

THE PUBLISHING PROCESS

I. SUBMITTING A PROPOSAL

1. Ledizioni-Ledipublishing evaluates a proposal on the basis of an outline, a sample chapter or an entire manuscript, along with the information provided by the author.
2. Ledizioni-Ledipublishing provides evaluation of proposals within 1 week.
3. If the proposal is accepted, Ledizioni-Ledipublishing will determine, in consultation with the author, the title of the contracted book project.
4. The work will undergo and must pass peer review.

II. MANUSCRIPT SUBMISSION

1. We will ask you to submit material to us by certain dates that we will mutually agree. The work submitted should be as complete as possible and in strict accordance with the styles of the Harvard Style Guide: all accompanying material (figures, images etc.) will need to be submitted in the correct format, and all necessary permissions for the use of copyright material obtained.
2. Ledizioni-Ledipublishing custom designs full-colour covers for its books. We welcome cover design suggestions and input from our authors, though final cover decisions will rest with the press.
3. If the full manuscript has not yet undergone the external peer review process, it will do so at this stage, typically completed within 2 months. To help expedite the process of securing reviewers, the press may request you supply a list of 10–20 names of potential readers.
4. Once the manuscript passes the review process, any required revisions and final delivery dates are to be agreed with your editor. A Ledizioni-Ledipublishing editor will review your final manuscript and pass it to production once approved.

III. THE PRODUCTION PROCESS

1. **COPYEDITING:** Our editorial team will evaluate the final manuscript to ensure that it has been copyedited to the highest standard. If further revision is necessary, we may require the authors check copyediting again. If needed we may arrange for a professional copyedit on the authors' behalf.

2. **TYPESETTING:** Once a final, clean 'camera-ready' manuscript is prepared, the electronic files are sent to our typesetting team, who will set the text to 'book' form and generate the first text proofs. The typeset first proofs are then sent to the Ledizioni-Ledipublishing editorial team. The typesetting process takes approximately 2 weeks, but may vary according to length and complexity of the manuscript.
3. **PROOFREADING:** The typeset first proofs are sent to the author electronically as a PDF, along with instructions on how to submit corrections. Corrections to the proofs should be minor – authors should not rewrite or make substantial additions. The editorial team will then review the proof corrections in-house before sending them to the typesetter for implementation.
4. **INDEXING:** Once the revised and final text proofs are prepared, the author should then use the final text proofs to prepare an index. You can also outsource it to us, if needed.
5. **PRINTING:** The final text and cover proofs will undergo a thorough editorial review before they are accepted and sent to print.

IV. THE PUBLISHING SCHEDULE

The printed book is delivered approximately 2/3 months after the manuscript is submitted to Ledizioni-LediPublishing (excluding peer-review delays and your proofreading).

The Review Process: up to two months

Copyediting: approximately one month

Typesetting: normally 2 weeks, depending on the complexity of the project (please consult with your production editor)

Proofreading: depends on you!

Indexing: approximately two weeks

Printing: normally two weeks, depending on the complexity of the project.