Manual Springer Book Series

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# General remarks

* Be aware that Springer is a commercial entity.
* Springer is interested in publishing scholarly content which is of high quality and attractive for an international readership (for example academic libraries).
* Springer wants to make sure that scholarly content is of interest for and well-received by readers all over the world. Discussions about books are usually centered on whether Springer finds topics and manuscripts interesting and how the structure of manuscripts can be improved. Be aware that PLEIADES has the exclusive right over all Russian scientific publications, <http://www.maik.ru/cgi-perl/contents.pl?lang=eng&catalog=1&page=1>, Springer has to ask Pleiades for approval for the book series.

# Contract for publishing book series

## General remarks

* Springer signs only contracts in English language.
* Springer insists that place of justice / court is Zug, Switzerland.
* Contract is made between Springer, Zug, Switzerland and HSE.
* During contract negotiation be aware that HSE Legal Department insists on a Russian language version of the contract.
* Be prepared to have the English and the Russian language version always updated in course of discussions.
* Springer includes a clause which requires book series editor (HSE) to acquire 30 copies of each printed book at discount price.
* Series editors receive free copies of each book in the series.

## Procedure

1. Structured book series proposal prepared by HSE editorial team
2. Check by Springer – usually questions arise
3. Revision book series proposal
4. Acceptance by Springer
5. Springer has to confirm with Pleiades
6. Draft contract issue by Springer
7. Check with HSE administration – including Legal Department, Finance, Purchasing and possibly more
8. In course of checking contract with HSE administration: always keep Legal Department involved
9. Negotiation with Springer about potential changes
10. Final approval HSE
11. Signature – done remotely

# Managing book series

## General remarks

* Among the editors defined one editor should be assigned the “Managing Editor” taking care of all issues.
* The book series appears at Springer website with a description of series content and editors as well as list of titles in the series.
* Bear in mind that all works in the series and for the series require attention and high quality.
* Book series have to showing a promising flow of titles in the series.

## Steps to establish the series after contract is closed

1. Prepare description of book series - it should not exceed half a page.
2. Develop a pipeline of books to be published in the series potentially.
3. Develop standards for book authors/editors to follow when preparing manuscripts, instruct book authors on communication with authors of book chapters (newsletters or similar).
4. Keep an overview of the different titles in the series which are under preparation.
5. Watch timing of book manuscripts preparation and submission.

## Duties of series editors

* Develop portfolio of books for publication.
* Attract book authors/editors.
* Supervise book authors.
* Organize manuscript review.
* Approve book manuscripts.
* Make sure that the book series includes books by HSE authors and external authors, avoid impression of a pure HSE book series.
* Promote the book series and titles from the series.
* Communicate with Springer.
* Monitor competing book series with Springer and other publishing houses.

## Duties of book authors and book editors

* Prepare book proposal (check Springerguidelines for the preparation of book proposals).
* Concludepublishingcontractwith Springer.
* Coordinate preparation of book manuscript in case of essay collections.
* Submit book manuscript to Springer and series editors.
* Organize revision of book manuscripts as advised by book series editors.
* Communicate with book series editors about review and revision.
* Communicate with Springer about submission, proofreading and shipment.

# Managing book preparation and submission

## General remarks

* Book authors/editors can prepare monographs or collections of essays.
* Books can be edited by one or more editors or written collectively by several authors. The number of book authors/editors should not exceed 5.
* Each book includes the affiliation with the book series.
* Book proposals
  + need to be convincing to Springer.
  + need to be unique and show additional value to academic community.
  + have a clear sharp profile which makes them different from existing book series.
* Books have to be original works (monographs), avoid reprints of previously published articles (collection of essays).
* Springer submits data for all published books to the Web of Science. Most titles are accepted and indexed by the Web of Science, for collections of essays each chapter is assigned a doi and is indexed separately.
* Names and order of book authors/editors as well as nature of book (authored monograph or edited volume) are fixed as of contract signature.
* Book title and subtitle are fixed as of final agreement, usually with submission of final manuscript.

## Steps to prepare books

1. Book author(s) prepare(s) an outline and description of a book proposal according to the Springer guidelines.
2. Book author(s) submit the book proposal to Springer and the series editors.
3. Series Editors assess the book proposal and communicate with Springer.
4. Springer takes the final decision about acceptance of the book proposal.
5. Springer concludes a publishing contract with the book author(s).
6. Book author(s) prepare(s) the manuscript.
7. Series editor selects reviewers in agreement with Springer editors. Usually full manuscript is reviewed by a member of the Advisory Board or by series editor themselves. In case one author/editor is from the HSE, reviewer should not be from the HSE.
8. Series editors provide Springer editors with written review report.
9. Series editors or Springer editors inform book authors about the review results.
10. Book author(s) is(are) responsible for revision of the book manuscripts.
11. Series editors approve the book manuscript and inform Springer.
12. Series editors keep written book manuscript review on their disposal.
13. Springer accepts the book manuscript.
14. Springer starts typesetting.
15. Springer returns type-set manuscript (proofs) to book author(s) for proofreading and final approval.
16. Type-set manuscript is printed.
17. Free copies are shipped to book series editors and book editors.