

1 Guidelines for editors

1.1 Decision structure

Each Language Science Press series has a team of Series Editors, who decide which books are accepted for the series. There can be up to three Series Editors per series; if more people are involved at the top level, one or two have to be the Chief Editors, and the others are Consulting Editors (or simply Editors).

In addition, each book series normally has an Editorial Board of 10–35 members. The Editorial Board members advise the Series Editors in various ways concerning the series, in particular by writing manuscript reviews. However, the list of names of the Editorial Board also serves to indicate the kind of orientation that the series is intended to take, and not least to give prestige to the series. Editorial Board membership is normally for a period of three years (renewable).

For the first seven books in each series, acceptance is conditional on approval by the Press Coordinators. This ensures that there is agreement between the Series Editors and the Press Coordinators on the level of quality of the series. This is important to ensure a uniformly high quality of all series.

1.2 Series web pages

Each series has a homepage, which lists the Series Editors, the Editorial Board members (with affiliation), and contains an Aims and Scope statement.

All published books are listed on the page of the series. (They can also be found elsewhere on the Language Science Press site, e.g. under “Catalog”.) This page may also list forthcoming books, i.e. books which have been accepted, revised and approved and are at the production stage.

As soon as a book has been accepted and approved, it can be put on the website as “forthcoming”, with the bibliographical information, but without the actual downloadable file. This will serve the purpose of advance publicity.

(more details will follow later)

1.3 Types of book manuscripts

Language Science Press books may be monographs or edited volumes in English, German, French, Spanish, and Portuguese. Which languages are accepted depends on the particular series.

The manuscripts should have a size of at least 80 pages and at most 800 pages. There are no technical reasons for excluding shorter and longer manuscripts, but such manuscripts are not clearly within the scope of what readers would expect when they hear “book”. Shorter works are perhaps better published as journal articles, and longer works are difficult to organize a serious reviewing process for.

(more details will follow later)

1.4 Submission and reviewing procedure (monographs)

Book manuscripts are officially submitted by entering them into the OMP system. Of course, informal preliminary submission (by e-mail or by some file sharing mechanism) is possible. Official submission implies that all Series Editors (as well as the Press Coordinators) are informed of the submission, if the submission is done without OMP.

In a next step, the manuscript is made available to the reviewers via the OMP system (initially, while not everyone is familiar with it, this can be done informally, e.g. by e-mail). For each book manuscript, at least two reviews are solicited, within a time frame of two months. The reviews are made available to the Press Coordinators. The Series Editors may override the recommendations of the reviewers, but if all reviewers are mostly negative, this needs to be justified to the Press Coordinators.

If a reviewer does not react even after three months, it is recommended that the Series Editors solicit at least one additional review. If within six months after submission fewer than two reviews are returned, the manuscript counts as rejected.

If a manuscript was rejected, the same author may submit another manuscript a year after the submission of the rejected manuscript. The new manuscript may be similar to the originally submitted manuscript, so the author may think of this as a “resubmission”. However, there is no official resubmission procedure in Language Science Press, and there is no “revise and resubmit” decision.

Note that Language Science Press does not issue “contracts” on the basis of book proposals, like other publishers do. Book proposals may be discussed in-

formally with the Series Editors, and the Editors may informally encourage the author to submit a book on the basis of an informal book proposal, but none of this has any binding status.

1.5 Submission and reviewing procedure (edited volumes)

For edited volumes, the Series Editors may adopt the same procedure as for monographs, or alternatively they may accept the volume without review, i.e. they delegate the quality control to the book editor. However, this is possible only if the papers underwent a comments & revision process, and if upon submission, the book editor gives a full account of the comments & revision procedure to the Series Editors. In such a case, a book manuscript may be accepted without revision.

1.6 Acceptance

On the basis of the reviewers' reports, the Series Editors decide whether the book is accepted for the series or not.

If revisions are needed or recommended (as is likely to be the case), then this is a preliminary acceptance, conditional on proper execution of revisions. However, preliminary acceptance means that an author is allowed to cite the book as "to appear with Language Science Press".

Upon acceptance of a book manuscript, not only the author and the Press Coordinators, but also all the other Series Editors are informed, so that they stay informed of developments within the entire Press (see Section ??).

1.7 Revision

If a book manuscript is accepted, the Series Editors convey the reviews and their own comments to the author, and the author is asked to revise the manuscript.

The Series Editors may specify some Required Changes on which the definitive acceptance is conditional. The Required Changes may only be highly specific changes that are not very time-consuming. Vague proposals for changes ("the approach needs to be more firmly grounded in theory", etc.), or changes that require a lot of additional work, are not acceptable as Required Changes.

Apart from the Required Changes, authors may choose to ignore recommended changes, but these cases need to be justified to the Series Editors. In the case of a

serious disagreement between author and Series Editors, the Press Coordinators are ready to mediate.

If the changes are made as requested the book will receive Definitive Acceptance. The revision stage includes proofreading. Like the revision of the content, this is the Series Editors' responsibility, but the Language Science Press Community will be able to help with this. (Details will follow later.)

1.8 Production

Once the revised version of a manuscript has been returned by the author and Definitively Accepted by the Series Editors, production can begin.

1.8.1 Rough typesetting

LaTeX styles are applied, figures are created in the proper way, etc.

1.8.2 Formal contract

At this stage, the author signs a contract with the FU Berlin (which is responsible for hosting and permanent archiving) about the legal publication of the book. The contract form can be downloaded from the following page:

<http://edocs.fu-berlin.de/docs/content/main/autoren/vertraege.xml?lang=en>

Basically only the author's address needs to be filled in, as well as the book title and the URL (<http://langsci-press.org/catalog/book/...>).

This contract is necessary for the application for an ISBN number, which is needed for typesetting.

1.8.3 Metadata and catalog

The Series Editors/Authors enter the following metadata about the book into OMP:

- book synopsis (for the web page and back cover)
- author bio
- add keywords, regions, languages, and so on

The book also needs to be assigned to a category. At the moment, we are working with the following categories:

- Phonetics and Phonology
 - Phonetics
 - Phonology
- Morphology
- Syntax
- Semantics
- Pragmatics
- Historical Linguistics
 - Comparative Historical Linguistics
- Typology

Once all these things have been taken care of, the book can be announced in the catalog as “forthcoming”.

1.8.4 Community proofreading/commenting

(Details will follow later. Maybe at this stage the manuscript will already be made available publicly, so that anyone can make comments.)

1.8.5 Revised typesetting

If necessary authors may revise their text taking into account the comments from the community proofreading stage.

1.8.6 Final check

Series Editors and Press Coordinators do a final check. If further changes are necessary, the typesetting is adjusted again.

1.8.7 Publication

Once author, Series Editors AND Press Coordinators have given their imprimatur, the book is published by the Press Coordinators.

1.9 Editors' information

There will be two newsletters per month to inform all series editors about new submissions, accepted manuscripts, published books and other news.