

## Guidelines and Routines for Editorial Boards Evaluating Books for SUP

*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>) to create a model for working with peer-reviewed books and book series. The text will refer to the 'Editor' as a representative for or a part of the Editorial Board. Both the Editor of each book project as well as all members of the Editorial Board will be responsible for the published material, with the use of these guidelines. The term 'Editor' can involve both a single Editor of a project as well as the entire Editorial Board, depending on circumstances.

The aim of a peer-review procedure in place for the evaluation of books and proposals is to ensure that the published material is of high quality and is relevant to its intended audience.

### General Duties of the Editor

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

- Striving to meet the needs of the readership as well as the authors
- Aiming to constantly improve the quality of the material sent for evaluation
- 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 intellectual and ethical standards are precluding any business or institutional needs
- Having 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
- Clearly stating the aims and scope of the editorial board to readers and authors to guide them before and during the review process

### Specific areas of focus

The Editor directly involved with the evaluation process or the editing or preparation of text for publication should in addition consider the following important parts of their actions:

#### 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?



#### 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 about accepting or rejecting a book or chapter for publication should not be overturned without a proper explanation or with the change of Editor. 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.***
- **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 reviewers, 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 or be placed at the same institution 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.
- **The Reviewers should have easy access to guidelines and instructions** on how to evaluate the material for publication, including how to deal with questions of bias.
- **There should be a system in place to deal with the implications of a blinded or open peer-review**, depending on the current policy of each project or Editorial Board group. This 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 database needs to be kept up-to-date**, 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 Between Editorial Board Members

- **The Editors should keep Editorial Board members informed about new policies and developments**, as well as maintaining the current policies and ensuring they are followed.
- **The composition of the Board should be regularly reviewed.** The main tasks of the Editorial Board members should be:
  - To maintain and develop guidelines and practices for high quality ethical editing and reviewing
  - Acting as ambassadors for the work of the Editors and the aim of the Editorial Board
  - Supporting and promoting the published material
  - Seeking out the best authors and actively encouraging submissions of book proposals
  - Reviewing submissions for publication
  - Accepting to write forewords, or commentaries to material within their area of expertise
  - Attending and contributing to Editorial Board meetings to discuss the running of the board, to consider the current policies for evaluation of material for publication and identify future challenges and opportunities.

#### The Relations with the Publisher

- **It is important to maintain editorial independence.** It is the responsibility of the Editors and the Editorial Board as well as the Publisher to support 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 Editors, the Editorial Board and the Publisher, which follows the COPE guidelines.

#### Other Areas of Interest for the Editors and the Editorial Board

The Editors and/or the Editorial Board are responsible for a number of things built into the editing and selection process of materials under consideration for publication, of course in close collaboration with the Publisher. In addition to the above, the following points of responsibility are important to clarify within the group, as well as towards the public:

- Ensuring the integrity of the academic record. Errors must be dealt with promptly and with due prominence.
- Being on the alert about issues of intellectual property, 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.

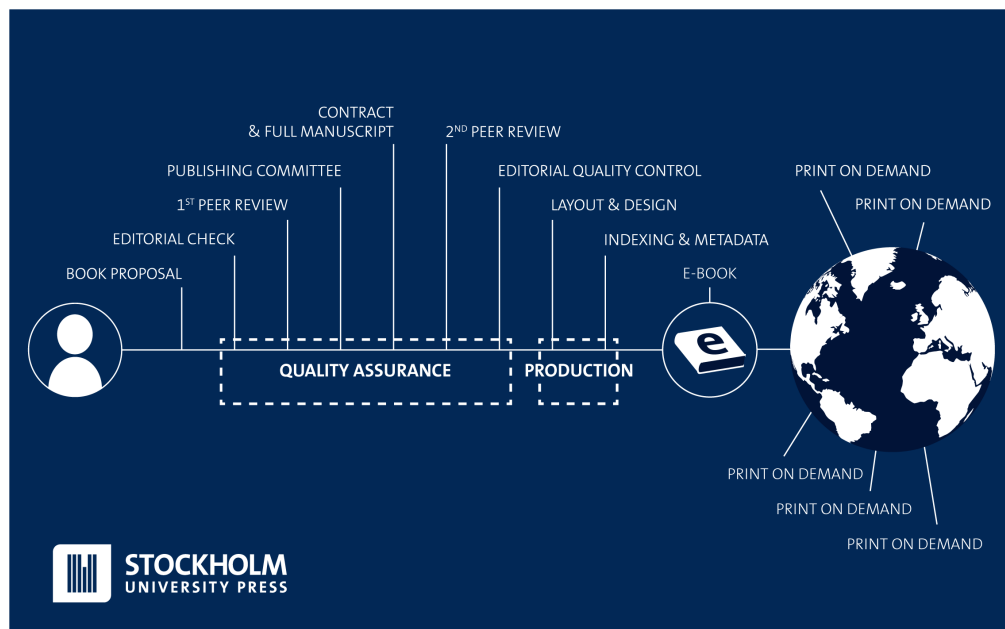
- Encouraging debate. The Editors/Editorial Boards should encourage a scientific debate and be willing to consider cogent criticisms of work published under their remit. Authors of published material should also be given the opportunity to respond to criticism.
- Dealing with complaints about the publishing process promptly and according to the COPE guidelines.

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



### Books Editorial Workflow

1. Proposal is submitted by author via the online system provided by the publisher
2. Proposal is sent to and assessed by the relevant Editorial Board for the subject area or series.
3. The Editorial Board (or an appointed representative) selects reviewers.
4. The reviewers assess the book proposal (based on quality, originality, relevance)
5. The completed peer-review comments are assessed by the Editorial Board and they make a recommendation to the Publishing Committee to accept or reject the proposal (acceptance is conditional)
6. The author(s) and/or the 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.
7. The author(s) use(s) the comments from the proposal procedure to complete the entire manuscript
8. Author(s) submits full manuscript (including images, tables, references etc.) in the agreed format through the online system.

9. The Publisher's staff checks that the author has submitted the files properly and then approves the manuscript for further assessment.
10. The Editorial Board and/or Editor(s) receives 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.
11. The completed reviewer reports (as submitted online) are assessed by the Editorial Board who makes a recommendation to the Publishing Committee to accept or reject the manuscript)
12. Authors who receive a conditional acceptance will have to consider the comments and send a revised version (where the changes made need to be highlighted in text or by a digitally marked up version) and should then upload the adapted version to the online system again.
13. The Editorial Board assesses the revised version of the book manuscript and then informs the Publishing Committee about whether or not the book is ready for production.
14. The Publishing Committee completes the process with a formal decision to publish.

## Definition of Roles Within SUP

### 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.

### Editorial Board

Should consist of 3-8 members who are responsible for the evaluation of book proposals and book projects under consideration for publication. This group is also responsible for the evaluation process according to the guidelines above. The Editorial Board should meet at least four times per year, in preparation for the meetings of the Publishing Committee. It is a merit if the members of the Editorial Board represent more than one academic institution and/or different countries, and also show the diversity of each research field.

### Editor

The Editor of a book project can be appointed by or be a part of the Editorial Board. The Editor is responsible for the practical matters involved in the peer review (e.g. commissioning chapters or texts from different authors, selecting and inviting reviewers, assessing reviewer comments, recommending decisions to the Editorial Board etc.) and evaluation within 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).