**To**: Grishma Fredric, Deanta Global

**From**: Samuel Withers, Rowman & Littlefield

**Date**: 8/11/2023

**Rate**: $5 per page

**Final PDF due**: 10/23/2023

**Final deliverables due**: Two weeks after print pdf

**Job**: Full Packaging: author contact, typesetting, proofreading, and ebook creation

**P.O. #**: E23-1073

**Author(s)**: Sample Editor

**Title**: Testing – shiva -Great Books Program

**Imprint**: Rowman & Littlefield Publishers

**ISBN (cloth)**: 978-1-4758-7297-2

**ISBN (paper)**: 978-1-4758-7298-9

**ISBN (elec.)**: 978-1-4758-7299-6

**Trim size**: 6 x 9

**Design**: Rowman01

**Est. final pp count**: 208

**MS pp count**: 267

**No. of photos**: 1

**No. of line art**: 0

**No. of tables**: 0

**No. of textboxes**: 0

**AUTHOR CONTACT INFORMATION**

Please contact the author as soon as possible to introduce yourself and to let him know when he can expect the full production schedule or to introduce yourself and include the production schedule. As there is no Production Editor assigned to this project at this stage, there is no need to copy anyone on your introduction email.

You should be able to contact the author exclusively through email; here’s his contact info:

**Sample Editor, samplebookseditor@gmail.com (primary contact; male)**

**ITEMS STILL TO COME**

1. CIP data for the copyright page (due in ~8 weeks).
2. Front cover jpg for web pdf and epub (as soon as it’s available).

**TYPESETTING**

* Contact production editor only if castoff is over/under by 32 pages
* Set chapters on new rectos.
* Roman numbering for front matter, Arabic begins with the introduction.
* Note placement: EOB

**PAGE PROOFS AND PROOFREADING AND INDEXING**

* Please alert Assistant Managing Editor Patricia Stevenson ([pstevenson@rowman.com](mailto:pstevenson@rowman.com)) when the first page proofs are available and she will assign a Production Editor to take on the project and review the first page proofs.
* Please proofread and clean up the first proofs prior to author/ production review. The author will return their corrections directly to you. If the PE finds any issues, they will send you corrections as well.
* The author should not receive proofs beyond the first set of proofs. If the authors ask for another set of proofs, let the PE know.
* **Proofreading:** Proofreading should be handled on your end. Please follow American English conventions and the Chicago Manual of Style as much as possible; above all, however, edit for consistency. Query any unclear passages or potential rewrites in the proof pages that the author reviews.
* **Indexing:** Indexing should be handled by the author concurrently with proofing.
* Send the PE revised page proofs for QA/approval (after the index and author corrections have been incorporated).

**WEBPDF AND EPUB (EBOOKS)**

* All content has been approved for the ebooks.
* All URLs should be live links.
* Page numbers should be anchored in the epub.
* Include bidirectional links for the notes.
* The front cover jpeg for the ebooks will be provided.

**FINAL FILES**

When you have finalized the book, the following files will be needed. Please follow these file-naming formats:

* **print-ready text pdf**: clothISBN\_Print.pdf (please email print pdf once it’s available)
* The following files should be posted to our ftp site; let me know when they’re ready:
  + **InDesign files, fonts, and art** (clothISBN\_InDesign.zip)
  + **xml files** (clothISBN\_xmldoc.zip)
  + **web-ready text pdf with cover and color** (ebookISBN\_WEB.pdf)
  + **epub with cover and color** (ebookISBN\_EPUB.epub)