

Proposal (average time: 1 to 2 months).

The editorial board of Leiden University Press will discuss your proposal, or, if your topic fits one of the LUP book series, the series editors and the editorial board of this specific book series will consider your proposal.

You will receive a provisional contract and the Submission and Styleguide of LUP if the editorial board accepts the proposal.

Peer review (average time: 2 to 4 months).

Two readers will review your anonymized manuscript. These reviewers can indicate whether they want to disclose their names to you. Based on the reader reports (and any suggestions from the series editors), we will ask you for a revision plan and a timeline, which the editorial board will evaluate. Leiden University Press will not proceed if the reviewers advise against publication. This decision is non-negotiable.

Revision and Approval

Revision of the manuscript

Submission of the revised manuscript and evaluation by the editorial board.

Approval of the manuscript or further revisions.

Submission of the final draft of the manuscript

Office checks (average time: 1 to 2 weeks)

We will check your manuscript for completeness, consistency, correct language, and Style Guide Conformity. If applicable, technical revision and delivery of missing material by you.

Administrative checks at the office and approval for production

Desk Editing contacts you with a production planning

Production (average time: 4 to 5 months)

Cover design

Copyediting, if applicable. Please note that LUP does not offer copy-editing or language-editing on a routine basis. We expect you to submit a manuscript following our guidelines. Desk Editing will assist you with any questions and concerns you may have.

Desk Editing sends the copyedited proof to you for approval or corrections

Typesetting of the corrected manuscript

Desk Editing will send the typeset proof to you for acceptance or correction

2nd proof to you for necessary corrections and indexing

3rd proofs to author/editor for corrections of the index

Printing

Publication, marketing, and sales

When production starts, you will receive a marketing questionnaire to complete.

We will share the metadata of your book with our distributors four months ahead of publication.

Publication of the book.

You will receive an author/editor promotional toolkit.