

Appendix no. 7. Publishing Procedures for Scientific Monographs

These instructions apply to publications in the Scientific Series included in the schedule of the FRSE Research and Publishing Unit as a result of a decision of the Director General of the Foundation or as a result of the outcome of the contest call for entries conducted under the FRSE Publishing House Monographs programme.

I. Editorial work and typesetting

Components of the publishing process (deadlines for a standard publication of approximately 350 pages):

- a. technical revision – up to 2 working days;
- b. editorial work in a text editor (MS Word) – 25 to 30 working days;
- c. consultation with the Author/Scientific Editor - 3 to 10 working days, depending on the work model;
- d. pre-typesetting proofreading – 5 to 7 working days;;
- e. typesetting in a graphics software (InDesign) – 3 to 5 working days;
- f. technical proofreading – 3 to 5 working days;
- g. post-typesetting linguistic proofreading – 5 to 7 working days;
- h. post-typesetting proofreading by the Author – 5 to 7 working days;
- i. preparation of the cover design – simultaneously with other works;
- j. print proof;
- k. submission of the publication for printing;
- l. delivery of the print run – 7 to 10 working days;
- m. delivery of the agreed number of copies to the Author/Scientific Editor;
- n. uploading the publication in electronic version on the czytelnia.frse.org.pl website.

II. Editorial preparation, consultation with the Author, 1st proofreading – editor's role and scope of tasks

1. The lead editor undertakes the editorial preparation of the publication in the text file after receiving substantive materials that are complete and prepared in accordance with the Technical Standards for Publications Submitted to the FRSE Research and Publishing Unit. When preparing a text for publication, the editor is guided by the principles of correct Polish language, the standards of contemporary editing and the rules of presenting information accepted in the relevant fields of science.
2. In the case of a work by a single author, the role of the lead editor is to ensure that the publication is logically and structurally coherent. They are responsible for analysing the text to eliminate stylistic, grammatical and punctuation errors, proposing any resulting changes, verifying terminology, standardising nomenclature, symbols, footnotes and bibliography, and proposing any necessary changes. It is not the task of the lead editor to resolve substantive

issues related to the subject matter of the publication, to verify calculations and conclusions. In these cases, however, the editor has the right to inform the Author/Scientific Editor of their concerns. The editor is obliged to consult with the Author on all alterations to the text and on questionable issues arising from the concern to ensure correctness.

3. In the case of collective works, the role and tasks of the lead editor are the same as in the case of a work by a single Author, with comments on the text being provided by the Scientific Editor or the Author designated as the contact person. In addition, the lead editor should ensure that the terminology and notations used by various Authors in the articles comprising the volume are consistent. The editor should not be burdened with the responsibility of completing metadata.
4. The lead editor, after analysing the quality of the material and assessing the scale of necessary editorial changes, gives an initial estimate of the editorial preparation time in consultation with the Team Coordinator of the Research and Publishing Unit. They are obliged to adhere to the partial timetable resulting from the various stages of the process and to provide the Author with adequate information in this regard.
5. All significant changes to the text are made using the “track changes” mode, thus they are visible and reach the Author/Scientific Editor in such form. Changes that are non-negotiable, consisting of the correction of punctuation or spelling errors, may not be highlighted in the “track changes” mode. The lead editor uses comment bubbles in the margins to include their comments, questions, concerns that cannot be addressed autonomously and requests for help in solving problems they have encountered while working with the text. If necessary, they contact the Author by e-mail and/or phone before submitting the text with their comments and suggestions for changes.
6. Upon receipt of the revised text, the Author/Scientific Editor is asked to respond to the proposed changes, clarify any doubts and look for potential factual errors that had not been noticed earlier and correct them. They should also use the “track changes” mode, so that when the text is resubmitted, the lead editor can maintain control over the modification.
7. Subsequently the text is submitted to the first, pre-typesetting proofreading stage in order to eliminate minor stylistic, spelling and punctuation errors that were not noticed at the editorial preparation stage in the text editor. The lead editor implements the proofreading and then forwards the text to the digital typesetting process.

III. Digital typesetting

1. The lead editor forwards the clean text after 1st proofreading to the Publications Production Team of the Research and Publishing Unit or to a subcontractor working with the Unit. The lead editor works closely with the graphic designer responsible for typesetting and cover design.
2. Once the digital typesetting has been completed, the open file is sent again to the lead editor, who makes the necessary corrections and additions (abbreviations, image captions, page headers) and then submits the PDF file for 2nd proofreading in order to eliminate any errors that occurred during the typesetting stage of the publication.
3. Subsequently – depending on the preference of the Author/Scientific Editor – a hard copy or a PDF file with corrections highlighted or already implemented is submitted to the Author for post-typesetting proofreading.

IV. Post-typesetting proofreading by the Author

1. The purpose of the proofreading by the Author is to verify that all changes made to the work as part of the editorial preparation and proofreading are in accordance with their expectations and have not affected the content and form of the work in a way that would be unacceptable to the Author. In the case of collective works, the Scientific Editor or the Author designated as the contact person is responsible for submitting the proofreading.
2. At this stage, the Author/Scientific Editor can also correct significant factual errors that could not be eliminated earlier. Major changes, such as deleting, adding or replacing parts of the text that violate the layout of the content, are not expected at this stage.
3. As part of this proofreading stage, the Author/Scientific Editor receives a PDF file of the work and makes comments using PDF editing tools. Their proofreading corrections are then applied by the lead editor on the open file within 2 days. Once the corrections have been made and the approval of the Author/Scientific Editor has been obtained, the work is sent to the printer.

V. Cover preparation

The general principles for cover design of the Scientific Series are set out by the Research and Publishing Unit. These principles concern the placement of logos, titles and names of Authors as well as the colour scheme. The main theme of the cover may be subject to agreement between the lead editor and the Author/Scientific Editor.

VI. Print proof

Using the production file, the printer is obliged to provide a print proof and/or cover proof within 3 days. The book is submitted for printing after the approval of the technical proof by the Director of Research and Publishing or persons designated by them.