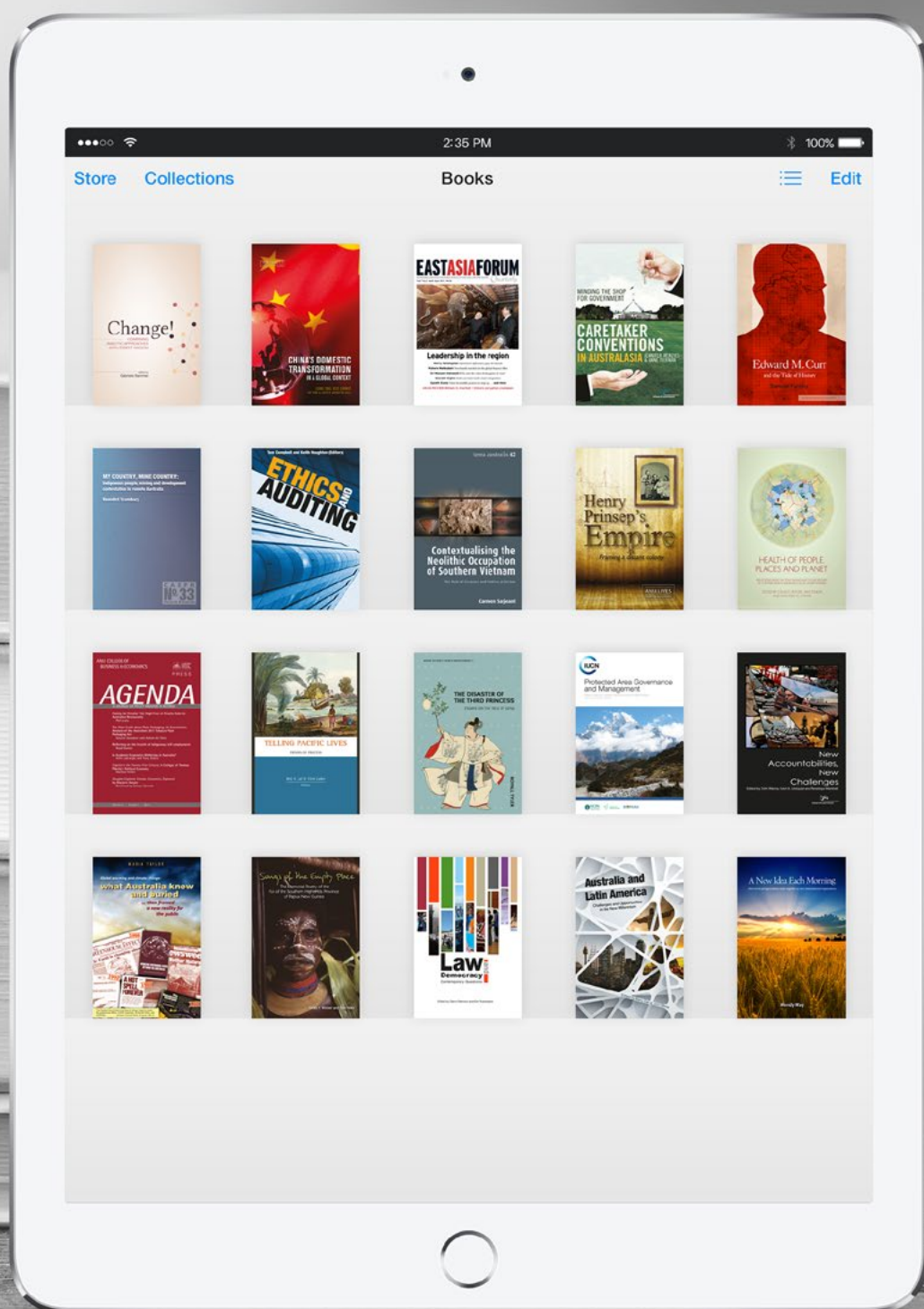




Australian
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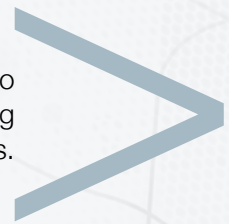
PRESS

Author Guide



Welcome to ANU PRESS

Thank you for choosing ANU Press as your publisher. We're looking forward to working with you! In this document, we'll run through the process of publishing your book and outline what we need from you and what you can expect from us.



