

# Publication in Process - Books

**Title** \_\_\_\_\_ Start Date: \_\_\_\_\_

Projected Publication Date: \_\_\_\_\_ Completed: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Appointment Date: \_\_\_\_\_

Author(s) \_\_\_\_\_

Date Contract signed: \_\_\_\_\_ Manuscript Deadline: \_\_\_\_\_

Text Editor: \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Field Checker(s): \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

\_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

\_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Copy Editor: \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Cartographer: \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Photo Editor: \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Book Designer: \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Cover Designer: \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Layout Artist: \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Budget: \_\_\_\_\_

ISBN: \_\_\_\_\_ Bar Code \_\_\_\_\_ Price: \_\_\_\_\_

CIP: \_\_\_\_\_ Date filed \_\_\_\_\_

Printer: \_\_\_\_\_ Print run of \_\_\_\_\_

Contract signed: \_\_\_\_\_ Bluelines: \_\_\_\_\_ Shipped: \_\_\_\_\_

Marketer \_\_\_\_\_ Notify Stores \_\_\_\_\_ Press release \_\_\_\_\_

Location of mechanicals: \_\_\_\_\_ Soft copy \_\_\_\_\_

# Publication in Process - Maps

**Map Set** \_\_\_\_\_ Start Date: \_\_\_\_\_  
Projected Publication Date: \_\_\_\_\_ Completed: \_\_\_\_\_

Project Manager: \_\_\_\_\_ Appointment Date: \_\_\_\_\_

Field Checker(s): \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

\_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

\_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Cartographer: \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Sent to printer: \_\_\_\_\_

Map Backs \_\_\_\_\_ Deadline: \_\_\_\_\_ Completed: \_\_\_\_\_

Budget:

ISBN: \_\_\_\_\_

Price: \_\_\_\_\_  
\_\_\_\_\_

Bar Code \_\_\_\_\_

Printer: \_\_\_\_\_ Print run of \_\_\_\_\_

Contract signed: \_\_\_\_\_ Proofs: \_\_\_\_\_ Shipped: \_\_\_\_\_

Location of mechanicals: \_\_\_\_\_ Soft copy \_\_\_\_\_

