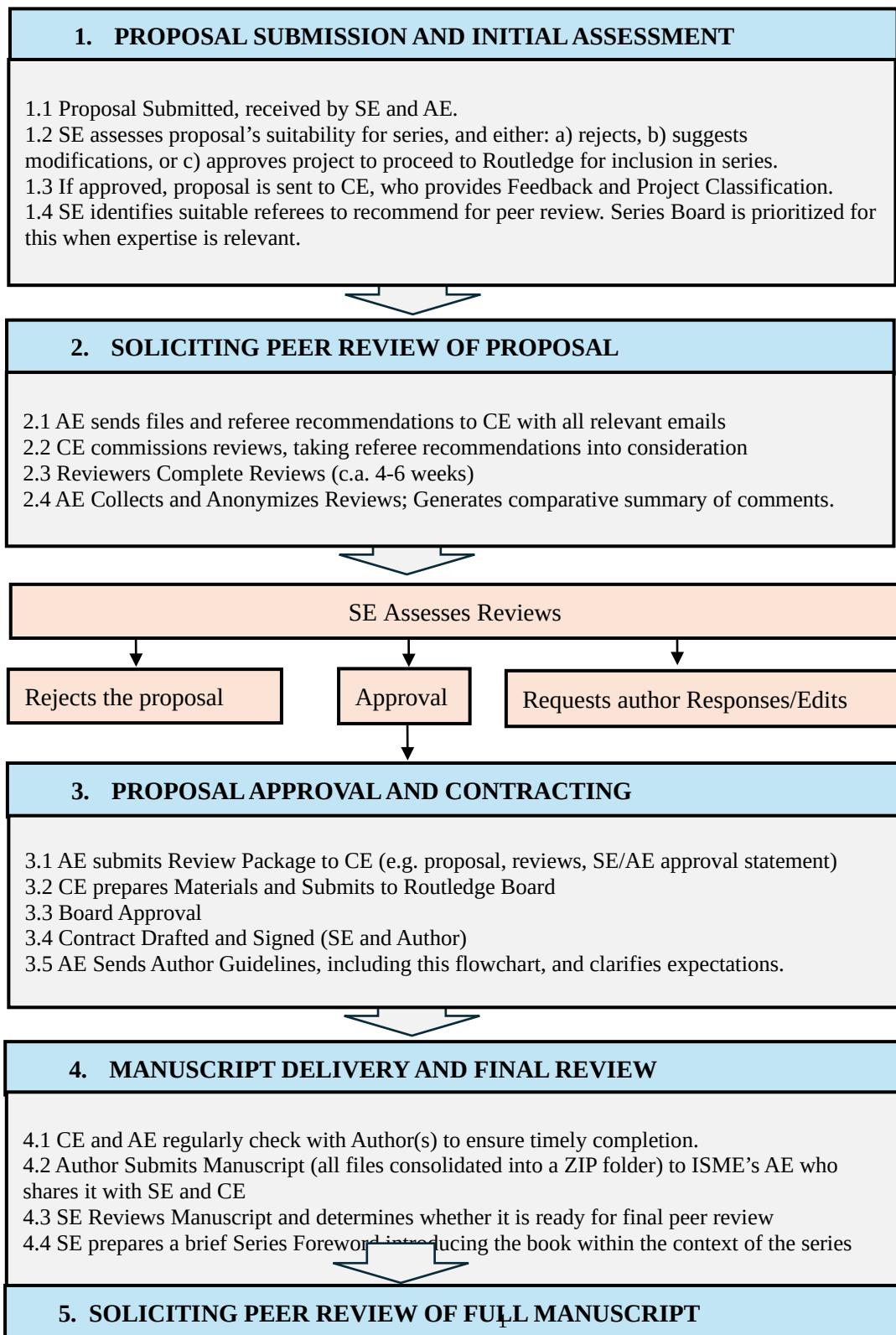# ISME Routledge Book Series Flowchart

Abbreviations:

- ISME Series Editor (SE)
- ISME Assistant Editor (AE)
- Routledge Commissioning Editor (CE)
- Routledge Editorial Assistant (EA)

1. PROPOSAL SUBMISSION AND INITIAL ASSESSMENT

1.1 Proposal Submitted, received by SE and AE.
1.2 SE assesses proposal's suitability for series, and either: a) rejects, b) suggests modifications, or c) approves project to proceed to Routledge for inclusion in series.
1.3 If approved, proposal is sent to CE, who provides Feedback and Project Classification.
1.4 SE identifies suitable referees to recommend for peer review. Series Board is prioritized for this when expertise is relevant.

2. SOLICITING PEER REVIEW OF PROPOSAL

2.1 AE sends files and referee recommendations to CE with all relevant emails
2.2 CE commissions reviews, taking referee recommendations into consideration
2.3 Reviewers Complete Reviews (c.a. 4-6 weeks)
2.4 AE Collects and Anonymizes Reviews; Generates comparative summary of comments.

SE Assesses Reviews

Re-submission from Authors (c.a. 4 week)

Rejects the proposal	Approval	Requests author Responses/Edits

3. PROPOSAL APPROVAL AND CONTRACTING

3.1 AE submits Review Package to CE (e.g. proposal, reviews, SE/AE approval statement)
3.2 CE prepares Materials and Submits to Routledge Board
3.3 Board Approval
3.4 Contract Drafted and Signed (SE and Author)
3.5 AE Sends Author Guidelines, including this flowchart, and clarifies expectations.

4. MANUSCRIPT DELIVERY AND FINAL REVIEW

4.1 CE and AE regularly check with Author(s) to ensure timely completion.
4.2 Author Submits Manuscript (all files consolidated into a ZIP folder) to ISME's AE who shares it with SE and CE
4.3 SE Reviews Manuscript and determines whether it is ready for final peer review
4.4 SE prepares a brief Series Foreword introducing the book within the context of the series

5. SOLICITING PEER REVIEW OF FULL MANUSCRIPT

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5.1 SE initiates Peer Review process by identifying suitable referees
5.2 AE sends files and referee recommendations to CE with all relevant emails
5.3 Reviewers Complete Reviews (c.a. 2 months)
5.4 AE Collects and Anonymizes Reviews

SE Assesses the Reviews

Re-submission from Authors (c.a. 1 month)

Approval

Request Author Responses/Edits

Submit Permission forms

Contributing authors (and anyone providing original photos or artwork) submit permission forms

6. PRODUCTION PREPARATION AND PROCESS

6.1 CE and EA check Final Manuscript and relevant documents
6.2 EA Coordinates Formatting and Documentation issues
6.3 EA hands Manuscript to Production
6.4 Production Process (c.a. six months)
6.5 Book published & complimentary copies distributed
6.6 AE coordinates promotion of book on ISME website and sending of review copies to Book Review Editors with targeted journals