

# Community Literature Initiative Book Production Application Handbook

For CLI Authors

2021

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# Book Production Overview

## Video for Authors

# The 3 Steps

## STEP 1

### Learn CLI Book Production Processes

- Dig into the [Resources](#)

## STEP 2

### Gather book materials

- Use the [Book Materials Checklist](#) to confirm you have all the pertinent materials in one Word doc.

## STEP 3

### Complete application [here](#)

- Use the [Book Production Catalog](#) to complete the application
- Contact the [CLI Book Production Team](#) with any questions!

# Author Expectations

- Ensure Book Production Application has the most updated version of manuscript and images
- Communicate with CLI Book Production Team - expected response time is 48 hours
- Collaborate with Proofreading Editor (PE), Cover Designer (CD), Interior Layout Designer (ILD), and all members of the CLI Book Production Team for the duration of the eight-week process
- Provide written request for changes to the PE, CD, ILD during the proofing phases via email

# Book Materials Checklist

## Mandatory Materials

- Completed book text (saved as a Word doc. and PDF)
- Table of Contents
- Author Bio Text

## Optional Materials

- Dedication
- Epigraph
- Preface
- Foreword
- Acknowledgements
- Afterword
- Notes
- Credits
- Author Bio Image (saved as individual .jpegs)
- Interior text images (saved as individual .jpegs)

Go back to [The 3 Steps](#)

Questions? Email [CLI Book Production Team](#)

# Book Production Application

## Step by Step Video

# Timeline of Completion – Weeks 1 & 2 (PE)

	RESPONSIBILITIES
<b>Weeks 1 &amp; Week 2</b>	<ul style="list-style-type: none"><li>• Using the <a href="#">Proofreading Editor (PE) Scheduling Tool</a> - PE provides Author with office hours availability and includes the following information: zoom link, at least two weekdays of availability, preferred email/phone number</li><li>• Author will schedule appointment in the Proofreading Editor Scheduling Tool</li><li>• In the first PE+Author meeting: discuss book, use of grammar, stylistic choices, and specific errors that are commonly found within a manuscript</li><li>• Once meeting concludes, PE has a week to makes changes in an editable program (Preview, Word, Acrobat)</li><li>• The updated manuscript is renamed <i>Author_Book_Date Updated</i> and sent to Author before next office hour meeting in Week 2</li><li>• PE updates <a href="#">Book Production Tracker</a> with status</li><li>• In the second PE+Author meeting: Author reviews updated manuscript and confirms changes</li><li>• The Author and PE have a final consensus on edits during office hours</li><li>• PE makes final changes then uploads the final manuscript to Trello as a Word doc</li><li>• PE emails Author to confirm the updated manuscript has been uploaded to Trello</li><li>• PE updates Book Production Tracker with status</li></ul>



# Timeline of Completion – Weeks 3 & 4 (CD)

	RESPONSIBILITIES
<b>Weeks 3 &amp; Week 4</b>	<ul style="list-style-type: none"><li>• Using the <a href="#">Cover Designer (CD) Scheduling Tool</a> - CD provides Author with office hours availability and includes the following information: zoom link, at least two weekdays of availability, preferred email/phone number</li><li>• Author will populate their information in the CD-Scheduling Tool to make an appointment</li><li>• In the first CD+Author meeting: confirm/discuss layout options chosen in Book Application (Publishing Class Manager will send CD information for each Author)</li><li>• Once meeting concludes, CD has a week to design up to 2 versions of the cover</li><li>• CD should utilize the <a href="#">Cover Design Templates</a> to ensure appropriate sizing of initial cover (this will change slightly once the ILD confirms the total page count for manuscript, leading CD to calculate the spine width in the proofing stage using the <a href="#">Spine &amp; Cover Calculator (tab 2)</a>)</li><li>• The 2 designs are sent to Author (as PDF) before next office hour meeting in Week 2</li><li>• CD updates <a href="#">Book Production Tracker</a> with status</li><li>• Author reviews designs and chooses 1</li><li>• Author and CD have a final consensus on edits during office hours</li><li>• CD ensures <a href="#">CLI logo and sample barcode</a> are added to back-cover</li><li>• CD makes changes then uploads the pre-final cover design to Trello</li><li>• CD emails Author to confirm the cover design has been uploaded to Trello (as packaged InDeisgn Files)</li><li>• CD updates Book Production Tracker with status</li></ul>

