

Preceded by: 14-1st-Pass Pages (PM10)

15-Second-Pass Pages (PM11)

Followed by: 16-Finalize Components (PM12)

Why: *The review of 2nd-pass pages is a primary, quality-assurance stage in the production of a textbook or print supplement. A second pass of page proofs is reviewed to ensure that all corrections and edits noted on the first-pass pages have been made.*

Who: *Possible Participants = Proofreader, Author, Acquisitions Editor, Editorial Project Manager, Development Editor, Accuracy Checker, Art Director, Prentice Hall Project Manager/, Full-Service Vendor Project Manager*

Skills Needed: *Proofreading; spelling; grammar; ability to read and interpret specs and design layouts; knowledge of good page makeup principles; content expertise (accuracy checkers only); ability to annotate PDF files; Proofreader, PH PM/Liaison, FSV PM should all have experience reading page proofs, using and interpreting standard proofreading symbols*

Knowledge Base Needed: *Quark, Microsoft Word; Adobe Acrobat*

TASK: Confirm Workflow for Review of 2nd-Pass Pages

Step 1: Following the production launch meeting, but no less than one week prior to start of 1st-pass pages, In-house Project Manager (PM)/liaison reviews project records to confirm workflow for review of 2nd-pass pages.

NOTE: For titles with minor revisions, this stage may serve as the final page pass stage. Number of page passes should be determined at launch so schedule and budget implications can be considered.

Step 2: Confirm routing method for 2nd-pass pages, which will either be hard copy (printed page proofs) or electronic (PDF). *Best practice is to follow electronic (PDF) workflow.*

NOTE: Electronic vs. hard copy workflow should already be established at this point (refer to 1st-Pass Pages procedures).

TASK: Proof Distribution

Step 1: In-house PM/liaison receives notice from Full Service Vendor's (FSA) PM compositor's CSR that 2nd-pass pages have been either been posted to PAL-Projects or a designated FTP site or posted for DPC so printed B&W copies can be shipped to participants.



Step 2: In-house PM/liaison records actual date in PIMS for start of 2nd-pass pages in the PH Higher Ed Status schedule form.

Step 3: In-house PM/liaison notifies all participants that 2nd-pass pages have been posted to PAL-Projects or a designated FTP site or posted for DPC so printed B&W copies can be shipped to participants.

Step 4: If hard copy workflow, compositor returns master 1st-pass pages to In-house PM/liaison.

TASK: Proofreading/Slugging

Step 1: In-house PM/liaison slugs 2nd-pass pages against master 1st pass pages to ensure all edits/corrections have been made.

Step 2: In-house PM/liaison sends master 2nd-pass pages along with master 1st-pass pages to author.

NOTE: Original 1st-pass master pages always travel with original (master) 2nd-pass pages.

Step 3: In-house PM/liaison includes due date for return of each batch of 2nd-pass pages in transmittal memo.

NOTE: It must be clear that the due date is a received-by date, not a ship date, so that the participant can plan adequate time for shipping if necessary.



Step 4: In-house PM/liaison records actual date in PIMS for end of 2nd-pass pages to PH in the Higher Ed Status schedule form.

TASK: Author/Development Editor (DE)/Acquisitions Editor (AE)/ Editorial Project Manager (PMEd) Review

Step 1: Author receives master 1st-pass pages for reference when checking PDF files or hard copy of 2nd-pass pages. If electronic workflow, PDF files of master 1st-pass pages will reside in PAL-Projects or designated FTP site for author and participants' reference.

Step 2: Author reads pages and annotates PDFs or marks up hard copy.

Step 3: Author makes copy of marked-up hard copy if desired.

Step 4: Depending on established workflow/routing plan, author forwards annotated PDFs or marked-up hard copy to either DE/AE/PMEd or directly to in house PM/liaison.

Step 5: If forwarded to DE/AE/PMEd, he/she checks author edits/corrections and includes own edits/corrections as appropriate.

Step 6: DE/AE/PMEd either posts annotated PDFs to PAL-Projects or designated FTP site and notifies In-house PM/liaison that annotated PDFs have been posted or ships marked-up hard copy to In house PM/liaison

TASK: Compile Edits/Corrections into 2nd-Pass Pages

Step 1: In-house PM/liaison reviews all marked sets of 2nd-pass pages to ensure edits/corrections are clear and queries to authors have been answered.

Step 2: In-house PM/liaison compiles all edits/corrections from marked sets into the proofread, master set of 2nd-pass pages (either as annotations to proofreader's PDFs or notes on hard copy proofs).

Step 3: In-house PM/liaison photocopies master proofread pages if workflow is hard copy.

Step 4: In-house PM/liaison either returns one set of annotated PDFs to compositor via PAL-Projects or designated FTP site or ships marked master set of pages to compositor

Step 5: In-house PM/liaison records actual dates in PIMS for start and end of 2nd-pass pages to comp in the Higher Ed Status schedule form. On the SCHEDULE >Overview Tab or the PH Higher Ed Status Form in PIMS.

	PLANNED	REVISED	ACTUAL		PLANNED	REVISED	ACTUAL
Instock/revise editorial/budgeted	04/20/2007	04/01/2007		Production launch meeting			10/13/2006
Text ms to production - start	05/01/2006	03/01/2006	06/15/2006	Text ms to production - end	05/01/2006	03/01/2006	06/15/2006
Last batch of final photo selections to researcher				Line art pages to production - end			
First batch of ms to compositor	10/18/2006	10/24/2006	10/24/2006	Last batch of ms to compositor	11/22/2006	12/18/2006	12/19/2006
First pages to production - start	11/03/2006	11/09/2006	11/15/2006	First pages to production - end	12/12/2006	12/18/2006	12/19/2006
Final pages to production - start	12/07/2006	12/19/2006	12/19/2006	Final pages to production - end	01/16/2007	01/25/2007	01/25/2007
Final files/film/camera copy to printer - start	02/09/2007	03/01/2007	03/01/2007	Final files/film/camera copy to printer - end	02/09/2007	03/01/2007	03/01/2007
Bound book	03/16/2007	04/13/2007	04/13/2007	Instock/live date	03/23/2007	04/20/2007	04/18/2007

Note: Actual Bound Book Date is PO delivery date ESTIMATED vs ACTUAL DAYS: 26 (Negative = days early; Positive = days late)

SPECIAL SCHEDULE REQUIREMENTS: CONCEPT MEETING, PINK SHEET ROUTING, PRICE APPROVED

SCHEDULE COMMENTS: As of 3/9/05, this project is still out for reviews. This manuscript was sent back to the author. It needs additional organizational structure. Sent back 8/30/05. Revised files-to-printer date due to heavy author alterations.

TASK: Indexer Compiles Index

Step 1: If determined that indexing is done in second pass (instead of first), Indexer compiles index based on guidelines provided by In-House PM/liaison (SEE: 1st Pass Pages (PM10)).

Step 2: Indexer transmits index manuscript to In-House PM/liaison.