

### SIDE 1 — LIFE CYCLE OF A BOOK — TIMELINE & WORKFLOW

#### Acquisitions

**AUTHOR/EDITOR  
INITIATES**  
2 TO 6 MONTHS

1

##### WHAT THE AUTHOR DOES

- Write and self-edit manuscript to final form
- Collect and prepare high-resolution images/figures
- Provide supplementary materials like citations, alt text, bibliography, and indexing
- Email all materials to [LibraryPress@uflib.ufl.edu](mailto:LibraryPress@uflib.ufl.edu)
- LP@UF and/or Editorial Collective evaluates submissions and provides feedback

#### Developmental Editing

**BIG-PICTURE  
STRUCTURE**  
3 TO 8 MONTHS

2

##### LP@UF, SUBJECT EXPERT LIAISON, AND AUTHOR COLLABORATE

- LP@UF evaluates manuscript, images, permissions, and title
- Project workflow and schedule meeting held with author and key staff
- MOU provided to author with preliminary schedule/timeline
- Refereeing subject expert liaison and/or recommended peer review

**TIME-BOXED AND GOAL-ORIENTED**

#### Brand Board and Visioning

**DESIGN DIRECTION**

3

##### DESIGN EDITOR REVIEWS ART & SETS VISUAL DIRECTION

- All figures reviewed for resolution and usability
- Cover and interior style approach decided based on author notes

**TIME-BOXED**

#### Copyedit, Cataloging, Metadata, and Layout

**PRODUCTION**  
6 TO 12 MONTHS

4

##### LAST CHANCE FOR SUBSTANTIVE CHANGES

- Copyediting with queries sent to author for resolution
- Cataloging-In-Publication (CIP, Library of Congress record) and metadata requests
- Create and finalize long and short marketing copy for promotions
- First-pass proofs ("pages") sent to author and proofreaders
- Author reviews designed pages and content — final opportunity
- Accessibility checks throughout production development

**ALL DEADLINES CRITICAL — MISSED DEADLINES MAY DELAY PUBLICATION**

#### Digital (and POD\*) Production Formatting and Release

**DIGITAL 2 TO 3 MONTHS**  
**POD 4 TO 6 MONTHS**

5

##### FINAL CORRECTIONS & PREP

- Full cover design with copyright, ISBN barcode and DOIs finalized
- Accessible eBook versions finalized and prepped for digital upload
- Print-on-Demand (POD) formatted pages and covers sent to UF Press
- Proofs reviewed in-house

**\* POD CRITERIA:** available when a print format serves a clear purpose, like accessibility, instruction, or design needs, and justifies the associated resources and costs

#### Promote and Publish

**BOOK GOES PUBLIC**  
1 TO 3 MONTHS

6

##### DISTRIBUTION AND MARKETING

- Book available on UF Digital Collections, WorldCat, CLOCKKS, UPF.com and their vendor partnerships like Amazon, and other publishing platforms (e.g., Pressbooks, OER Commons, Open Textbook Library, etc.)
- Author complimentary copies (five) shipped to provided mailing address
- Promotional materials, social media announcements prepared and shared with the Libraries Communications, LP@UF Editorial Collective, and author/editor
- Look for event and award opportunities with communities

### SIDE 2 — MANUSCRIPT SPECS, CHECKLIST, ACCESSIBILITY

#### MANUSCRIPT SUBMISSION CHECKLIST

- Once your final manuscript is submitted, no changes can be made unless requested by LP@UF.
- You will have one opportunity to make editorial edits after copyediting, and one final review of designed proofs.
- Send Word docs and images via email or file-sharing service (Dropbox, MicroSoft SharePoint/Teams, or Google Drive).

