Description of the Publication Process

Pre-Acceptance Stage
If you believe that your work is appropriate for consideration by Andrews University Press, you may submit a copy of the manuscript with the required materials. See Manuscript Preparation Guidelines for detailed information about preparing and submitting a manuscript.

Upon receipt of your project, the manuscript will be reviewed by the Press staff and/or an informal reviewer. If it is judged to be ready for further consideration, the manuscript will be submitted to formal peer review. Typically at least three referees review the manuscript. Following are questions regarding the manuscript which are posed to each referee:

- **Value**: How important is the subject? Does the manuscript as it stands make a significant original contribution to its field and to the advancement of knowledge? If so, what contribution does it make?
- **Market**: Is there a market for this manuscript? What do you see as possible markets? Does it have potential for course adoption? If published, will this manuscript duplicate or substantially recapitulate any books already in print?
- **Audience**: What is the primary audience for the work? To what extent is it likely to appeal to readers outside its main area of scholarship and to general readers?
- **Scholarship**: Given the purpose of the book, is the documentation adequate and appropriate? Is the scholarship sound and up to date? Discuss any weaknesses.
- **Style/Organization**: Is the presentation effective in terms of style and organization?
- **Editing**: Does the manuscript need content editing? Is that editing minor or extensive? Will the copy editing for grammar, spelling, documentation, etc., be minor or extensive?
- **Special features**: Please note any suggestions regarding illustrations, appendices, and other supporting features that would make the work more accessible to readers.
- **Revisions**: If applicable, please provide suggestions for major revisions. Minor revisions may be noted in the manuscript.
- **Summary**: Briefly describe both the manuscript’s strengths and weaknesses.
- **Recommendation**: How important is it that this manuscript be published? Do you recommend that it be published by Andrews University Press? Why or why not?

To allow for careful consideration of a project, referees are typically allowed 4-8 weeks to complete their evaluations, depending on the subject, the size of the manuscript, and the time of year. The review process may take more than two months depending on, among other things, the nature of the project, the availability of referees, and the publishing schedule of the Press.

When the review process is complete, the evaluations are taken to the Scholarly Publications and Andrews University Press Board, which meets several times a year as needed, to be considered alongside other issues such as potential market and publishing costs. After a publishing decision has been made, the author is notified of the acceptance or rejection of the manuscript. In some cases, manuscripts are returned for additional research, revision, or reorganization. Occasionally
manuscripts are reviewed a second time if major revisions have been requested of the author or if it is felt that more evaluations are needed in order to make a publishing decision. Manuscripts are rejected if the Press finds them either unsuitable to its purposes or financially unfeasible for the Press to publish.

**Production Process**
When your manuscript has been accepted for publication, a contract will be signed. Typically an author is required to obtain permissions and pay for the use of illustrations and lengthy passages of text originally appearing in other sources. During this process the author also assists in various ways such as working with the editors, preparing an index, and offering non-monetary assistance to the Press in marketing the book. The Press is responsible for all editing, typesetting, design, and printing during the publication process.

When you have considered the peer review evaluations, made necessary revisions, and secured final acceptance of your manuscript, electronic files should be submitted to the Editor. Editing for content, organization, style, and mechanics may be done by both in-house and freelance editors, according to the guidelines of the *Chicago Manual of Style*. You will have opportunity to check the edited manuscript, address questions posed by the editor(s), and add necessary changes or corrections of your own.

When all copyediting has been completed, the manuscript will be formatted in-house or by an outside designer. A book cover will also be designed at this time. When final formatting and proofreading have been done, the author (or a freelancer at the author’s expense) will prepare an index for the book. After the index has been formatted, the cover designed, and all final preparations completed, the book project will be sent to a book printer where it may remain for six weeks before the completed books are shipped to the Press.

**Time Schedule**
There is no “typical” time line for producing a book, as each project involves its own complexities. It may take a few months or a couple of years to complete a book. A well-written manuscript could enter the production process within a very few months after the date of initial submission depending on the cooperation of the referees, your availability to make necessary revisions, and the publishing schedule of the Press. Manuscripts prepared according to our guidelines are also more likely to move smoothly through the production process. See *Manuscript Preparation Guidelines* for details regarding the preparation of a manuscript.

Well-prepared and uncomplicated projects may be produced within six months. Large or complex books—heavily illustrated, for example—may require a much longer time frame. An average project may follow this schedule:

Submission of manuscript for peer review to offer of contract: 2-6 months
Submission of revised manuscript to completion of copyediting: 3-6 months
Completion of copyediting to end of production: 2-3 months
Receipt of author index to delivery of finished book: 2 months
Manuscript Preparation Guidelines

A clean manuscript and well-organized project will be more likely to favorably influence decision-making, reduce problems during the editing process, and speed production of the book. No manuscript is perfect, but every effort should be made to follow guidelines and prepare a submission which meets certain specifications.

Only after acceptance should a manuscript be presented electronically. At that time it may be submitted on CD; on good-quality, high-density, 3½-inch floppy disks; or via email. Please also include a hard copy print-out which matches the electronic submission. Do not send files electronically during the consideration process, as you may be asked to revise your work. The manuscript should be prepared as Microsoft Word or Corel Word Perfect documents compatible with Windows PC format.

Essential Elements
Most books are set up with sections that follow a consistent format. Please submit in this order all of the following elements which make up your work:

Front Matter
Title page, also including your name as you wish it to appear
Dedication
Table of contents
Lists of maps, tables, figures, plates, or photos: only heavily illustrated books require such lists
Foreword: this testimony should be written and signed by a recognized authority in the field
Preface and Acknowledgments: the preface states the purpose of your book and indicates its audience; a paragraph or two of acknowledgments may follow
Introduction (if not part of the text)

Text
The complete text is divided into sequentially numbered chapters.

Back Matter
Appendix(es)
Endnotes
Glossary
Bibliography
Index(es)

Formatting
In preparing electronic files, create a new file for each chapter or subdivision of the book (such as the front matter and bibliography), and title files sequentially (e.g., 00Front Matter.doc, 01chapter title.doc, etc.). Double-space the entire manuscript, and eliminate all formatting that is not essential.
The Press reserves the right to design and edit the work for publication.

General Information

Although we prefer the *Chicago* style for citations, we may accept another style used within your discipline providing it be logical and consistent.

Use a standard, twelve-point font such as Times New Roman, and keep standard one-inch margins.

Use a tab key, rather than the space bar or a program style, to indent a paragraph.

Type only one space after colons and only one space between sentences.

For dashes indicating breaks in thought, use an “em” dash, typed as two hyphens (or with the code Alt 0151), with no space before, between, or after the hyphens. A code for ellipses points is Alt 0133.

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Use standard American English spelling, except in the case of quotations and in the use of proper names. It is also important to use inclusive language which does not discriminate on the basis of gender, ethnicity, age, economic status, disability, or any other such distinctions. With the exception of text in quotations, neutral language should always be used.

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Sample Permissions Request

[date]

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