Major Functions

**Administration.** Responsible both for charting the long-range development of the University Press and for supervising the day-to-day operations. The director is responsible for general editorial policies, budgeting, staffing, and allied administrative requirements of the program. The director operates with the advice of the Press' Editorial Board, which is appointed by the Vice President for Academic Affairs. No book can bear the imprint of the Press without the Board's approval.

**Editorial.** Responsible for and concerned with the content of a book. The editors screen incoming manuscripts for suitability to the Press' programs. They revise manuscripts and develop books from raw sources. They read original manuscripts for illogical organization, for grammar, diction, rhetoric, and accuracy. They work with the author on ways of correcting deficiencies. Once the book is in production, the editors supervise the proofing and continue to work with the authors concerning printing matters. In addition, this unit handles permissions and copyrights.

**Design and Production.** Concerned with the physical form of the book. The production personnel organize and supervise the processes by which the designer's plan and the edited manuscript are converted into the actual book. They operate a computerized typesetting facility. They oversee the manuscript through the various manufacturing stages until a finished product is produced. They also are responsible for coordinating the manufacture of the book with promotional programs and distributional requirements. All manufacturing is contracted for with commercial firms.

**Marketing.** The sales activity of this unit is involved in the distribution of books throughout the world by means of wholesalers, retailers, and other distribution outlets. The sales effort is concerned with coordinating the work of commission sales agents, and supervising the discount schedule, the standing orders, and returns policy. The promotion activity utilizes direct mail, space advertisement, review media, and exhibits.
East-West Export Books Program. The Press operates the East-West Export Books (EWEB) program on behalf of 32 American scholarly publishers for direct selling in Asia and the Pacific.

Journals. Responsible for editing, production, subscription and reprint fulfillment for 11 journals—three quarterly, four semiannual, and four annual. It also handles serial publications.

Business. Accounting, order fulfillment, and warehousing. Warehouses are located in Hawaii and on Staten Island. This activity also prepares budgets, projections, analyses, and compiles operating ratio and break-even reports.