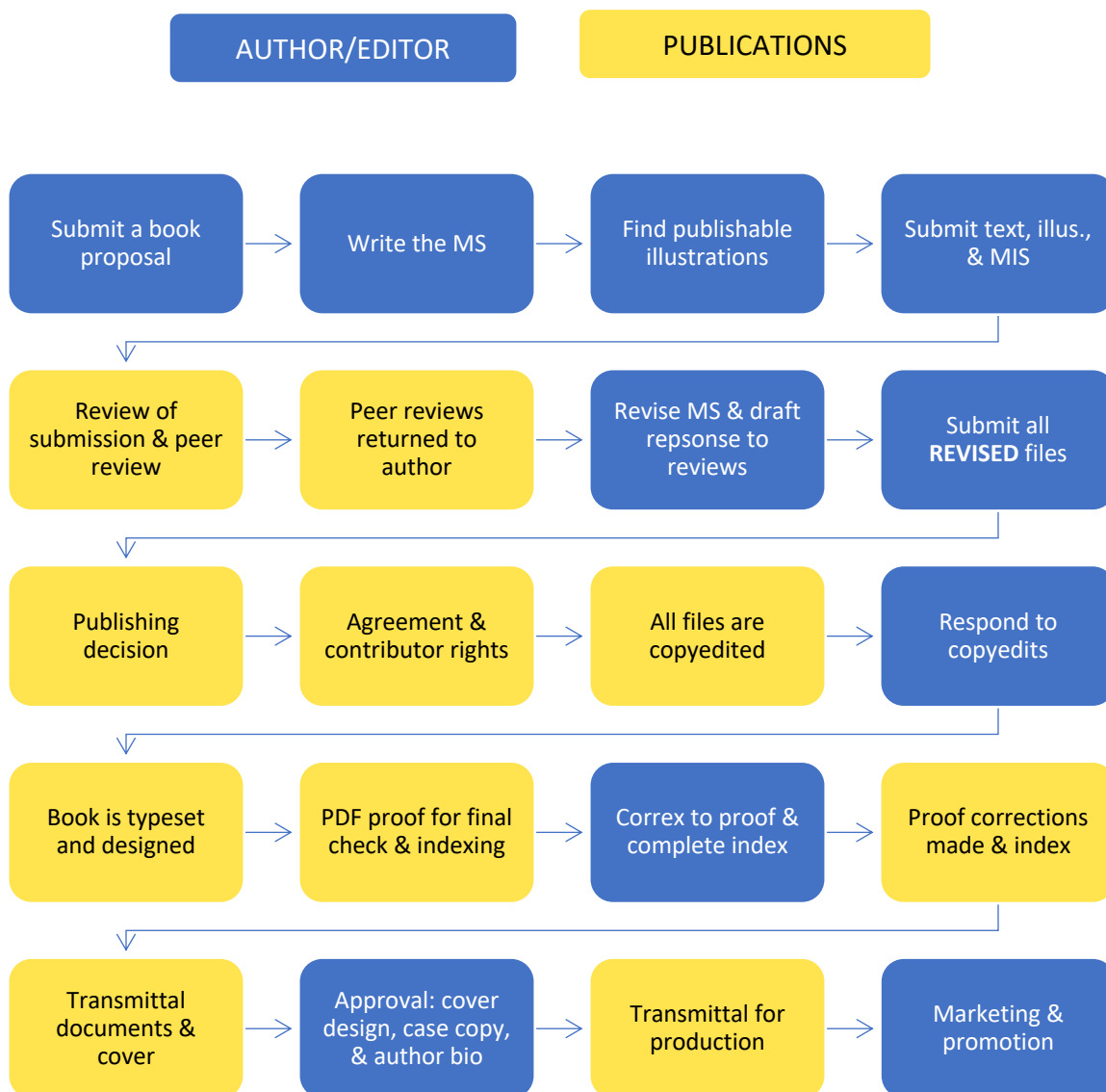## Penn Museum Publications Book Workflow

This diagram shows the main steps required to transform your work from manuscript to printed book. Written descriptions of the steps follow. All documents referenced below can be found here: https://www.penn.museum/research/publications/

Key: MIS = manuscript information sheet; MS = manuscript; illus. = illustrations, correx = corrections

Note that some of these steps may vary based on the special needs of your project.

AUTHOR/EDITOR	PUBLICATIONS

Submit a book proposal	Write the MS	Find publishable illustrations	Submit text, illus., & MIS
Review of submission & peer review	Peer reviews returned to author	Revise MS & draft repsonse to reviews	Submit all **REVISED** files
Publishing decision	Agreement & contributor rights	All files are copyedited	Respond to copyedits
Book is typeset and designed	PDF proof for final check & indexing	Correx to proof & complete index	Proof corrections made & index
Transmittal documents & cover	Approval: cover design, case copy, & author bio	Transmittal for production	Marketing & promotion

Submit a book proposal: We publish books with a *direct connection* to the Penn Museum through people, excavations, or collections. If your book project has such a connection, please reach out to us with a book proposal: publications@pennmuseum.org. We also have excavation-specific series. If you have a manuscript you believe fits in one of those, please reach out to the appropriate series editor.

