

HOLZHAUSEN SCIENTIFIC PUBLISHING

Guidelines for Authors and Editors


H O L Z H A U S E N
D E R V E R L A G

VIENNA, 2017

Many thanks for your interest and confidence in us, by publishing your scientific work with Holzhausen Scientific Publishing.

Holzhausen Scientific Publishing publishes manuscripts with a scientific focus. In order to guarantee the quality, topicality and relevance of our scientific publications, the publishers submit the manuscripts they have accepted to an international peer review process, pursuant to the regulations of the FWF. This enables compliance with scientific standards and guarantees the quality of the work, in terms of both content and form.

Below, the publishers provide you, as potential authors and editors, the following information which is designed to guide you through the entire publication process in a transparent manner.

The individual steps

1. ESTABLISHING CONTACT
2. MANUSCRIPT
3. ASSESSMENT/PEER-REVIEW/QUALITY ASSURANCE
4. FINANCING
5. PRODUCTION
6. PUBLICATION, PUBLIC RELATIONS, DISTRIBUTION, MARKETING
7. OPEN ACCESS
8. POST SCRIPT

1. ESTABLISHING CONTACT

- Manuscripts can be submitted to the publisher at any time
- Please use the following E-Mail address: office@verlagholzhausen.at or the postal address: Verlag Holzhausen GmbH, Leberstraße 122, 1110 Wien
- Do you already have a contact person in the publishing company? You may of course communicate with this person directly
- If you do not wish to submit a completed manuscript, or if you are still in the preparatory phase, but you would nevertheless like to begin preparations for publication, then please send us the following information:
 - Summary (short introduction to your project and/or a synopsis)
 - Text samples
 - List of Contents
 - Bibliography (for academic/scientific texts)
 - Your CV and contact information
 - Your List of Publications
- After receipt of your manuscript or your documents, as a first step the data will be examined within the publishing house
- The publisher will subsequently contact you with additional information

2. MANUSCRIPT

- Completed manuscripts may be submitted to the publisher at any time
- Collaborative work, and promotion and advancement of junior scholars and scientists are an ongoing concern of the publishing house; dissertations and habilitations are therefore expressly desired
- The following data formats are preferred:
Microsoft Word (*.doc, *.docx), Adobe (*.pdf)
- The following details must be provided:
 - Title, and if necessary sub-title
 - If applicable: specification of the series in which the publication should appear
 - Details regarding illustrations (number, size, colour or monochrome)
 - In the case of a positive decision, all illustrations must be provided

separately in a printable resolution (at least 300 dpi, *.jpg, *.pdf, *.bmp, *.eps, etc.)

- Authors must have all reproduction rights and/or copyrights for the illustrations at their disposal
- Citation guidelines:
 - In principle the publisher follows the common, generally valid citation guidelines for the individual scientific communities; this also applies to publications in foreign languages
 - The following citation systems (above all in the humanities) are preferred:
 - Chicago Manual of Style Citation Style
 - Modern Language Association (MLA) Citation Style
 - Harvard Citation Style
- It is recommended unconditionally to provide monographs with an index

3. ASSESSMENT / PEER-REVIEW / QUALITY ASSURANCE

Scientific Advisory Board

- *Quality Assurance - Peer Review Process:* In order to guarantee the quality, topicality and relevance of our scientific publications, the publishers submit the manuscripts they have accepted to an international peer review process, pursuant to the regulations of the FWF. This enables compliance with scientific standards and guarantees the quality of the work, in terms of both content and form.
- In the context of the "Press Certification" by the FWF, a scientific advisory board is established which lends its support to the publishing company as an independent advisory board for the selection of reviewers. The Scientific Advisory Board consists of international experts in the respective disciplines. For each discipline (ancient studies, historical studies, artistic studies, literature and linguistic studies, philosophy, theology and cultural studies, sociological studies etc.) at least three scholars are nominated to be members of the scientific consulting committee. The committees are appointed for an active period of five years, with the possibility of a one-time extension from the side of the press or the editors. The Scientific Advisory Board submits the submitted summaries to a first screening. If this procedure results in a positive decision, the Board names in the next step potential peer reviewers who might be considered as referees for the

