

Preceded by: 23-Test Gen Workflow (PM19)

24-Reprint Planning (PM20)

Followed by: 25-Post Publication Review (PM21)

Why: *To ensure that any corrections not made in the first printing that were found during the final stages of production are made in the first reprinting of the title.*

Who: *Project Management*

Skills Needed: *Business communication skills*

Knowledge Base Needed: *Microsoft Word*

TASK: Reprint Instructions and Delivery to Author

NOTE: The **Operations Specialist (OS)** issues advance copies (one copy per author, plus one production copy) to the In-house Project Manager (PM)/Liaison.

Step 1: The In-house PM/Liaison sends one advance copy to each author with the Pearson Reprint Letter and Reprint Correction Submission Form. These give the author instructions for submitting reprint corrections directly to the reprint department.

Step 2: The In-house PM/Liaison uploads a copy of the Pearson Reprint Letter into PAL-Projects.

TASK: Submit Reprint Corrections and Folder (if applicable)

Step 1: The Full Service Vendor Project Manager (FSVPM) assembles any known corrections along with the Reprint Correction Submission Form and forwards to the PM/Liaison (email preferred, though tearsheet will be accepted).

NOTE: If there are no reprint corrections at the time of publication, no reprint folder is necessary. If a sudden reprint occurs before files have been ingested into PAL-Projects, the reprint corrections formatter will contact the In-house PM/Liaison for information.

Step 2: The In-house PM/Liaison reviews the corrections and forwards them to the Reprint Department at this address:

Toni Callum
Reprint Manufacturing Manager
Pearson Education
Higher Education Reprint Department
1 Lake Street--Room 1G44
Upper Saddle River, NJ 07458

If forwarding by e-mail, use this address:
centralreprintcorrections@pearsoned.com

It is imperative that when sending corrections in electronic format via email that the ISBN and AUTHOR name is clearly noted in the email subject line.