



# LOCKWOOD PRESS

## Advice for Volume and Series Editors

These guidelines are designed to assist series editors for Lockwood Press. They state the relevant policies of the Press and describe procedures for the preparation of books for publication. They include information about resources to assist the editor with the evaluation of proposals and manuscripts and with communication to authors about the preparation of the manuscript for production (copyedit, typeset, proofread). Editors are encouraged to consult with the Press's Director concerning questions of policy or procedure and for advice regarding editorial matters, especially regarding methods for acquiring titles.

### **Editorial Responsibilities**

Series editors serve the function of what is usually referred to in commercial publishing as "acquisitions editor." Lockwood editors, in consultation with the Press's Director, create a plan for the acquisition of new titles. Series editors obtain from potential authors proposals and manuscripts that are consistent with the publication plan they have developed. Editors are encouraged actively to seek any appropriate works and to commission the writing of volumes. Editors consult with the Press about the financial viability, audience or market, and potential production of particular proposals and manuscripts. Editors vet these proposals and manuscripts for quality of content, using appropriate methods of peer review. Editors accept or reject the proposals and manuscripts, notifying the author and the Press about the status of the editorial review within a reasonable period (usually within two months of receipt of a manuscript). Editors also review, approve, and return galley proofs and page proofs during the production of the manuscript for printing.

### **Publication Sequence Receipt of Proposal or Manuscript**

Though editors should certainly entertain proposals and manuscripts that arrive "over the transom," editors are encouraged to take an active role in soliciting and shaping book proposals. Editors are encouraged to require each potential author to submit a proposal for review (even when the author plans to submit a full manuscript). Editors are encouraged to guide potential authors to the [Guidelines for Book Proposals](#) to assist them with the formulation of a useful proposal. Editors should provide copies of author proposals to the Press. These proposals serve as the basis for consultation regarding financial viability of the project, potential audience or market, title, and possible calendar of production prior to acceptance. Editors should make every effort to respond to authors as soon as possible.

### **Peer Review**

Every project must undergo peer review prior to acceptance by an editor. Editors should consult with other scholars qualified in the particular subject matter under review regarding the project's merits. Peer review may take place at either the proposal stage or the manuscript stage (or, where appropriate, at both). If peer review takes place at the proposal stage, the editor is responsible for ensuring that the completed manuscript matches the project proposal. Should the peer review process be delayed by the inability of a reviewer to respond in a timely manner, it is the responsibility of the series editor to keep the author informed about the status of the manuscript and/or proposal. The editor should

inform the Press of the names of reviewers used when reviews are received to ensure the reviewers receive a letter of thanks and an offer of gratis books as a small token of the Press's appreciation.

### **Notification Regarding Acceptance and Rejection**

Copies of letters of acceptance must be provided to the Press. The letter of acceptance should include no details regarding the mode of publication, price, print run, or any other matter than the disposition of the editor's review of the proposal or manuscript. The details of the author agreement to publish the work will be included in a contract issued by the Press.

### **Production**

All materials for production are to be submitted by the author to the series editor. Editors will transmit to the production department the edited and approved manuscript, receive and return the master copies of proofs, and receive from the author and transmit to the production department the index to the book.

### **Copyediting and Typesetting**

Although Press staff typically copyedit manuscripts, editors are encouraged to assist authors in the preparation of manuscripts that are largely ready for production, including checks for consistency of style and the verification of citations. Editors should encourage authors to follow the *SBL Handbook of Style* in matters of style. The Press arranges for typesetting by staff or freelance professionals.

### **Proofs**

The production department will send duplicate copies of the page proofs to the author and editor. The author will correct the proofs and send them to the editor, who will review, approve, and return them to the production department. Since it is very expensive to revise a manuscript at the proof stage, authors may be charged for the cost of any changes that are not actual corrections of composition errors. After the page proofs are corrected, the production department will send the corrected proofs to the author for creation of the index. The final page proofs, with all corrections entered and any indices in place, will be sent to the author and editor for their final approval to publish. In all cases, authors are expected to return proofs within 21 days of receipt.

### **Contract**

Though editors are not responsible for creating contracts with authors, editors should be familiar with the usual stipulations of the Press's basic contract with authors. A contract stipulating the agreement reached between the author and Lockwood will be issued prior to production. The date for issuing the contract is determined by Lockwood Press in consultation with the series editor. Authors will be provided with multiple copies of the contract. Authors are to sign each copy of the contract and return them to the Press. A copy with all signatures will be returned to the author for his or her personal records.

### **Gratis Copies for Editors**

The current series editor, the editor who was active at the point of acquisition for a title, and editors of specific volumes each receive a gratis copy of the book at publication.