

Editorial Guidelines for Stockholm University Press Book Projects

Stockholm University Press recommends that authors, editors and editorial boards follow the guidelines below. These are adapted from a version published by the Committee of Publication Ethics (COPE, <http://www.publicationethics.org>).

The aim of having a standardised peer-review procedure in place for the evaluation of books before publication is to ensure that the material is of high quality and is relevant to its intended academic audience.

The text will refer to the 'Editor' as the chairperson (or other appointed representative) of the Editorial Board as responsible for communication with the press staff. The Editor has the overall responsibility to ensure that all involved parties in the process follow the below guidelines. The roles of the different actors involved in the editorial process is described in the last section of this document.

General Duties of the Editor(s)

The Editor is held accountable (in close collaboration with the authors) for the content approved for publishing, by the following means:

- Striving to improve the quality of the book
- Using a quality-assured process to reach and maintain this aim
- Championing the freedom of expression
- Maintaining the integrity of the academic record
- Ensuring that the academic and ethical standards are precluding any business or institutional needs
- Ensuring that the recommendations from the Editorial Board is made without bias, i.e. that decisions about accepting a proposal or a book should not be made by a close colleague or collaborator of the Author
- Ensuring that there is a policy in place to deal with corrections, retractions, clarifications, and apologies related to published material, when needed
- Working closely with the publisher to develop guidelines, best practices and tools to maintain and nurture the above-mentioned processes

Specific areas of focus

The relations with Authors

- **The author(s) of the book or chapter should be kept informed about the editorial process**, which means all decisions to accept, reject or revise a text for publication should be clearly stated in writing. Final decisions should not be retracted unless the Editor finds that the publication involves serious problems of a scientific or legal nature. It should be possible for the author to send enquiries about the progress of the review process.
- **The Editorial process needs to be transparent** – e.g. the integrity and procedures of the review process should be made clear to all parties involved in each project. Decisions should be based on relevant criteria (such as relevance for the subject area, originality, clarity, validity and importance to its audience) and all steps of the process together with related correspondence must be

traceable through the online system provided by the publisher. *It should be possible for authors to submit an appeal against editorial decisions.* Decisions about accepting or rejecting a book or chapter for publication should not be overturned without a proper explanation.

- **Instructions for authors need to be clear, accurate and kept up-to-date.** The criteria for authorship need to be made visible. A description of the peer-review process needs to be available to all prospect authors, and these standards should be followed for all publications.
- **The Editors should require authors to follow guidelines about ethical research** (e.g. research that involves humans or animals). The Editors should ensure that the published material includes statements about the appropriate international guidelines (e.g. the Helsinki Declaration for clinical research, the AERA and BERA guidelines for educational research etc.).

The relations with Reviewers

- **Reviewers should be selected without bias** and be free from competing interests. They should not work at the same institution or department as the author. It is also the responsibility of the reviewers to notify the Editor if there is a suspicion about bias towards the text under evaluation.
- **A system should be used to deal with the peer-review process.** The process can be anonymised or open depending on the policy of each project or Editorial Board group. The system should record and maintain the entire process of evaluation of material for publication, e.g. reviewer comments and author responses etc. should be registered and kept for archiving.
- **Reviewers should be asked to focus on quality and originality of the research** as well as ethical considerations such as bias, possible redundant information or plagiarism when submitting their comments about a book or a book chapter.
- **Recognition of the work done by reviewers is important,** and the Editorial Board should collaborate with the Publisher to ensure there are practices implemented to share information about the work done by reviewers both externally, but also to institutions and funders.
- **The reviewer work should be scrutinised,** and reviewers who submit comments of low quality, or are rude or libellous should not be asked to review again. The performance of reviewers should be monitored and noted.

The Relations with the Publisher

- **It is important to maintain editorial independence.** It is the responsibility of the Editor(s) as well as the Publisher to safeguard this independence.
- **The Editors should make decisions to publish books or book chapters based on their quality and importance to the readership without interference from the Publisher.** The Publishing Committee will ensure that all decisions have been made according to originality and quality, and that the evaluation process has been following the ethical guidelines.
- **There should be a written contract in place** to specify the relationship between the Editor(s) and the Publisher.

