



## SUBMISSION AND REVIEW PROCESS

Thank you for considering Liverpool University Press (LUP). Following is a brief outline of our submission and review process, which hopefully answers any questions you have. If you still have concerns regarding the process, then please do not hesitate to contact your commissioning editor for a more detailed explanation.

On submission to LUP, your proposal will be carefully assessed by the appropriate commissioning editor. If they feel the proposed book is suitable for LUP, the commissioning editor will send your proposal to two leading academics in the field for external peer-review. Once the reports are in (which can take between four and eight weeks, depending on the availability of reviewers), the commissioning editor will send the reports to you for consideration and invite you to submit a written response.

The commissioning editor will evaluate your proposal again on the basis of the reports and your response, and, if favourable, the commissioning editor will submit your proposal, reports and response to LUP's Editorial Advisory Board for approval to proceed to contract stage. The Editorial Advisory Board meets every three months (March, June, September and December) and consists of leading figures from the University of Liverpool in the disciplines of history, languages, literature and politics. At the Editorial Advisory Board meeting, all titles put forward by the commissioning editor are discussed in detail and a decision is made on whether to proceed to contract stage.

If your proposal is approved by the Editorial Advisory Board, it is then presented by the commissioning editor to an internal committee at LUP, which consists of senior figures from management, marketing and production. On approval of your proposal by the internal committee, your commissioning editor will offer you contract terms and, on agreement of those terms, a contract will be sent to you for signing.