"Governing China in the 21ˢᵗ Century" Book Series Publishing Procedures

Oct 8, 2017

Submission

Please submit your book proposal, CV, table of contents, and at least 2 chapters by E-mail to a Book Series Editor or palgrave@fudan.edu.cn.

One Book Series Editor responsible for your proposal will determine whether the manuscript steps into the stage of peer review.

Peer Review

Your proposal approved by the Book Series Editor will be distributed by the publisher to qualified scholars in your book's field of research for peer review.

Usually authors will receive the results of peer review in 2-3 months. According to the results of review, the Book Series Editor will determine whether the manuscript shall be accepted, or be reviewed again after making revisions, or be rejected.

Author Response

When the review is complete, the Book Series Editor will send you the results and invite formal responses from you.

Contract

If the Book Series Editor accepts your manuscript, you will receive an offer letter from the publisher followed by a contract with an agreed upon delivery date of your final manuscript. Sign and return to Palgrave within 2 weeks. Signing and submitting via e-mail or internet is also possible. The contract is a conditional contract---publication relies on two preconditions: one is that your final manuscript should be provided by the deadline specified in the contract (you may negotiate with the Book Series Editor if you want to postpone the deadline); the other condition is that the quality of your final manuscript shouldn't be lower than previously submitted parts, and the contents shall not significantly deviate from the manuscript description in the proposal.

When the manuscript is complete, the author should submit it to the Book Series Editor. Once your Book Series Editor decided to move it into the publishing process, your

manuscript will be transferred to the publisher. The Book Series Editor may require the author to make appropriate changes, or terminate the publication process in case aforementioned conditions are not met.

Production

Upon receiving the final manuscript from your Book Series Editor, the publisher will contact you and require the submission of other materials like supplementary rights and permissions. Then your book will be handed over to the production department for cover design, copyediting, proofreading, and binding.

The Manuscript

Once receiving the final manuscript, your Production Editor will send you a production schedule that will outline the dates for the rest of the production process. **Please note that no new materials can be accepted by publisher or Book Series Editor from now on.**

Jacket/Cover Design

The design of your book cover will be coordinated by your Editorial Assistant and a Designer, along with your Production Editor, our Marketing and Sales Department as well as Book Series Editor.

In order to ensure the consistency of the book series, the cover design needs to follow the same style of the book series, that is, a picture as the background, two Chinese characters on the upper and lower parts of the cover respectively, an English title of the book in the middle. In the process of cover design and confirmation, publishers and authors should involve the Book Series Editor and seek his confirmation the final cover design.

Copyediting

Once your manuscript comes into production, your Production Editor will send your book to a Copyeditor. The Copyeditor will read through the entire manuscript, editing for sense, style, consistency, and grammar which usually needs 4-6 weeks.

When the copyediting is completed, you will receive a cover letter and a style sheet which allows you to review and make significant changes to your manuscript. Then you will go

through the stages of electronic copyediting, hard-copy editing and copyedited changes for edited collections.

Post-Copyediting

Page Proofs

After copy-editing is completed, the edited manuscript will be sent to the typesetter who will create page proofs. And when page proofs are complete (usually 4-6 weeks after you have returned the copyedited manuscript), our typesetter will email you the proofs as PDFs for you to check and let you compile an index. You will be given three weeks to complete this stage. Ultimate responsibility for checking proofs resides with you.

Indexing

Once the Typesetter receives the corrected proofs and index, he will make all the corrections and typeset the index. The Typesetter's work will be checked, and then he will create final files, and we will proceed with the printing of the book.

Publication

Usually, the printing of books will be finished in 6-10 weeks after you return corrected page proofs.

The publisher will contact book authors and collect the mailing address (including the address of monographers, book editors and authors of chapters in the book). Palgrave will present the published books to the authors above.

Meanwhile the publisher will send published books to the Book Series Editor.