The relations with Readers

- **Readers should be kept informed about the research presented** – e.g. respond to the following questions: Who has funded the research and the publication? Has all the content been peer-reviewed? How was the peer-review process handled? Were the reviewers qualified? Have all the listed authors contributed equally to the work or not? Is this the final Version of Record of this scientific text? It is the mutual responsibility of the Editor(s) and the Publisher to ensure that all published books are properly contextualised and described.

Other Areas of Interest for the Editor(s) and the Editorial Board

The Editor(s) are responsible for the editing and selection process of materials under consideration for publication, in close collaboration with the Publisher. In addition to the above, the following points of responsibility should be made clear:

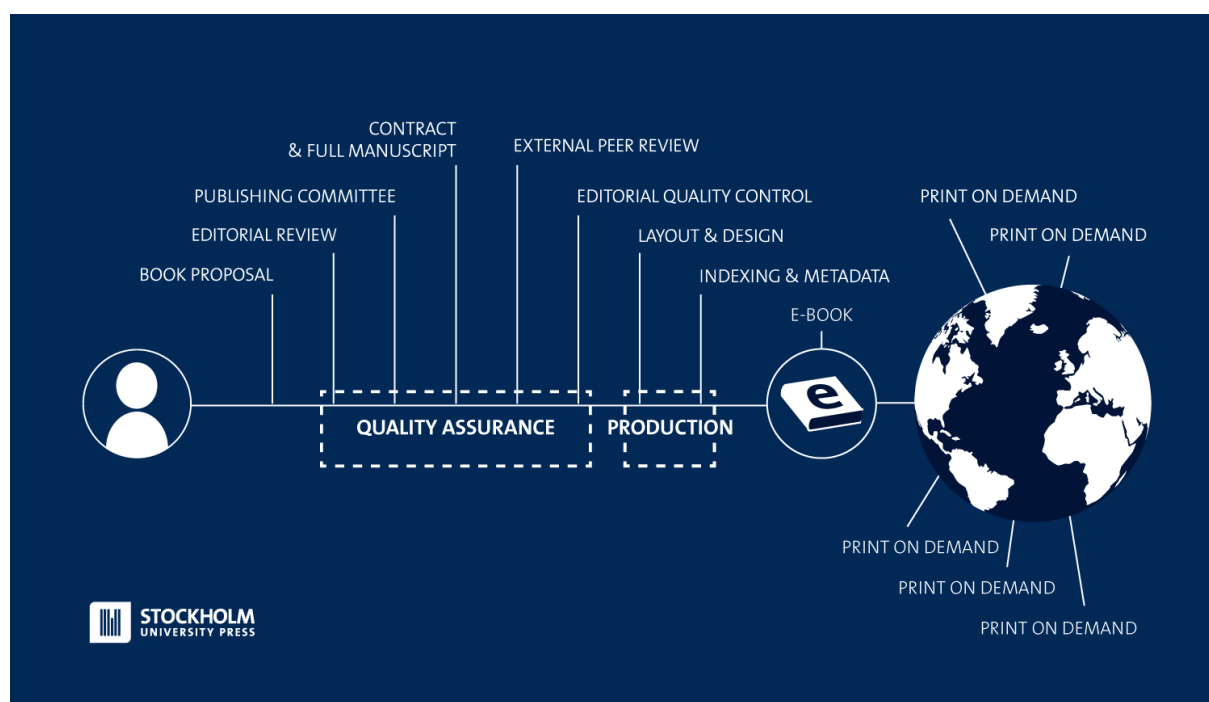
- Ensuring the integrity of the academic record. Errors must be dealt with promptly and with due prominence and according to the COPE guidelines.
- Being on the alert about issues with intellectual property laws, and work closely with the publisher to ensure that the Open Access licence agreements are followed, also for third party material included in the published material.
- Encouraging debate. The Editor(s) should encourage a scientific debate and be willing to consider cogent criticisms of work published under their remit.

