Overview of La Trobe eBureau publishing process

Author EOI and consultation

Proposal accepted and **author** agreement signed

Draft manuscript complete and delivered to **Library**

Library — check copyright status of all third-party material

Library engage editor — outcome is communicated with **author**

Edited manuscript sent to peer reviewers nominated by **author**

Author responds to peer review and actions changes

Edited and peer reviewed manuscript sent to designer

Library proof final design and communicate any changes to **author**

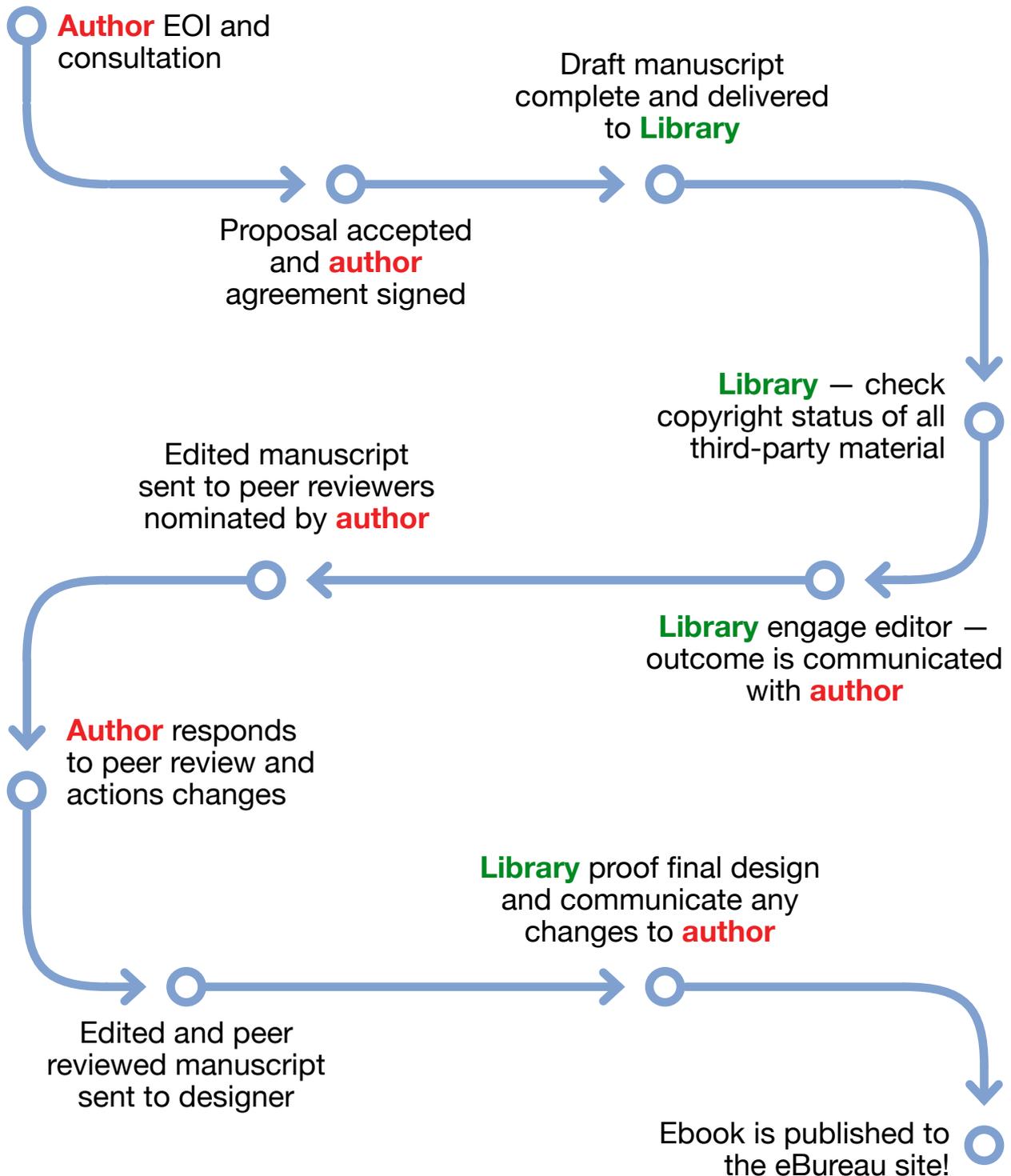Ebook is published to the eBureau site!

For more information on the La Trobe eBureau, and to view current titles in the collection visit https://library.latrobe.edu.au/ebureau/index.html.

LaTrobe University Library

List of La Trobe eBureau services

The La Trobe eBureau provides a full suite of services designed to assist and support the author in every step of the process. This list is an indication of the services we provide, we are more than happy to discuss any specific requirements or innovative ideas you may have.

Consultation and manuscript development
Initial consultation period to assist in manuscript development

Monthly progress report meetings (or as required)
Ongoing support throughout the writing process regular meetings scheduled to check-in on progress

Engage external editor
Global structural editing initially with copyediting before the design phase if required

Check copyright status of third party material
We work closely with the Copyright advisor in the Library to check and ensure all third party material is copyright compliant

Source additional third party material
Research and source alternative third party material, including, images, videos, diagrams etc.

Engage peer reviewers (identified by author)

Engage an external designer or apply in-house identity kit to implement design

Mint DOI, and ISBN
Ensure discoverability in Library search, OPAL etc.

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