

Submission Guidelines for Authors

Editorial procedure

Single-blind peer review

Publishing Research Quarterly follows a single-blind peer-review process. This means that the author will remain anonymous to the reviewer throughout peer review. It is the responsibility of the author to anonymize the manuscript and any associated materials by ensuring the following:

- Author names, affiliations and any other potentially identifying information should be removed from the manuscript text and any accompanying files, such as figures of supplementary material.
- A separate title page should be submitted, containing title, author names, affiliations, the contact information of the corresponding author and authors' ORCID iD (if any). Any acknowledgements, disclosures or funding information should also be included on this page.
- Authors should avoid citing their own work in a way that could reveal their identity.

The peer-review process

Although the Editor of *Publishing Research Quarterly* strives for the most timely and efficient process for peer review, the over-arching goal is to provide substantive reviews to authors, along with constructive suggestions for improvements and clarifications when needed. Manuscripts submitted to *Publishing Research Quarterly* are reviewed by expert referees selected from the worldwide publishing community. No article is accepted for publication without this peer review.

For revisions of prior submissions, it is common for suggested major revisions to be re-evaluated by the original referees. However, articles requiring only minor revisions are often only re-evaluated by the Editor.

Publishing Research Quarterly accepts advice from the Editorial Board when appointing peer reviewers. When selecting reviewers, the Editorial Board seeks to avoid conflicts of interest and close associates of the authors, such as frequent collaborators, former advisees or former advisors.

The journal also accepts manuscripts from its own Editorial Board members; the handling of referees in these cases remains fully confidential. To be accepted, manuscripts submitted by Editorial Board members must meet the same quality standards as all other accepted submissions; there is absolutely no special preference or consideration given to such submissions.

Guest-edited issues

Publishing Research Quarterly also publishes special guest-edited issues. The peer-review process for articles submitted to these issues is the same as the peer-review process of the journal in general. Additionally, if a guest editor authors an article in their issue, they do not handle the peer-review process for their article.

Although guest editors are tasked with making recommendations on each submission that they handle and can request revisions as well, only the Editor of *Publishing Research Quarterly* can make a final decision to accept or reject an article in a guest-edited issue.

Manuscript submission

Manuscripts, written in English, should be submitted to the Editor by email:

Dr Jocelyn Hargrave
Editor, *Publishing Research Quarterly*
Email: j.hargrave@derby.ac.uk

Authors need to carefully ensure consistency of content and style when preparing their manuscripts, including correct spelling, punctuation and grammar; and accuracy and consistency in the presentation of figures, tables, footnotes, in-text citations and end-of-text references. To ensure this consistency and accuracy, authors should refer to [Merriam-Webster](#) and the seventeenth edition of [The Chicago Manual of Style](#).

Page proofs are sent via email to the designated author for proofreading and checking. Typographical errors are corrected; authors' alterations are not allowed.

Once an author's paper is published, they receive via email a downloadable reprint of their article. They may also request a SharedIt link to their article, which opens a non-paywalled read-only version of their paper that may be disseminated as widely as they wish.

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Manuscript format

Authors should submit the full version of their manuscripts, as well as any supplementary material, as Word documents, according to the following guidelines:

- title page in separate document, with article name and author details, including affiliation (providing details of department, institution, city and state or nation), author's ORCID iD (if any), email address and postal mailing address for all authors
- full text in a second separate document (7000–8000 words, not including the reference list), numbered consecutively using Arabic numbers; the first page should include the title of the article, the author's abstract (approximately 200 words) and a maximum of five keywords
- in-text citations and end-of-text reference lists that conform to the author–date style of the seventeenth edition of [The Chicago Manual of Style](#)
- footnotes (if any) to include additional information for readers only, not cited material (which appears in in-text citations)
- captions to accompany all figures and tables (if any)
- artwork for figures (illustrations, photographs and images, if any) submitted as separate files, with placeholder text/instructions provided in the body of the manuscript

- acknowledgments, including those for grant and financial support, should be typed in one separate paragraph (with appropriate heading) that directly precedes the reference list.

To facilitate the peer-review process, authors should remove all identifying information from not only the manuscript, including the title page, but also the electronic file name.

Figures and tables

Figures (illustrations, photographs, drawings, diagrams and charts) can be provided in color if the authors wish. However, if they prefer the figures to be in color in the print issue, there is an extra charge. Figures also need to be numbered in one consecutive series of Arabic numerals and cited in numerical order in the text. Photographs should be provided high-contrast, and drawings should be dark, sharp and clear. Each figure should have an accompanying caption.

Tables should be numbered consecutively using Arabic numerals and referred to by number in the text. Each table should be accompanied by a title, which should be placed above the table. Explanatory footnotes indicated by superscript lowercase letters should be placed below the table.

Footnotes and references

Any footnotes should appear at the bottom of each page and be numbered consecutively using Arabic numerals. Footnotes should not include cited material; these should be placed in in-text citations in the body text.

References should be listed alphabetically at the end of the paper a section headed “References.” The reference list should *not* be presented as numbered bullets.

All in-text citations and end-of-text references should be presented according to seventeenth edition of *The Chicago Manual of Style*. Authors will be requested to amend any in-text citations, footnotes and/or reference lists that do not conform to this style.

Guidelines for book reviews

If you would like to suggest titles for review in forthcoming issues of *Publishing Research Quarterly*, please contact the Associate Editor via email:

Jodie Martire
Associate Editor, *Publishing Research Quarterly*
Email: j.martire@uq.edu.au

To help prepare book reviews for publication, authors should follow the journal’s book review [guidelines](#).

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English

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Korean (한국어)

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Research data policy

Publishing Research Quarterly operates a [type 1 research data policy](#). The journal encourages authors, where possible and applicable, to deposit data that support the findings of their research in a public repository. Authors and editors who do not have a preferred repository should consult Springer Nature's [list of repositories](#) and [research data policy](#). General repositories (for all types of research data), such as figshare and Dryad, may also be used.

Datasets that are assigned digital object identifiers (DOIs) by a data repository may be cited in the reference list. Data citations should include the minimum information recommended by [DataCite](#): authors, title, publisher (repository name), identifier.

If the journal that authors are submitting to uses double-blind peer review and are providing reviewers with access to their data (for example, via a repository link, supplementary information or data on request), it is strongly suggested that the authorship in the data is also blinded. There are [data repositories that can assist with this](#) and/or will create a link to mask the authorship of data.

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