Hello

Please find correspondence below from publisher's representative detailing timeline of publication of the book.

thank you

Portia

---------- Forwarded message ---------
From: **Ramachandran Vijayaragavan** <ramachandranv@aci.apexcovantage.com>
Date: Mon, Sep 30, 2019 at 3:18 PM
Subject: RE: Owusu: Spectres from the Past
To: Portia Owusu <portiaowusu@gmail.com>

Dear Portia,

Total cost for Indexing service will be around $390. Please confirm to proceed further.

Regards,

Ram

Project Manager I Apex covantage

From: Portia Owusu <portiaowusu@gmail.com>
Sent: 26 September 2019 23:10
To: Ramachandran Vijayaragavan <ramachandranv@aci.apexcovantage.com>
Subject: Re: Owusu: Spectres from the Past

Hello Ram

Thanks for your email. I would like the indexing to be done on my behalf, can you confirm charge in total?

I look forward to working with you.

Best

Portia

Sent from my iPhone

On 25 Sep 2019, at 02:55, Ramachandran Vijayaragavan <ramachandranv@aci.apexcovantage.com> wrote:

> Dear Dr. Portia Owusu,
>
> Greetings!
>
> Hope you are well. I am writing to introduce myself and let you know that I am the project manager from Apex CoVantage in charge of preparing your book for the printer. I can be reached by phone at +91 44 42998819 or by email at ramachandranv@aci.covantage.com at any time. I am available to help with any questions or needs you might have throughout the production process
>
> Your book has been assigned to a copyeditor who is reviewing your text. The copyeditor will ensure consistency of style and presentation and may be passing some queries on to you. Our goal is to resolve those questions prior to the next step of production where the book will be typeset. Additionally, the publisher has asked for any footnotes to be placed at the ends of each chapter as chapter endnotes. I expect to begin sending queries to you around **11-Oct.** I will generally ask if you can provide answers within a week of receiving the questions. Please let me know if you have any conflicts in the next few weeks that may limit your availability.
>
> Once the copyedit is complete and we have incorporated your query answers, the pages will be typeset. We currently expect that the typeset pages will be available for your review around **04-Nov**. You will have 2 weeks to review the pages. Please let me know if you anticipate this timeline will create any problems for you. You will have the opportunity to check first proofs only, and if at any further stage queries arise, I will get back to you for answers.

I understand you would like us to manage the index for you, which will be charged against your royalties, please confirm.

I look forward to working with you on this project. Please let me know if you have questions or concerns or if I can help with anything during your reviews. If you would kindly send a confirming email acknowledging the receipt of this information, it would be most appreciated.

Thanks,

Ram

<image001.png> | Ramachandran Vijayaraghavan

Project Manager | **Apex CoVantage India**
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w: apexcovantage.com e: ramachandranv@aci.apexcovantage.com

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