

Dear Author, dear Editor,

Thank you for your interest in contributing to the series *Studies in Choice and Welfare* which publishes high-quality scientific monographs and contributed volumes.

Here is some information on the usual acceptance and publication procedure of this series:

1) For each project, the first step should be the submission of a **book proposal** which should allow a short and comprehensive overview on the whole book. The book proposal should include the following information:

- At least three highlights: unique findings, interesting topics, or selling points of the book
- Monograph or edited volume?
- Information on the author(s), editor(s) and/or contributors
- Table of contents, with names of contributors, affiliations and titles of their contributions, if applicable
- Outline of each chapter (especially for edited volumes, the information on the individual contributions should be as detailed as possible)
- Information on the target groups of the title (discipline and expected readership)
- Planned size of the book
- Planned completion schedule

2) The publisher and the managing editors of the series will then **agree on the project in principle**, at which point a **contract** can be made. However, the full manuscript will still need to be reviewed and accepted before publication.

We will provide guidelines for manuscript preparation and submission. In the case of a contributed volume, these should be forwarded to the authors. The manuscript should be checked by a native speaker.

In the case of a contributed volume, we assume that an internal review process is organised.

3) When the manuscript is complete in draft form, please submit it to the publisher for **final review** (one PDF file is best). This should be done at a stage still early enough to allow flexibility with regard to the inclusion of possible recommendations from the reviewer.

The manuscript will be reviewed by one of the series editors and/or an external referee. The review takes approximately two months.

With their favourable judgement, the project will be considered as **accepted**. However, further alterations to the manuscript might still be necessary following the referee's comments.

4) After having incorporated the referee's comments and corrections, the **final version** of the manuscript should be **submitted to the publisher** (Word or Latex files along with PDF). A typesetter will finalize the layout and formal copy-editing will be performed. The proofs will be sent to the authors/editors for final approval.

If you have any questions with regard to this procedure, please do not hesitate to contact us.

We look forward to a productive cooperation!

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