[Project name]: Editorial brief

Key project details

|  |  |
| --- | --- |
| Title |  |
| Author(s) |  |
| Edition |  |
| ISBN |  |
| Extent | pp |
| Number of artworks |  |
| Number of photos |  |
| Deadline |  |

Enclosed:

* Manuscript – xx chapters
* Artwork and photo logsheet
* House style guide
* List of Design tags

Still to come:

* Preliminary pages, including contents list – expected xx/xx/xxxx

Title background

*We are publishing for the AQA GCSE Geography course, which is designed for students in the UK aged 14 to 16 years. This is a second edition title, but there have been extensive changes since the previous edition. We estimate about 40% of the material has changed during the curriculum change. For this reason, all content will be supplied in Word and all of it should be checked as new.*

Editing tasks

* Use the list of Design tags provide to tag all textual elements for the typesetter in red, enclosed in square brackets. If you encounter any new styles not included in the list of Design tags, please create a sensible and clear tag name and add it to the list of tags, with a brief description of the item. Please return the updated Design tags list with the completed edit.
* Resolve issues caused by flawed grammar, syntax, sentence structure and punctuation.
* Correct stylistic errors and impose editorial consistency (referring to the house style guide).
* Check spellings; they should be British English, using ‘-ise’ endings throughout.
* Check the consistency of the layout and the use of features in the text.
* Check heading levels carefully, ensuring heading levels are consistent and logical throughout.
* Ensure that chapters, exercises, questions and numbered lists are appropriately labelled and numbered correctly.

Known issues

* *The author has used initial capital letters in headings, when the series style calls for sentence case. Please amend the headings throughout the manuscript.*

Query resolution

[Delete as appropriate:]

1. Please send me/the author queries as and when they arise.
2. Please send me/the author queries at specific intervals, e.g. halfway through or by a specific date.
3. Please hold on to all queries until the end of the edit and send them to me as comments on the Word manuscript.
4. Please hold on to all queries until the end of the edit and send them to me in one separate list.

Payments procedure

[Delete as appropriate:]

On your invoice, please include: the company address (add here), the contact name (add here), the purchase order number (add here if available).

Send your invoice to [email address] and copy me in, as well as [contact name].

Please invoice when the work is completed. Your invoice will be paid within 30 days of the invoice date.