

PUBLISHING PROCESS



START >>>



1. PROPOSAL

Prospective authors prepare and submit a proposal.



2. SCOPE REVIEW

Acquisitions Editor reviews proposal and provides feedback, if it falls within ACA's scope and needs.

2-4 WEEKS



5. MANUSCRIPT PREPARED

Author prepares **manuscript** according to agreement and delivers it between 9-18 months after the contract is signed.
This time frame may vary.



4. AGREEMENTS SIGNED

If accepted, an author or editor agreement is prepared and addresses:

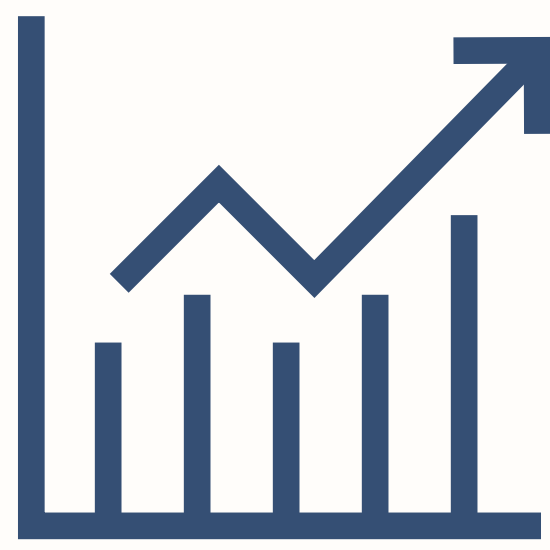
- copyright
- rights & responsibilities
- timeline for manuscript delivery
- marketing plan



3. BOARD REVIEW

Editorial Board reviews proposal and recommends acceptance, revision or denial.

4-6 WEEKS



6. MARKETING SUPPORT

ACA and third-party partners develop **cover art** and **compile data** to support pre-sales marketing.

6 MONTHS
BEFORE PUBLICATION



7. DEVELOPMENTAL EDIT

Book Development Editor performs a developmental edit with peer review by the Editorial Board or external subject matter expert.

8-10 WEEKS

Dependent on book length and status of



8. REVISIONS

Author makes **revisions** based on feedback.

2-4 WEEKS



11. BOOK LAYOUT

Digital Publishing Specialist prepares **book galleys**.

2 WEEKS



Professional proofreading completed.

2-4 WEEKS



9. COPYEDITING

Copyediting and author approval of the **final revised manuscript** is completed.

4 WEEKS



12. REVIEW GALLEYS

Authors, editors and contributors **review the book galleys for errors** introduced at galley production. No additions of text, visual materials, or sources can be made.

2 WEEKS



13. OPTIONAL INDEXING

Optional **indexing** completed at the author's or editor's expense.

3 WEEKS



14. PRINT & PUBLICATION

Preparation for **print and publication**.

2 WEEKS