
The Editorial and Production Process

From manuscript to finished book

Commissioning And Editing

- Once the book's contract is finalised, a writing schedule is agreed by our Commissioning team in consultation with the author. We ask that authors refer to our author guidelines at this stage, as it outlines essential information for the presentation and delivery of the manuscript.
- On delivery of the completed manuscript and high resolution images (see our image guidelines for further information), a comprehensive review of the material takes place. This period of liaison between the Commissioning team and the author enables delivery of a final manuscript with a structure that works well, is pitched at the right level for the intended audience and adheres to the original specification agreed in the contract.
- Final, revised text is delivered and, along with the images, is handed over to the Editorial and Production department.
- The first job undertaken by the Editorial and Production department is the appointment and briefing of the book's copy-editor and designer. Both are drawn from our stable of freelance professionals, with whom we have worked for many years.
- Two key tasks run in parallel at this stage – that of creating a sample design for the book, and the copy-edit of the text. We brief the designer to create a few sample pages to address treatment of key elements of the book's design, such as the main text font, headings, captions and catalogue entries etc. as well as providing some initial jacket designs. The pages are circulated to everyone for comment. The copy editor also receives a specific brief, and is tasked with editing the book according to LH house style as well as ironing out any outstanding issues or queries on the text. The copy-editor works with the author directly and then supplies a final, fully edited script back to Lund Humphries. We do not go to design stage until the text is final.

Design

- The edited text and the images are sent to the designer who then typesets and lays out the complete book in accordance with the design principles established at sample page stage (see above). The layouts are saved as pdfs which can be emailed to everyone.
- The LH project manager circulates layouts to author, proof reader, gallery etc. Viewing the layouts on screen, you get a good sense of the rhythm of the design as you scroll through the pages. (Colour, however, is only rough at this stage, as the pdfs are saved at a low resolution for easy emailing.) For close text reading, we recommend printing them out. They are supplied as double-page spreads (so that you view the design as you would view an open book).
- The LH team invite all parties to give their feedback, either as annotated layouts, by emailed list or in a meeting. Comments are then collated by the LH team and sent to the designer.
- Second, revised layouts are circulated to everyone, as above, and any further comments collated. Once the design is fully approved, we are ready to generate high-resolution proofs (see below).

Production

- The final layouts and images are sent to the repro house, for the generation of high-resolution proofs. We work with a number of carefully chosen repro houses known for their high quality print media reproduction work.

- The high-resolution proofs are supplied to the LH team as full-size pages; this is the first time we see the pages as they will appear in the final book. The LH team undertake extensive checks against the original images, in optimum lighting conditions. The author and other parties, such as artist, artist's gallery etc., are welcome to be a part of this checking process, as we recognise the importance of achieving the highest quality reproduction.
- Any proofs requiring correction are returned to the repro house for further work, and second proofs are supplied to the LH team. Checks are undertaken as above.
- Once the proofs are fully approved, the repro house prepares the book for the printers. Again, we only work with specific, trusted printers, who appreciate our demanding requirements. Their job is to match the printed pages to the colour of the high-resolution proofs, to stitch, bind and jacket the books to the highest standards, and to pack them for safe shipping to our warehouse.

Limited Editions

- For some publications, it is possible to produce a limited edition. This usually comprises a copy of the book and a limited edition print, enclosed together in a specially designed slipcase.
- For full details, please consult our notes on limited editions.