

Preceded by: 12-Permission Plan (PM8)

## 13-Sample Chapter with Live Content (PM9)

Followed by: 14-1<sup>st</sup> Pass Pages (PM10)

**Why:** *By providing a sample chapter using live content we can test actual page makeup execution and also provide editorial and marketing with a real chapter to use for advance sampling and/or review.*

**Who:** *Possible Participants include: Proofreader, Author, Acquisitions Editor, Editorial Project Manager, Development Editor, Accuracy Checker, Art Director, In-House Project Manager/Liaison, 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.*

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

### **TASK: Live Chapter for Design Review**

**Step 1:** For B and C titles with new or revised designs, the In-House Project Manager (PM)/Liaison should review one chapter in the design, instead of seeing sample pages. For B and C titles using standard design templates, no PM/L review is required.

**Step 2:** For A-AAA designs, determine at launch who will review the live chapter; at minimum the **Art Director (AD)** and In-House PM/Liaison should review.

**Step 3:** The Full Service Vendor Project Manager (FSVPM) routes a PDF of the first live chapter pages set in the design to the In-House PM/Liaison and to the **AD** for review. For most books, the **AD** will only review one chapter. More complex titles or first editions may require further chapter review.

- For C, B, A titles, the **AD** will only review one chapter upon PM/Liaison request.
- For AA, the **AD** will review two chapters.
- For AAA titles, the **AD** will review three chapters
- For developed titles, three to five chapters and may require further chapter review by the **AD**.

Any review beyond these guidelines must be determined at launch and approved by the **Director of Design**.

**Step 4:** The **AD** checks the chapter for adherence to the design specs and consistency in implementing them, as well as good page makeup. The In-House PM/Liaison also reviews the chapter for good page makeup and production values based on discipline needs.

**NOTE:** This review confirms that the compositor has understood and implemented the design specs correctly. It is not an opportunity to change or fine tune design elements. Changes to the design are not permitted at this stage without approval from the **Senior Managing Editor (SME)** and the **Operation Specialist (OS)**, as budget and schedule will be adversely affected.

**Step 5:** The In-House PM/Liaison collects all feedback and relays to the FSVPM.

**Step 6:** A revised chapter may be required to show requested changes.

**Step 7:** FSVPM should review all chapters going forward to ensure that feedback/changes are implemented.

**Step 8:** In-House PM/Liaison or FSVPM updates Sample Chapter dates in PIMS SCHEDULE >Schedule Detail

NO.	MILESTONE	CATEGORY	PLANNED	REVISED	ACTUAL	RESOURCES	DURATION
1.0	Text ms to production - start	Text Production	05/01/2006	03/01/2006	06/15/2006	Resource	Days
2.0	Text ms to production - end	Text Production	05/01/2006	03/01/2006	06/15/2006	Resource	Days
3.0	Instock/revised editorial/budgeted	Printing & Fulfillment	04/20/2007	04/01/2007		Resource	Days
4.0	First batch of ms to compositor	Text Production	10/18/2006	10/24/2006	10/24/2006	Resource	Days
5.0	Last batch of ms to compositor	Text Production	11/22/2006	12/18/2006	12/19/2006	Resource	Days
6.0	First pages to production - start	Text Production	11/03/2006	11/09/2006	11/15/2006	Resource	Days
7.0	First pages to production - end	Text Production	12/12/2006	12/18/2006	12/19/2006	Resource	Days
8.0	Final pages to production - start	Text Production	12/07/2006	12/19/2006	12/19/2006	Resource	Days
9.0	Final pages to production - end	Text Production	01/16/2007	01/25/2007	01/25/2007	Resource	Days
10.0	Final files/film/camera copy to printer - start	Text Production	02/09/2007	03/01/2007	03/01/2007	Resource	Days
11.0	Final files/film/camera copy to printer - end	Text Production	02/09/2007	03/01/2007	03/01/2007	Resource	Days
12.0	Bound book	Printing & Fulfillment	03/16/2007	04/13/2007	04/13/2007	Resource	Days
13.0	Instock/live date	Printing & Fulfillment	03/23/2007	04/20/2007	04/18/2007	Resource	Days
16.0	Ms To Comp/format Start	Text Production	10/18/2006			Resource	Days
17.0	Ms To Comp/format End	Text Production	11/22/2006			Resource	Days
18.0	Test File To Printer	Text Production	02/09/2007			Resource	Days
19.0	Copyediting - Start	Copyediting	08/25/2006			Resource	Days
20.0	Copyediting - End	Copyediting	09/26/2006			Resource	Days
21.0	Production launch meeting	Planning			10/13/2006	Resource	Days

**TASK: Printer Test**

**Step 1:** The compositor should test an early chapter containing all representative elements. This should be done as early as possible to identify any problems in the design or template. In-House PM/Liaison asks compositor for printer-ready file for printer test.

**Step 2:** Composer delivers test file. In-House PM/Liaison sends test file to IP via ftp. In-House PM/Liaison notifies IP CSR that the file has been posted and gives CSR the books'

- Title
- Author
- ISBN
- Trim
- Number of interior colors
- Estimated page count
- Type page
- Margins
- Target printer date

**Step 3:** CSR confirms test file delivery.

**Step 4:** CSR notifies In-House PM/Liaison of the test results. If there are problems, In-House PM/Liaison notifies compositor, **OS**, and **Art Director (AD)**. Compositor, **AD**, and In-House PM/Liaison troubleshoot and fix the problems. A follow-up test file should be obtained and tested. *Final files should not be sent to the printer until a passing grade has been obtained.*