ANU Press press.anu.edu.au

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ANU PRESS PUBLISHING PROCESS

2. Evaluation

- > Discipline-specific Editorial Board reviews the author's proposal and sample chapters and if interested will request the full manuscript for further evaluation.
- > If the full manuscript is approved for review, the Board will arrange a peer review process in which at least two referee reports will be obtained (at least one external to ANU).
- > The Board asks the author to revise the manuscript in accordance with reviewer and Board recommendations.
- > When the Board is satisfied with the revised manuscript, it will send referee reports and a Proposal Evaluation Form (PEF) to ANU Press, confirming approval for publication.
- > The Editorial Board selects a copyeditor to work on the approved final draft.

4. Production

Stage 1 – ANU Press reviews final manuscript for any last-minute changes prior to conversion.

Stage 2 – Final manuscript is converted to publishing software system.

Stage 3 – Book cover is designed and sent to author for approval (final approval rests with ANU Press).

Stage 4 – Author receives electronic proof for final format, design and text errors only. This process may be repeated if more changes are required.

Stage 5 – Final proof approved by author for publication. ANU Press receives hard copy proofs from the printer.

1. Submission

Author submits prepared documents to the discipline-specific Editorial Board for review: press.anu.edu.au/help/author-guidelines/

Author reads Submission Guidelines and prepares:

- > Book Proposal Form
- > synopsis
- > two or three sample chapters
- > detailed chapter outline or list of contents
- > brief author resume.

3. Editing

The author is to ensure funds are available for the copyeditor selected by the Editorial Board. In addition to the work done by the copyeditor, the author:

- > confirms any specific needs (for example, if the book needs an index), timeframe and price estimate
- > prepares high-resolution images
- > obtains copyright permissions for images and text
- > responds promptly to queries from the copyeditor
- > checks and approves changes made by the copyeditor.

The author will send the final copyedited and styled manuscript to ANU Press with all changes made by the copyeditor accepted.

ANU Press:

- > receives final referee reports, PEF and manuscript text (with any comments from peer review process included)
- > introduces the author to the production process, and provides them with the ANU Press Author Contract and Cover Brief Form.

5. Publication

- > Book is made live on the ANU Press website.
- > Hard copy and digital copies are provided to distribution outlets such as Books at JSTOR, Thomson Reuters Book Citation Index, OAPEN, DOAB, Google Books, Google Scholar, Amazon, iBooks, eBrary, EBL, NLA (Libraries Australia, Trove and WorldCat) and ANU Library Catalogue.
- > ANU Press prepares the book's metadata for statistics and library cataloguing purposes.
- > Hard copies are ordered and sent to the author(s).
- > Publication is promoted through various social media channels. If they choose, the author organises a book launch.

CHECKLIST

Please find attached:

- > a contract
- > a cover brief form.

We can start working on your book once we have received from your Editorial Board:

- > a book proposal form
- > a proposal evaluation form
- > two referee reports.

You will then need to provide:

- > a signed contract
- > a completed cover brief form
- > copyright permissions (if applicable)
- > the final, copyedited text of the book
- > all illustrative material to be included in the book
- > the image spreadsheet supplied by your copyeditor
- > a list of any unusual symbols, accents or characters used (if applicable).

Please tell us immediately if there is a special event, planned book launch, or any other deadline your book needs to be published in advance of. For more information on book launches, please see page 10.

Please note that we are unable to print books over 1,000 pages in length. If your publication exceeds this length you will be required to cut down the material included in your book.

BEFORE WE START

Your manuscript will need to be evaluated and approved for publication by one of our Editorial Boards. Please see below for a list of our Editorial Boards and their relevant contacts.

