

Preceded by: 25-Post Publication Review (PM22)

26-Next Edition Preparation (PM23)

Why: Send materials to authors to help them begin work on their next edition, and to help ensure proper of turnover of manuscript to production.

Who: In-house Project Manager/Liaison

Skills Needed: Production Workflow; Manuscript Prep; Communication Skills

Knowledge Base Needed: Microsoft Word, Adobe Acrobat, Microsoft Excel

TASK: Text Extract/Next Edition Preparation Packet to Author(s)

NOTE: A text extract is prepared during the archiving process. The text extract is available approximately three weeks after the archive is approved. A monthly report of available text extracts is distributed to **OPs** weekly.

Step 1: The **Senior Managing Editor (SME)** receives the monthly report of available text extracts and distributes to the In-house Project Managers (PM)/Liaisons.

Step 2: The In-house PM/Liaison reviews the report for his/her titles, and confirms with editorial that the files can be sent directly to the author(s).

- **If yes**, the In-house PM/Liaison prepares the packet to send to the author.
- **If no**, at that time, the In-house PM/Liaison prepares the packet, but gives it to the Editorial Assistant who will send it out when delivery is approved.

Step 3: The In-house PM/Liaison begins preparing the packet by downloading the following materials for each title from two folders:

SUPPORT->EXTRACT folder in the ISBN folder of PAL-Projects:

Text Extract (Word format)
Art Manuscript (PDF format)

SUPPORT->INFO folder in the ISBN folder of PAL-Projects:

Permissions Log (Excel format) – for research done outside the Image Resource Center (IRC)
Text Permissions Log
Project Detail Report (PDR) (Excel format) – for image permissions acquired by the IRC

The files in the folder are archived in .zip format (which can be extracted using WinZip or Stuffit Expander).

Step 4: The In-house PM/Liaison unzips the files, adds the standard PHHE Guide to Author Materials for Revisions PDF file to the folder, and burns all of the files onto a CD for the author, using the standard Prentice Hall CD Label.

Step 5: The In-house PM/Liaison sends the CD to the author with the Next Edition Preparation Letter, which explains the contents of the CD and how to prepare the next edition materials. Send the materials to the lead author in the case of a title with multiple authors.

Step 6: The In-house PM/Liaison uploads the Next Edition Preparation Letter to PAL-Projects in the SUPPORT->EXTRACT folder of the current edition.

Step 7: The In-house PM/Liaison updates PIMS PRODUCTION >Format/Archive >archive comments with either:

Date Materials sent to author (e.g., 9/15/07 Next edition packet sent to author)

or

Date Materials turned over to Editorial Assistant (e.g., 9/15/07 Next edition packet sent to EA)

Step 8: The In-house PM/Liaison will be available to help the author as the next edition files and art manuscript are prepared. If the author has questions about using the Word text extract, the In-house PM/Liaison may refer the author to the team’s Word Power User for assistance (See: Committee Listing or Org Charts on the PHHE Production Website for Word Power User list).

Step 9: The In-house PM/Liaison should meet with the Acquisitions Editor (AE) to determine when the best time would be to begin seeing sample chapters and art manuscript for the next edition. Ideally, this would be as soon as the author has completed 3 chapters for reviewers.

Step 10: The In-house PM/Liaison gives feedback to the author on sample manuscript and follows up on permissions status.

Step 11: Repeat Step 10 halfway through writing process, or as needed.