# DESIGN

Interior Design per title

Cover Design per cover

Cover Mechanical Processing per cover

**COMPOSITION:** rate to include: tables, equations, archive and corrections upto 15% alterations

**Composition ‐ Simple** per book page 1‐ or 2‐column; <30% art as a percentage of total book pages; <10% tables.

No special elements

**Composition ‐ Moderate** per book page 1‐ or 2‐column; 30‐60% art as a percentage of book pages; tables, graphic treatments; minimal box features

**Composition ‐ Complex** per book page 1‐ or 2‐column; very few Math or chemical equations, >60% art as a percentage of total book pages; >50% special features; Recurring box features

**Composition ‐ Complex ‐ Mathematical/Checmical titles** per book page 1‐ or 2‐column; Heavy Math or chemical equations, >60% art as a

percentage of total book pages; >50% special features; Recurring box features

**COMPOSITION ALTERATIONS:** per hour above 15% alterations

**PROJECT MANAGEMENT** per book page

Includes author contact, schedule coordination, hiring/supervising/coordinating of copyeditor, editorial proofreader, indexer, trafficking of materials, art management, quality control, permission review and weekly status reports

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| **ILLUSTRATIONS:**  **Render**  Render ‐ simple | per image | Includes charts or graphs with a simple to moderate level of data, diagrams |
|  |  | with simple elements (e.g., shapes, equations, text), and simple technical illustrations. A clean manuscript has been supplied. |
| Render ‐ moderate | per image | Includes charts or graphs with a complex level of data, diagrams with moderate elements (i.e., food items, single animals, etc.), simple maps, simple anatomy (e.g., singular bones, stomach, kidneys), and  moderate technical illustrations. Art manuscript and style require some creativity/research. |
| Render ‐ complex | per image | Includes charts or graphs with a high level of complexity, diagrams with complex elements (e.g., people, multiple animals, anatomy), complex technical illustrations, detailed maps. Art manuscript and style require a high level of creativity/research. |

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| **Pickup with Modification**  Pickup with Modifications ‐ simple | per image | Simple style update (as dictated by the client instructions); 1–10 simple to |
|  |  | moderate text/leader/arrow changes. |
| Pickup with Modifications ‐ moderate | per image | Moderate style update (as dictated by the client instructions); 11+ moderate text/leader/arrow changes. |
| Pickup with Modifications ‐ complex | per image | Complex style update (as dictated by the client instructions); major modifications required (e.g., complex recolorization, complex crop of provided piece of art, minor redrawing) |

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| **Photo Manipulation**  Photo Manipulation ‐ Simple | per photo | Checking and updating resolution; sizing; cropping; color conversion (i.e., |
|  |  | CMYK, GS, RGB), file output (e.g., .tiff) Standard preflight; minor color/contrast adjustments; simpleremovals (e.g., patient names, hospital names); adding up to 10 leaders and labels |
| Photo Manipulation ‐ Moderate | per photo | Checking and updating resolution; sizing; cropping; color conversion (i.e., CMYK, GS, RGB), file output (e.g., .tiff), Standard preflight, making moderate color/contrast adjustments; moderate removals (e.g., labels, arrows); adding up to 11‐20 leaders and labels |
| Photo Manipulation ‐ Complex | per photo | Checking and updating resolution; sizing; cropping; color conversion (i.e., CMYK, GS, RGB), file output (e.g., .tiff), Standard preflight, making major color/contrast adjustments; complex removals (e.g., clone  stamping, removing backgrounds); adding 21+ leaders and labels |

**Art Modification:** for file conversion and resizing of supplied art

per image

# COPYEDITING:

Light per 250‐words manuscript page Checking and fixing for spellings, punctuations, capitalizations, abbreviations, formatting (bold/italic/underline…), grammar, numeration, titles, headings, cross‐references, floats, citations, and house style.

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| Moderate | per 250‐words manuscript page | Checking and fixing for spellings, punctuations, capitalizations,  abbreviations, formatting (bold/italic/underline…), numeration, titles, headings, cross‐references, floats, citations, and house style. Fixing for more extensive grammatical errors. |
| Heavy | per 250‐words manuscript page | Checking and fixing for spellings, punctuations, capitalizations, abbreviations, formatting (bold/italic/underline…), numeration, titles, headings, cross‐references, floats, citations, and house style. Extensive rewriting for grammatical, organizational, and consistency errors. |
| **EDITORIAL PROOFREADING** | per book page |  |
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| **KEYSTROKING** | per book page | Straight text to text containing Math |
| **XML** | per book page |  |
| **NIMAS ‐ Content extraction and XML Coding**  Upload to NIMAS | per book page per title |  |

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| **TEST BANK**  Copyediting and Formatting | per page | Test Banks are already created. Text should be checked for grammar and |
| Creation |  | typos. Text should be formatted according to sample and should be uniform across all test banks.  Using manuscript or page proofs, create Test Banks based from the text. |
| Simple Moderate Complex  Updating/Revising Files to Match Current Content | per page per page per page | Test Banks from the previous edition are provided. Will need to update |
| Simple | per page | based on new content from manuscript or page proofs to match the current edition. |
| Moderate Complex | per page per page |  |
| **POWER POINTS**  Copyediting and Formatting | per slide | PowerPoint slides are already created. Text should be checked for grammar |
| Creation | per slide | and typos. Text should be formatted according to sample and should be uniform across all slides.  Using manuscript or page proofs, create PowerPoint slides based from the |
| Updating/Revising Files to Match Current Content | per slide | text.  PowerPoint slides from the previous edition are provided. Will need to |
|  |  | update based on new content from manuscript or page proofs to match the  current edition. Chapter numbers or names may need to be updated. |
| **ALT TEXT WRITING**  Adding Alt‐Text to required objects | per image per image |  |

# GLOSSARY

Glossary Definition Writing ‐ Type 1 per entry (key term and definition pair)

Glossary Definition Writing ‐ Type 2 per entry (key term and definition pair)

The key terms are bold or italics in the text or listed in the text but the definitions need to be written into a Word file. The definitions will need to be created by us.

The key terms are not called out in the text in any way and need to be identified and defined in a Word file. We will need to determine the key terms from the text and create the definitions based on the text.

# Translation

Arabic per word

Brazilian Portuguese per word

French (Metropolitan/Standard) per word

German (Standard) per word

Italian (Standard) per word

Simplified Chinese per word

Spanish (Mexican) per word

Swedish per word

We provide services for multilingual content in over 60 languages. We have a pool of 1000+ certified freelance translators.