

## *Indian Standard*

### **GUIDE FOR PREPARATION AND PRODUCTION OF TEXTBOOKS**

#### **1. SCOPE**

**1.1** This standard lays down general instructions for the guidance of authors, compilers, editors and producers of textbooks to facilitate their preparation and production. It includes instructions relating to the planning and preparation of the content of the manuscript, of the illustrations and exercises, and such other aspects of the textbook. It also includes instructions relating to editing and production applicable to textbooks for all stages of education.

**1.2** The preparation of a textbook implies all the processes involved in preparing the final press copy. The production of the textbook starts when the press-ready manuscript is handed over to the printer. Since the production of a textbook also implies the processes involved in preparing the final press copy, it should be borne in mind that preparation and production are not so much *sequential* as *simultaneous* operations.