

FRSE Publishing Procedures

This instruction applies to publications in the FRSE Monographs/Key Concept Series included in the schedule of the FRSE Research and Publishing Department as a result of a decision of the Director General of the Foundation or as a result of the outcome of the “EDUinspirations Science – FRSE Monographs” competition.

I. Editorial work and typesetting

Components of the publishing process (indicative timeframes for a standard publication):

- 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 – 10 to 12 working days;
- e. typesetting in graphic design software (Adobe InDesign) – 3 to 5 working days;
- f. technical proofreading, post-typesetting linguistic proofreading, post-typesetting proofreading by the Author – from 20 to 30 working days;
- g. preparation of the cover design – in parallel with other work;
- h. print proof;
- i. submission of the publication for printing;
- j. delivery of the print run – 7 to 10 working days;
- k. delivery of the agreed number of copies to the Author/Scientific Editor;
- l. publication of the electronic version on the website czytelnia.frse.org.pl.

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

1. The lead editor undertakes editorial preparation of the publication in a text file after receiving complete substantive materials prepared in accordance with the Technical Standards for Publications Submitted to the FRSE Research and Publishing Department. When preparing the text for publication, the editor follows the rules of correct Polish, the standards of contemporary editing and the rules of presenting information adopted in the relevant academic fields.

2. In the case of a single-author work, the role of the lead editor is to ensure that the publication is coherent in terms of logic and structure. 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 the bibliography, and proposing necessary changes. It is not the task of the lead editor to resolve substantive issues related to the subject matter of the publication or 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 the Author on all alterations to the text and on questionable issues related to changes made 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 single-author work, with comments on the text being provided to the Scientific Editor or the Author designated as the contact person. In addition, the lead editor should ensure consistency of terminology and notations used by different Authors in the articles comprising the volume. The editor should not be burdened with the responsibility of compiling 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 time needed for editorial preparation in consultation with the Coordinator of the Publications Unit. They are obliged to adhere to the partial schedule resulting from the various stages of the work 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 are sent to the Author/Scientific Editor in such form. Changes that are non-negotiable, consisting of correcting 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 assistance in solving problems encountered while working with the text. Where necessary, they contact the Author by e-mail and/or phone before submitting the text with their comments and suggested changes.
6. Upon receipt of the revised text, the Author/Scientific Editor is asked to respond to the proposed changes, clarify any doubts and note and correct potential factual errors that were not identified earlier. This should also be done using the “track changes” mode, so that when the text is resubmitted, the lead editor can maintain control over the modification.
7. Subsequently the material 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 introduces the proofreading corrections and then forwards the text to the digital typesetting process.

III. Digital typesetting

1. The lead editor forwards the clean text after the first proofreading to the Publications Unit or to a subcontractor working with the Research and Publishing Department. 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 returned to the lead editor, who makes necessary corrections and additions (abbreviations, image captions, page headers) and then submits the PDF file for the second proofreading in order to eliminate any errors that may have occurred during the typesetting stage of the publication.
3. Subsequently – depending on the preference of the Author/Scientific Editor – the material, in printout form or as 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 whether 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 edited volumes, 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 in a way that disrupts 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 enters 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 material is sent to the printer.

V. Cover design

The general rules for cover design of the Scientific Series are set out by the Research and Publishing Department. These rules 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

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