

## Excerpts from Book Reviews

“... the best office reference for journal editors to come along in many years. . . . In writing this book, Gary Smith has done a much-needed service for the scholarly publishing community. Every journal office ought to have at least one copy.” —Jeffrey L. Hibbard, Associate Editor, *IBM Journal of Research and Development*

“A highly organized publication. . . . This publication is a ‘must’ for any office initially developing its editorial responsibilities. Experienced editors and editorial staff will still find this manual’s contents useful in updating procedures and providing new slants on old activities. A useful and cost effective document.” —Dr. Frederick W. Oehme, Editor-in-Chief, *Veterinary and Human Toxicology*

“... this book does live up to its title, it is a useful and comprehensive guide to be kept on the shelf in the editorial or production office and consulted as necessary (regularly). The contents . . . prove invaluable to newcomers entering the ‘Editorial Office’ and a useful check guide for the more experienced residents.” —Eileen Storie, Editor, *Learned Publishing*

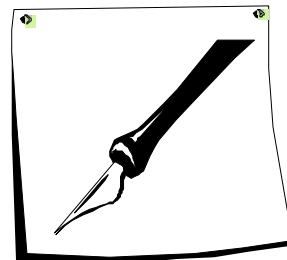
“For the novice and pro alike, Smith’s *The Peer-Reviewed Journal: A Comprehensive Guide through the Editorial Process* is a must have for journal editors. I can only pack so much info into my four-page bulletin for editors. Smith has it all in there.” —Lenda P. Hill, Managing Editor, Aspen Publishers

“We found this guide to be an excellent resource for peer-reviewed journal publishing. The samples and examples of forms and letters, time frames and practical tips helped us to review and refine our editorial process.” —Jo Posselt, Director of Communications, *General Dentistry*

“Anyone who reads this guide will be impressed with how labor intensive the peer-review structure is. . . . Those contemplating editorships would also benefit from reading such a guide before accepting the position. . . .” —Colleen M. Hubona, Executive Editor, *Clinical Cancer Research, Annals of Surgical Oncology, and Int’l Jnl of Radiation Oncology*

“... every future editor may find in the text . . . invaluable recommendations. . . . The most valuable part of the book is . . . 63 figures . . . samples of letter, fax, and e-mail forms necessary to run editorial correspondence.” —Dr. Zdeněk Sesták, Editor-in-Chief, *Photosynthetica*

“Smith provides some interesting forms. . . . The library of any major publisher might benefit from the variety. . . .” —Albert Henderson, *Publishing Research Quarterly*



### 1 Organizing the Staff and Office

Identifies editorial office staff job classifications. The examples provided enable management to visualize and develop staff responsibilities as appropriate to the

specific circumstances of the journal office.



### 2 Editorial Office Workflow

Presents an example of a standard workflow for various aspects of manuscript receipt and review, as well as editorial decision-making.

### 3 Developing and Managing a Database

Gives advice on working with a database to track manuscript handling, referee selection, and editorial decisions.

### 4 Developing and Mandating Adherence to Submission Guidelines

Provides guidance on writing and mandating levels of adherence by authors to a journal’s submission guidelines.

### 5 Preparing Manuscripts for Publication

Delineates a journal’s responsibilities for preparing a paper for submission to a publisher and printer.

### 6 The Publication Process

Examines publication processes that affect the editorial office.

### 7 Preparing for Conferences, Symposia, and Professional Meetings

Addresses preparation for conferences and professional meetings where manuscripts will be received for consideration for publication.

This chapter offers its own modified set of procedures for both checking in manuscripts as well as acquiring information and assembling special sections of a supplement.

### 8 Generating Reports

Offers suggestions on what to include in monthly and annual reports used for tracking journal progress and monitoring trends.

**Suggested Reading** contains articles of interest to the editorial staff of a peer-reviewed publication.

An **Index** helps the reader quickly locate specific items of interest.

**Figures** provides an abundance of useful flowcharts, forms, letters, and faxes for a variety of contingencies.



**About the Author** - Gary Michael Smith is the former managing editor of an internationally acclaimed peer-reviewed scientific specialty research journal. He holds positions and memberships with numerous technical and trade organizations, and more than 200 of his letters, articles, and book reviews have appeared in more than 60 magazines and specialty journals. Author of 11 books, Mr. Smith also teaches a variety of university courses, is columnist of several periodicals, and is editor-in-chief of a trade publication.

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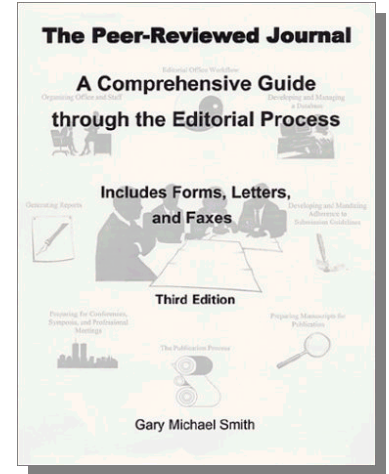
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# The Peer-Reviewed Journal: A Comprehensive Guide through the Editorial Process

**Includes Forms, Letters, and Faxes**



## Used for Journal Management in More Than 15 Countries

This invaluable office guide addresses the specific needs of editors-in-chief, managing editors, and all editorial office staff involved in managing the peer-review process for journals and magazines. The new third edition is now available from:

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