ANU Editorial Boards

EDITORIAL COMMITTEE	CONTACT PERSON	EMAIL ADDRESS
Aboriginal History	Rani Kerin	rani.kerin@anu.edu.au
Agenda	William Coleman	william.coleman@anu.edu.au
Anthropology in Pacific and Asian Studies	Andrew McWilliam	andrew.mcwilliam@anu.edu.au
ANU.Lives	Melanie Nolan	melanie.nolan@anu.edu.au
Asian Studies	Craig Reynolds	craig.reynolds@anu.edu.au
Asia-Pacific Environment Monographs	Colin Filer	colin.filer@anu.edu.au
Asia Pacific Security Studies	Brendan Taylor	brendan.taylor@anu.edu.au
Australian and New Zealand School Of Governance (ANZSOG)	John Wanna	john.wanna@anu.edu.au
Centre for Aboriginal Economic Policy Research (CAEPR)	Frances Morphy	frances.morphy@anu.edu.au
Comparative Austronesian	James Fox	james.fox@anu.edu.au
Crawford School of Economics and Government	Tom Kompas	tom.kompas@anu.edu.au
East Asia Forum Quarterly	Shiro Armstrong	shiro.armstrong@anu.edu.au
Environmental History	Greg Barton	gabarton@britishscholar.org
Humanities and Creative Arts	Christine Huber	christine.huber@anu.edu.au
Humanities Research Journal	Sharon Komidar	sharon.komidar@anu.edu.au
Islam and South-East Asia	Greg Fealy	greg.fealy@anu.edu.au
Law	Paul Maharg	paul.maharg@anu.edu.au
Pacific	Stewart Firth	stewart.firth@anu.edu.au
PEARL (Profession, Education and Regulation in Law)	Paul Maharg	paul.maharg@anu.edu.au
Practical Ethics and Public Policy	Michael Selgelid	michael.selgelid@monash.edu
Science	Brian Kennett	brian.kennett@anu.edu.au
	Jane Dixon	jane.dixon@anu.edu.au
Social Sciences	Marian Sawyer	marian.sawyer@anu.edu.au
Summations	James Fox	james.fox@anu.edu.au
Terra Australis	Sally Brockwell	sally.brockwell@anu.edu.au
Vietnam	Philip Taylor	philip.taylor@anu.edu.au

Once your manuscript has been approved for publication, it will need to be professionally copyedited. The Editorial Board dealing with your manuscript will advise you on copyediting and likely costs. (ANU also offers a publication subsidy fund that can help with the cost of getting your book published.)

Publication subsidy fund

The Vice-Chancellor allocates funds to assist the publication of the results of academic research of staff members or students of The Australian National University that are published by ANU Press on the basis of the University's commitment to scholarly publishing.

Applications are called twice a year usually and the maximum amount for any one subsidy is up to \$2,500. Each subsidy is discrete and no long-standing commitment will be made towards the costs of ongoing publications, such as journals or other series. Typical activities funded are copyediting, indexing and fees for images. The publication subsidy will not be approved for commissioning cover designs as ANU Press includes publication cover design as part of its processes. Translations of works into or from English are unlikely to be supported unless they are of exceptional literary or scholarly merit.

All staff members and students of the University may apply. The application must relate to a completed piece of work conducted while at the University and negotiations with ANU Press must be at an advanced stage. Subsidies will only be allocated to works that have been accepted by ANU Press for publication.

For more information, please visit press.anu.edu.au/publication-subsidies-committee/.

How to find a copyeditor

We strongly recommend you use one of our preferred copyeditors, as they are familiar with what we need—their work will make the rest of the process as streamlined as possible. We recommend:

COPYEDITOR	CONTACT EMAIL/URL	SKILL SET
Beth Batrick, AE	beth.battrick@spoonfully.com teaspoon-consulting.com	• Copyediting • Formatting • Proofreading • Indexing
Duncan Beard	scribes.of.thoth@gmail.com scribesofthoth.wordpress.com	• Copyediting • Formatting • Proofreading • Image preparation • Design and layout • Document conversion/book preparation
Jan Borrie	janb@netspeed.com.au	• Copyediting • Formatting • Proofreading • Indexing
Carolyn Brewer	Carolyn.Brewer@anu.edu.au	• Copyediting • Formatting • Proofreading • Indexing
Tracy Harwood	tracyharwood@grapevine.net.au	• Copyediting • Formatting • Proofreading • Indexing
Geoff Hunt	wamboolhunt@yahoo.com.au	• Copyediting • Formatting • Proofreading • Image preparation
Freya Job	fdj67@yahoo.com	• Copyediting • Formatting • Proofreading • Image preparation
Justine Molony	justinemolony@bigpond.com	• Copyediting • Formatting • Proofreading
John Owen	john.owen52@bigpond.com	• Copyediting • Formatting • Proofreading

