

INFORMATION FOR GUEST EDITORS

The guest editor is responsible both for the conceptual shape of the volume as well as for much of the editorial work in making the volume consistent in style.

COMMUNICATION WITH AUTHORS. The guest editor is solely responsible for any communications with the authors participating in the volume.

PROCEDURE.

- (a) *Double-blind review process.* The guest editor sends the papers prepared for anonymous reviewing to the Warsaw office. Each paper is then sent on to at least two referees.
- (b) *Acceptance for publication.* Once positive reviews come in, the book is accepted for publication, of which the guest editor will be informed. The acceptance of the final copy of the volume may depend on the introduction of some changes – as deemed necessary by the referees.
- (c) *Submission of files.* Upon acceptance, the guest editor should submit the final copy of the volume in an electronic form (preferably in Word *.doc format) as well as a hard copy.
- (d) *Proof-reading.* The guest editor will receive the pdf-files of the volume for proof-reading. The guest editor should send the files to all the authors and collect the proofs before sending them all (in one bunch) to Warsaw.
- (e) *Second proof-reading.* The second proof-reading is done internally by the Warsaw editors.
- (f) *Final publication stage.* The volume is sent to Amsterdam for publication. From that point on it takes 3 months for the book to appear.

EDITORIAL FEE. There is a charge of EUR 250,00 to help defray our editorial costs.

CAMERA-READY PREPARATION. There is a charge of EUR 3,00–4,00 per page of the camera-ready manuscript (approximately 1.7 pages of a manuscript). Charges are subject to change (they depend on the state of the manuscript).

VOLUME. Typically, a volume is not to exceed 350 pages of print (approx. 450 pages of a standard typescript). Exceptions are possible but require an agreement from the publisher.

DEADLINES. At present there are so many volumes of our bookseries in preparation that there is no need for setting any deadlines. Whichever volume is completed first will enter the production-process.

NON-NATIVE WRITERS. The guest editor is responsible for making sure that all the contributions written by non-native speakers are checked by a native speaker. We reserve the right not to publish contributions that are poorly written.

LANGUAGE. English, and preferably American English ('idealization' rather than 'idealisation', 'behavior' rather than 'behaviour', 'toward' rather than 'towards').

REPRINTING. As a rule, *Poznań Studies* does not republish work that has previously appeared in the English language. The policy is relaxed only in very special circumstances. It is often relaxed for original translations of papers from languages other than English, German or French. If the guest editor deems a particular article crucial to the volume, he ought to first seek permission to include it in the volume from the editor-in-chief. Only after the editor-in-chief has consented, should the guest editor obtain the necessary permission (in writing) from *all* the copyright holders (this includes the publisher and the author if she retained (some of) the copyright; for more information, please consult *The Chicago Manual of Style*, Chapter 4). Copies of the permissions should be sent to the editor-in-chief. If the original article was published in a different language, a permission from the copyright holders for the publication of the article in the English language must be obtained. Complete reference to the original publication must be provided.

VOLUME LAYOUT. We have some preferences as to the way the volumes should be prepared (described in the *Instructions for Authors*). Some of the preferences can be superseded in special cases – though we ask for consultation in these matters. (For example, volumes dealing with historical authors might use footnote rather than author-date citation style to avoid the peculiarity involved in citing Aristotle 2000.)

PREVENTION OF GHOSTWRITING AND GUEST-AUTHORSHIP. The guest-editor should ensure that the contributions to the volume are free from academic dishonesty, including ghostwriting or guest-authorship. ("Ghostwriting" is a situation where a person contributes significantly to a text and is not disclosed as one of the authors or named in the acknowledgments. "Guest authorship" is a situation where an author's contribution is insignificant or non-existent but he or she is still listed as an author or co-author of the text.)

PAYMENT. The publisher pays 7.5% royalties to the guest editor of a volume. The guest editor also obtains five copies of the volume free. The contributors obtain one copy of the volume and a PDF offprint of their contribution.

CHECKLIST FOR GUEST EDITORS

- Make sure that each author submitted:
 - a **hard-copy** of the paper
 - an **abstract** of 100-150 words.
 - the author's **institutional affiliation** and **address**
 - the author's **e-mail address**
 - A **file** containing the paper (in MS Word or compatible format, not in pdf), the abstract and all the information mentioned above
 - A **file** containing the paper (in pdf, MS Word or compatible format) and the abstract prepared for anonymous reviewing.
- Make sure that all copyright issues are resolved