

# The Acquisition and Editorial Process

If the series editor thinks the project proposal has merit, he will work directly with the author to develop the manuscript and enhance its potential for publication in the series.

## The Manuscript Development and Review Process

**Consultation by series editor.** The series editor provides counsel on issues related to thematic content, length, organization, focus, and writing style. He does **not** serve as copy editor, however. The author is responsible to deliver a clean, well-crafted manuscript, which will be copyedited by a professional copy editor assigned by the Press if the manuscript is approved for publication.

**Professional review.** When the series editor judges a manuscript to be ready for professional review, and if editors at the Press concur, he sends the manuscript to one or more appropriate scholars for anonymous peer review. The review process typically takes two to three months.

**Manuscript revision and response to review.** After the editor receives the peer reviews, he sends them to the author, who then has the opportunity to make the revisions suggested by the reviewers and to write a response indicating why he or she accepts or rejects the reviewers' suggestions.

**Submission of final copy.** When the author submits the final copy of the manuscript to the series editor along with all related documents (for details, see Guidelines for Manuscript Preparation), the series editor writes his own evaluation of the manuscript and, if appropriate, a recommendation for publication by JHUP.

**Submission of manuscript to JHUP.** If he recommends publication, the series editor transmits the manuscript and all related materials to the Press.

**JHUP editorial board review.** The editorial board (editors and director of marketing) at the Press reviews the manuscript and determines if it should be recommended to the university's faculty publication board.

**JHUP faculty board review.** The faculty publication board makes the final decision regarding publication.

**Contract.** If the faculty publication board approves the manuscript for publication, the Press issues a contract to the author.

## Post-Contract Activities

All contractual matters, the copyediting process, production, and marketing is handled directly between the Press and the author.

The Press determines the final wording of the book title, the book design, the front and back cover artwork, and the retail price of the book. Subventions (financial subsidies) can be made by the author or other organizations to reduce the retail price of the book.

The Press works directly with the author on production and marketing activities. The author is responsible to do the following:

- Provide permission letters from copyright owners for the use of illustrations and quoted material.
- Complete a marketing questionnaire to assist the Press in promoting the book.
- Respond to textual revisions and queries from the copy editor. This is the author's final opportunity to make substantive changes and updates to the manuscript.
- Read the page proofs. At this proofreading stage, the author corrects errors but may not make substantive changes.
- Create an index for the book or pay to have one created professionally.
- Promote the book.