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## **PUBLISHING PROCESS FLOW**

The publication process begins when Equip Publishing House gains contact with an author.

### ● **Publishing Materials Submission**

The author should submit his/her manuscript to Equip Publishing House with texts in the cover and interior of the book in an MS Word.doc, Rich Text Format or RTF. In order to facilitate efficient processing of the submitted materials, authors should send hard copies or in digital format.

### ● **Design Process**

In this phase, the author receives Interior and Cover proofs of his/her book. These proofs serve as the initial versions of the author's work submitted to other authors, editors, and proof-readers for review. In this stage, the Equip Publishing House's editing team will accommodate the changes requested by the author depending on whether he/she has availed Equip Publishing House's copyediting service.

### ● **Previews of the Design**

Digital previews of the book will be provided by Equip Publishing House to authors. This allows the latter to have a grab of how the book will be presented to their readers. Changes or corrections requested by the author are accommodated. The digital preview of the book will be sent back to the Equip Publishing House for such alterations or modifications as necessary. Equip Publishing House will undertake any necessary revisions until the author finally approves the digital preview of the book.

### ● **Approval of Digital Preview**

This is the stage where Equip Publishing House obtains the approval of the author for both the electronic and/or physical proofs of the book. The printing of one version of the book will follow the author's approval.

### ● **Print Proof**

Equip Publishing House will provide the author one printed version of the book so that he/she can review the printing quality and binding of the book.

### ● **Signing of an Approval Form**

This is the phase when the author signs the approval form for the printed version of the book provided in the earlier phase. The author's signature signifies that printing and binding quality of the printed book suits the preference of the author.

### ● **Worldwide Distribution**

The author's books are shipped for worldwide distribution. They are distributed through online retailers and bookstores.

### ● **Royalties**

The author receives 100% royalties based on the sales of the author's book.