#### FRONT MATTER (one Word doc)

Title page with name and credits as they should appear  
Author bio(s) with optional author photo(s)  
Acknowledgments  
Table of contents  
Preface or introduction

#### ALL CHAPTERS (one Word doc, 12pt double-spaced 8.5x11)

#### EDITORIAL/LAYOUT PRODUCTION INSTRUCTIONS

#### BACK MATTER (one Word doc)

Appendixes  
Bibliography and/or references

#### IMAGE/FIGURE PACKAGE

Total count of images, maps, tables, etc.  
Each image as its own file, clearly and sequentially labeled  
Call-outs in manuscript indicating placement and any crop instructions  
Image resolution verified (see specs section)

#### PERMISSIONS LOG

Include credit lines  
Copies of permissions agreements and interview releases  
Contributor agreements (if applicable)

#### FINAL WORD AND PAGE COUNT FOR ALL BOOK PARTS

#### IMAGE NUMBERING CONVENTION

##### REQUIRED SETTINGS

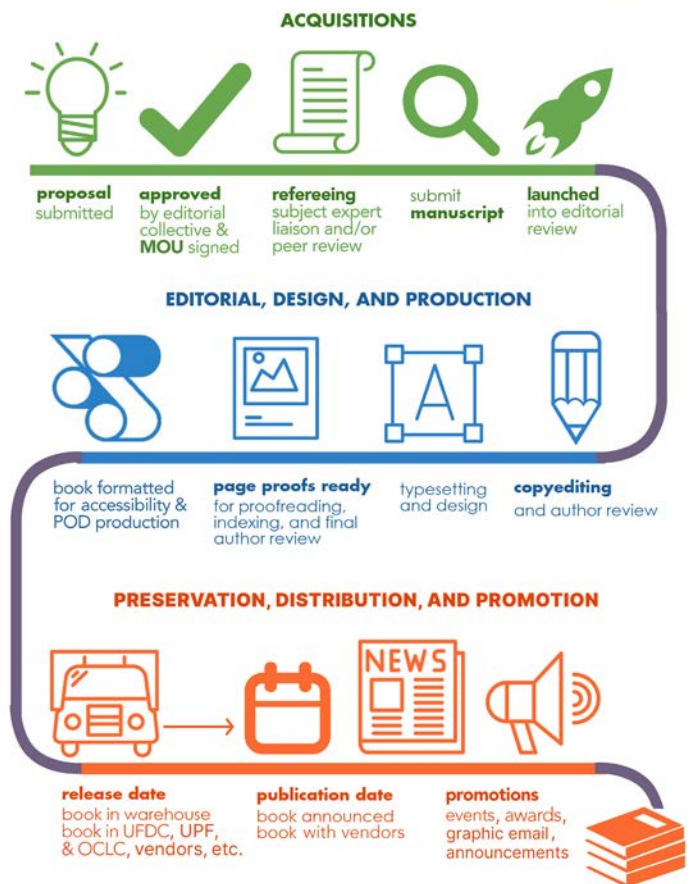
- Fewer than 20 images fig. 1, 2, 3
- 20+ images fig. 1.1, 1.2 (ch.image)

#### QUESTIONS? EMAIL: [LIBRARYPRESS@UFLIB.UFL.EDU](mailto:LIBRARYPRESS@UFLIB.UFL.EDU)

For more resources, guidelines, and titles: [LibraryPress@uflib.ufl.edu](mailto:LibraryPress@uflib.ufl.edu)

### LIFE CYCLE OF A BOOK — WORKFLOW INFOGRAPHIC

Adapted from UPF & UFP workflow infographic.



### MANUSCRIPT ACCESSIBILITY CHECKLIST IN WORD

#### RUN ACCESSIBILITY CHECKER:

Review / Check Accessibility

**HEADINGS:** Use built-in Heading styles (Home / Styles), not bold text

**ALT TEXT:** Right-click images / Edit Alt Text / Write description

**LINKS:** Use descriptive text, not "click here" (Ctrl+K to edit)

**LISTS:** Use built-in bullet/number lists, not manual dashes

**TABLES:** Use Insert / Table; check "Header row" in Table Design

**COLOR:** Don't use color alone to convey meaning; check contrast

**LANGUAGE:** Review / Language / Set Proofing Language

**READING ORDER:** Selection Pane shows order (Home / Select / Selection Pane)

**EXPORT TO PDF:** If needed, File / Export / Create PDF/XPS / Options / Document structure tags for accessibility