

ANU
PRESS
TEXTBOOKS

Author Guide

January 2019



Welcome to ANU PRESS TEXTBOOKS

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



ANU Press press.anu.edu.au

The Australian National University, Acton ACT 2601

T +61 2 6125 0262 E anupress@anu.edu.au

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ANU PRESS PUBLISHING PROCESS

2. Evaluation

- > ANU Press will evaluate your submission and determine if it meets the requirements for publication
- > If your proposal is accepted, we will request you submit the entire textbook for review
- > Your textbook will undergo peer review and you will be required to revise your manuscript in light of the review reports (where necessary)
- > When ANU Press is satisfied that all review recommendations have been addressed, the textbook will be accepted for publication
- > The manuscript is then sent to a professional copyeditor to work on the final draft

4. Production

- > The production process will differ depending on whether your textbook is highly interactive or not. Please see pages 8–9 of this guide for more information on the different production processes for the two textbook format options.

1. Submission

Author prepares and submits textbook proposal to ANU Press. Author will:

- > Read ANU Press Textbooks Author Guide
- > Fill out online Textbook Proposal Form
- > Provide to ANU Press:
 - Synopsis
 - Two or three sample chapters
 - Detailed chapter outline or table of contents
 - Brief author/editor resume

3. Editing

The author is responsible for paying for the manuscript to be copyedited by a freelance editor; ANU Press will provide the author with a list of freelance editors to choose from. The author will:

- > Ensure all steps outlined in the Author Guide to prepare the manuscript for the copyeditor are complete before providing the final draft to the copyeditor to begin work
- > Work directly with and respond promptly to the copyeditor in order to edit, prepare and finalise the manuscript for final submission to ANU Press
- > Advise ANU Press of any specific needs and time frames (for example, if there is an event or deadline the book needs to be published in advance of)
- > Provide all illustrative material at a high resolution and any copyright permission documentation required for ANU Press to publish the images
- > If the work is an edited collection, the lead editor/s will be responsible for contributing authors responding to queries in a timely manner and provide final approval for manuscript on behalf of all contributing authors

At the end of the editing process, the copyeditor will provide ANU Press with the final, styled manuscript ready for ANU Press to begin work.

5. Publication

- > After the production process is complete, your book will be published on the ANU Press website and, where applicable, paperback made available for purchase through NewSouth Books website
- > Where applicable, paperback are ordered and sent to the author(s)
- > Copies are provided to distribution outlets such as JSTOR Open-Acees, Thomson Reuters Book Citation Index, OAPEN, DOAB, Google Books, Google Scholar, Amazon, iBooks, ProQuest, NLA (Libraries Australia, Trove and WorldCat) and ANU Library Catalogue
- > Publication is promoted through various social media channels
- > Author works with ANU Press marketing to implement marketing plan for the book

GOALS OF ANU PRESS TEXTBOOKS

ANU Press Textbooks aims to publish high-quality textbooks to support world-class education. All of its textbooks are freely available to download and, where applicable, they are also available as print-on-demand paperbacks. The works are published open access under a Creative Commons licence (CC BY-NC-ND) to ensure they can be readily accessed by students all around the world.

The subject areas of focus published by ANU Press Textbooks relate or contribute to the national role of The Australian National University and aim to build upon the publication strengths of ANU Press.

PUBLISHING THROUGH ANU PRESS TEXTBOOKS

Proposals for textbooks should be submitted directly to ANU Press.

A Grant Scheme is available to assist eligible applicants in the production of ANU Press Textbooks (please note, the Scheme is only open to ANU academics). Grant applications should be submitted together with the book proposal. Further information about the ANU Press Textbooks Grant Scheme is available below.

Submitting a proposal

To submit a proposal, you will need to fill in a Textbook Proposal Form. This is an online form that you can submit via our website. Below is a list of tasks you need to complete before submitting your textbook:

- > Read the ANU Press Publication Ethics and Malpractice statement
- > Prepare a table of contents or a detailed chapter outline
- > Prepare two or three sample chapters
- > Compile a brief author/editor resume
- > Provide a letter from your college(s) or institution(s) supporting the quality of the proposed textbook.

Once we have the above documentation, ANU Press will evaluate the submission and determine if it meets our requirements for publication. If your initial proposal is accepted, we will request you submit the entire textbook for review. If the review is favourable, ANU Press will negotiate a publication agreement with you.

BEFORE WE START

If ANU Press accepts your proposal, the next step is to prepare your textbook for publication.

ANU Press does not charge authors for its services. However, we do require the manuscript to be professionally copyedited and delivered in a state that is ready for the Press to begin work. ANU Press will provide you with a list of approved copyeditors who are most suited to the job based on their skills and experience with your subject matter.

