



## **GUIDELINES FOR EDITORS OF MULTI-AUTHOR VOLUMES**

- 1. Responsibilities of the editor(s)**
- 2. Guidelines for peer review**

## 1. Responsibilities of the editor(s)

As the editor of a multi-author volume (also known as edited volume or contributed book) you are the intermediary between all authors (or other contributors) and Vernon Press. Your role corresponds to your position as an established scholar. In view of your experience we expect you to:

- Shape the boundaries of the book's coverage, direct its development and take important decisions regarding its place in literature (i.e. prospective contribution to knowledge and professional practice) and its presentation (e.g. choose the title, provide input on cover design, an abstract/blurb etc.).
- Select the chapters eligible for inclusion, using peer review and any other criteria of your choice necessary to ensure a cohesive, consistent and authoritative volume. Chapter-level peer review should be done on a double-blind basis, meaning that both the authors and the reviewers remain anonymous. Please draw the attention of reviewers to our guidelines which can be found here: <https://vernonpress.com/content/13/9aa109b5700bad1035ab0f3d5242dd32> Please contact us for help if you are having difficulty identifying suitable reviewers.
- Keep a record of chapter-level peer reviews and protect the anonymity of reviewers. It is our policy to either require you to share with us copies of all chapter-level reviewer reports for our records or, alternatively, to arrange for our own independent review of the entire edited volume following submission of the full manuscript. If you consider it necessary, we will be happy to arrange for one (or more) reviewers to examine the entire volume (as a complete work) in addition to chapter-level peer review.
- Liaise with authors and provide us with information and permissions we require to publish and promote your book (e.g. filling in the author and book information form, the marketing form, returning contracts).
- To collect and collate all submitted chapters into a single document. Please ask authors to ensure that each of the chapters and the combined manuscript is prepared according to the manuscript preparation guidelines available here: <http://vernonpress.com/download?f=htsm> We leave any editorial aspect that is not covered by our guidelines to your own judgment, notwithstanding the need for the final submission to be internally consistent.
- Coordinate any revisions, help ensure authors answer any proofreading or editing queries and that the proofs are returned promptly.

Editorial aspects for which you may want to decide early on and provide guidance to contributors in the interest of consistency and timeliness include the following:

- deadlines (for chapter submission, for the return of revised chapters following review etc.)
- word count limits for individual chapters (this typically ranges between 5 and 8 thousand words)
- total number of chapters (or total book length)
- choice of regional language (American or British English)

- referencing system (as mentioned in our submission guidelines we prefer Chicago or Harvard but any widely-accepted system is fine provided it is used consistently)
- whether to provide a preface/introduction or enlist another well-known academic to do so
- whether to prepare an introductory section with short author biographies (you will have to ask authors to provide this information)
- whether to enlist the help of another academic to act as co-editor (e.g. someone with a complementary perspective who can help secure additional high-quality contributions)
- depending on the number and quality of contributions received, whether to launch an additional call for chapters or extend its deadline (we would be glad to help you disseminate this to academic associations we work with).

If you find that there are more high quality submissions than could be reasonably accommodated in a single volume, you may consider an additional volume. Likewise, if there are indications of strong continuing interest, we could explore the viability of a dedicated book series.

## 2. Peer review of multi-author volumes

### Your options as an Editor of a multi-author volume

- **Option A:** Organize a peer review yourself. In this case we expect you to keep a record of all the reviewer reports as well as the names and email addresses of all reviewers.
- **Option B:** Provide us a manuscript omitting author/editor names so we can arrange peer review ourselves.

**NOTE: Please let us know your choice of peer review method as soon as possible.**

### Option A – Peer review organized by the Editor(s)

- The Editor(s) will have to ask authors to prepare their manuscript as follows:  
*Please ensure that your manuscript complies fully with the Publisher's guidelines (see here: <https://vernonpress.com/download?f=htsm>) and that you have **completely removed all information that may identify you as the author** (author names, affiliations, emails, or other clues) from your paper prior to submitting it for peer review.*
- The Editor(s) will have to identify at least one suitably qualified and independent reviewer to review each chapter. Reviewers should be committed to returning their reviews within a pre-arranged schedule, typically within a timeframe of 30-45 days.
- Reviewer reports should be shared with the author(s) promptly, and authors should be given enough time to revise their manuscripts (this can be up to 3 months, or as demanded by the publication schedule you have set).

- We encourage the assignment of other chapter authors as second reviewers as it can help promote coherence across chapters. However, all chapters must have been reviewed by at least one reviewer who is not another author or one of the Editor(s).
- The Editor(s) will make the final decisions about which chapters to include in the volume and which to reject (if any). The Editor(s) will provide the Publisher with the final, revised manuscript.
- When all chapters have been peer reviewed, please provide us with all reviewer reports for our records.

#### **Option B – Peer review organized by the Publisher**

- The Editor(s) will have to ask authors to prepare their manuscript as follows:  
*Please ensure that your manuscript complies fully with the Publisher's guidelines (see here: <https://vernonpress.com/download?f=htsm>) and that you have **completely removed all information that may identify you as the author** (author names, affiliations, emails, or other clues) from your paper prior to submitting it for peer review.*
- The Editor(s) will share with the Publisher a single file with all contributed chapters that follows our manuscript submission guidelines to be sent out for peer review.
- The Publisher, in agreement with the Editor(s) will assign one (or more) suitably qualified and independent reviewers to review the manuscript in its entirety.
- The Publisher will share the reviewer's report with the Editor(s) who will then promptly share it with the author(s).
- Authors should be given enough time to revise their manuscripts (this can be up to 3 months, or as demanded by the publication schedule you have set).
- The Editor(s) will make the final decisions about which chapters to include in the volume and which to reject (if any). The Editor(s) will provide the Publisher with the final, revised manuscript.

#### **Any questions? We're here to help**

- Even if you have opted for to take care of peer review yourself, we can still help with identifying suitable referees from our community of reviewers. By the way, if you do come across excellent reviewers, we'd love to hear from them! Please ask them to consider joining our community of reviewers: <https://vernonpress.com/resources/reviewers>
- You can provide reviewers with our review guidelines which can be found here: <https://vernonpress.com/content/13/9aa109b5700bad1035ab0f3d5242dd32>
- If you find reviews take longer than initially anticipated and may have an impact on publication schedule, please let us know. We do our best to accommodate possible delays but we have to be alerted in time.
- The Preface / Introduction and Epilogue (if any) do not have to be peer reviewed.

#### **Please be aware**

- All reviews of multi-author volumes should be double-blind, meaning that neither the author's nor the reviewer's name should be revealed.

- You should not accept reviews that are not constructive or are likely to offend the authors.
- You are ultimately responsible for the selection of papers to be included in the volume. As a subject matter expert, it is legitimate to disagree with a reviewer's assessment or to assign an additional reviewer.

**Please get in touch with us as early as possible with any questions not covered in this document.**