Amherst College Press & Lever Press
Frost Library
Amherst College

Welcome to **Amherst College Press & Lever Press**

We're so glad to have you join us! This guide is meant to provide information to help you get off to a great and productive start.

WHO WE ARE

Our mission

Amherst College Press (ACP) and Lever Press are open-access, digital-first scholarly presses. We publish medium and long-form scholarship (monographs, extended essays, edited volumes) in digital and print-on-demand formats. Both presses are aligned with the ethos and mission of liberal arts institutions, which means we seek out, identify, evaluate, and advocate for

transformative scholarship that spurs creative dialogue within and between traditional fields of inquiry, emphasizes disciplinary innovation, draws upon new models of collaborative research, and strives to reach the broadest audience possible.

ACP is funded by Amherst College and Lever Press by a consortium of liberal arts institutions; the presses have the same publication/distribution model but are funded and governed differently. They also have different editorial boards: ACP's board is composed of faculty at Amherst College and Lever's is drawn from faculty who teach at the consortium's institutions.

Our titles are available open access (OA) which means they are available to anyone to read online. OA is defined as the removal of price and permissions barriers: OA scholarship can be accessed by anyone with an internet connection and can be cited or reused according to the Creative Commons (CC) license assigned to the work. We charge no fees to authors or their institutions, and all our projects are peer- and board-reviewed. Both ACP and Lever Press are members of the [Association of University Presses](#) (AUP), and we abide by their best practices and policies.

The team

Beth Bouloukos, Director of ACP & Lever Press

Hannah Brooks-Motl, Assistant Acquisitions Editor for ACP & Lever Press

Friends in Frost Library & AC:

Martin Garnar, Frost Library Director
Este Pope, Head of Digital Programs
Sarah Walden McGowan, Digital Collections & Preservation Librarian
Tim Pinault, Digitization Coordinator
Blake Doherty, Research, Instruction & Outreach Librarian; head of Library Programming Committee
Mike Kelly, Head of Archives & Special Collections
Martha Umphrey, ACP Editorial Board Chair

Lever Folks:

Marta Brunner, Lever Oversight Committee Chair, Library Director at Skidmore
Darin Hayton, Lever Editorial Board Chair, Professor of History at Haverford
Charles Watkinson, AUL for Publishing and Director of the University of Michigan Press
Jason Colman, Director of Michigan Publishing Services
Amanda Karby, Senior Digital Publishing Coordinator, Michigan Publishing Services
Terri Geitgey, Program Manager of Lever Press

POLICIES & PROCEDURES

Overview of scholarly publishing

Scholarly publishing differs from other kinds of publishing in a couple ways. The primary difference is the review process that all books undergo before publication. Peer review means that all our works go through a rigorous process of being vetted by other scholars. This can happen at the proposal stage and at the full manuscript stage; often both a proposal and a full manuscript (ms) are peer-reviewed. Feedback from experts or "peers" allows authors to revise and strengthen their projects. This feedback can be related to content, structure, or argumentation. We seek out peer reviewers and frame their reports for authors who then write a response detailing how they will address the concerns raised by these readers. Once all these materials are assembled (the full ms, reports from peer reviewers, the author's response to reviewers, as well as author CVS), we take the project to the press's faculty board. The board reviews the materials and decides whether or not to approve projects for publication. Only after this process is complete do we put a book into production--that is, begin the process of readying the manuscript for final publication.

Michigan Publishing Services handles production for us. Working with the team at [Fulcrum](#), we prepare manuscripts with authors. Fulcrum is a publishing platform that allows media components to be richly integrated into an epub (audio, video, visualizations, etc.) These media assets may require extra support on behalf of the author to make sure their files adhere to format requirements, are accompanied by the correct metadata and accessibility functions, and have the necessary permissions.

Once a book goes into production we also begin working on marketing and promotional strategies. These might include outreach to journals and reviews, social media campaigns, and other creative ways to get the word out. Over the course of your internship, you can expect to work on marketing and promotional materials as well as assist with some aspects of peer review and pre-production.

Google drive & folders

All work should be stored in our shared Google drive (ACP Interns). You will have an individual folder where you'll keep your working drafts and projects; other folders contain materials that might be shared projects (spreadsheets etc.) or documents related to various press activities.

Familiarize yourself with the shared drive your first week at the presses. It will be up to all of us to keep it organized!

The "Syllabus" folder is where I will post weekly projects, and I may direct you to a doc (these are labeled with numbers) containing readings, videos, or other information that we'll discuss together. The calendar outlining what projects are ongoing/due also lives in the "Syllabus" folder. If you ever have any questions about anything--large or small, obvious or obscure--reach out to me or Beth. We are here to support you.

Weekly hours & meetings

This internship is approximately 8-10 hours per week during the academic school year. However, your primary focus should always be your own studies and your own wellness. If you need to scale back your hours for a week or few weeks or you need to take time off to deal with urgent other matters, please let me know. That said, this internship is a professionalizing one and we do expect you to complete your hours, to communicate when you are unable to complete them, and to make up work or projects when you can.

Please log your weekly hours in the shared Google spreadsheet. These are reported on a bi-weekly basis; please log your hours for the week ending a pay period by Friday morning, 9 AM (these will be highlighted on the spreadsheet).

If we are in-person, it will be useful for you to plan to complete some portion of your hours in our office (Frost 228). If your internship is remote, we will schedule check-in calls once a week (at minimum) to discuss readings and projects. All meetings/calls should be counted toward your weekly hours.

ONBOARDING TASKLIST

Week 1

- ☐ Familiarize yourself with the shared Google drive "ACP Interns."

- ☐ Read "What Do Publishers Do?" Take note of any unfamiliar terms.

- ☐ Read about university presses and the value of university presses on the Value of University Presses page of the AUP website; read the Mission, Core Values and History on the About AUPresses page. (Please read all content on the drop-down menus of each page.)

Week 2

- ☐ Review the Lever and ACP websites and catalogues.

- ☐ Read around in *Open Access* by Peter Suber and the introduction to *Open Access and the Humanities* by Martin Paul Eve.

    - ☐ Questions to think about: what are the differences between OA and traditional scholarly publishing? How does scholarship have both a supply and demand problem? What is CC licensing and how does it serve the OA mission? What are arguments for and against OA?

- ☐ Log on to ACP Twitter and Instagram: familiarize yourself with the content, conversations, and followers on each site. (See "1-Orientation" ➜ Syllabus folder for more details on all of the above.)

RESOURCES

Email & Social media

Social media will be an ongoing conversation but the "Social media guide" provides quick orientation to the platforms we use and the kinds of content we post; the guide also provides instructions about accessing and using the official ACP email account:

- Social media guide (in Social Media folder)
- ACP logos folder

Glossary of terms

Some useful terms in the world of open access scholarly publishing:

Alt-text

Altmetrics

Article/author processing charge (APC)

Creative Commons licensing

Digital Object Identifier (DOI)

EPUB

Institutional repository

Open access (OA: green, gold, platinum)

Peer review (partly and fully closed; peer-to-peer; open)

Print-on-demand (POD)

Toll access

Transmittal