For further reference, and more detailed best practice recommendations, see the COPE guidelines for journal editors:

http://publicationethics.org/files/Code%20of%20Conduct_1.pdf

To find useful flowcharts on how to handle misconduct, authorship changes and disputes or other ethical problems:

http://publicationethics.org/files/Code%20of%20Conduct_1.pdf



Editorial Workflow for Books

1. Proposal is submitted by author via the online system provided by the publisher
2. Proposal is sent to an Editor for the subject area and the Editorial Board is requested to assess the book proposal (based on quality, originality, and relevance).
3. The Editorial Board also has to make a recommendation to the Publishing Committee to accept or reject the proposal (acceptance can be conditional or recommend revisions).
 - a. If revisions are suggested, the comments from the Editorial Board and the Publishing Committee are sent to the author with a request to update the proposal accordingly
 - b. If accepted, see point 4
 - c. If rejected, the Managing Editor sends a decision letter to the author.
4. The author(s) and/or the anthology editor(s) sign(s) an agreement with the publisher for the complete book or collection based on the comments received and the nature of each project, taking the outcome of the full review process in consideration. A book processing charge is estimated in the contract.
5. The author(s) use(s) the comments from the proposal procedure when completing the entire manuscript.
6. Author(s) submits full manuscript (including images, tables, references etc.) in the agreed format via the online system.
7. The Managing Editor checks the submitted files and sends it to the Editor(s) for further assessment.
8. The Editor(s) receive the full manuscript and then selects two reviewers (can be the same people that assessed the proposal, if applicable) to assess the full book manuscript or chapter(s).
9. The completed reviewer reports (as submitted online) are collected in the manuscript management system. The Managing Editor sends the reports for assessment to the Editor, who makes a recommendation to the Publishing Committee to accept, revise or reject the manuscript.
 - a. Manuscripts that *require further revisions* before they are deemed to be ready for publication should be sent back to the author with instructions on how to revise the work based on comments from the reviewers and the recommendation from the Editor. Authors are then asked to submit a new version that may or may not be sent for another round of review.
 - b. The Editor should consider the revised version of the book manuscript before it is sent to the Publishing Committee.
10. The Publishing Committee assesses the entire editorial process before making the formal decision to publish, based on the recommendations from the Editorial Board, the reviewers' comments and any comments about revisions from the author.

Definition of other roles involved in the editing process

Publishing Committee

Consists of representatives from the faculties at Stockholm University and the Stockholm University Library. This Committee is responsible for approval of new Editorial Boards, approval of book proposals and final formal acceptance of material for publication. It will act on recommendation from Editorial Boards as well as the research

ethics standard stated above and will meet at least four times per year. They are governed by statutes signed by the Vice-Chancellor of Stockholm University, and have the overall responsibility to make sure that all processes are following protocol.

Editorial Board

The Editorial Board is responsible for the accuracy of the peer review process as well as commissioning books for publishing and evaluation within each submitted project. The level of involvement may vary, depending on the nature of the project. Individual members of the Editorial Board should not assess reviews or make decisions on texts where s/he is listed as an author (e.g. main author or co-author or chapter author). An Editorial Board should consist of active researchers within an academic field relevant to the scope of a book series or book project. [See also guidelines on the press' website.](#)

Editor

The Editor is the person appointed by the Editorial Board who is responsible for the practical matters involved in the peer-review process (e.g. selecting and inviting reviewers, assessing reviewer comments, recommending decisions to the Publishing Committee etc.) for each assigned project. The level of involvement may vary, depending on the nature of the project and the assignment from the Editorial Board. The Editor should not assess reviews or make decisions on texts where s/he is listed as an author (main author or co-author) or where the author is a colleague working in the same department.

Anthology Editor

The Editor of an Anthology is the person (or several persons) responsible for commissioning chapters or texts from different authors to create a whole book. This role is a little bit different from the 'Editor' role above, since the Book Editor is not involved in the evaluation process, but for the quality of the content of the book. The Book Editor is responsible for keeping chapter authors informed about the process and for ensuring that all chapters are of similar quality.

Managing Editor

The Managing Editor is the representative of the publisher. This person is the first point of contact for Authors, Editors, Anthology Book Editors, the Publishing Committee and the Reviewers. The Managing Editor is responsible for maintaining the integrity of the workflow and to coordinate communication between all involved parties. The Managing Editor is also responsible for quality assurance of the end product and for the services provided by the suppliers of online and print books.