If you choose a copyeditor who isn't on this list, please give us their contact details **before** they start work so we can discuss our brief with them.

Please note: If your chosen copyeditor delivers work that isn't to our standards, the text will need to be re-edited at your cost.

What to send your copyeditor

Make sure you send your copyeditor **final and complete** files to work from. This means the whole text that will form the published book, including any of the following you choose to include: foreword; preface; contributor bios; acknowledgements; list of abbreviations; introduction; appendices; bibliography.

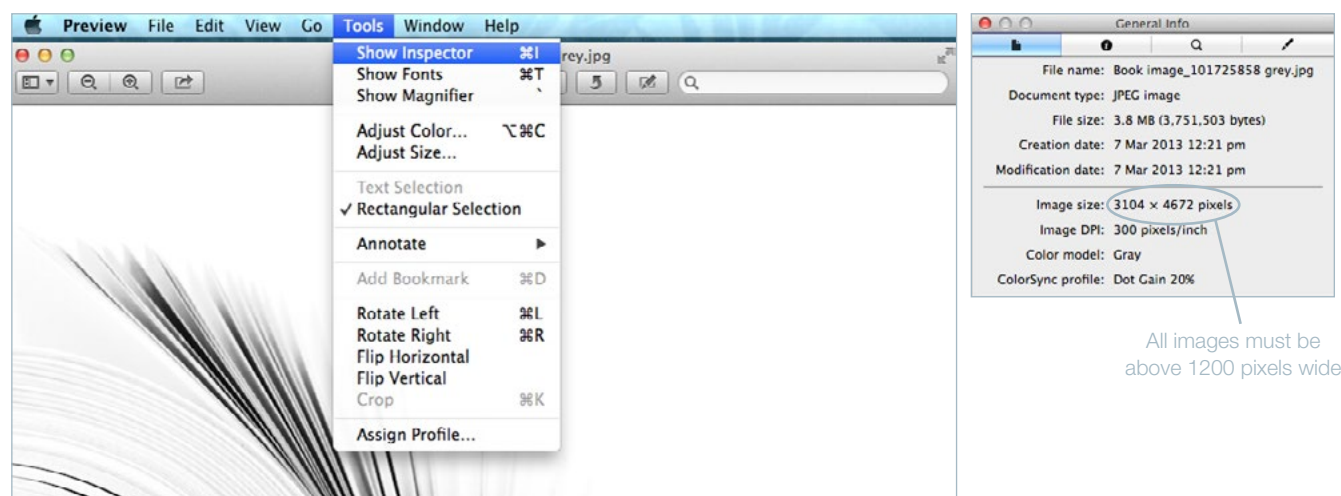
You also need to send your copyeditor all illustrative material (figures, illustrations, photos, graphs, etc.) that will be in your book:

- > Don't include images (other than tables; see below) in the text, but clearly mark the text where each image should go (i.e.: '[INSERT FIG 1]'). Image titles and sources should immediately follow this text marker.
- > Images should be placed as close as possible to where they are first mentioned in the text.
- > All figures and tables should be numbered consecutively and should be referred to in the text by number.
- > Send images to your copyeditor as JPEG or TIFF files, numbered according to their placement in the text.
- > Images **must** be **at least** 300 dots per inch (dpi) and **at least** 10cm wide at final size (or 1200 pixels wide). Information on checking your image size and resolution is available below.
- > It is fine to generate tables in Word, or to send them to us in other file formats. If they are Word tables, they can be placed in the document rather than sent separately (if the tables are very large, please supply them in separate Word document, appropriately labelled).

