

Preceded by: 4-Art Program Development (AVPM1)

5-Manuscript Turnover from Editorial (PM3)

Followed by: 6-Product Family Production Launch (PM4)

Why: To assess manuscript readiness for production, make Central Publishing determination, confirm Project Manager (in-house workflow) or PH Liaison (Full Service Vendor) assignments, and prepare manuscript for Full-Service Vendor if required.

Who: PH Production Liaison and/or Project Manager, Managing Editor

Skills Needed: organizational and analytic skills; basic understanding of textbook manuscript production

Knowledge Base Needed: PIMS

TASK: Receive Manuscript from Editorial

Since manuscripts are pre-assigned to In-House Project Manager (PM)/Liaison, the Acquisition Editor (AE) or Editorial Project Manager (EPM) will release projects directly to the pre-assigned In-House PM/Liaison regardless of whether the title will be produced by Team-Based Project Management or by **Central Publishing (CP)**. Determination of whether a title is produced “in house” or at a FSV will occur during list planning/pre-assignment stage.

The ME will review manuscripts with newer or less experience PMs upon their release.

Notify the ME when the manuscript has been received. Review of manuscript should be completed within 5 business days.

Basic Manuscript Acceptance Criteria for all projects:

All titles must release with a complete and signed RTP Form and signed Blue Form budget. No titles can be accepted into production or production work begun without approved budgets.

For production work to begin prior to manuscript release (design, for example), the EIC and division President must approve the expense in writing, and the **OS** must be advised. The real product ISBN must also be assigned so costs can be recorded and invoices processed.

In reviewing the approved budget, refer to the BP1 or BP1 revised budget in PIMS. If no such budget exists (only PPS budget), contact the **OS** to ensure that the title has been budgeted for during BP1 budget process. If no BP1 or later budget exists, the title cannot be accepted into production and should be returned to editorial.

Completeness of Manuscript Criteria:

For C titles (domestic sales < \$100,000) and **B titles** (domestic sales \$100,000–\$249,999): 100% complete manuscript (including art, permissions, text with front matter). No incomplete manuscripts will be accepted.

For A titles (domestic sales \$250,000–499,999): Batch manuscript turnover is acceptable. Minimum initial batch is 50% of chapters with clear schedule for turnover of all remaining material. Chapters must be in sequence. Chapters must be complete. Each batch must contain final text and art manuscript with art log, and permissions log (and any permissions already obtained).

For AA titles (domestic sales \$500,00–999,999): Batch manuscript turnover is acceptable. Minimum initial batch is 30% of chapters with clear schedule for turnover of all remaining material. Chapters must be in sequence. Chapters must be complete. Each batch must contain final text and art manuscript with art log, and permissions log (and any permissions already obtained).

For AAA titles (domestic sales > \$1,000,000): Batch manuscript turnover is acceptable. Minimum initial batch is 25% of chapters with clear schedule for turnover of all remaining material. Sequential chapters preferred, but not required. Each batch must contain final text and art manuscript with art log, and permissions log (and any permissions already obtained).

For AAA first edition titles: Chapter-by-chapter release is acceptable with clear schedule turnover for each chapter and with prior approval of the ME.

TASK: Manuscript Assessment

Step 1: Check manuscript package to ensure that all items on “Manuscript-to-Production Checklist” (required with turnover) are included. Check that the Release to Production form (RTP), completely filled out and with required approval signatures, accompanies project. Check to see that there is an approved Blue Form and that the BP1/BP1 Revised budget is in PIMS.

Step 2: Determine status of permissions. (SEE: Permissions Plan (PM8)).

Step 3: If pre-assigned as a Central Publishing (CP) project, review manuscript package using “Central Publishing Project Checklist” as guideline for acceptance.

Step 3a: If CP criteria are met

- Notify the following by **e-mail** that project is accepted for CP production: EIC; AE; Editorial Permissions Manager, if applicable; production ME; and **Central Publishing Director (CPD)**.
- Submit project to Joanne Riker in Central Publishing—include completed “Central Publishing Project Checklist.”

- In PIMS, change Managing Editor – Production (ME) and Manufacturing Manager (OS) to “Central Publishing.” Change Production Status to “Pending”. Confirm that PIMS “controls” the record (PPS Status should read “Approved for Production”). After In-House PM/Liaison reviews the manuscript and determines that it can be accepted into production, the **Senior Managing Editor (SME)** requests that editorial promotes the title to production in PIMS.

Step 3b: If **CP** criteria are **not** met because project is not a viable candidate (for example, complexity level is too high, permissions are unresolved, manuscript is incomplete, author cannot comply with electronic workflow), the PM should communicate with editorial to determine if adjustments can be made to the project to meet Central Publishing criteria or to advise that project will be managed by Team-Based Project Management team.

Step 3c: Insert a dated note on the PRODUCT >Comments field in PIMS that the manuscript was ineligible for Central Publishing with a brief explanation as to why.

