

VADEMECUM
for authors and editors

Publishing with the Austrian Academy of Sciences Press

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INTRODUCTION

The Austrian Academy of Sciences publishes works with a scientific content. Publication Commissions, which are responsible for the quality assurance of the publishing programme and decide whether manuscripts should be accepted, rejected or require modification, have been established on 16th December 1992 (Division of Humanities and the Social Sciences) and 21st March 2014 (Division of Mathematics and the Natural Sciences), respectively.

These commissions meet several times a year. Manuscripts can be submitted to the Actuary's Office of the Austrian Academy of Sciences at any time.

The entire process is described and explained in the following sections:

Process – Production – Manuscript – Review – Journals – Dedications

PROCESS

1. Contacting the Production / Book Production Department before creating the manuscript

Contact: buchproduktion@oeaw.ac.at

When creating the manuscript it is necessary to consider the guidelines for the creation of publications ([Link](#)).

2. Submitting a manuscript to the Actuary's Office of the Austrian Academy of Sciences

Contact: aktuariat@oeaw.ac.at

Manuscripts can be submitted to the Actuary's Office at any time.

➔ The submission must include:

- A complete manuscript in triplicate, created taking account of the applicable guidelines;
- a data storage medium;
- the manuscript submission form ([Link](#)) and
- the completed checklist for CD-ROMs if necessary ([Link](#)).

3. Review

The collection of external reviews is undertaken by the Actuary's Office, taking account of recommendations from the editor of the relevant series.

4. Evaluation by the Publications Commission

The author will be informed of the Publication Commission's decision by the Actuary's Office.

5. Funding

A viability assessment is undertaken by the Actuary's Office and the Press.

Authors are requested to make every effort to obtain grants for publication (e.g. FWF, BMWF, federal states ...). The documents to be submitted to the FWF are prepared by the Actuary's Office. The author is responsible for actually submitting them.

PRODUCTION

If the manuscript has been accepted, the signed contracts and the documents listed below have been received and the financing is secured, the manuscript can enter production.

→ **Distribution, advertising and press relations by the Austrian Academy of Science Press:**

The following documents must be provided by the author before the start of production:

- the signed contract with the Austrian Academy of Sciences Press (in triplicate);
- the blurb (in German and English), in each case approx. 20 lines long;
- a short biography of the author / editor;
- a list of potential buyers;
- a list of possible reviewers (max. 20);
- a photo of the author / editor in TIFF format for the New Publications Catalogue and / or the Internet database.

(For the publication in the New Publications Catalogue and / or on the Internet the publisher needs a granting of rights in written form)

MANUSCRIPT

The submitted manuscripts must be complete and structured in accordance with the applicable guidelines ([Link](#)).

- Contacting the Production Department before creating the manuscript is mandatory.
- Care must be taken to ensure that the text of the title page is complete (including details of the series to which the work should be allocated).
- Precise information regarding illustrations (number, size, monochrome or polychrome) must be provided.
- Data provided on a USB stick / CD-ROM or similar must be submitted error-free with the identical manuscript (citing the document template used) in order to allow the cost to be calculated.
- Any enclosures (CD-ROM, DVD, maps etc.) must be submitted with the manuscript.

Articles in a foreign language must be checked for linguistic accuracy, if possible by a native speaker with expertise in the relevant subject.

Works which deal with a large number of objects, people or events must include an index. This applies in particular for monographs.

In the event that there are no specific rules for citations for that volume (e.g. specific to that series or subject), the citation rules of the Division of Humanities and the Social Sciences ([Link](#)) apply.

→ Dissertations

The printing of dissertations does not, in general, fall under the Academy's remit. However, scientifically significant dissertations can be printed in a revised form.

→ Anthologies

Anthologies intended for publication by the Austrian Academy of Sciences Press must include a contextualising introduction and / or summary and a complete index.

REVIEW

A review is a statement about a work which takes account of the questions in the Notice Sheet for Reviewers ([Link](#)). Reviews are requested from international experts in closely related fields.

In selecting reviewers, care will be taken to avoid any bias against or in favour of the author and / or editor of the series. If manuscripts are submitted which deal with interdisciplinary issues, multiple expert reviews relating to the various sub-areas are collected. The manuscript review process is organised by the Actuary's Office.

Reviewing the manuscript can take between 6 and 8 weeks, depending on how quickly the reviews are returned (in some cases more than 8 weeks).

Before submitting the manuscript to the Publications Commission (at least) two reviews will be collected. The Commission reserves the right to collect additional reviews in order to clarify unresolved questions or if the opinions expressed by the reviewers are contradictory, before deciding whether to accept the manuscript, return it for revision or decline it.

The reviews will be sent to the author and series publisher in anonymous form to allow them to respond. Once their responses have been received, the manuscript is submitted to the Publications Commission for their decision.