respective manuscript. The recommendation is binding for the press. The Scientific Advisory Board names, according to opportunity, four experts. Subsequently, the first two named experts are contacted by the press and requested to undertake the review of the relevant manuscript. If the first two reviewers are unable (due to time constraints or other reasons) to undertake the review, the other two named experts are approached. As potential peer reviewers, international experts from each of the disciplines listed are exclusively consulted. The following guidelines are observed, in order to secure the impartiality of the evaluation and to exclude a reciprocal professional, financial or personal obligation or bias:

- Authors and reviewers may not be active in the same country
- Only scientists who are not professionally active in Austria may function as reviewers
- If reviewers have been active in Austria in the past, they may only act as reviewers after an absence of at least five years from Austria
- There may not have been any collaborative work (research project, publication, common activity in the same research institution) between the author and the reviewer during the preceding five years
- The submitters may produce a negative list of possible reviewers, who inherently represent other scientific viewpoints and are therefore considered to be biased or prejudicial
- Between reviewer and submitter (including co-workers) no other professional or close relationship may exist, which could raise the suspicion of conflict of interest or prejudice amongst uninvolved third parties
- Additional information regarding the reviewing process:
<http://www.fwf.ac.at/de/forschungsfoerderung/antragstellung/selbststaendige-publikationen>
- *Process – Formal Contract:* At least two experts are requested to produce scientific evaluations and to deliver these to Holzhausen Scientific Publishing. If the peer reviewers and proofreaders recommend no revisions, then the acceptance for publication, proofreading, production, printing and distribution will be fixed in a

contract. If the peer reviewers and/or proofreaders recommend revisions, or if points of criticism have been expressed, the authors will be informed about these. Only after the work has been revised, or the corrections have been incorporated, will the acceptance for publication be made.

- *Habilitations and Dissertations*: For habilitations and dissertations, a copy of the first and second reviews of the advisor is requested. For publication in the framework of the series "*Habilitations*" and "*Dissertations*" works with the evaluation "*Summa cum laude*" and "*Magna cum laude*" are preferred. For works from the field of natural sciences and economic sciences, an application-oriented reference is determinative. The quality assurance in the series "*Habilitations*" and "*Dissertations*" occurs equally by means of an international peer review process corresponding to the above-mentioned quality criteria and in accordance with the peer review guidelines of the FWF.
- (*Foreign language*-)Proofreading: Proofreading and copy editing of scientific publications is compulsory. Here the press works exclusively with qualified experts from the respective areas of research.

4. FINANCING

- The publishing company examines all applications on the basis of cost effectiveness
- Under 'production costs' are understood all those costs which are connected with the entire publication of a work. Amongst others these may include the following costs: editing and proofreading, typesetting, layout, graphic design, licences, costs for printing permissions, pre-press, printing, print monitoring, storage, distribution, digital publishing, PR & marketing, etc. Precise costs for production will be individually calculated for each publication, according to format, length, print impression, and other factors
- If the intended publication is not possible without additional financial support, printing subventions will be requested (FWF, funds, provincial funds, sponsors, etc.). In these cases, the guidelines of the individual sponsors will be adhered to
- After acceptance of the manuscript, the relevant submission documents (e.g. for the FWF) will be prepared and submitted jointly by the publisher and by the

author

- For publications supported by the FWF, the following resources may be applied for in the FWF-sponsorship programme *Independent Publications*:

- ***Traditional publication formats such as monographs and collected volumes are applied for in modules.***
- ***Module_1: Basis:*** the FWF guarantees a lump sum up to a maximum of 10,000 Euro as a subsidy towards production costs, for the simultaneous Open Access publication, and for scientific editing/proofreading in the author's native language.

