

## **Faculty Support Policy: Review of book-length manuscripts before submission**

The College recognizes that developing a manuscript for publication as a book is a complex and lengthy process and that early reviews of a manuscript may be extremely useful to the author before the final manuscript is submitted to the publisher of choice. In order to assist faculty in the final stages of manuscript preparation, and before submission to a press, the College has developed a mechanism to solicit an extensive reader's report from an expert in the pertinent research area. All full-time faculty members (including lecturers) are eligible.

A faculty member who wants to take advantage of this process should have (i) a book proposal and sample chapter(s), or (ii) a finished book manuscript ready for submission. To initiate the process, the author is expected to consult with the Department Chair and discuss possible reviewers. Once the author and the Chair have identified a suitable expert reviewer, s/he should inform the Dean's office of the intent to request an external review. Typically, the Senior Associate Dean for Research will be the main contact within the CAS Dean's office for this purpose. Once the Dean's office approves the request, the author can proceed to submit the manuscript or book proposal to the selected reviewer after securing the reviewer's agreement to provide a significant report by a set deadline. For full manuscripts, the reviewer is expected to provide a minimum of three pages of critical comments on the strengths and weaknesses of the manuscript. For book proposals, the reviewer should provide a minimum of one full page of critical comments. Usually, the reviewer should send their comments to the author within a reasonable period of time, to prevent significant delays in the overall publication process. Specific deadlines will, however, be decided by agreement between the selected reviewer and the author.

Once the reviewer comments are received, the College will compensate the reviewer with an honorarium of \$500 for a full manuscript review or \$250 for review of a book proposal. The College will not invest more than \$750 in the review of a given manuscript. Any author who benefits from this program will, as a professional courtesy, (i) explicitly thank the CAS for its support in bringing the book to publication in the Acknowledgments and (ii) provide a free copy of the book to the manuscript reviewer.