Product has been Manufactured. Record modifications will NOT be uploaded to PEAR.

PRODUCT	PRODUCTION	DESIGN	VISUAL	TEAM	SCHEDULE	BUDGET	MANUFACTURING	MEDIA	REPRINTS	PO	
<p>• Title Info • Market • Contract</p>											
GROUP:	PH-HE				LATEST IN STOCK:	04/18/2007		LATEST BOUND BOOK:	04/13/2007		
DIVISION:	14004:CHET				ACTUAL PUBLISHED:	04/18/2007		ARCHIVED:	07/30/2007		
TEAM:	Career				IMPRINT:	Prentice Hall					
ISBN:	0131119117		Copyright Year:	2008		EAN:	9780131119116				
AUTHOR:	Fernandez edit author				EDITION:	1					
TITLE:	Illustration for the Fashion Designer:										
SOURCE ID:	Q-CHET				GROUP ID:	18-Fashion					
DISCIPLINE:	2325-Fashion				REGION:						
MARKET CATEGORY:	Select				CATEGORY:	4					
SERIES:	Select				LEVEL:	Select					
PRODUCTION STATUS:	Complete view history				ALERT:	GREEN - On Schedule					
PEAR ID:	000100010002231377										
PRODUCT SALEABLE:	Select				PRIORITY:	B					
PRODUCT DESC:	Book				PREV ED. ISBN:						
PARENT/SUPPLEMENT:	Parent				PREV ED. WIP:						
BISAC CODE:	Select				UOPS PRODUCT:	ILLUSTRATN FASHION DESIGN					
PENDING S/W RELEASE:	Select				PARENT ID:	000100010002231377					
					DELIVERY SYS.:	Select					
					PRIVATE LABEL INDICATOR:						
					DATE CREATED:	07/10/2002					
<p>PRODUCT FAMILY show/hide details BOM ISBN show/hide details</p>											
COMMENTS:	<p>DVD is to be packaged with the book. JS followed up with author on 10/10/06; 8-page color insert to be added. Author needs to choose some pieces from Color chapter and place nearest to that chapter. Author to supply new cover art; JS followed up on 10/10/06. Author needs to supply Preface; JS followed up on 10/10. Finished CD received 11/1.</p>										

Step 4: If pre-assigned as a team-based project or if team-based project by default due to inability to comply with Central Publishing requirements, thoroughly review manuscript using “Manuscript Review Guidelines.”

Step 5: If project is **unacceptable**—missing key elements, or manuscript preparation does not meet basic requirements—return the project to editorial with a memo identifying issues that need attention. It’s recommended that in house PM/ Production Liaison meet with editorial to discuss concerns and provide additional guidance for preparation. ME should be informed at this time.

Step 6: Insert a dated note on the PRODUCT >Comments field in PIMS that the manuscript was returned to editorial and give a brief explanation as to why.

Product has been Manufactured. Record modifications will NOT be uploaded to PEAR.

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TEAM:	Career				IMPRINT:	Prentice Hall				
ISBN:	0131119117		Copyright Year	2008		EAN:	9780131119116			
AUTHOR:	Fernandez edit author				EDITION:	1				
TITLE:	Illustration for the Fashion Designer:									
SOURCE ID:	Q-CHET				GROUP ID:	18 - Fashion				
DISCIPLINE:	2325-Fashion				REGION:					
MARKET CATEGORY:	Select				CATEGORY:	4				
SERIES:	Select all product				LEVEL:	Select				
PRODUCTION STATUS:	Complete view history				ALERT:	GREEN - On Schedule				
PEAR ID:	000100010002231377									
PRODUCT SALEABLE:	Select				PRIORITY:	B				
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TASK: Manuscript Processing

Step 1: If project is **acceptable**—In house PM/Production Liaison will notify the following by **e-mail** that project is accepted for production:

- EIC
- AE
- Electronic Permission Manager

If applicable:

- ME

Include estimated in-stock date in e-mail.

Step 2: In PIMS:

On PH Higher Ed Status Form or SCHEDULE: Overview tab: update Actual “Text Ms to Production” dates

On TEAM tab: update full “Editorial/Development” and “Production” team assignments

PRODUCT	PRODUCTION	DESIGN	VISUAL	TEAM	SCHEDULE	BUDGET	MANUFACTURING	MEDIA	REPRINTS	PO																																																				
<p>• Team Structure • Author • Create/Modify Team • Vendor Evaluation • Access to Extranet</p>																																																														
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<p>SELECT ROLES:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accuracy Checker <input type="checkbox"/> Acquisition Editor <input type="checkbox"/> Art Director Cover <input type="checkbox"/> Art Director Interior <input type="checkbox"/> Art Editor <input type="checkbox"/> Art Studio <input type="checkbox"/> Assistant Editor <input type="checkbox"/> Associate Editor <input type="checkbox"/> Audio CD Vendor <input type="checkbox"/> Audio Producer <input type="checkbox"/> Audio Producer <input type="checkbox"/> Bindery <input type="checkbox"/> Cartographer <input type="checkbox"/> Cartoonist <input type="checkbox"/> Cassettes Vendor 																																																														
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PHHE Production Procedures: 5-MS Turnover from Editorial (PM4)

On PRODUCT >Title Info: update Production Status to “Pending”, set the Alert to “green”, and confirm that PIMS owns the record. If PIMS does not own the record, the **SME** requests that editorial promotes the title to production in PIMS.

