# Project-Timeline Template

## Project Manager

Name, email, other contact info.

## Authors

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Author/Editor** | **Institution** | **Email** | **Phone** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |

## Authoring Platform/Writing Tools

Platform/Tool Type:

Details:

Add notes about training and access for author(s), editors and others participating in the project.

## Contracts

### Contributing Authors

CONTACT INFO

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Phone** | **Address** |
|  |  |  |  |

DELIVERABLES

|  |  |  |
| --- | --- | --- |
| **Topic** | **Length/word count** | **Notes** |
|  |  |  |

Start date:

End date:

Fee:

Copyright:

### Copy Editor

CONTACT INFO

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Email** | **Phone** | **Address** |
|  |  |  |  |

DELIVERABLES

Details about what will and won't be edited.

Start date:

End date:

Fee:

### Illustrator

(Same as copy editor).

## Copyright

List who owns copyright and what portion or element of the textbook they own. For example, "Illustrator owns copyright for all illustrations in Chapter 1."

## Project Timeline

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Chapter/**  **Section** | **Author / deadline** | **SME\* review / deadline** | **Review & Fix / deadline** | **Editor / deadline** | **Proof reader / deadline** | **Notes** | **Payment** |
| Front Matter |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 ... etc. |  |  |  |  |  |  |  |
| Back Matter |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Proof reading |  |  |  |  |  | Conduct final review and fix before proof reading. |  |
| COMPLETION OF BOOK |  |  |  |  |  | Example of items for book completion:   * Author's (primary and contributors) bio * Acknowledgments, Dedications Introduction, Preface etc * Copyright notice/post license * Textbook cover |  |

\*Subject-matter expert

## Style Guide

Include a link to the style guide being used here.

### Style Sheet

Include a link to the style sheet here. Indicate date of last version and who has a copy.

## Review and Fixes

List issues identified during the project and standard items that need checking are listed here. These issues are worked on both during the project and after the final copy editing session, but before proof reading.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter/Section** | **Fixer** | **Start date** | **Due date** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |

### Image/Multimedia Inventory

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter/Section** | **Figure no.** | **Source link** | **Issue** | **Replacement/Solution** |
|  |  |  |  |  |
|  |  |  |  |  |

## Subject Matter Expert (SME) Review

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter/Section** | **SME** | **Start date** | **Due date** | **Notes** |
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## Copy Editing

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter/Section** | **Editor** | **Start date** | **Due date** | **Notes** |
|  |  |  |  |  |
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## Proof Reading

Often a book will be proof read in its entirety, unlike copy editing, which is typically done with individual chapters or a small selection of chapters. Sometimes, however, the proof reading will be broken up depending on the timing and size of the textbook.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chapter/Section** | **Editor** | **Start date** | **Due date** | **Notes** |
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