



# Open University Press

Who's Who?



## WHO'S WHO?

An Author's Guide to your Editorial, Production Sales and Marketing contacts at Open University Press

### **Commissioning Editor**

Your first and principal point of contact, he/she steers the book, working with you to develop your proposal, and proceed to a contract. Supports you throughout the writing process and beyond.

### **Editorial Assistant**

Supports the work of Commissioning Editors. The Editorial Assistant will be in touch to check on progress and can help answer your editorial queries.

### **Editorial Board**

The board, consisting of senior representatives from Editorial, Sales, Marketing and Production, is responsible for approving new book projects.

### **Product Manager**

Responsible for promoting and marketing your book - your contact for any marketing queries before or after publication.

### **Production Editor**

Once you have completed your manuscript it is handed over to the production stage, which is overseen by the Production Editor. They are responsible for managing the copyediting, typesetting, proofreading and printing of your book.

### **Copyeditor**

Employed to thoroughly edit your manuscript, correcting typographical errors, improving grammar, querying inconsistencies or duplication with you, and preparing the manuscript for typesetting.

### **Typesetter**

The typesetter takes the edited manuscript and places it within the page design, making up the pages that become the proofs of your book.

### **Proofreader**

The proofreader checks the proofs created by the typesetter, spotting any errors that remain which the typesetter then corrects.

### **Printer**

The printer is responsible for printing, binding and shipping the final books to our warehouse.

### **Special Sales Representative**

For bulk sales of your book to individuals, organisations, or businesses outside the book trade, our Special Sales Representative will be happy to help.