

Dear *Sir/Madam*,

Please follow the steps given below for book processing:

Step for Book Process: The complete process will go through

CONTROL PANEL >> AUTHOR SECTION >> BOOK TRACKING

option only.

1. BOOK UPLOADING PROCESS

1.1 Admin

1.1.1 **CODE** will be allotted after *Advanced Payment Verification*

1.2 Author

1.2.1 **PAGE FORMATTING & DIAGRAM MAKING** option will be chosen according to the need of the Author

1.2.2 All **CHAPTERS** of Book will be uploaded **SEPARATELY** in **MS-WORD** file

1.2.3 **INNER** will be uploaded in **SINGLE MS-WORD FILE** including **PREFACE, ACKNOWLEDGEMENT, CONTENTS**, etc.

2. PUBLISHING RIGHTS FORM PROCESS (ALONGWITH CO-AUTHOR + POSTAL DETAILS + BANK DETAILS)

2.1 Admin

2.1.1 Books' Chapter & Inner will be **CHECKED and CONFIRMED**

2.2 Author

2.2.1 Add **CO-AUTHOR** Information (If any)

2.2.2 Upload **POSTAL ADDRESS**

2.2.3 Upload **BANK DETAILS** for *Royalty* Transferred

2.2.4 Click on the **FINAL SUBMISSION** button

2.2.5 Take printout of **PUBLISHING RIGHTS FORM**, sign in and upload the **SCANCOPY** in **SINGLE PDF** through **BROWSE** Button

3. FIRST CHAPTER GALLERY PROOF PROCESS

3.1 Admin

3.1.1 Check the Co-Author Detail (if any)

3.1.2 Check the Postal Address

3.1.3 Check the Bank Details

3.1.4 Check the Publishing Rights Form

3.1.5 After checking all above information, the Book's **FIRST CHAPTER** will be given to the Author for **GALLERY PROOF**

3.2 Author

3.2.1 Check the **GALLERY PROOF** of Book's **FIRST CHAPTER** and Upload the Final Corrected File

4. REST CHAPTERS GALLEY PROOF PROCESS

4.1 Admin

4.1.1 After Getting First Chapter's Confirmation, **REST** of the *Chapters* will be given to the Author for Gallery Proof

4.2 Author

4.2.1 Check **REST** of the Chapters and upload the Final Corrected Files

5. INNER GALLERY PROOF PROCESS

5.1 Admin

5.1.1 After Getting Rest Chapter's Confirmation, **INNER** will be given to the Author for Gallery Proof

5.2 Author

5.2.1 Check the **INNER** and upload the FINAL Corrected File

6. COVER GALLERY PROOF PROCESS

6.1 Admin

6.1.1 After getting INNER Confirmation, send mail for **AUTHOR'S PHOTOGRAPH** and their **PROFILE** alongwith **BOOK PRICING** confirmation

6.2 Author

6.2.1 Author will upload the **PHOTOGRAPHS (in JPG)** and **ABOUT THE AUTHOR (in MS-WORD)** for all Books' authors and also check the **MRP** of the Book. Author can change MRP according to their choice.

6.3 Admin

6.3.1 After getting confirmation regarding MRP and Author's Photograph alongwith detail, **COVER DESIGN** will be given to the Author.

6.4 Author

6.4.1 Check the **COVER DESIGN** and Upload the SAME, if it is OK.

7. FINAL BILLING PROCESS

7.1 Admin

7.1.1 After getting confirmation of Cover Design, author will received mail regarding requirement of **EXTRA PRINT COPIES & FINAL BILLING** of their book.

7.2 Author

7.2.1 Author will select if they want **EXTRA PRINT COPIES** of their book and click on the **FINALIZED** Button. After click on finalized button, the **FINAL BILL** will be **AUTO-GENERATED** according to the parameters of book.

7.2.2 Author will pay the **BALANCE AMOUNT** and upload the information of same from control panel.

8. ISBN REGISTRATION, BOOK PRINTING & DISPATCHING PROCESS

8.1 Admin

8.1.1 Check the **BALANCE AMOUNT** from their Bank Statement and forward the book for **ISBN REGISTRATION** Process.

8.1.2 After getting ISBN, provide the **FULL BOOK with COVER with ISBN** to the Author in PDF format

8.1.3 Send the Book for **PRINTING** process

8.1.4 Send **Postal Address VERIFICATION MAIL**

8.2 Author

8.2.1 Check the **POSTAL ADDRESS** and send confirmation for dispatching of Book

8.3 Admin

8.3.1 After getting Confirmation of Postal Address, the books will be **DISPATCHED** and **DISPATCHING INFORMATION** will be send the Author

8.4 Author

8.4.1 After **RECEIVING** the **PRINT COPIES**, author will send the acknowledgement of same.

Feel free for any enquiry more @ 9956127040 (Mumbai).

Regards

Admin

VSRD Academic Publishing

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