Email Template for Review of Page Proofs

For Edited books / Books shared via DropBox

Hi [Author(s)/Editor(s)],

I've attached a PDF file with the first round of page proofs for your book. At this stage in the process, the proof I'm sharing with you is very much a preliminary draft. I haven't worried all that much about widows or orphans (single words at the bottom or top of pages) and I haven't done all of the fit and finish work that comes at the end of the production process (such as individual headers for each chapter). I also haven't done much with image placement. The reason for this is fairly straightforward: changing the length of a line at this point has the potential to change the layout across an entire chapter. Once I get the edits from you, we'll move to a stage that is much closer to a final layout.

Here's the process we'll follow from this point onward.

1. You'll take a careful look at the PDF file.
2. Using the comments tools in Adobe Acrobat (they're available in both the full version of Acrobat and the Adobe Reader version), you'll identify every change you'd like to make. If you find a recurring change across the book, such as a misspelled name, please note it once. I can make the change globally. Generally, I find it easiest if you use the comment, text insert, text strikeout, and related tools. You can highlight something, for example, and make a comment. Or simply strikeout a problematic word or sentence or passage and add the correction in a the comment field for that tool. (For what it's worth, sometimes I see comments in the margin with a correction in the comment and it can occasionally be tricky figuring out where the comment applies. Because of this, I find that the commenting tools that are more precise are more helpful. Similarly, I have seen a few folks who have edited the PDF itself. I can almost never see these changes, so please don't do this.)
3. You'll save a single file, perhaps named "Page Proofs – with Editor Comments.pdf" and note all of the changes you've decided to make. Generally, I've found that editors will either split the work on the book or one of the editors will integrate the comments from the other into their version of the file. If you'd like, you can also send me three files, with each of you doing your edits in a particular set of chapters.
4. Once I get your comments, we'll move to the next round of page proofs. I'll create a cover and create a web page. At this point, you'll have one last chance to make changes, but those changes should be extremely minor.
5. Once the web page is available, I'll ask you to share the page with your contributors. It's almost always the case, at this stage, that the contributors pick up a few errors we've missed.
6. I'll ask you to collate the errors and send them to me. I'll update the site. At that point, we'll be done with any major changes to the book.
7. I'll announce the book to the lists.
8. I'll send the book to University Press of Colorado for print production.
9. As soon as I receive the Library of Congress CIP info, I'll send the book to University Press of Colorado and I will update the website and remove the "this is a pre-print version of the book" notice..

10. From this point forward, it's possible that you might pick up a few errors we've missed. Please be aware that, once the book has been sent to University Press of Colorado for print production, we'll be unable to make any changes to the print book. I will still be able, however, to make some changes to the book as it appears on the site (in PDF and ePub formats).

A couple of other things are worth noting.

11. In a few cases, I've split tables into two parts. I realize how lovely it would be if a page were 12 or 14 inches wide. Unfortunately, ours are less than half that width and the text wouldn't fit.
12. I've asked for some new images. The hermeneutics image in the introduction and the three images in Chapter 3 all need to be at a higher resolution than I received. I've made note of this in the text. It might be that you can't get higher resolution images. If you can, please ask for them at 600 dots per inch and at least 2400 pixels wide.

Thanks for all your work on this. Please let me know if you have any questions along the way.

We're almost there. I'm looking forward to seeing the book in final form.

All the best,

For Smaller Books / Single Authored / Sent via Email

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The first round of page proofs for your book is complete and I've attached a PDF file for your review.

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3. Once I get your comments, we'll move to the next round of page proofs. I'll create a cover and back cover. At this point, you'll have one last chance to make substantive changes to the book.
4. One the second round of page proofs is complete, I'll create a web page for the site on the Clearinghouse. I'll also create an ePub and put it on the site.
5. I'll announce the book to the lists.
6. As soon as I receive the Library of Congress CIP info, I'll send the book to University Press of Colorado and I will update the website and remove the "this is a pre-print version of the book" notice..
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[Insert additional notes/requests as needed.]

Please let me know if you have any questions along the way.

Congratulations on moving to this stage. We're almost there. I'm looking forward to seeing the book in final form.

All the best,