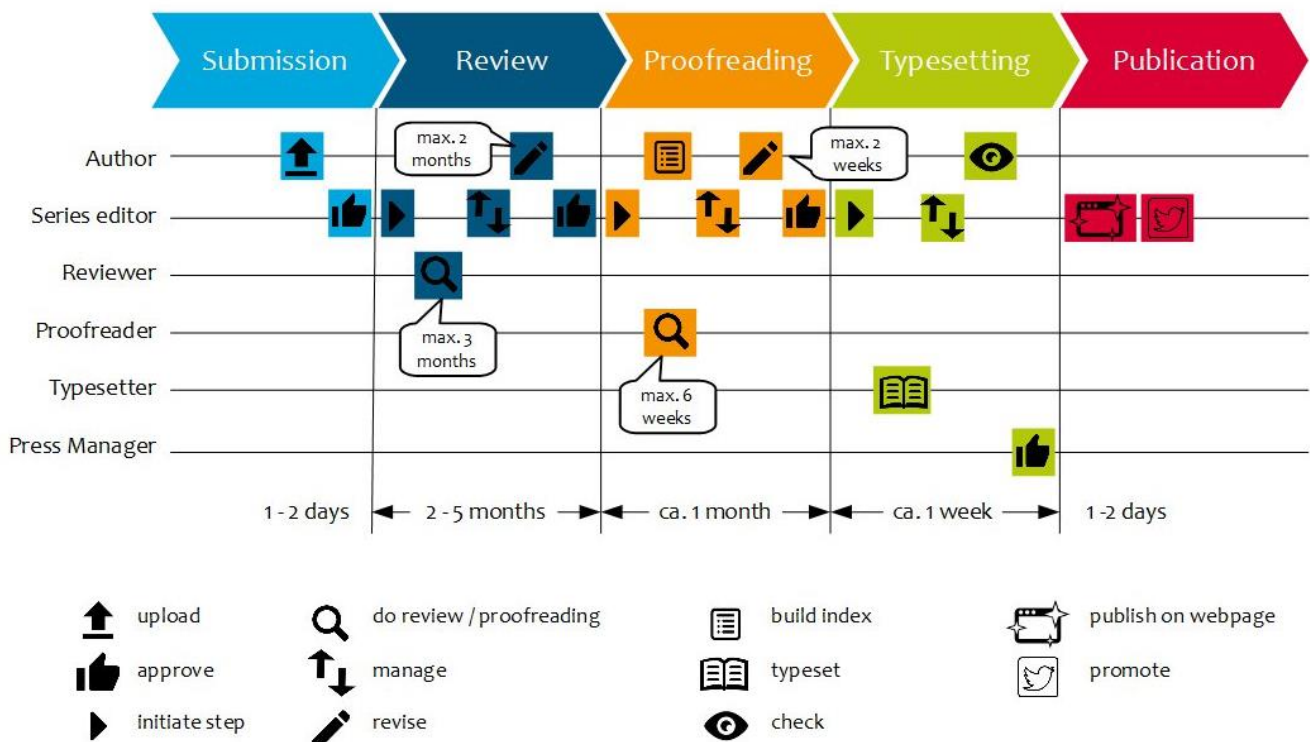


# LangSci Workflow

This section describes the workflow for LangSci books in a general way. The usage of the web interface is described in detail in the user guide.

The workflow of each book contains the following steps:

1. **Submission**  
the author submits the manuscript and the editor receives it
2. **Review**  
assign reviewers to the document to check scientific quality
3. **Proofreading**  
assign proofreaders to check wording, spelling and adherence to guidelines
4. **Typesetting**  
assign typesetters to finalize the layout
5. **Publication**  
make the PDF available in the catalog



## 1. Submission

In most cases, the contact between the author and the series editor(s) comes about in an informal way. The formal process starts once a book manuscript is officially submitted to a book series. The first step is the submission. The series editor (at times in conjunction with members of the editorial board) examines the manuscript in a cursory way and decides whether its content is suitable and whether it should be reviewed for the series.

## 2. Review

Next, at least two reviewers are chosen by the series editor and are asked to review the book manuscript within 10-12 weeks. If there are still reviews missing after 14 weeks, the series editor asks other reviewer(s) to write a review within 8 weeks. If the series editor does not succeed in obtaining at least two reviews after 26 weeks, the manuscript counts as rejected.

Once all reviews are in, the editor decides on acceptance or rejection of the manuscript. If the manuscript is rejected, the process ends at this stage.

The series editor passes the reviews on to the author, who uses them to prepare the revised version. At this stage at the latest, all the style guidelines (§) need to be observed very strictly. The revision may take up to two months.

If the manuscript was not already written in LaTeX, it is now converted to LaTeX. This process is the responsibility of the author and the series editor. (The LangSci office can provide assistance as long as the DFG funding lasts, but probably not beyond this.)

At this stage, the LangSci office will add the metadata to the book's record and announce the book as “forthcoming” in the catalogue.

## 3. Proofreading

The revised LaTeX-manuscript is sent to the community proofreaders, who provide feedback to the author. This is done by the LangSci office. Depending on the length of the book, this can take between two and six weeks.

## 4. Typesetting

The LangSci office will do the typographic finetuning, and the press managers will carry out a final check of the book.

## 5. Publication

After the final check by the press managers the book is published by the LangSci office, i.e. it becomes available as a PDF document on the LangSci website. In addition, it is uploaded to the print-on-demand services, so that it is also available in printed form.

The LangSci office will announce the book via LinguistList, its Twitter account, and an informal, engaging description will appear on the blog. New books are also announced in the LangSci Newsletter, which is sent out about once every two months. Further publicity is the responsibility of the authors, series editors and their subcommunities.