Publishing at The Kent State University Press

Congratulations and welcome to Kent State University Press. This is a brief outline of key steps in the publishing process so you will know what to expect in the coming months. Items requiring your action are highlighted in blue.

Pre Production

Before work can begin on your manuscript, all items must be in place.

Revision	If you have been asked to revise your manuscript, this is your first step.
Permissions	Secure written permission for third party content and send signed hard copies to the Press. Permission fees are your responsibility. Include: • Permissions for text quoted from a copyrighted source • Permissions for photographs and artwork • Releases from living persons pictured in photographs • Releases from quoted interviewees
Contributors	If you are the editor of a multi-author book, send consent-to-publish agreements to your contributors to sign and return to the Press.
Submission	Submit your final manuscript to the Press. (See the enclosed Manuscript Preparation Guidelines.) Include: • Complete text • Illustrations • Maps • Captions • Charts and tables • Permissions and releases (See above)
The List	Your book will be assigned to a list for publication anywhere from nine to twelve months from the date of submission.
Marketing	If you have not already completed and returned your Marketing Questionnaire, do so now. Include promotional copy to be used in our catalog, on our website, and on your book's jacket or cover. Answer: • What is the book? • Why is it special or unique? • Why should we want to buy it?

The Cover	Covers are designed either for our annual catalog (issued in January) or later during the production process. The Press will design your cover but will consider your suggestions.

The Production Process

After it is assigned to a list, your manuscript goes into editorial production. Our managing editor will contact you about its schedule, which will follow this timeline:

Copyediting	This takes 4–8 weeks.
Review	You will have about 4 weeks to review copyediting, mark corrections, and return your manuscript. **This is your next-to-last opportunity to examine and make significant alterations to the text.**
Prep	Following its return, we will prepare your manuscript for design and composition (typesetting). This takes 4 weeks.
Design	Design and composition into page proofs (first pages) takes 6–10 weeks.
Proofreading	You will receive a set of page proofs from the Managing Editor. You will have 4 weeks to review and return first pages. **This is your final opportunity to examine and make minor corrections the text.**
The Index	If your book has an index, it will be created while you are reviewing first pages.
Revised Pages	One or two additional rounds of pages and corrections will be reviewed at the Press. This takes 4–8 weeks.
Printing	This takes 6–12 weeks.

Return all proofs promptly. Keeping to the schedule allows us to market your book effectively and display it at academic conferences and/or trade shows.

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Contact Us

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