# Timeline of Completion – Weeks 5 & 6 (ILD)

	RESPONSIBILITIES
<b>Weeks 5 &amp; Week 6</b>	<ul style="list-style-type: none"><li>• Using the <a href="#">Interior Layout Designer (ILD)-Scheduling Tool</a> - ILD provides Author with office hours availability &amp; includes the following information: zoom link, at least two weekdays of availability, preferred email/phone number</li><li>• Author will populate their information in the ILD-Scheduling Tool to make an appointment</li><li>• In the first ILD+Author meeting: confirm/discuss layout options chosen in Application (Publishing Class Manager will send ILD information for Author)</li><li>• Once meeting concludes, ILD has a week to design up to a version of the first 10 pages of manuscript</li><li>• ILD should utilize the <a href="#">Interior Layout Design Templates</a> to ensure the correct organization of pages</li><li>• The design is sent to Author (as PDF) before next office hour meeting in Week 2</li><li>• ILD updates <a href="#">Book Production Tracker</a> with status</li><li>• In the second ILD+Author meeting: Author and ILD have a final consensus on interior layout design</li><li>• ILD has a week to design the remainder of the manuscript &amp; ensures <a href="#">CLI logo</a> is included in front matter</li><li>• ILD will use the <a href="#">Book Formatting Guide (tab 3)</a> to check off what materials are included</li><li>• Once the entire manuscript is designed, ILD uploads the interior layout design to Trello</li><li>• ILD emails Author to confirm total number of pages for manuscript - Author will share with CD who will update cover spine measurements</li><li>• ILD emails Author to confirm the interior layout design has been uploaded to Trello (as packaged InDesign Files)</li><li>• Office hours are scheduled as needed</li><li>• ILD updates Book Production Tracker with status</li></ul>

# Timeline of Completion – Weeks 7 & 8 (PROOFS)

## Proofreading Editors (PE)

- Once final layout design has been updated on Trello (by ILD), Author will schedule office hours with PE to go over the PDF manuscript for real-time proofing
- If there are additional changes necessary, the Author will email a list of edits and share with the ILD to make final adjustments before print
- PE updates [Book Production Tracker](#) with status

## Cover Designers (CD)

- Once final layout design has been updated on Trello, Author will confirm with CD the book page count (provided by ILD). CD will update cover measurements using [Spine & Cover Calculator \(tab 2\)](#)
- CD will update cover file with spine calculation included and upload packaged InDesign file to Trello and email it to CLI Team
- CD ensures export of cover file is print-ready single-page PDF
- CD emails Author to confirm the cover design has been uploaded to Trello
- CD updates [Book Production Tracker](#) with status

## Interior Layout Designers (ILD)

- ILD will upload packaged InDesign file to Trello and email to CLI Team
- ILD ensures export of interior layout design file is a print-ready single-page PDF
- After meetings with PE and CD are completed, ILD hosts one final office hour with Author to confirm final interior layout design edits for real-time proofing
- ILD will upload packaged InDesign file to Trello and email it to CLI Team
- ILD ensures export of interior layout design file is a print-ready single-page PDF
- ILD emails Author to confirm the interior layout design has been uploaded to Trello
- ILD updates [Book Production Tracker](#) with status

The Publishing Class Manager will contact PE/CD/ILD if any additional changes are needed once the proof is printed

Questions? Email [CLI Book Production Team](#)

# Resources

## CLI Book Production Tracker

Updated each week

[CLICK HERE](#)

## CLI Book Production Samples Catalog

Used in Application

[CLICK HERE](#)

## Season 9 Google Drive

All files and resources

[CLICK HERE](#)

## Trello

[TRELLO HOW TO GUIDE](#)

Access link emailed separately

## PE Scheduling Tool

Schedule Office Hours

[CLICK HERE](#)

## CD Scheduling Tool

Schedule Office Hours

[CLICK HERE](#)

## ILD Scheduling Tool

Schedule Office Hours

[CLICK HERE](#)

## Google Classroom

Link will be emailed separately

Go back to [The 3 Steps](#)

Questions? Email [CLI Book Production Team](#)

# Contact Us!

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