

# COVENSTEAD PRESS

## TYPICAL EDITORIAL PROCESS (TEP)

### **1. Acceptance:**

A manuscript is submitted to Covenstead Press and is evaluated by the CEO or partner, or by a designated other. If it is not accepted, a letter is issued attempting to explain why it is not publishable. Assume it has been accepted for this process.

**...1.5 Formal Editing.** If the handler of the manuscript and the author so-chooses, a formal editor is picked at this time.

### **2. Content Editing:**

A content editor or two is chosen by the author of a book and the CEO/manuscript handler and interfaces with the author directly....it goes back to author.

### **3. Technical (Lay-Out) Editing:**

The edited manuscript is formatted and turned back to the author.

### **4. Proofing:**

The technically edited manuscript, approved by the author, is distributed to the proofers. Their proofsheets go to the technical editor.

### **5. Proofing collation:**

The proofs are collated. Technical problems and some errors are fixed by the technical editor, who forwards the new edition to the author.

### **6. Hopefully, print edition one:**

The author approves or denies the manuscript. He can send it back to steps 2-4. If s/he so chooses, the first printed edition is printed. A price schedule is worked out at this time and ISBN is assigned.

### **7. Technical (cover) Editing:**

The technical editor evaluates the first printed edition. S/he may forward it to the author if it passes muster, or may forward it to the author with technical mark-ups.

### **8. Author final edit:**

The author finds any problems, and these are corrected. Where possible, we minimize the number of proofs. Another printed edition is created, and if the author approves, it is finalized.