

# Frequently Asked Questions for Book Chapter Authors

## Publishing Process

### **How long does the entire publishing process take?**

In total, expect about two years from the time you begin writing until the book is published. This can be longer or shorter based on authors' and editors' adherence to deadlines, length of manuscript, and completeness of final submission. If you have questions regarding the status of the project during the publishing process, please contact Dave Burns (dburns@ons.org; 412-859-6306).

### **What are the steps in the publishing process?**

A lot goes on behind the scenes after you've written your chapter and submitted it to your editor. The writing and revision process itself can take several months. Your editor will provide deadlines for submission of your chapter and any revisions to it. Once the editors have received and completed their editing on all chapters from the authors, the entire manuscript is sent to ONS. ONS staff will then send the manuscript out for peer review. Depending on the feedback provided by reviewers, the editors may return the chapters to authors to make further revisions, or they may make minor edits themselves. The peer review process takes at least 6–8 weeks.

Once the peer review is complete and any further revisions are made, the lead editor submits the final manuscript to ONS for production. This includes formatting, copy editing, author review, design/layout, several rounds of proofreading, indexing (if applicable), and printing. The production process, once ONS receives a final, complete manuscript and all associated graphics and permissions, takes an average of 8–12 months, depending on the length of the manuscript and author/editor adherence to deadlines.

## Contracts and Paperwork

### **Why do I need to complete W-9 and Conflict of Interest forms?**

The W-9 form is necessary to process payment for your work. The Conflict of Interest form enables us to compile relevant information that needs to be disclosed to readers in the book's front matter.

### **Can I add a coauthor to my chapter after I've signed my contract?**

If you have already signed your contract and wish to add an additional author, **please contact your editor**, who will evaluate the addition and communicate any authorship changes to ONS; if the change is approved, ONS will develop a revised contract. **Please note that once the deadline to submit the chapter to your editor has passed, authors cannot be added.**

### **Where do I send my chapter?**

Send your completed chapter and any graphics and required permissions directly **to your editor**. If your book has multiple editors and you're not sure which one should get your chapter, please contact Dave Burns.

## Permissions

### **Do I have to get permission to reprint or modify tables or figures from other sources that I want to use in my chapter?**

As outlined in your contract, authors are responsible for obtaining permission to reprint or modify (adapt) tables or figures that were published elsewhere, whether in print or online. Permission *must* include print and e-book use.

### **If my chapter is a revision, do I still need to get permission to use tables or figures from other sources that were published in the previous edition?**

Yes, even if you had permission for a previous edition, you need to get permission for a new edition.

### **How do I obtain permission to use material from other sources?**

- For print materials, check the publisher's website, which often will include information about requesting permission. You may be redirected to RightsLink, a website where you can quickly and easily submit permission requests directly to publishers. See the *Requesting Permission to Reprint* document for more detailed information.
- For online materials, check the site for information regarding copyright and how to obtain permission. Contact Dave Burns if you have questions.
- Please note that authors are responsible for any fees associated with a permission request.

### **Where do I send copyright permissions?**

Permission documents should be sent to **your editor with your chapter**. Please do not send them to ONS.

## ONS Book Publishing Process

This timeline briefly describes the book development and production process.

1. Proposal submitted to leadership.
2. Proposal accepted.
3. Lead editor identified.
4. Table of contents developed, timeline developed, and authors identified.

5. Contracts sent and writing progresses.
6. Lead editor reviews all manuscripts, returns manuscripts to author for revision, and submits to ONS Publishing.
7. Peer review
8. Manuscripts are returned to authors for revisions.
9. Manuscripts are sent to ONS Publications Department
10. Content editing and copy editing.
11. ONS staff editor sends revisions to authors for approval.
12. ONS staff editor inputs changes to manuscripts and sends to layout.
13. First proofing
14. Book proof is sent to editor for final approval.
15. Final proofing
16. Indexing
17. Print