Evaluation Template

Please highlight the correct answer in multiple-choice questions.

1. Author/editor name(s):
2. Title:
3. Subtitle:
4. ISBN:
5. Proposed Workflow:
   * + E2E Elements
6. Project Type:
   * + Word
     + LaTeX
7. Job Format:
   * + Copy-edit on-screen (normalised Word file)
     + Copy-edit on-screen (PDF of author’s LaTeX file)
     + Copy-edit on-screen (author’s Word file)
     + Copy-edit on-screen (author’s LaTeX file)
     + Copy-edit hard copy (author’s Word file)
     + Copy-edit hard-copy (PDF of author’s LaTeX file)
     + See notes
8. Author Type:
   * + Single author
     + Joint authors
     + Contributory
     + See notes
9. If you selected ‘contributory’ in question 8 please indicate which action should be taken with regard to consistency in style and presentation.
   * + Style already consistent throughout; volume editor(s) handling queries
     + Style already consistent throughout; contributors handling queries
     + Style inconsistent between chapters and to be made consistent; volume editor(s) handling queries
     + Style inconsistent between chapters and to be made consistent; contributors handling queries
     + Style inconsistent between chapters and to be left inconsistent; volume editor(s) handling queries
     + Style inconsistent between chapters and to be left inconsistent; contributors handling queries
     + See notes
10. Copy-editing Level:
    * + Level 1
      + Level 2
      + See notes
11. Style – Text:
    * + - UK –ise
        - UK –ize
        - US
        - Mixture of UK/US (consistent within chapters)
        - See notes
12. Running Heads:
    * + See Series information form
13. Notes:
    * + See Series information form
14. References
    * + Author–date system (end-of-chapter refs)
      + Author–date system (end-of-book refs)
      + Numbered system (end-of-chapter refs)
      + Numbered system (end-of-book refs)
      + Short-title system (with bibliography)
      + Short-title system (no bibliography)
      + See notes
      + None
15. Indexer
    * + No index on Elements
16. Copy-editor:
    * + OPM UK/US
      + OPM Indian
17. Recommended copy-editors (please note here if the copy-editor needs to be a specialist on the topic or have particular language skills).
18. Proofreader:
    * + No proofread for Elements
19. Foreign Languages / Special Characters:
20. Queries to the CM/ E2E PM
21. Notes for the CM / E2E PM
22. Notes for the Copy-editor:
23. Typescript-specific notes
24. General notes
25. Notes for the Typesetter: