- JSTOR (a subscription-based digital library accessed by over 7,000 institutions in more than 150 countries)
- eBrary and EBL

We make bibliographic information available through:

- MARC Records (bibliographic Machine-Readable Cataloging), which are disseminated to university libraries for free inclusion in their catalogues
- the National Library of Australia’s Cataloguing-in-Publication scheme and edeposit service.

**Print books**

Hard copies of our titles can be purchased from a number of distributors including:

- NewSouth Books
- Amazon
- Booktopia
- James Bennett
- Titlepage.

**Launches**

If you are interested in holding a launch for your book you should first consult the ‘Launches and Promotions Factsheet’ for details on how ANU Press can work with you to organise and promote your event, help you order launch copies of your book and organise a bookseller if needed.

If you do not want assistance organising your launch, you are still required to inform ANU Press and the relevant Editorial Board about the event well in advance and invite them to send representatives. ANU Press should be acknowledged as the publisher during launches, and space should be made available for the Press’ banner.

If you would like to have physical copies of your book available to sell or distribute at your launch, please be sure to read the relevant section of the ‘Launches and Promotions Factsheet’ regarding the amount of time it will take for copies to be printed and delivered. If you do not allow enough time between the publication of your book and your launch (a minimum of four weeks unless otherwise discussed with ANU Press), then ANU Press cannot guarantee that books will arrive in time.
Marketing and promotion

ANU Press employs a part-time Marketing and Communications Coordinator who will be able to assist with certain aspects of promoting your book. Some of the activities ANU Press can undertake include:

> Distributing review copies of your book.
> Creating book flyers for distribution at events or online.
> Promotion via the media, including social media.

ANU Press expects that its authors will participate in this process. Your active involvement will go a long way towards the successful promotion of your book.

For further information about marketing and promotion, please read the ‘Launches and Promotions Factsheet’.

Book prizes

There are dozens of book prizes offered around the world each year. The awards on offer vary considerably, as does the cost of entry. ANU Press is happy to assist you in entering your book in prizes, but may ask you to cover the cost of entry or the cost of printing and mailing copies, depending on how many copies are required.