Product has been Manufactured. Record modifications will NOT be uploaded to PEAR.

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MARKET CATEGORY:	Select				CATEGORY:	4				
SERIES:	Select all product				LEVEL:	Select				
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Step 3: In house PM/Production Liaison verifies that archive files are in PAL projects. If not, submit “PHHE File Request” form to **PHHE Product Archives** via e-mail.

Step 4: Notify selected FSV and inform them when they can expect project. Include basic project information (trim, color, complexity, length) in e-mail.

Step 5: Fill out “Production Work Order” and “FSV Startup Memo” (This memo provides specifics about project—level of copyediting, particulars about art program, photo program, author-contact information, and so on). Give a copy of the Production Work Order to the **OS** for the FSV Purchase Order to be issued.

Step 6: Confirm Design Plan. If applicable, initiate design process by submitting design package to **Art Director (AD)** using Design Submission Checklist.

<input type="checkbox"/> Editorial-Completed Interior Design Request Form	<i>This new document is for Editorial to fill-out & deliver to the Managing Editor or Project Manager as part of their manuscript turnover. Its contents will be the basis of design, planning & conversation at the design launch.</i>
<input type="checkbox"/> Editorial-Supplied Competing Book(s)	<i>This is valuable material, particularly if referenced in the Interior Design Request Form. If it must be returned, please make a note.</i>
<input type="checkbox"/> Copy of Previous Edition Book	<i>Please supply a physical copy of the previous edition book.</i>
<input type="checkbox"/> Editorial-Completed Cover Request Form	<i>CRF to be accompanied by all copy for back cover, endpapers, inside covers. PM must proof/copyedit prior to turnover to AD. For AAA and/or Developed titles this may be delivered at a later date; AD will inform PM/AE of that date.</i>
<input type="checkbox"/> Previous Edition Archive Files	<i>The archive files should be supplied as the link and password resulting from Project Manager's PAL-Projects fulfillment request. Design will then download files as needed for themselves. Please enter the ftp address in the next line.</i>
ftp:// <input type="text"/>	
<input type="checkbox"/> Tagging Guidelines Electronic & Hardcopy	<i>For first editions, TG must be as comprehensive as possible regarding all known elements, and match the rep copy. For subsequent editions, the TG must be made to reflect the new edition, ensuring any NEW or MODIFIED elements are addressed, and match the rep copy.</i>
<input type="checkbox"/> Representative Copy: Electronic & Coded Hardcopy	<i>For first editions, rep copy must be as comprehensive as possible regarding all known elements. For subsequent editions, rep copy needs to cover only NEW or MODIFIED elements from the previous edition.</i>
<input type="checkbox"/> Frontmatter and Rearmatter TG & Rep Copy (including BTOC): Electronic & Coded Hardcopy	<i>Same instructions as for the main book TG & rep copy, but may be delivered at a later date (AD will inform PM of that date), particularly for first editions, AAA titles, and/or those in Development.</i>
<input type="checkbox"/> Approved Plant Budget On-Hand	<i>If a signed/approved plant budget is not available from editorial (for instance a project is in for very early design start-up) the Art Director will work with the Operations Specialist and appropriate design supervisor/director to evaluate the design package and provide a rough design estimate. The team would then work with the Editor to obtain a design budget approval from the business unit president to initiate preliminary work.</i>
<input type="checkbox"/> Preliminary Production Schedule	<i>Minimum milestone dates required in PIMS are: Start/End Manuscript to Production, Start/End Manuscript to Composer, Start 1st PP, Start 2nd PP, Start/End Files to Printer, and Instock. Using these dates, a design schedule will be created and provided to the team at or immediately following the interior design launch.</i>

Step 7: Ship project hard copy to FSV and post project electronic files to ftp site OR send link of previous edition files from PAL Projects.

Step 8: PM/L sends introductory e-mail to author team (SEE: Formal Author Contact (PM 5)).

Step 9: Initiate photo research by submitting “[Photo Request Form](#)” and associated support materials to IRC. (SEE: Photo Program (AVPM 3)). Request previous edition PDR from the IRC.

Step 10: Confirm if author can participate in electronic workflow. Use Electronic Copyediting Guidelines and Softproofing Guidelines as reference documents with author.

Step 11: PM/L schedules project launch (SEE: Product Family Production Launch (PM4)).