

Preproduction Process

The development process for ONS books—new books, next editions, and electronic updates—is outlined below as authorized by the Director of Publications. *Development* refers to steps starting with idea origination to writing to peer review, with some of the steps occurring concurrently.

Note. The development process is then followed by the production process, which includes copy editing, design, and printing.

Timeline

The entire timeline, from idea origination to completion of final draft content, typically takes about 15 months, depending on length of manuscript, complexity of content, and volume of required revisions.

Green shading = steps involving ONS Clinical Team

STEPS IN THE BOOK DEVELOPMENT PROCESS	
Phase I – Book Proposal	
1	Acquisitions Editor (AE) presents proposal for an original book or new edition to Director of Publications (DOP).
2	DOP evaluates proposal, and, if accepted, presents it to Director of Oncology Nursing Practice, for preliminary review, including recommended involvement of clinical staff.
3	Upon support by Director of Oncology Nursing Practice, DOP presents a book proposal to be reviewed by ONS CEO, ONS Executive Director, and ONCC Executive Director for final approval.
4	If approved by Executive staff, AE recruits book editor(s).
5	AE assigns editor contracts, develops timeline, and creates table of contents (ToC) with editor(s).
Phase II – Initial Development	
1	AE sends draft of ToC to Director of Oncology Nursing Practice for review.
2	Director of Oncology Nursing Practice returns the reviewed draft of ToC with comments and feedback for chapter authors to ensure alignment of their content with ONS standards, guidelines, and resources.
3	AE shares the Clinical Team’s comments with book editor(s) and facilitates group discussion as needed.
4	AE finalizes ToC with editor(s).

Phase III – Recruiting and Writing	
1	Editors submit/suggest author names to AE who crosschecks names with past ONS projects, staff, etc. as needed for approval (editors are asked to submit/suggest alternate authors as needed). AE/ONS provides conflict of interest (COI) forms to ONS approved authors. Authors have 2 weeks to return COI w/relevant disclosures.
2	Book chapter authors work with book editor(s) in drafting and revising chapters. This step may require several revisions and is accounted for in the overall timeline.
3	AE holds regular meetings with book editors to discuss manuscript, troubleshoot any issues, and evaluate progress.
4	Book chapter authors submit final draft chapters to book editor(s).
5	Book editor(s) submit(s) manuscript to AE for peer review.
6	Editorial Assistant formats book chapters for peer review.
Phase IV – Review	
1	AE recruits peer reviewers, generates contracts, assigns deadlines, and distributes manuscript to external peer reviewers.
2	AE meets with Director of Oncology Nursing Practice, to assign staff reviewers, assign deadlines, and distribute manuscript for internal peer review.
3	Clinical Team completes internal review and submits it to AE for distribution to book editor(s).
4	External peer reviewers submit reviews to AE, who then distributes summary of reviews to Clinical Team to assess.
5	AE provides book editor(s) with combined peer reviews by Clinical Team and external reviewers.
6	Book editor(s) evaluates peer reviews and shares with chapter authors for revision.
7	Book chapter authors revise chapters, per reviewer feedback, and submit final drafts to book editor(s).
8	Book editor(s) submits final manuscript to AE.
9	AE submits summary of revisions made after peer review and, if required, the final manuscript to clinical team for final review.
10	Clinical team confirms acceptance of final revisions to AE.
11	If no further revisions are recommended, manuscript is considered final. If further revisions are recommended, AE returns manuscript to book editor(s).
12	AE evaluates manuscripts for completeness, including all tables, figures, and permissions.
Phase V – Hand-off to Production Team	

Additional Information

Delays from agreed-upon timeline will be elevated by Director of Publications to the ONS Executive Director.

Delays during any part of the overall publishing process will require adjustments to the timeline, ultimately impacting the book's final launch date.

Production Process

The following provides an overview of the primary steps in the book production process and the time frames needed for each.

STEP	TIME FRAME
1. The lead editor submits the final manuscript; the acquisitions editor assesses the manuscript for completeness and adherence to proposal. The editorial assistant cleans the manuscript files and prepares them for editing. The managing editor reviews tables and figures and associated permissions.	About 3 weeks
2. ONS staff perform copy editing; authors review edited chapters, and editorial staff finalize manuscripts for layout.	3–4 months depending on length of manuscript and responsiveness of authors
3. The design and production administrator develops a template and prepares the page layout	2–3 weeks
4. ONS editorial staff perform first proofing.	3–5 weeks depending on length of manuscript
5. The editor(s) review and approve page proofs.	2–3 weeks depending on length of manuscript
6. ONS editorial staff perform final proofing concurrent with index development; the graphic designer develops cover designs, and the managing editor works with editors to finalize covers.	4–6 weeks depending on length of manuscript)
7. The editorial manager performs a final review of the page proofs; the design and production administrator preflights files to prepare for printing.	2–3 days
8. ONS editorial staff review the printer’s proof; the Design and Production Administrator makes any necessary changes. The book is printed and delivered to ONS for order fulfillment.	4–6 weeks depending on size and complexity of project