Write the manuscript: Detailed instructions on formatting your manuscript can be found in our document: *Final Manuscript Preparation and Submission*. Most of our authors submit their book files in Microsoft Word format. If your book will have an index, make a list of categories and subcategories as you go along. If you want a template for that, please let us know.

Obtain publishable illustrations: Details about the quality and specifications for illustrations can be found in our document: *Preparing Artwork for Publication*. Any illustrations that belong to other individuals or institutions must have rights obtained by the author and proof of rights documentation submitted as well. The author is responsible for any fees associated with outside image rights. Illustrations should be in **FINAL** format prior to submission of your project.

Submission of text, images, MIS: Once the above three steps are completed, you will need to fill out a Manuscript Information Sheet that details your work and your expertise. This is also where you may make suggestions for peer reviewers. Please also complete our document: Manuscript Preparation Checklist. All of your book files should be clearly and consistently named and be organized to be shared with Museum Publications via a file sharing service or flash drive.

Review of submission: Once we have your final files in hand, we will carefully review all associated materials including illustrations and communicate to you any problems. Once everything is ready to go, your manuscript will be presented to our Editorial Board for peer review suggestions and then sent out for review. The peer review process usually takes 2 to 3 months in the best-case scenario but is dependent on the schedule and responsiveness of the reviewers.

Return of reviews: Once we have your peer reviews back, we will send them to you so that you can make necessary revisions based on the feedback. There are three outcomes: publish without revisions, publish with necessary revisions, and reevaluate after revisions. This final category will result in a second round of peer review.

Revisions and letter to Editorial Board: You will revise and improve your manuscript and illustrations as indicated by your peer reviews. You are not obligated to make all of the requested changes, but you must draft a letter to the Editorial Board outlining which feedback you accepted and which you did not and why. This letter in conjunction with the peer reviews will help the Board reach a publishing decision.

Submit revised manuscript: Once you have completed your revisions and letter, you will resubmit materials to Museum Publications in the same manner as previously (i.e., file sharing platform or flash drive). The revised manuscript will be reviewed to ascertain what changes have been made.

Publishing decision: The revised manuscript will be presented to the Editorial Board along with the peer reviews and the response to peer reviews from the author(s)/editor(s). The Board will discuss and reach a consensus on publishing the work or not.

Publishing agreement: If your manuscript is approved for publication, we will issue a publishing agreement to be signed by the author(s)/editor(s) and the Museum Director. If you have contributors to your volume, we will also send you contributor rights agreements for you to get them to sign. **The publishing agreement must be returned within 30 days of initiation**. Contributor agreements should be completed around the same time.

Copyediting: Once we have signed agreements returned, all book files will be copyedited. Edits to your text will be made using track changes and you will have the opportunity to review them. Museum Publications house style and conventions will be applied to the text.

Response to copyedits: Your files will be returned to you for approval of copyedits. A response is expected within 3 to 4 weeks, so please let us know if this will not be possible. This is your last opportunity for making significant alterations to text or structure.

Book design: Once you have approved copyedits, the book will be typeset and designed. A final PDF proof will be created and shared with you. This proof is what you will use to set page numbers for your index if your book has one. No major alterations can be made to text at this point as it will alter both the layout and the index entries!

Response to proof: You will use the Adobe Acrobat tools to make any necessary corrections to your PDF proof. *Only* a marked-up PDF file will be accepted for changes. If your book has an index, return the index entries at the same time as any proof corrections. Completed proof corrections and index are expected within 3 to 4 weeks, so please let us know if this will not be possible.

Proof corrections and index completion: Once you return your proof corrections and index, these will be incorporated into the final designed file. If there are any questions we will get in touch.

Preparation for transmittal: Once the book file is finalized, we prepare to transmit it to our distribution partner for production. We will also make a case/cover design for your book. Transmittal information required includes abook blurb (~100–250 words) and author(s)/editor(s) bio(s) (50 words each).

Approval of cover design: Once we have a cover design, you will be sent it for review. This usually has a quicker turnaround and response within 1 week is expected.

Transmittal: We will present your finished book and transfer the files to our distribution partner for production, marketing, and sales. Average time from transmittal to printed volumes is a few months.

Marketing & promotion: The single best advocate for your book is you! It can be as simple as adding an email signature. You will also get to weigh in on review copies for journals.

Other information:
Color illustrations – please outline your needs for color illustrations in the book proposal. We normally do inserts of color plates rather than full color. Subvention funding will be required for color of either sort.

Subvention funding – Depending on the needs and complexity of your book (color, number of illustrations, length of text), subvention funding may be required. We are happy to help you seek and apply for subvention funding.

Awards – If there is an award that you think your work is a good candidate for, please let us know. Depending on the timing and requirements, we can help apply for book awards.

Schedule – Academic book publishing is a time-consuming process and limited numbers of short-run, offset US printers have slowed production times. You can imagine that to complete all of the stages above, it may realistically take 1.5 to 2 years from manuscript to printed book.

Ebooks – We will produce a simple PDF ebook that will be sold as well as a hardback edition of your book.

Any questions not addressed here? Please contact us: publications@pennmuseum.org