How to check image size and resolution

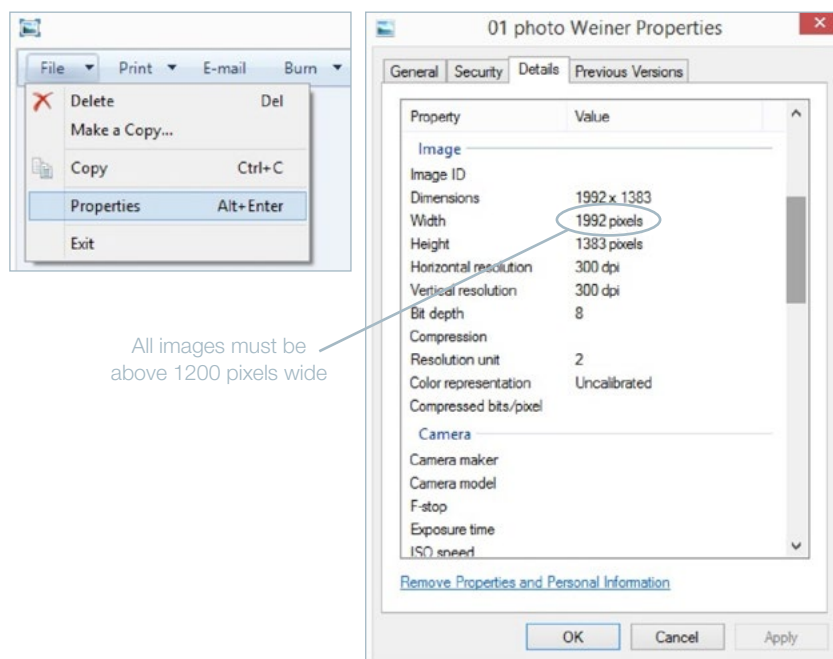
On a Mac

1. Open the image in Preview.
2. In the menu ribbon, click 'Tools'. In the 'Tools' dropdown menu, click 'Show Inspector'.
3. In the window that opens, the 'image size' should be **more than** 1200 pixels wide. (The image below shows an image of adequate size and resolution as the width of the pixels is showing 3104.)



On a PC

1. Open the image in Windows Image Viewer.
2. In the menu ribbon, click 'File'. In the dropdown menu, click 'Properties'.
3. In the window that opens, the 'Width Dimensions' should show **at least** 1200 pixels.



The copyediting process

The copyeditor will:

- > separate the text into separate Word documents for each chapter and section of the book
- > make sure the language used is clear, consistent and grammatically correct
- > apply our styles to the documents (this involves setting things like block text and heading levels) so we can convert the text properly
- > check that the images are the right size and resolution, and make a spreadsheet listing this information
- > let you know if any of the images aren't big enough or don't have a high enough resolution
- > send you the spreadsheet, plus all text, with all changes tracked.

Make sure you check the revised documents to make sure you're happy with the changes the copyeditor has made. If need be, discuss the changes with your copyeditor. Once you're confident that the text is **final**, send it to us.

Once we start working with your text, only very minor changes are possible.

WHAT WE NEED TO BEGIN PRODUCTION

- > **A signed contract.** Please fill in the areas highlighted in yellow, initial each page, sign at the bottom, and send us a copy of the contract (either through snail mail or a scanned copy via email). If there are multiple authors/editors for your work, please have each author/editor fill in a separate contract. Contributors to edited collections do not need to sign contracts.
- > **A book proposal form.** This is the form you would have submitted to the Editorial Board—you don't need to supply sample chapters or a resume.
- > **A completed cover brief form.** Please complete this form to the best of your abilities and email it to the Publications Coordinator. Any potential cover image must be at least 300 pixels per inch and 15 centimetres wide (1,700 pixels wide) at final size; low-resolution images (particularly those downloaded from the internet) cannot be used. Please provide copyright clearance to use the image in both print and electronic formats.
- > **Two referee reports.**
- > **Copyright permissions** (if applicable—see below for more information).
- > **The final, copyedited text of the book.**
- > **All illustrative material to be included in the book.** Now that you and the copyeditor have both checked the images, they should all be the correct size and resolution.
- > **The image spreadsheet** your copyeditor supplied listing the size and resolution of all images.
- > **A list of any unusual symbols, accents or characters used** (if applicable).

