

# Publication Process

## 1. Manuscript Submission

- Manuscript and accompanying forms submitted to agreed deadline.
- Marketing plan developed.

## 2. Manuscript Peer Review

- Manuscript sent to one reviewer for a final report, requested within **eight weeks**.
- Editorial Board make final decision. If substantial revisions are required, subsequent reviews may be requested.
- See the [SUP Peer Review Policy](#) for more details.
- **Production charge** collected on acceptance.

## 3. Production Handover

- ISBNs and DOIs allocated.
- Manuscript is handed over to production partner.
- Publishing schedule agreed and publication date confirmed.
- Cover design begins and marketing plan implemented.

## 4. Copyediting

- Manuscript is copyedited and queries returned to author for checking.

## 5. Typesetting

- Manuscript is typeset by production partner. First proofs sent to author for checking in PDF format.

## 6. Proofreading

- Second proofs typeset.
- Quality control: production partner checks for any errors.
- Proofs returned to author for indexing.

## 7. Indexing

- Authors/editors are responsible for compiling their own index from the second proofs.
- Please contact us if you require assistance, we may be able to source a professional indexer on your behalf.

## 8. Publication

- Production partner delivers final manuscript in PDF, EPUB and print-ready formats.
- Title is published on SUP Platform and print copy made available to purchase.

## Timescales

**The entire process can take around 6 months from manuscript submission. This depends on the peer review process and the amount of revision required.**