Module_2 and Module_3 can additionally be applied for if required:

- ***Module_2: Foreign language proofreading or translation:*** in place of the proofreading, the FWF guarantees an additional lump sum up to a maximum of 4,000, as subsidy for foreign language proofreading and/or a translation.
- ***Module_3: Additional costs:*** the FWF guarantees an additional lump sum up to a maximum of 4,000, as subsidy for additional costs due, for example, to a greater number of pages or increased expenses for layout and permissions for illustrations. Additional costs are to be documented by means of a cost calculation.

Module_4 is not to be applied for:

- ***Module_4: Recommendation of the reviewer:*** the FWF guarantees an additional lump sum up to a maximum of 8,000 Euro as a subsidy, if during the review process it transpires that an English language version of the publication will substantially improve the visibility of the publication. This amount will be additionally granted by the advisory board of the FWF, and the entire sponsorship is linked to the condition that an English translation will be produced and at least one digital version of the English language publication will be made available to the Open Access archive.

Additional details regarding application guidelines:

<http://www.fwf.ac.at/de/forschungsfoerderung/antragstellung/selbststaendige-publikationen>

The costs for a scientific publication are composed of a number of factors, which ultimately represent the entire production costs. The following costs may be included: editing/proofreading, editing and proofreading, typesetting, layout, graphic design, licences, costs for printing permissions, illustration permissions, pre-press, printing, print monitoring, storage, distribution, digital publishing, PR etc. The individual costs (in particular those for layout, illustration permissions, pre-press, extent of the work, format, paper, editions, printing, etc.) can vary and are dependent on the requirements of your publication. Holzhausen Scientific Publishing accompanies the authors and editors through the entire process of the publication of a book and works out with them the best possible final product for them. Individual consultation and support are the publisher's constant objective.

For the purpose of a representation of publication costs which is as transparent as possible, the following example may serve as an aid to orientation and a listing of costs which are connected with a publication. Please be aware that the costs are dependent on print issue, book format, number of images, quality of images, image processing, type of paper, printing process, edition, book preparation etc.

Sample: unworked manuscript from the field of archaeology with ca. 300-400 pages and an additional ca. 100 illustrations, supported by a subvention as *Independent Publication* (lump sum support up to a maximum of 18,000 Euro – see above):

	<u>from EUR</u>	<u>to EUR</u>
1. Scientific editing/proofreading	1,500,-	4,000,-
2. Professional layout, typesetting, pre-press, design	4,000,-	6,000,-
3. Printing ¹	5,000,-	7,000,-
4. Translation German → English (acc. to size and type of text)	8,000,-	11,000,-

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¹ Regarding Point 3. > number of issues: 350 examples, Format: 22 x 31 cm, Cover: 135g BDM or Munken Print Cream 1,8 vol. 90 g/m², endpapers: 120g Offsetpapier, core: 135g image print matte, cover: 4/0-fbg. + cellophaned with matte foil (scratchproof) and mounted, core: 4/4-fbg., endpapers: unprinted, Hardcover, thread stitching, straight backs, headband, paperboard 2,4, individually shrink-wrapped.

Expenses which are to be calculated in addition, if necessary: image scans, image processing, production of info graphics as required, image reproduction permissions for print and online (and Open Access).

5. Deliverables on the part of the publisher

Consulting and support during the entire development process (in general, ca. 4-6 days), editing, development of the peer review process, registration and allocation of an ISBN, two control inspections of the typeset text with the author/editor, publisher services in connection with activities related to the book trade and distribution, warehouse costs, communication to the book trade and to subscribers to the Holzhausen newsletter, PR & Marketing, preparation of the data, optimisation/preparation for Open Access (see Point 7.), registration/allocation of a DOI, etc.

The costs can also be reduced when authors can provide print-ready data according to publisher's standards. In this case, the dues for the above-mentioned positions 2 and 3 are reduced.

Please be aware that the costs listed above serve only as an example, and vary from publication to publication. For the purpose of a serious and transparent configuration of costs, the costs for each publication will be calculated individually.

