



Peer Assessment and Editorial Procedures

ANU Press seeks to publish scholarship of high quality, to a standard determined and validated by peer review. The responsibility for and management of that peer assessment process lies with discipline-based editorial boards. While editorial boards remain free to decide the kind of peer review mechanisms they wish to employ, it is essential that consistent criteria are used in assessing proposals and ANU Press receives that confirmation prior to production.

Assessment Criteria

Scholarly content

The proposal should

- form a substantial contribution to scholarship in its particular field
- constitute a work of original scholarship
- promise to be of enduring worth or value

Presentation

In its presentation, the proposal or manuscript should be

- clear and lucid in style and expression
- sound in structure and argument
- fit for purpose in terms of length and apparatus

In seeking to determine whether a proposal meets these criteria, communities should send the proposal for assessment to no fewer than two referees with acknowledged reputations in the field, at least one of which should be external to the University. The refereeing should be performed on a double-blind basis. The editorial board must complete the ANU Press Proposal Evaluation Form and supply the Press office with copies of the form and referee reports.

Although peer assessment or review remains the primary responsibility of discipline-based communities, they will also be required to ensure that the proposal once approved meets prescribed technical standards in terms of style, presentation and format. To ensure these responsibilities are fulfilled, the advisory/editorial boards will appoint a delegate who will also act as the essential link between the board and the Press Office. The delegates will be ultimately accountable for confirming that the criteria for peer

assessment have been applied and met and that copy editing and presentation requirements have been fulfilled.

All costs incurred before the document is submitted to ANU Press in the approved form are borne by the editorial board.

Copy-editing

- The Editorial Board is responsible for supplying a professionally edited and proofread version of the work to ANU Press. ANU Press can assist in arranging for editing to be undertaken by a third party. The cost for this service will be covered by the Editorial Board or the Author.
- If there are any images to support the text these should be supplied at the same time as the text in high-resolution JPG or TIFF files, with appropriate captions and indications as to placement.

ANU Press does not take responsibility for editorial content – although care is taken by the team to maintain a high standard of publishing – so the Editorial Board should ensure that the submitted text is the *final* copy. The Editorial Board will make all reasonable endeavours to limit at proof stage, as supplied to ANU Press, any changes or corrections to errors of fact, spelling punctuation, grammar and layout.

Index

ANU Press does not provide an indexing service, but may arrange for an index to be prepared by a professional indexer. Indexing costs are met by the editorial board or the author.