This is a typical representation of the Full Service Workflow used by Westchester Publishing Services. We have the capability to customize this workflow based on your needs, incorporating processes and preferences that best align with your requirements.

PROJECT ASSIGNED TO WPS

Assign to Production Editor

Prepare Manuscript for Copyediting

Art Review

Assign Manuscript to Copyeditor	Are We Creating a Design or Redrawing Art?
Send Letter of Introduction to Author	YES / NO
Review Schedule with Author	**YES:** Send to Design Manager / **NO:** Review Design and Art Instructions from Publisher
Send Sample Edited Chapter to Publisher, if Requested	Design/Redrawn Art Reviewed by Publisher
Author Manuscript Review	

Prepare for Composition

See "**WPS Workflow Chart**" for Details of Composition

Pages In

Pages to Author/Publisher

Are We Proofreading?

YES | NO

Assign and Coordinate with Proofreader

Are We Indexing?

YES | NO

Assign and Coordinate with Indexer

Pageproof and Index Review

Revised Pages

Final Pages

Final Files