



Charles Darwin University Press

Final Submission Process

This document outlines the standard steps in the final submission process for forthcoming CDU Press titles.

Author prepares and provides:

- ☀ .pdf version of the final copy-edited manuscript ready for print production, according to the CDU Press Design Checklist (revised April 2009), leaving the imprint page blank at this stage.
- ☀ confirmation of the amount of subsidy to be provide towards the printing costs
- ☀ ideas for the cover design
- ☀ the 'blurb' that goes on the back cover (a paragraph about the book, and a sentence giving affiliation of each editor). [This information is also used for the CiP application and on the website.]

CDU Press:

- ☀ Seeks quotes (including for cover design) and undertakes an initial costing
- ☀ Editorial Board provides final approval
- ☀ Sends a copy of the publishing agreement to the author for signature
- ☀ Undertakes a final reading of the manuscript for print readiness (and provide further comment if necessary)

Author:

- ☀ Signs two copies of the publishing agreement and returns them to CDU Press

CDU Press:

- ☀ Countersigns and returns one copy of the publishing agreement to the author
- ☀ Organises ISBN, barcode, CiP application
- ☀ Arranges for work to begin on the cover design
- ☀ Provides final information for imprint page
- ☀ Provides proof of cover design

Author:

- ☀ Provides final version of .pdf including imprint page
- ☀ Provides feedback on cover design

CDU Press:

- ☀ Provides proofs of both text and cover to author for approval

Author and CDU Press

- ☀ Approve cover and text proofs

CDU Press:

- ☀ Arranges for printing and distribution of the books, including complimentary, legal and review copies at the discretion of CDU Press.