



Guidance notes for members of the Editorial Board of New Historical Perspectives

Role of the Series Editors and Editorial Board members

The Convenors (Co-Editors) of the series will read and assess each proposal submitted. University of London Press will log and track the submission, and provide any initial feedback on the proposal to the Convenors from the publisher's perspective.

If judged suitable, the proposal will then be sent to all the Editorial Board members for feedback as to whether the Convenors should send the proposal to external peer reviewers. Board members are invited to suggest names of readers at this time. The Convenors will finalise the list of readers to approach and pass this to the University Press to contact readers and ask them to complete and return the 'Report on NHP publishing proposal' form, normally within eight weeks of first receipt of the proposal.

External peer review for proposals

The external readers' reports will then be circulated to editorial board members for discussion. The Convenors will then share the reports or communicate the substance of the reports to the author, and request the author's written response. If the reports are uncontentious, and both reviewers are in agreement with each other, the Convenors may request the author's response to the reports before sharing them with the board.

Role of the editorial contact, for monographs and edited collections

Once the editorial board has considered the reports and author's written response, and if the board agree that the proposal appears worthy of publication in the NHP series, the proposal will be put forward to the University Press Publishing Committee meeting for sign-off. The Convenors will communicate the proposal acceptance to the author, and University of London Press will follow up to send them a formal contract offer. An editorial board member will then be appointed to act as Contact Person to the author or editor(s) of the proposed work.

Procedures will vary depending on whether the proposed work is a monograph or an edited collection.

In the case of a **monograph**, the Convenors will introduce the Contact Person. The Contact Person will be available to help the author at their request, by answering questions and providing guidance in preparing the manuscript to be presented as a draft to the publishing workshop. It is unlikely that the Contact Person would read more than a short section of the revised manuscript before it is submitted by the author to the author workshop.

The **Author Workshop** will be where most mentoring and peer-review takes place. It will be composed of a small group of experts who will provide detailed, constructive feedback on the completed manuscript. Following the workshop, the Contact Person and Convenors will advise the editorial board as to the suitability of the revised manuscript for publication.

In the case of an **edited collection**, the Convenors will introduce the Contact Person. The Contact Person will be available to help the editor(s), at their request, by answering questions and providing guidance in preparing the manuscript, which will be submitted to the Convenors and the Contact Person to be cleared for publication. If the Convenors feel that further external peer review is required at this stage, it will be sent to a reader. The reports of this additional peer reviewer together with the response of the editor(s), will inform the final decision of the editorial board on whether or not to publish the volume.

In either case, the Contact Person's role is to respond to the author's or editor's requests for advice. Such requests might concern, for example, queries about evidence, argument or organisation. Authors might ask them to read specific chapters or parts of chapters (e.g. ones they are finding challenging to structure or write). However, the Contact Person is not expected to read the entire draft of either a monograph or an edited collection before it is submitted to the Author Workshop or for peer review. Mentoring will be light touch.

Role of the University Press during writing and after submission of the final manuscript

University Press staff will also to support the Contact Person and authors/editors with any publishing-related queries or guidance needed, either during manuscript preparation or at the workshop.

In addition, Press staff will provide detailed guidance on formatting in preparation for publication. Once a manuscript has gone through the above processes and been submitted, the Contact Person and the Series Convenors will review it before sending it on to University of London Press who will prepare the manuscript for production, and handle the copyediting, production and publication processes.

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