Please note: If you wish to use a copyeditor not on our list, you must have discussed this with and have approval from ANU Press before work commences. If you do not, ANU Press may require the work to be re-edited at your expense.

What to send your copyeditor

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

Before you send your manuscript to your copyeditor, you must have included all relevant DOIs in the referenced books, articles and journals in your work's bibliography or bibliographies (for information on how to do this see the DOIs section on next page).

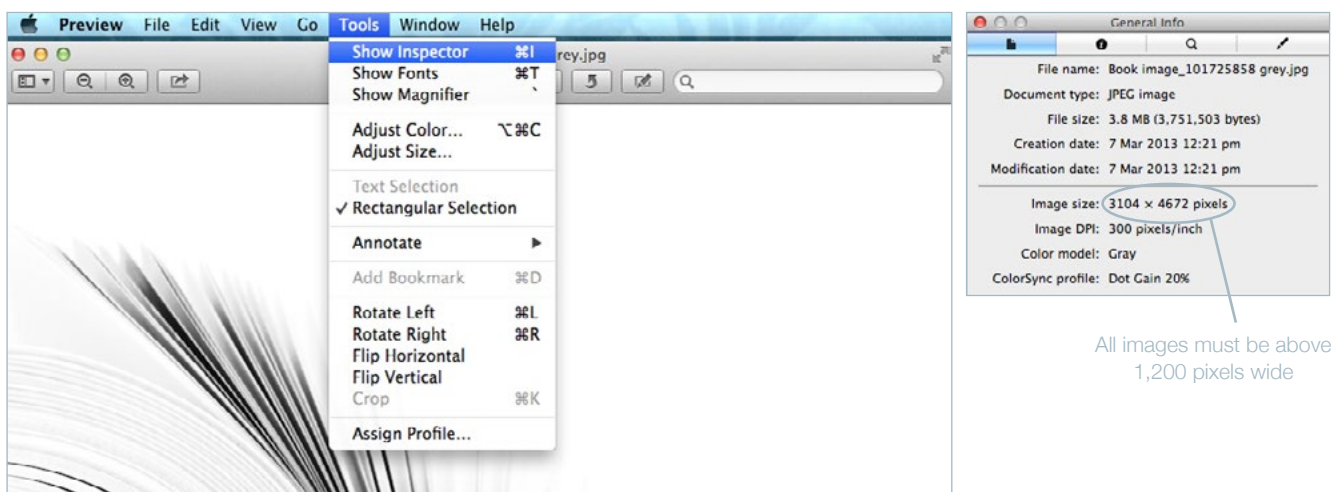
You also need to send your copyeditor all illustrative material (figures, illustrations, photos, graphs, etc.) that will be in your book. All illustrative material included in your book must be of good quality and of resolution high enough to reproduce in both digital and paperback formats. Please see below for the **minimum requirements** of image resolution and instructions on how to check this.

For more information on 'Preparing your manuscript for submission', please contact ANU Press for the factsheet or download it from our website.

How to check image size and resolution

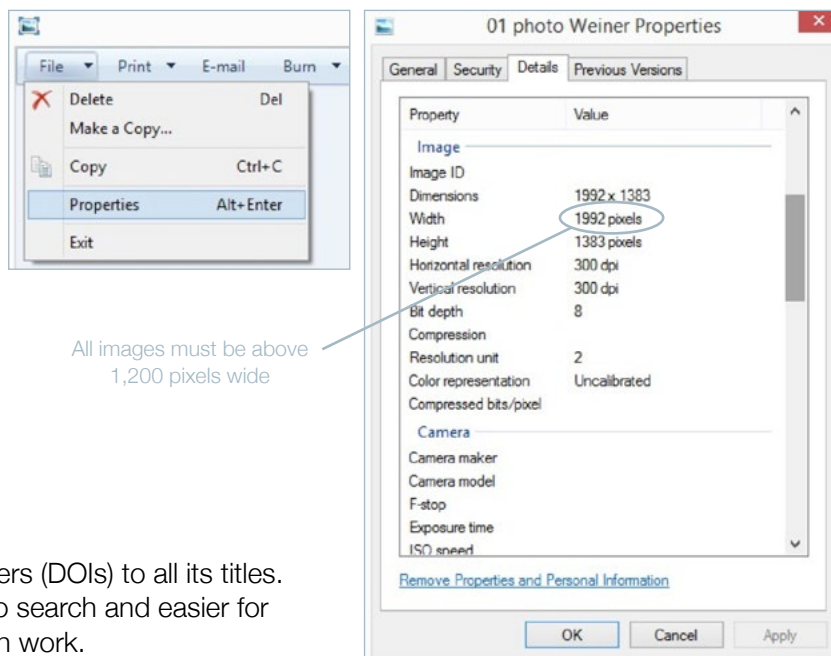
On a Mac

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 1,200 pixels wide**. (The image below shows an image of adequate size and resolution as the width of the pixels corresponds to 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' should be **at least** 1,200 pixels.



