

Publishing a Book with SIL's Global Publishing Service (GPS)
Author Procedure

Eric Kindberg, 10 September 2019

1. The **author** submits a Word-editable manuscript draft and a PDF of the manuscript, and the “GPS Book Proposal,” which includes 6-8 key terms (for web searches), and Unicode font files for any font needed other than standard SIL Unicode-compliant fonts.
2. GPS, by means of one or more consultant rubric evaluations, the editor-in-chief's input, and approval by the Publication Board, will decide whether to approve the manuscript for publication; and if so, in which series it will be published.
3. The **author** provides GPS with (a) informed consent to publish all names of language consultants and contributors to the content. He also sends GPS (b) intellectual property (IP) permission for all photos and graphics, extended quotations, or other stand-alone IP; or verifies that the material is in the public domain. The **author** also supplies graphics/maps/photos in the desired quality—or lets GPS know that better quality is needed.
4. An SIL consultant, familiar with the geographical area and qualified in the content domain, will work with the **author** in detail to improve and develop the content, and sign off on it.
5. The **author** sends a final version of the manuscript to GPS for styling, editing, and consistency checks, etc. GPS holds the master from here forward. Content changes by the **author** will be accepted only as made to a PDF of the master.
6. If a print book, GPS sends a “Publishing Agreement” for the **author** to sign.
7. GPS edits the manuscript and sends a PDF copy to the **author** for approval of edits to the text and content. The **author** returns it to the editor with any changes to content. This may be repeated as necessary. This can be done a chapter at a time or according to some other division of the book by arrangement between the **author** and editor. At the end of this stage the **author** signs off. No additional content changes will be made. The editor signs the manuscript over to a compositor. GPS will make final decisions about format and layout.
8. For a print book the **author** supplies information for the cover, including autobiographical information, and a back-cover blurb, suggestions for appearance and design (possible photos, graphics or design—all with clear IP permission), recognizing that GPS has its established best practices. (This is normally completed earlier in the process.)
9. The compositor works on the layout, then the managing editor sends a proof copy to the **author** for a final review. After this, the manuscript goes into the queue for production and printing (if a print book) or posting (if an e-Book).