

# ATM PUBLICATIONS      AUTHOR GUIDANCE

ATM Publications Task Group is responsible for:

- Deciding the publication date and price of your publication.
- Making final decisions on the format, extent and design of your publication subject to available budget.
- Organising reviews and advising on improvements to your manuscript.

The Author is responsible for:

- Confirming that the publication does not infringe existing copyright and obtaining any necessary permissions.
- Completing the final manuscript by the date agreed.  
This will be at least 12 weeks prior to publication for both electronic as well as print products. This allows time for design and typesetting, proof-checking and printing or for software testing and producing support material for electronic products.
- Supplying complete final manuscript in page order.
- Reworking the manuscript following review comments where necessary.
- Checking proofs to make sure the publication is accurate.

This chart overleaf shows the main things happening and what's needed at each stage of the production process for print publications.

Software publications

- Software will be reviewed in broadly the same way as a print publication but additional testing must be undertaken to ensure it will run on the vast majority of school computers or networks.
- When the final software is complete it should be sent to the ATM Office for any appropriate additional work e.g. Microsoft Installer (MSI) or ATM digital signature for Macros.
- Once the additional work is complete the disk will be returned to the author for a final check. Author to supply ATM with final version on CD-Rom.
- Author to supply all supporting documentation e.g. CD-Rom booklet, online Help files for software and electronic products.

<b>Stage</b>	<b>Notes</b>	<b>Action</b>
<b>Draft manuscript to ATM</b>	<p>The manuscript should be:</p> <ul style="list-style-type: none"> <li>• Complete, in order and with a clear Contents list</li> <li>• Supplied electronically as a Word document. Please use single spaces after full stops, tabs and not multiple spaces. Make sure pages are numbered.</li> <li>• If diagrams or illustrations are hand drawn they should be supplied in hard copy and referenced within the manuscript.</li> </ul>	Author
<b>Critical review</b> (2-3 weeks)	<ul style="list-style-type: none"> <li>• Manuscript will be sent to 1-2 ATM members, not necessarily Publications Task Group members for review and comment.</li> </ul>	PG
<b>Design quote</b>	<ul style="list-style-type: none"> <li>• The manuscript will be sent to designers for typesetting and printing cost estimates.</li> </ul>	Pub. Officer
<b>Review comments</b> (2-3 weeks)	<ul style="list-style-type: none"> <li>• Review comments sent to author for consideration.</li> <li>• Author reworks the manuscript where necessary and reads carefully for sense, accuracy, spelling and punctuation.</li> </ul>	Author
<b>Cost estimate</b>	<ul style="list-style-type: none"> <li>• Design supplier to be confirmed depending on the most favourable quote.</li> </ul>	Pub. Officer
<b>Final Manuscript to ATM</b>	<ul style="list-style-type: none"> <li>• The final manuscript should be absolutely complete and in the correct order with all pages numbered.</li> <li>• All acknowledgements and references to be included as well as form of wording for the back cover.</li> </ul>	Author
<b>Editorial check</b> (1 week)	<ul style="list-style-type: none"> <li>• Final read through and editorial check for sense, accuracy, spelling and punctuation.</li> <li>• Any changes to be confirmed with the author before approving the manuscript as final. Manuscript passed to Pub. Officer with clear instructions for the designer and briefs and copy for the cover.</li> </ul>	PG  Pub. Officer
<b>Cover design</b>	<ul style="list-style-type: none"> <li>• Covers circulated to Publication Group for approval and to the author.</li> <li>• Back cover copy to be finalised and approved.</li> </ul>	Pub. Officer  Author/PG
<b>1<sup>st</sup> proofs</b> (2-3 weeks after manuscript sent to designer)	<ul style="list-style-type: none"> <li>• Author should set aside time to check 1<sup>st</sup> proofs and, if possible, return the corrected manuscript ~10 days after they arrive.</li> <li>• Read through and list all corrections required or mark up on hard copy – whichever seems simplest. Although anything that is clearly wrong should be changed this is not an opportunity to rewrite the manuscript!</li> <li>• PG to check proofs and collate author corrections before returning to designer via the ATM Office.</li> </ul>	Author  Pub. Officer
<b>2<sup>nd</sup> proofs</b> (10 days after 1 <sup>st</sup> proof corrections returned)	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> proofs to be checked by the author as well if there are lots of changes. Otherwise they can be checked by PG/ ATM Office.</li> <li>• Supplier makes final corrections. Provided the corrections are minimal the proofs can be checked by the ATM Office and approved for printing.</li> </ul>	PG  Pub. Officer
<b>Print</b> (2-3 weeks)	<b>PUBLISH</b>	

*PG refers to a member of ATM Publication Group*