


Step-by-Step Guide

Project ID: _____

Follow the process outlined below to keep track of your book's progress. Please pay close attention to the author steps  which indicate items that will need your attention. The timelines in these areas are dependent on your responsiveness.

Step 1: Submission

Your Check-in Coordinator (CiC) will be your guide through the submission process.

My CiC: _____

 You will receive a call within 3 business days after signing your author agreement.

Online Submission

You will provide us your book's basic materials and information electronically via your Author Account or email.

Content Evaluation 2-3 weeks

Our Content Department will conduct a content and copyright review of your book.

Revise and Resolve

Your Check-in Coordinator will contact you with the results of your evaluation. If needed please revise and resolve any issues to comply with our company content policies.

Initial Check-in 1 week for initial feedback

Your CiC will review the materials you provided to be sure they meet our design requirements.

Submit revised materials

If your materials need adjustment to meet our design requirements, your CiC will let you know. It will then be up to you to make the necessary changes and resubmit those items.

Editorial Services

Not all packages include an Editorial Assessment. Editorial Services following the Assessment must be purchased separately.

Editorial Assessment 2-3 weeks

The Editorial Department will send you the evaluation and then a Marketing Consultant (MC) will contact you to discuss your editing needs.

My MC: _____

Purchased advanced editorial services  10-12 weeks

Manuscript Revisions

Once you have finished your manuscript, you will submit the final version to the Editorial Department.

Executive Review of Cover Text up to 1 week

Our copyediting team will read the text provided for the cover and conduct a line edit that you will review in the first proof.

Step 2: Production

Your Publishing Services Associate (PSA) will guide you through the production process.

My PSA: _____

Design 7-10 business days

Your design team will use the files and information you provided to create your electronic cover and interior proofs.

Review eProofs

Your PSA will send your proofs and estimated retail price. You will review the proofs and submit any and all corrections necessary on the proof form provided by your PSA.

Proof Round 3-5 business days

Your designers will implement your changes and then you'll be sent the revised proof for your review and approval. *If you need more than one proof round, additional fees will apply.*

Final Approval

When you're satisfied with the proofs, you'll provide your approval to submit the files to the printer. *After that point, no further proof revisions can be made.*

Quality Assurance 1-2 business days

Once approved, we will do a final check for compliance before submitting the files to the printer.

Step 2.1: Marketing

Your Marketing Consultant (MC) will work with you to develop a marketing plan for your book.

Your Marketing Services Representative (MSR) will guide you through the fulfillment of your marketing services.

My MSR: _____

Step 3: Post-Production

Printer Set-up 3 weeks

We will submit your files and metadata to the printer for set up. Once available for order, distribution begins:

Retail Distribution 4-6 weeks

Your book's information will be submitted to B&N, Amazon, and major online retailers worldwide.

Digital Distribution 4-6 weeks

Your digital book files will be created and made available for Apple, Nook, Kindle, Kobo and other devices.

Printer Copy 1-2 weeks

Once set up, one copy of each physical format of your book will be sent to you at the address on file to confirm proper printer setup.

Package Copies

 Upon receipt of the printer copy

Call the book order department at 866-928-1240 ext. 5098 to order any copies included in your package and to get help with additional book orders.

**Timeline estimates are not guaranteed but are approximations based on averages. Longer books and special editorial or design needs will extend these averages.*

For questions, please contact customer support at 866-928-1240 ext. 5094 or customerservice@westbowpress.com.