All images must be above 1,200 pixels wide

DOIs

ANU Press assigns Digital Object Identifiers (DOIs) to all its titles. This will make your book/journal easier to search and easier for other academics to reference in their own work.

As part of this process, ANU Press authors **must** include DOIs as part of their bibliographic references where applicable.

Before submitting your manuscript to your copyeditor, you must run your bibliography or bibliographies through the Crossref DOI registration system, this will locate DOIs for any book or journal you have referenced in your book and provide this to you in a list (DOIs identified are shown in red, see Step 6 on next page for an example). It is **mandatory** for our authors to follow this new process.

The process for finding DOIs for your references is as follows:

Step 1

Go to www.crossref.org/SimpleTextQuery/

Step 2

If you have not used this system before you will need to register your email by clicking on the interactive 'click here' link.

Enter the email address you registered for use of Crossref services. If you have not registered your email address, [request an account](#).

Registered email:

Step 3

Register your email by filling out the form.

Step 4

You will receive an email asking you to verify your email address. Follow the instructions to verify your email.

Step 5

Return to the Simple Text Query form, enter your email address in the 'Registered email' box, copy and paste your bibliography into the text box and hit 'Submit'.

Enter the email address you registered for use of Crossref services. If you have not registered your email address, [request an account](#).

Registered email:

Enter text in the box below:

Anon. 1948, 'Fifth International Leprosy Congress', *International Journal of Leprosy* 16(2): 187–244.
Banerjee, Ashis 2006, 'Paul Brand (1914–2003): The surgeon who recognised the importance of pain', *Journal of Medical Biography* 14(3): 137.
Bashford, Alison 2004, *Imperial Hygiene: A Critical History of Colonialism, Nationalism and Public Health*, Palgrave, Sydney.
Beresford, Quentin and Paul Omaji 1998, *Our State of Mind: Racial Planning and the Stolen Generations*, Fremantle Arts Centre Press, Fremantle, WA.
Broome, Richard 2010, *Aboriginal Australians: A History since 1788*, 4th edn, Allen & Unwin, NSW.
Cumpston, J.H.L. 1989 [1928], *Health and Disease in Australia: A History*, introduced and edited by M.J. Lewis, Australian Government Printing Service, Canberra.
Davidson, W.S. 1978, *Havens of Refuge: A History of Leprosy in Western Australia*, University of Western Australia Press for the Public Health Department, Nedlands.
DeMaria, William 1986, "'White welfare: Black entitlement': The social security access controversy, 1939–59", *Aboriginal History* 10(1): 25–39.
Faget, G.H. and Paul T. Erickson 1948, 'Chemotherapy of Leprosy', *Journal of the American Medical Association* 136(7): 451–57.
Gilroy, John, Michelle Donnelly, Susan Colmar and Trevor Parmenter 2013, 'Conceptual framework for policy and research development with Indigenous people with disabilities', *Austra Gussow, Zachary* 1989, *Leprosy, Racism and Public Health*, Westview Press, Boulder, San Francisco and London.
Haebich, Anna 2000, *Broken Circles: Fragmenting Indigenous Families 1800–2000*, Fremantle Arts Centre Press, Fremantle.

Step 6

The website will provide you with the valid DOIs for the references registered to its system. Copy each of these DOIs (shown below in red) into your bibliography at the appropriate reference. You **do not** need to include the https:// in your copied DOI reference.

Anon. 1948, 'Fifth International Leprosy Congress', *International Journal of Leprosy* 16(2): 187–244.

Banerjee, Ashis 2006, 'Paul Brand (1914–2003): The surgeon who recognised the importance of pain', *Journal of Medical Biography* 14(3): 137.
<https://doi.org/10.1258/j.jmb.2006.05-22>

Bashford, Alison 2004, *Imperial Hygiene: A Critical History of Colonialism, Nationalism and Public Health*, Palgrave, Sydney.
<https://doi.org/10.1057/9780230508187>

Not all references will have a DOI, if a reference is returned without a DOI shown in red next to it (as in the *International Journal of Leprosy* example above) then you do not need to include a DOI for these references. You can also search single references rather than whole bibliographies if you wish by going to this link: search.crossref.org

Please note: If your manuscript comes to ANU Press without DOIs being included in your bibliography, it will be sent back for you to complete this process.

