

## Peer review policy

All manuscripts submitted for publication in the IMISCOE Research series, published by Springer, are scrutinised in a formal, international refereeing process designed to ensure that the series continues to represent excellent academic standards and scholarly quality. This means that:

Each book proposal will be evaluated by three IMISCOE Editorial Committee (EC) members. Authors/editors will get a response within approximately 8 weeks from submission. At this stage, the EC assesses whether the proposed book fits within the series and if the quality of the proposal is such that the EC would invite the authors/editors for submission of the full manuscript. Normally the decision at this stage is Accept or Reject. In some occasions, the authors/editors may be invited to submit a revised proposal.

If the outcome of the book proposal evaluation is positive, the authors/editors are invited to submit a full manuscript. The manuscript is then reviewed by an EC member and an external reviewer, who is an expert in the field of the manuscript. The two reviewers' comments are sent to the Chair of the Editorial Committee who combines them and sends the final decision to the authors/editors of the manuscript. In the event that the two reviewers' comments are in significant divergence from one another the Chair of the EC may decide to ask a third reviewer to read the manuscript. The authors/editors can be asked for: no revisions, minor, or major revisions or the manuscript may be rejected (although at this stage a complete rejection is unlikely). The revised and final manuscript is checked by the internal reviewer (EC member) before being sent to production.

The peer review process for Short and Regional Readers is the same except that submission of a book proposal for a Short or Regional Reader is by invitation only – the EC invites a well-known or emerging scholar who is expert in a given field to prepare a Short Reader or a Regional Reader. The proposal is reviewed by three EC members and the final Short or Regional Reader manuscript is normally evaluated by one EC member, who checks both the initial manuscript and the final revised version. Here too the authors/editors may be asked for no revisions, minor or major revisions.

Note that the peer review process is single-blind.



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