JOURNALS

Guidelines on the review process for scientific journals published by the Austrian Academy of Science Press

Scientific articles which are submitted for publication in a journal published by the Austrian Academy of Science Press must be subjected to the standard international review process (peer-review). Before being accepted for a journal, articles must, therefore, undergo a preliminary review by the Editorial Committee as well as a full review by the Advisory Board.

For this purpose, appropriate bodies, responsible for publishing, editing and reviewing, must be established for each journal.

1. Bodies

→ Editorial Board

The Editorial Board comprises a number of persons relevant to the standard practices of that particular journal. At least one of the editors must be a member of the Austrian Academy of Sciences.

The Editorial Board elects one or more editor(s)-in-chief from among its number.

→ Editorial Panel (optional)

The Editorial Board nominates persons to be responsible for editing the journal. Members of the Editorial Panel may also be members of the Editorial Board.

→ International Advisory Board

The Editorial Board appoints an International Advisory Board composed of experts who live and work outside of Austria. Members of the Scientific Advisory Board may not be members of the Editorial Board.

The members of the individual bodies must be listed on the publisher's details page of the journal.

2. The Tasks of the Various Bodies

→ Editorial Board

One member produces a preliminary review of the article submitted for publication in the journal on behalf of the Editorial Board. The purpose of this review is primarily to determine whether this article is suitable for the international peer-review process, or whether publication of the article in this journal can be ruled out right away.

If the preliminary review is positive, the Editorial Board agrees upon and proposes two members of the Advisory Board to act as the main reviewers.

The full reviews produced by the Advisory Board are collected by the Editorial Board, and are treated in a confidential manner so that it is not possible for third parties to identify with any certainty which review was written by which member of the Advisory Board. For this reason, the content of the reviews may only be communicated to the author in an anonymous form and paraphrased if necessary. In the event that an author fails to undertake amendments requested by the Advisory Board without giving a plausible explanation, the article shall be declined by resolution of the Editorial Board.

All correspondence between authors and reviewers must be filed and stored so that the editor-in-chief is able to refer to it.

Once the review process has been completed, the Editorial Board submits the journal to the Academy for production.

→ Editorial Committee (optional)

The Editorial Board is responsible for any editorial work and for contact between the reviewers, the authors and the Press's Book Production Department.

→ Advisory Board

In order to ensure that articles published in journals meet the required superior scientific standards, they must be submitted to the Advisory Board for a full review.

Each of the selected articles must be sent to at least two members of the Advisory Board, who will determine and explain in a full review whether the article corresponds to the state of the art in its field in terms of content and methodology and can, therefore, be included in the journal in its current form, whether it should be returned to the author for revision, or whether it should be definitively rejected. If revision is necessary, suggestions for improvement should be provided; if it is to be definitively rejected, reasons must be given.

A notice sheet on creating reviews is providing by the Actuary's Office.

3. Homepage

An individual homepage must be set up for every journal.

4. Submission to the Publications Commission

Once the Editorial Board and the Advisory Board have been established, journals no longer need to be submitted to the Publications Commission. The Publications Commission is entitled, with a simple majority, to object to the establishment of individual members of the Advisory Board. In the event of changes to the composition of the Advisory Board the Publications Commission must be informed.

GEISTES-, SOZIAL- UND KULTURWISSENSCHAFTLICHER ANZEIGER

The "Geistes-, sozial- und kulturwissenschaftlicher Anzeiger" (formerly "Anzeiger der philosophisch-historischen Klasse") is a double-blind peer-reviewed journal.

Once the article has been submitted, the Actuary's Office will forward it, in an anonymous form, to the appropriate expert member of the Scientific Advisory Board, with the request to nominate international reviewers.

The Actuary's Office then will commission two of the nominated experts to carry out the review and provide the review to the author in anonymous form.

Once a statement has been received and any necessary corrections have been undertaken, the Publications Commission decides, by means of a circular resolution, whether the submission should be approved, approved with conditions, returned for revision or rejected.

DEDICATIONS

Any dedications must be included in the manuscript.

1. Dedications to Academics

Dedications to academics appear on a separate sheet in the publication and must include the reason for the dedication.

An "in memoriam" dedication to an academic is allowed. However, dedicating volumes as "Festschriften" is not permitted.

For articles in anthologies a dedication can be included below the title.

The decision to approve a dedication rests with the Publications Commission. In cases of doubt the decision is taken by the Presiding Committee for the relevant Division.

2. The following dedications are not permitted:

- dedications based on a personal relationship between the author and the person to whom the dedication is addressed (e.g. "to my father...", "to my teacher...");
- dedications to private individuals;
- any kind of dedication for birthdays;
- dedications to politicians, political parties or organisations;
- dedications to religious communities or church dignitaries;
- dedications to institutions whether belonging to the Austrian Academy of Sciences or not.

3. Acknowledgement of individuals or organisations

Acknowledgement of support from individuals or organisations in producing the work may be included in the preface. This can be included irrespective of the "Acknowledgements" on the publisher's details page.