The publisher also offers new publishing formats such as, for example, Open Access Journal (also in combination with print) or eBooks. Precise information and costs are gladly provided by the publisher upon request.

6. PRODUCTION

- After acceptance of the manuscript, signing of the agreements and securing of financing, the publication will be produced
- Additional details will be worked out in agreement between publisher and author or editor

7. PUBLICATION, DISTRIBUTION, PR WORK, MARKETING

- According to configuration, volume of copies, and production outlays, the publications will be printed in ca. 30 workdays after release for printing

- Immediately thereafter, authors and editors will be provided with the author copies of their books
- Unless otherwise stipulated, all printed publications will be distributed as follows:
 - Mohr Morawa – book trade distribution for Austria, Germany, and Switzerland
 - Amazon.de – worldwide distribution
 - Holzhausen-Shop – www.verlagholzhausen.at – direct distribution
- Presentation of the book to the representatives of book traders including uptake into the publisher's index
- Uptake into the VLB (Verzeichnis lieferbarer Bücher [Index of books in print]; ca. 3,500 book traders in the German-speaking regions)
- Additional communication of short summaries to the Austrian book traders
- Publisher's press release in accord with authors and editors
- Development of the distribution, the logistics and the warehousing
- Recording and listing of the work in the indices of the Austrian National Library and the German National Library
- Delivery of obligatory copies to libraries
- ePublishing (optional)
 - Preparation of eBooks incl. layout and optimisation for Apple iBook-Store, Amazon Kindle
 - Processing, uploading, activation on the Apple and Amazon platforms
 - Digital distribution via the Apple iBook-Store and Amazon Kindle

8. OPEN ACCESS

Open Access stands for free access at no charge to scientific publications and data in the internet. The goal is to create quick access to scientific works, publications and data, so that interested individuals can read the entire texts, search within them, cite them, and use them in any legal manner without financial, legal or technical barriers.

Holzhausen Scientific Publishing is committed to the concept of the maximisation of the dissemination of scientific information and supports the policy of Open Access. For this reason scientific publications of the press will be digitally published as much as possible, and

made freely available taking into account legal and commercial contingencies. This applies in particular to publications sponsored by the FWF.

In accord with the promotional guidelines of the FWF, the publisher publishes every such sponsored *Independent Publication* (in addition to print format) simultaneously as Open Access. This electronic publication will be provided with a licence model, guaranteeing optimal further usage and dissemination of scientific content.

Open Access publications conform to the following guidelines and standards:

- Permanent citation ability of the publication
- Permanent citation ability of the individual contributions in a collected volume
- Provision of a DOI (Digital Object Identifier)
- Securing of long-term archiving for at least 10 years

The publisher provides the sponsor (FWF) with an electronic version for the FWF-E-Book-Library. For the archiving, the licence model "CC BY 4.0" from Creative Commons is used.²

Further details regarding sponsoring guidelines for *Independent Publications* of the FWF: <http://www.fwf.ac.at/de/forschungsfoerderung/antragstellung/selbststaendige-publikationen>

Additional information on Digital Publishing and Open Access:

- <http://open-access.net>
- <http://www.oana.at>
- <https://www.fwf.ac.at/de/forschungsfoerderung/open-access-policy>
- <http://oaspa.org>
- <http://www.oopen.org>
- <https://www.doi.org>
- <https://creativecommons.org/licenses/by/4.0>
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9. POST SCRIPT

Holzhausen Scientific Publishing thanks you for your confidence in us, and looks forward to a successful collaboration. We are always at your disposal for ideas, wishes, and suggestions.

Holzhausen Scientific Publishing, Vienna, 08/2017

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² In exceptional cases, with the Open Access publication the FWF can dispense with the identical electronic copy. This applies to publications with very high costs for permission for image reproductions. In these cases a Text-Version-Only with list of sources for the images must be archived in the FWF-E-Book-Library. The costs for the image rights in these exceptional cases are accounted for by the FWF.#