

## An Overview of the Publishing Process

SN	Stage (estimated duration)	Environment	Nature of work	In-charge
0	Book editing	MS Word { <i>manuscript</i> }	<ul style="list-style-type: none"> <li>• Prepare manuscript based on intended structure (by themes or by books in Bible or other arrangements preferred)</li> <li>• Prepare Front Matter e.g., Foreword, Acknowledgement</li> <li>• Prepare book cover design, including blurb</li> <li>• Apply for an ISBN from the National Library website <a href="https://www.nlb.gov.sg/Deposit/About/InternationalNumbers">https://www.nlb.gov.sg/Deposit/About/InternationalNumbers</a></li> </ul>	WT
1	Copy editing (8 weeks)	MS Word { <i>manuscript</i> }	Primary goals of editing: <ul style="list-style-type: none"> <li>• enhance clarity</li> <li>• achieve standardisation</li> <li>• improve expression</li> </ul> <i>(Needs vary from project to project. Copy editors may also be called upon to check facts, spot reasoning/logic errors etc.)</i>	Copy editor with WT
2	Typesetting (aka Pagesetting/ 'Layout'ing) (3 weeks)	Adobe Creative Suite ( <i>e.g., InDesign, Illustrator, Photoshop</i> )	Convert edited manuscript into codex format: <ul style="list-style-type: none"> <li>• Lay out manuscript and apply formatting, pagination and suitable design elements</li> <li>• Prepare <a href="#">copyright</a> page bearing the ISBN no.</li> <li>• Set the book cover as a <a href="#">spread</a> (front, back, spine), with ISBN barcode at back</li> <li>• Assemble all of the above into proof</li> </ul>	WT with design house
3	Proofreading (4 weeks to do two rounds)	Adobe PDF ( <i>proof</i> )	Check for errors in formatting, typos etc. <i>(Avoid major changes such as shifting, rephrasing and addition/removal of parts which should be done at Stage 1.)</i>	WT with design house
4	Pre-press (1 week)	High resolution Adobe PDF	Liaise with printer; ensure final file conforms to printing requirements	Design house to facilitate
5	Printing (3 weeks)	Computer-to-Plate (CTP) Offset Lithography	Print and deliver books to WT/intended location	Design house to facilitate

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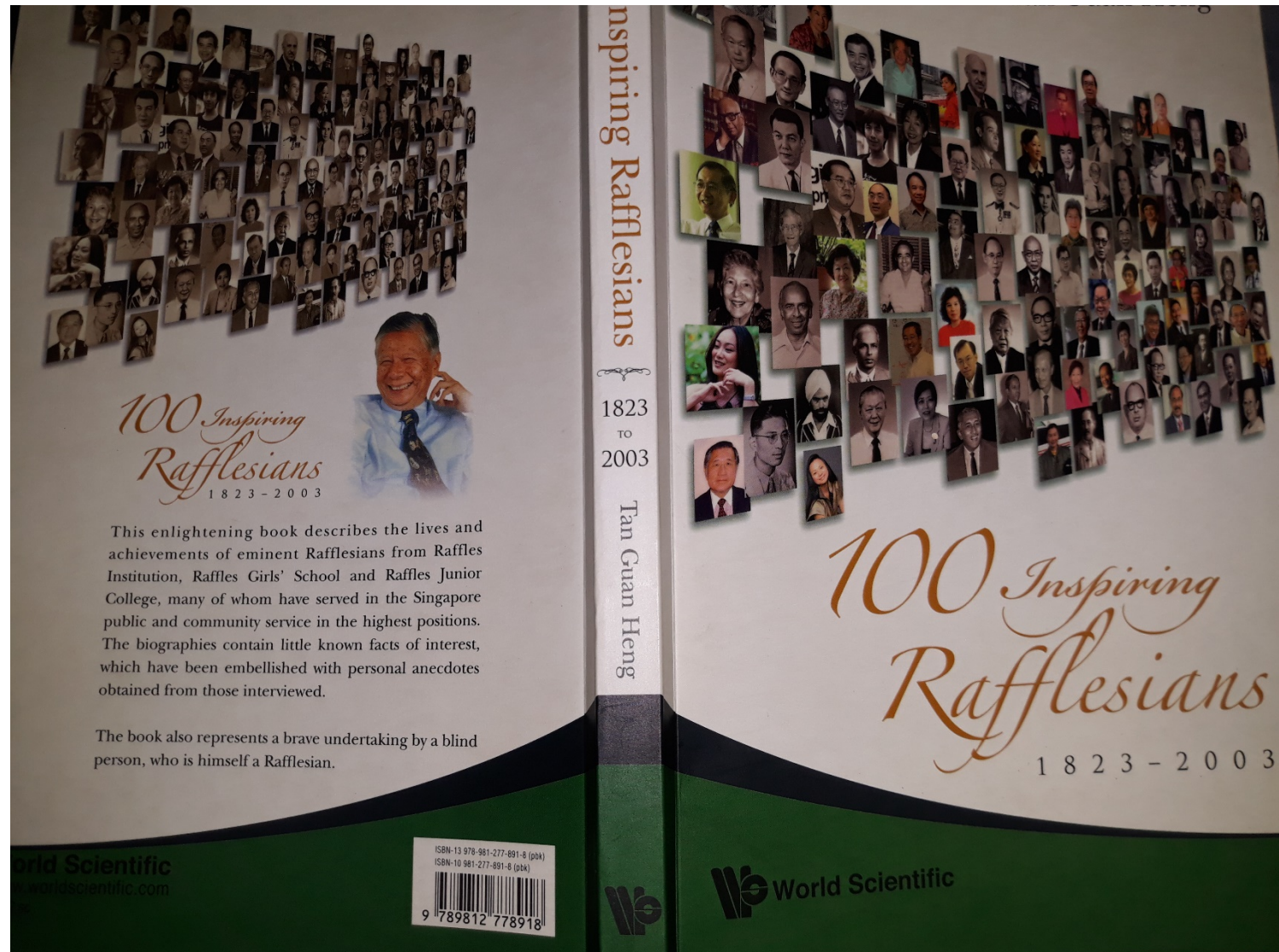
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The [Copyright](#) Page (a sample)

By convention, appears on the second page of book, on the reverse side (*verso*) of Title Page.

The [Cover Spread](#)

Blurb on **Back**  
distills book  
content. Author's  
bios may be  
included if  
appropriate.



At pre-press, Designer will adjust **Spine** thickness depending on final volume of book.