

# Production Information & Schedule

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Dedicated to the timely preparation of reasonably priced volumes that emphasize primary research data and its interpretation, we offer a variety of incentives to authors and volume editors:

- » close liaison with our authors results in fast turnaround of publications without sacrificing peer review;
- » commitment to producing volumes in a variety of digital and print formats;
- » experienced editorial staff and concentration on archaeological topics result in top-quality book design at affordable prices;
- » tailored marketing strategies that include direct mail, conference exhibits, reviews in appropriate journals, and e-mail campaigns. Distribution by David Brown Book Company/Oxbow Books and catalog mailings to individuals and booksellers results in volume promotion to the relevant segment of the book market.

volumes in production. Production schedules depend on the size, length and number of illustrations in the volume.

Full details of The Cotsen Institute of Archaeology's publication policy and procedures can be obtained from:

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## BASIC PRODUCTION SCHEDULE

- » Copyediting – 12-16 weeks.
- » Returned to authors for revisions.
- » Copy editors complete revisions to manuscript – 4 weeks.
- » Design and layout – 12-14 weeks.
- » Author review of proofs.
- » Corrections to proofs – 4 weeks.
- » Indexing – 4 weeks
- » Printing – approximately 10 weeks.

The total production time could be as little as 10 months; however, this schedule depends upon getting a timely response from authors. Because the copy editors and designers will have arranged for time in their schedules, if there is a delay at any stage of the process, it could throw off the entire schedule.

Currently, our average production time is 14 months. We work hard to ensure the timely turnaround of all