

# THE PUBLISHING PROCESS



## THE WRITER:

Sends a typed and checked manuscript (which is double-spaced on A4 paper, with a 2cm margin) to a manuscript assessor or literary agency for consideration.



## THE MANUSCRIPT ASSESSOR OR LITERARY AGENT

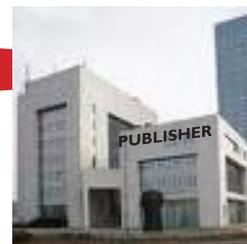
Negotiates an agency agreement with the writer then sends the manuscript to a Publishing House for consideration.

OR returns the manuscript to the Writer.



## PUBLISHING HOUSE

Assesses the manuscript and, if interested, negotiates with the writer's agent for a selection of territory rights. They check the costs and schedule the title for publication.



## THE EDITOR

Works to the schedule agreed by the publisher, editing and ensuring the look of the book in agreement with the writer and the Publisher's marketing people.

OR returns the manuscript to the Writer's Agent.



## IMAGING

The Editor may negotiate with an illustrator to join with the writer (as joint authors) in the case of a picture book. Otherwise the Editor works with a designer on the typesetting and cover layout – in consultation with the writer and the marketing team at the Publishing House.



## THE EDITOR

Does a final check of the computer files supplied by the Designer and arranges for the final PDF files to be despatched to the printer in a format agreed with the printing company.



## THE PRINTER

The digital files, received on disk or via an FTP site, are put into the 4-colour printer (black, magenta, cyan, yellow). From these 4 colours all the images are formed, plus black for the text. The printed sheets are then put through a binding machine to bind all the pages together and then the edges are trimmed off to create the book.



## FREIGHT

The finished books are boxed up carefully and into a shipping container which is put on a ship to send down to New Zealand. The Freight Company delivers the container to the Publisher to unpack.



## PUBLISHER

Receives thousands of copies of the finished book for delivery to local bookshops.

