

Preceded by 16-Finalize Components (PM12)
17-Final Pass Pages (PM13)
 Followed by: 18-Files Released to Printer (PM14)

Why: A careful review of all components before going to press will ensure that everything goes smoothly during printing and binding.

Who: Possible Participants: Acquisitions Editor, Art Editor, Composer, Design Team, Interior Printer (Customer Service Representative - CSR), Media Group, Operations Specialist, Prentice Hall Project Manager/Liaison, Full-Service Vendor Project Manager, Proofreader

Skills Needed: Proofreading; spelling; grammar; ability to read and interpret specs and design layouts; knowledge of good page makeup principles; ability to annotate PDF files; familiarity with ftp; Stuffit/WinZip, experience reading page proofs and using and interpreting standard proofreading symbols.

Knowledge Base Needed: Microsoft Word, Adobe Acrobat, Stuffit, WinZip.

TASK: Project Manager (PM) Confirms Final Deliverables

Step 1: At the production launch meeting, In-House Project Management (PM)/Liaison will establish what is to be delivered at the conclusion of production (PDFs, print-ready files, etc.). Any need for pre-release proofs, versions or editions for International, Instructor Review Copies, or media reuse of book files should also be established.

Step 2: As the printer date approaches, In-House PM/Liaison should confirm final printer date with **Operations Specialist (OS)**. If the book will not be going to the printer on the originally scheduled date, a revised date should be entered in and an explanation given and entered in the Schedule Comments field on the SCHEDULE >Overview Tab or the PH Higher Ed Status Form in PIMS. *Every effort should be made to keep books on or ahead of schedule.*

PRODUCT PRODUCTION DESIGN VISUAL TEAM SCHEDULE BUDGET MANUFACTURING MEDIA REPRINTS PO																	
Overview Create/Modify Schedule Schedule Details Vendor Schedule Product Summary										Printing No. 13 Go							
PUB MONTHS		PUB WEEK		WAREHOUSE RECEIVE DATE		04/18/2007		ESTIMATED SHIP DATE									
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.							

Step 3: As book production nears completion, In-House PM/Liaison should review launch notes to ensure that all components are on track. It is possible that some pieces may fall through the cracks without proper review.

TASK: Ending Pages

Step 1: As soon as a reasonably accurate page count can be established from second pages, In-House PM/Liaison notifies **OPs** of the page count. In-House PM/Liaison updates PIMS with revised page count (if Launch Page Count changes).

Step 2: At the conclusion of second pass pages, compositor delivers frontmatter using standard PH template and author-supplied content. Title page should be in keeping with the cover design; In-House PM/Liaison should send PDF of the final cover concept to the FSV for reference. Copyright page should include CIP data, both 10- and 13-digit ISBNs, trademark disclaimers, and all other designated elements.

Step 3: In-House PM/Liaison reviews frontmatter and sends revisions to compositor. In-House PM/Liaison and AE should ensure that the list of ancillary materials promised in the Preface is accurate.

Step 4: Compositor provides second pass frontmatter. In-House PM/Liaison sends **Senior Managing Editor (SME)** (and possibly AE) frontmatter for review and approval. Once approved, In-House PM/Liaison requests additional copies of the frontmatter for IRC and/or PIE/PIV, if needed.

Step 5: In-House PM/Liaison confirms with **OS** the possible signatures for the book (12, 16, 24, 32).

Step 6: In-House PM/Liaison works with compositor to expand or contract the frontmatter and backmatter to optimize fitting the content to the target signature. *Every effort should be made to keep the number of blank pages to a minimum.*

Step 7: Once a signature page count is established, In-House PM/Liaison should notify **AD** and **OS** and enter this page count in the Actual Page Count field in PIMS.

Step 8: PM should ensure that all permissions have been obtained before delivering files to the printer.

Step 9: **OS** provides PPI and bindary information to **AD** so **AD** can secure binding template. **AD** creates final mechanical at the established bulk. **OS** updates PIMS with bulk information. **AD** also creates IRC and/or PIE/PIV cover mechanicals as needed.

Step 10: **AD** routes cover mechanical(s) for approval.

Step 11: **AD** sends approved cover mechanical(s) to printer(s).

TASK: Review of Final Selling Price/CES (P&B) Budget Review

Step 1: Two weeks prior to files to printer date, In-House PM/Liaison should ensure that the RTP/Budget routing has completed and is on hand and ready for P&B. In-House PM/Liaison should copy any information made to the RTP/Budget during routing to ensure that a backup copy is available should the original go astray.

Step 2: The In-house PM/liaison or the FSVPM prepares the “P&B Request Form” as soon as the final page count can be ascertained—no later than 2 weeks before the files to printer date. All information on the form must be complete and final at this time.

Step 3: The In-house PM/Liaison attaches the P&B Request Form to the RTP form and routes to his/her immediate supervisor, either the **Associate Managing Editor (AME)** or the **(SME)**.

Step 4: The **AME** or **SME** reviews the information on the P&B Request against the RTP as a double check, and then routes to the **OS**.

TASK: Issue Presswork & Bind Orders to Vendors

NOTES: The **OS** issues Presswork & Bind orders to vendors. The approved RTP with P&B Request is filed with **OS**.