Copyright

You need to get written permission to use any type of copyrighted material and you will need to cover any associated costs. If there's any doubt whether or not something is under copyright, seek permission to use it.

Under Australian copyright law, you may need to obtain permission to reproduce text extracts, including poems, and other material, such as graphs and tables, created by someone other than yourself. You must obtain permission to reproduce a 'substantial part' of any written work protected by

copyright. This usually means about 250 words taken from a medium-length book, but includes any shorter extract that summarises the crux of the original author's argument or research. All material quoted and any illustrative material must be appropriately acknowledged in your manuscript.

If you are providing an artwork, or a photograph of an artwork, for use in your book you need to seek the artist's permission to reproduce this artwork.

There is no set time frame for acquiring copyright permissions. Approval can take weeks or even months, especially from overseas publishers.

ANU Press will supply you with a template list to help you keep track of your copyright permissions. A copy of each permission letter should be attached to the list, and the relevant extracts should be clearly indicated.

You need to warrant that:

- > the work is original, has not been published previously and is not being considered for publication elsewhere in either print or electronic form
- > the source of any copyright materials has been acknowledged
- > the work does not infringe on copyright held by other parties
- > the work does not contain any libellous material.

ANU Press can provide you with a template letter for requesting permission from the publisher to reproduce extracts or images from previously published books. Your request should be directed to the publisher of the work you wish to reproduce. If you require this template letter, please let ANU Press know.

If you are submitting a work that has previously appeared as a printed book you need to obtain written permission from the original publisher to do so, even if the original book is out of print. ANU Press can also supply a template letter for this request, if you require this please contact us.

Please consult the author's checklist (supplied upon request) for any other issues relating to previously published works.

Note: If you are including republished text in your work, please provide it in a Word document format with ANU Press styles applied. **Please do not supply it in a PDF format.**

OUR PRODUCTION PROCESS

Please tell us immediately if there is a special event, or any other deadline your book needs to be published in advance of. The publishing process generally takes between two to four months (but can take longer for larger or more complex books), so we need to know well in advance to be able to schedule our workflow to a set deadline.

Once we receive your final text, we will give it a last check for obvious errors, and make sure the styles have been correctly applied. At this point, we'll be in touch if we have any queries about the text.

We'll use InDesign to convert the text to the form it'll be published in. We'll check the text again, then send it to you to check. You should receive three sets of proofs:

- > **Initial proof.** This is to check that conversion has occurred correctly and no errors have been introduced to the text. This is also the time to check the text for grammar and spelling mistakes. This is not the time to rewrite text, **ANU Press will not accept major textual changes to a proof.**
- > **Second check.** This is to check that any requested changes have been made correctly and to complete final checks of the text.
- > **Final proof.** This is a final check of the book to ensure that everything is displaying correctly and there are no major errors.

At this stage, checking is **only** for formatting issues, or any basic errors that have previously been overlooked. **For any changes that don't fall into these categories, we will charge \$80 per hour (minimum charge is \$80).**

Once we've both approved the final set of proofs, the book can be indexed if required.

A hard copy proof from the printer can be supplied if you wish to check the book before printing commences. However, if you choose to see the printer proof, this will delay publication. **Any changes made to the printer proof will incur a charge of \$80 per hour (minimum charge is \$80).**

Indexing

We generally recommend against including an index. We are primarily an ebook publisher (ebooks make up 99% of access to our titles), and ebook search functions make indexes redundant. However, if your proposal is with the Humanities and Creative Arts Editorial Board, then it **must** have an index as this is a requirement of the board.

If you wish to include an index in your work, the index can **only** be done **once the final set of proofs has been approved** (any changes to the book can alter page numbers, which would make the index incorrect). We don't prepare indexes, but we can put you in touch with professional indexers that we would recommend (please note that you are responsible for paying for the index). To see our list of recommended indexers, please refer to the copyeditors contact list on page 5.

