**CE Project Submission Memo** (September 29, 2014)

Date: 09-29-14

Job number: 04-0282

Author name: Burke

Project title: Medical Surgical Nursing Care, Study Guide

Edition: 4

Publisher/imprint: Pearson

Project manager: Saraswathi Muralidhar

Number of ms pages\*:

Text font is 12 point Times New Roman double spaced:  Yes  No

\*If the ms is not 12 point Times New Roman double spaced, this figure may be higher.

Estimated final page count: 212

**Please check one of the below:**

Offshore [title does not require a domestic review]

NA [title requires a domestic review]

**Please check below if title belongs to a priority publisher group:**

**Schedule**

Copyediting start date: 9/29/14

Copyediting end date: 10/16/14

* Please provide a batch schedule, keeping in mind when the TGs will be available. The CEs edit approximately 30 mspp/day.
* CEs use a type-coding template that resets font and line spacing to the default if required (Times New Roman, 1.5-line spacing).

**Level of editing requested:**

Proofread/edit

Light

Standard

Moderate—what needs to be addressed? \_\_\_\_\_\_\_\_\_\_\_\_

Heavy—what needs to be addressed? \_\_\_\_\_\_\_\_\_\_\_\_

CCC text

PCL IW

Simpub

Additional instructions re coding backmatter x-refs or other elements: \_\_\_\_PIXD first workflow\_\_\_\_\_\_\_\_

**Reference Source (check all that apply):**

CMS 15e  CMS 16e  APA 5e  APA 6e  Merriam-Webster’s Collegiate Dictionary 11e

follow author’s style  previous-edition style sheet  previous edition  Other—specify: \_Discipline specific Style sheet provided.\_\_\_\_\_\_\_\_

ToC creation required:  ToC verification required:

What is required in the ToC (e.g., H1, H2 heads, boxes, end-of-chapter heads)? \_\_\_\_\_\_\_\_\_\_\_\_

**Material Supplied with the Project**

MS complete? (FM, all chs, all figs, tables, boxes, CCC files, RM, etc.)  Yes  No—missing items and when they will be available: \_\_\_\_Only 10 chapters are provided.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previous-edition pdfs available?  Yes  No

Coded sample design available?  Yes  No

Rep copy and TG available?  Yes  No—will be available on \_\_\_\_\_9/30/14\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The CE will check for overlooked permissions.  Yes  No

**What type of permissions required?**

None  U.S.  North American  World

English  All languages  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Text is  one color  two color  four color

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Number of Figures: \_\_\_\_ Number of Tables: \_\_ Number of Photos: \_\_\_\_ Number of Maps: \_\_\_\_\_

**Additional Info from Publisher (info from Launch Notes or PWO)**

* Discipline specific style sheet was provided for 14-0084. Follow the same for this as well.

**Other Project-specific Instructions**