

Rough timeline from submission to book-in-hand in the CRRS Essays and Studies Series (2021)

Month 1: the complete typescript is received and sent out to peer review, giving peer reviewers 3 months to do the evaluation

Month 4: the evaluations are received and sent to the author(s) or editor(s) of the book for information and also for a formal response to them

Month 4 or 5: the evaluations and response are submitted to the CRRS Publications Committee for a final decision on whether to proceed with the project or not. The decision is based on the peer review, the response, and the economic viability of the book for CRRS. If the decision is to proceed, the author(s) is given a month's time to make the necessary revisions in line with the evaluators' and the Publication Committee's suggestions.

Month 6 or 7: the final typescript is received and is copy-edited for typesetting. The copy-editing is mostly for format; the author(s) is fully responsible for making sure that all the information in the typescript is correct and in full, that house-style has been followed, that good quality images are acquired and that all copy-right permissions are acquired and paid for.

Month 7 or 8: typesetting and proof-reading; the author(s) compiles the index for the volume from the page proofs

Month 9 or 10: printing (usually takes 6 weeks).

Month 11: the book is out and in hand.

Note: there are always delays, but often these delays are caused by the evaluators (especially if the two evaluators disagree and we need to go to a third evaluator) or by the author's need for more time to make the necessary corrections to the text or to check the page proofs. On our part, we pride ourselves on moving as expeditiously as possible through the process so as to make sure that the book is in print within a year from the first submission date – and generally we succeed!