The copyediting process

The copyeditor will:

- > 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 image spreadsheet, style sheet, plus all text, with all changes tracked to review.

Please check all the revised documents thoroughly 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**, please advise the copyeditor that it is approved and the copyeditor will send the text on to ANU Press.

The copyediting stage is the last opportunity to make substantive changes to your text, once ANU Press starts working on your text, only minor changes are possible.

WHAT WE NEED TO BEGIN PRODUCTION

- > **A signed contract.** Please fill in the relevant boxes, initial each page, sign at the bottom, and send us a copy of the contract (either by post 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 Textbook Proposal Form.** This is the form you would have submitted to ANU Press through the online form on the website.
- > **A completed Cover Brief Form.** Please complete this form to the best of your abilities and email it to ANU Press. Any potential cover image must be at least 300 pixels per inch and 15 cm 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.
- > **Copyright permissions** if applicable—see below for more information.
- > **The final, copyedited text of the book.** This must be sent to ANU Press by the copyeditor.
- > **All illustrative material to be included in the book.** Now that you and the copyeditor have checked the images, they should all be the correct size and resolution.
- > **The image spreadsheet** listing the size and resolution of all images.
- > **Style sheet** provided by the copyeditor, including a list of any unusual symbols, accents or characters used (if applicable).

Licensing

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- > the work does not infringe on copyright held by other parties
- > the work does not contain any libellous material.

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

Note: If you are including previously published text in your work (e.g. a journal article), please provide it in a Word document format with ANU Press styles applied. **Please do not supply it in a PDF format unless previously discussed with ANU Press.**

CREATING YOUR TEXTBOOK

There are two varieties of textbooks published by ANU Press. The first is a traditional format textbook that can be published as a paperback book and as an ebook; the second is an interactive textbook that incorporates video and/or audio files, quizzes and enhanced elements. The production process for the two versions differ; these are discussed below.

Please tell us upon submission 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 three to five months, not including printing of paperback books (but can take longer for larger or more complex books), so we need to know of any events well in advance to be able to schedule our workflow to a set deadline.

Non-interactive textbooks

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 will be published in, it will then undergo an in-house proof. Following this, we will send you a proof to check, along with a list of queries that arose from the in-house proof. 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 proof.** 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 final 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 the final set of proofs have been approved, the book can be indexed if required.

A PDF 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 per cent of access to our titles), and ebook search functions generally make indexes redundant.

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 (please note that you are responsible for paying for the index).

Please note: If you use an indexer not recommended by us, and the index is not to ANU Press standards, the index will need to be redone at your cost. ANU Press will only accept indexes created by professional indexers; indexes created by authors will not be accepted.

Interactive textbooks

For interactive textbooks that incorporate video and/or audio files, ANU Press will generally be able to complete the production of your textbook in-house. If this is the case, then the production process outlined under the 'Non-interactive textbooks' will be followed.

However, if your textbook requires advanced elements, such as quizzes, then a developer will need to be contracted to undertake the creation of your textbook ePub.

The cost of ePub development must be covered by the author (the Textbook Grant Scheme, outlined on page 10, can assist with these costs).

Before submitting your textbook proposal, it is important that you discuss with ANU Press staff the requirements for your textbook to allow us to determine whether the work can be undertaken in-house or whether a developer will need to be employed.

If you do require a developer to create your textbook, you must still follow the requirements outlined in this Guide so far (including professional copyediting, manuscript preparation, copyright clearances, etc.).

Before your developer can begin work on your textbook, ANU Press must evaluate the text and materials and provide final approval. If your developer begins work on your textbook without receiving this approval, ANU Press may not publish the work.

You will work closely with your developer to create your interactive textbook; ANU Press will provide guidance and advice as the development takes place.

Once the developer completes their work, ANU Press will undertake a final evaluation before online publication. Any changes requested by ANU Press must be made before final publication.

Cover design

We will design your cover in-house based on the information you provide in your cover design brief. We will send you a 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 in scholarly communication and research. 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.

ANU PRESS TEXTBOOKS GRANT SCHEME

The ANU Press Textbooks Grant Scheme seeks to support ANU academics in publishing digital textbooks with ANU Press Textbooks. Note that the Grant is only open to ANU academics.

Funded by the ANU Deputy Vice-Chancellor (Academic), the Scheme provides ANU scholars with up to \$10,000 to assist in the production of their textbooks. These funds can be used to cover any of the cost-incurring elements of book production that are not provided by ANU Press itself, including:

- > Professional copyediting
- > Professional indexing
- > ePub development of an interactive textbook
- > Fees associated with using copyright-protected material
- > Sound and/or video recording resources.