Cover design

We will design your cover in-house based on the information you provide in your cover design brief. We will send you our draft cover for feedback and negotiate any changes, but we reserve the right to make the final decision on cover design. This is necessary for the following reasons:

- > ANU Press, and through us, each of our titles, represents the best of ANU research and scholarly communication. We make decisions for each title with the whole Press and publishing endeavour in mind.
- > The cover design has to be applied across all formats, i.e. PDF, ePub and print. This means certain styles, sizes and colour schemes work better than others.
- > A title might form part of a series, in which case the cover design has to remain consistent and true to the original concept.

PUBLICATION

Once the final files are approved, we will publish the book electronically and in print.

Formats

Print

When we have checked the printer's proofs, we will contact you to ask how many copies you would like printed. If you are the sole author/editor, you will receive three complimentary copies; if there is more than one editor, you will receive two per person. In addition to this, you can purchase as many copies as you would like at a discounted price. If more hard copies are needed after the initial print run, it's easy to order more. Print copies are made available for purchase on our website.

Digital formats

Our titles are converted to PDF (as a whole and as individual chapters), .epub, .html and .mobi formats. These are all made available for no charge.

Distribution

As an electronic press, our promotional and marketing efforts are focused squarely on ensuring that ebooks reach as wide an audience as possible. We lodge ANU Press titles with a wide range of online repositories:

- > Google Books
- > CreateSpace (Amazon)
- > Thomson Reuters
- > the Open Access Publishing in European Networks library (a comprehensive digital library distributing to publishers, researchers and libraries internationally)
- > JSTOR (a subscription-based digital library accessed by over 7,000 institutions in more than 150 countries)
- > eBrary and EBL
- > Directory of Open Access Books.

We make bibliographic information available through:

- > MARC Records (bibliographic Machine-Readable Cataloging), which are disseminated to university libraries for free inclusion in their catalogues
- > the National Library of Australia's Cataloguing-in-Publication scheme
- > the National Library of Australia's Pandora, a digital archive for nationally significant Australian online electronic publications.

Launches

Book launches or associated events should, without exception, only be organised once production is complete and printed copies are available. If you plan to have a book launch or related event, please let us know as soon as possible. ANU Press takes no responsibility for book launch deadlines.

While we don't have the resources to organise or subsidise book launches, if you'd like to organise a launch for your book, we're happy to help by making digital flyers or invitations for you. We'll certainly make sure a representative from ANU Press is at the launch to help you to celebrate!

If you think engaging with mass media will help your launch reach a wider audience, we suggest you contact ANU Marketing to discuss the event. There's a handy list of ANU Marketing contacts available at marketing.anu.edu.au/contacts-support.

Book prizes

Please find a select list of book prize competitions below. Authors can, of course, enter into prizes not found on this list.

SUBMISSIONS	PRIZE	CATEGORY
Close February	Prime Minister's Literary Award	Major national award
Close February	Colin Roderick Award	Literature
Open February, close March	Australian Book Industry Awards	Major national award
Open February, close June (biennial)	The Adelaide Festival Awards for Literature	SA only
Open February, close June	CHASS Prize	Non-fiction
Open May, close June	Queensland Literary Awards	QLD only
Open May, close July	The Nib: Waverley Library Award for Literature	Literature
Close July (next prize year 2018)	Melbourne Prize for Literature	Literature
Open August, close October	NSW Premier's Literary Awards	NSW only
Open September, close October	Victoria's Premier's Literary Award	VIC only
Open September, close January (biennial)	Magarey Medal for Biography	Non-fiction, female author only
Open September, close January (biennial)	Allan Martin Award	Non-fiction, history
Open September, close January (biennial)	Kay Daniels Award	Non-fiction, history
Open September, close January (biennial)	W.K. Hancock Prize	Non-fiction, history
Open October, close December	Nita Kibble Literary Award	Literature
Open November, close December	Ernest Scott Prize	Non-fiction, history
Open December, close February	National Biography Award	Non-fiction
Biennial	WA Premier's Book Awards	WA only

Please note, the submission dates supplied here are based on the 2015 submission year, dates are subject to change.