

Memo

To: Elizabeth Scarpelli
From: Mars Robinson
Date: December 1, 2022
Subject: Proposed Grier Production Schedule

Status

“It Was All About the Work” by Melvin Grier is currently being revised by the author, Melvin Grier. It will have a process of copy editing, typesetting, proofreading, with additional rounds of proofreading if necessary.

Schedule

This manuscript should be printed by **June 8, 2023**. It is projected to arrive at the printer by **April 14, 2023**. A copy editor and designer has been secured for the project. A proofreader needs to be assigned.

Tentative Production Dates:

- December 13: Press receives revised manuscript
- December 20: Manuscript to copyeditor
- January 19: Copy editing complete
- January 19: Development of sample designs of interior and cover
- January 20: Copy-edited manuscript review (Author, Production Coordinator)
- February 3: Manuscript returned to production coordinator (Author)
- March 3: Typesetting complete
- March 13: First proof sent to author and proofreader
- April 2: Second proof creation (Designer) and review (Author, Press)
- April 10: Second proof approval (Author, Press)
- April 14: Manuscript sent to printer
- April 30: Review of hard-copy printer proofs (Author, Press)
- May 4: Printer proof approval (Press)
- June 8: Printing Completed

Considerations

The print date is dependent on limiting the project to two rounds of proofs. One round is allocated to ensuring image quality and proper paper choice. It is imperative that both the author and the press review proofs based on the current production schedule.