The ANU Press Textbooks Grant Scheme closely aligns with the ANU Vice-Chancellor's Teaching Enhancement Grants to support innovative and creative initiatives and projects. Applicants should make use of the information available at services.anu.edu.au/education-support/awards-grants/anu-vice-chancellors-teaching-enhancement-grants when filling in their grant applications.

Eligibility

To be eligible for the ANU Press Textbooks Grant Scheme, applicants must:

- > Be currently engaged as ANU teaching staff
- > Provide proof of support from their College Dean
- > Have funding from other sources—this may include funds from an institution, school or college or grant/award. These funds may be for authoring the content, technical processing of the content or other direct costs of producing the textbook. (Funding for travel or administrative overheads such as PCs are not eligible.) Preference will be given to those applications that have funding that matches the amount applied for.

Conditions of the Scheme

The ANU Press Textbooks Grant Scheme will be awarded under the following conditions:

- > The proposed textbook must be published through ANU Press under the ANU Press Textbooks imprint
- > The textbook must be published within 12 months, or the subsidy will be reclaimed
- > If the manuscript is not published within 12 months, any spent portion of the subsidy will need to be repaid to the University
- > The author will accept responsibility for any costs associated with publishing their textbook that are not covered by the Grant
- > The author will accept responsibility of all ongoing costs beyond the Grant
- > Priority will be given to applicants whose manuscript is complete or close to completion.

How to apply

Applications for the ANU Press Textbooks Grant Scheme should be sent only after you have submitted a textbook proposal to ANU Press. Once you have submitted your textbook proposal, please download and complete the Grant Scheme Application Form available on our website and send it to ANU Press, along with:

- > A letter from your college(s) or institution(s) supporting the quality of the proposed textbook and confirming any additional funding they will provide
- > Signed confirmation of support in applying for this funding from the lead applicant's College (as provided on the Grant Scheme Application Form)
- > Signed proposal endorsement from College Dean or Associate Dean and all applicants.

PUBLICATION

Once the final files are approved, we will publish the book electronically, in print or as an enhanced ebook if applicable.

Formats

Print

When we have checked the printer's proofs and the book has been published online, we will contact you to advise how you can purchase copies of your book at a discounted price. If you are the sole author/editor, you will receive three complimentary copies; if there is more than one editor or author, you will receive two per person. Print copies are also available to purchase through our distributor's website.

Please note paperback books can take up to four weeks to be delivered; if you are organising a book launch, please leave enough time for the books to be delivered prior to your launch date.

Digital formats

Our titles are converted to PDF (as a whole book and as individual chapters), ePub, html and mobi formats. These are all made available to readers through our website at no charge.

Please note: Some books, due to layout, might have to be generated as a fixed-layout ePub. If this is the case then the book will only appear in the PDF and ePub formats.

Distribution

ebooks

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

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

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 and edeposit service.

Print books

Paperbacks of our titles can be purchased from a number of distributors including:

- > NewSouth Books
- > Amazon
- > Booktopia
- > James Bennett
- > Titlepage.

Launches

If you are interested in holding a launch for your book you should first consult the 'Launches and Promotions Factsheet' for details on how ANU Press can work with you to organise and promote your event, help you order launch copies of your book and organise a bookseller if needed.

If you do not want assistance organising your launch, you are still required to inform ANU Press about the event well in advance and invite them to send representatives. ANU Press should be acknowledged as the publisher during launches, and space should be made available for the ANU Press banner.

If you would like to have physical copies of your book available to sell or distribute at your launch, please be sure to read the relevant section of the 'Launches and Promotions Factsheet' regarding the amount of time it will take for copies to be printed and delivered. If you do not allow enough time between the publication of your book and your launch (a minimum of four weeks unless otherwise discussed with ANU Press), then ANU Press cannot guarantee that books will arrive in time.

Marketing and promotion

ANU Press employs a part-time Marketing and Communications Coordinator who will be able to assist with certain aspects of promoting your book. Some of the activities ANU Press can undertake include:

- > Distributing review copies of your book
- > Creating book flyers for distribution at events or online
- > Promotion via the media, including social media.

ANU Press expects that its authors will participate in this process. Your active involvement will go a long way towards the successful promotion of your book.

For further information about marketing and promotion, please read the 'Launches and Promotions Factsheet'.

Book prizes

There are dozens of book prizes offered around the world each year. The awards on offer vary considerably, as does the cost of entry. ANU Press is happy to assist you in entering your book in prizes, but may ask you to cover the cost of entry or the cost of printing and mailing copies, depending on how many copies are required.