

From Proposal to Publication: The Editorial Workflow for Book Series & Edited Volumes

1. Proposal & Initial Checks

Where it begins:

Editors or authors submit a book or volume proposal (either as part of a book series or as a standalone edited volume).

Who evaluates:

- Series Volumes: Reviewed by the Series Editor.
- Standalone Volumes: Reviewed by the Collection Editor.

What the editorial office verifies:

- **Formatting requirements:** structure, references, figures, and templates.
- **Plagiarism screening:** originality confirmed via iThenticate.
- **Ethical standards:** compliance with COPE and Pro-Metrics' ethical publishing policies.

Output:

Proposal approved and authorized to proceed to the peer review stage.

2. Peer Review

Model: Double-blind peer review of all chapters.

Roles involved:

- Volume Editor: Coordinates the review process and ensures chapter coherence.
- Reviewers: Evaluate originality, academic rigor, and contribution to the volume's theme.
- Series Editor or Collection Editor: Makes or validates final decisions.

Decision authority:

- For Series Volumes: final decision by the Series Editor.
- For Standalone Volumes: final decision by the Volume Editor, under Collection Editor supervision.

Output:

Peer-reviewed chapters ready for editorial acceptance.

3. Decision & Final Acceptance

What happens next:

- The editorial team communicates decisions to authors.
- Authors may be asked to revise their chapters and submit a response to reviewer comments.
- The final version is validated by the responsible editor before moving to production.

Output:

All chapters approved and compiled into the final manuscript.

4. Production, Archiving & Publication

Before production:

- Publication agreement signed by all editors and authors.
- Confirmation of author details, affiliations, and rights.

During production:

- Copyediting and typesetting according to the series design template.
- DOI assignment and ISBN for the complete volume.
- Metadata registration in Crossref.
- Archiving in CLOCKSS/LOCKSS and legal deposit in the National Library of Estonia.

Output:

The volume is published digitally in open access (OA chapters); print editions available under agreed models.

5. Distribution & Indexing

After publication:

- Available through the Pro-Metrics Bookstore.
- Distributed to academic aggregators.
- Indexed in relevant directories and academic databases.
- Promoted through newsletters and social media channels.

Output:

Enhanced discoverability and long-term visibility of each chapter and volume.

6. Ethical and Collaborative Foundation

Core principles behind the process:

- COPE-aligned double-blind peer review.
- Transparency in editorial decisions.
- Recognition of editors and reviewers.
- Integrity, originality, and respect for authorship.
- Open Access under CC BY-NC-SA 4.0 license.
- Collaboration between editors, institutions, and authors.

