

GUIDELINES FOR MANUSCRIPT SUBMISSIONS FOR THE SCSS/ROWMAN & LITTLEFIELD PUBLISHERS “CATHOLIC SOCIAL THOUGHT BOOK SERIES”

1. Criteria for book selection: a) Books should deal in a central way with Catholic social thought or with the relationship of the social science disciplines or social questions with Catholicism; b) Books should be scholarly; c) Books must uphold the authentic teaching of the Catholic Church (i.e., Magisterial teaching); d) Books should not be on overly specialized topics; e) Books should generally be no longer than 250 pages of text; and f) Generally the book should not have been previously published, unless the submission is a revised edition.
2. The author/editor must submit to the Series Editor (i.e., coordinator) three copies (hard copies) of his manuscript along with a letter requesting that he wishes to have the book considered for inclusion in the series. The Series Editor does not consider mere proposals for books; the manuscript must be completed.
3. All manuscripts will be refereed (blind refereeing) by at least two referees, chosen by the Series Editor, who will submit their assessments of the manuscript and recommendation regarding publication to the SCSS’s Publications Committee. If there is a disagreement among referees or for other reasons, the Series Editor or the Publications Committee may seek a third referee’s assessment.
4. The SCSS’s Board of Directors serves as the Publications Committee, to make the decision, by majority vote, about which submitted manuscripts it will recommend to Rowman & Littlefield for publication as part of the book series. Rowman & Littlefield’s editorial board makes the final decision about accepting a manuscript.
5. Up to 6 months’ time may elapse between submission of a manuscript and a final decision by the Publications Committee. Authors/editors are requested not to make inquiries of any sort during that time, since the SCSS has no paid staff to be constantly attending to communication and the all-volunteer officials of the organization have a number of other organization programs to attend to. Submitters can be assured that by the time of the lapse of 6 months they will receive a response.
6. Authors/editors must be willing to make changes and modifications in their manuscripts if so recommended by the Publications Committee as a condition of publication. After these changes are made, the manuscript will be examined again by the same referees and/or the Series Editor. The author/editor must also be willing to have a good index compiled for the book and included in it when submitting the camera-ready draft to Rowman & Littlefield.
7. Once a book is finally accepted by Rowman & Littlefield, the author/editor works directly with Rowman & Littlefield’s editorial and production staff in getting the manuscript ready for publication. Rowman & Littlefield handles the production of the

book. The SCSS provides no production or editing assistance, nor does it provide any funds, although the Series Editor is available for consultation if needed. Rowman & Littlefield does a final round of copyediting and proofreading before preparation of the camera-ready copy by the author/editor. **Generally, Rowman & Littlefield requires authors to submit a manuscript in camera-ready form (done on a laser printer) and must include an index (which has both names and topical entries). Also, before the camera-ready copy is submitted to them, it must be submitted—in either print form or as an email attachment—to the Series Editor for a brief final look-over** (very similar to what is done by the Publisher of the SCSS's journal, *The Catholic Social Science Review*).

8. Rowman & Littlefield requires no subventions by the author/editor. The only cost the latter may have to assume is the cost of preparing the camera-ready copy and the index, unless he can just do it himself.

9. All promotion of books included in the series is handled by Rowman & Littlefield, except that the SCSS will inform the membership about the titles in the series and how to purchase them (members can receive a 20% discount on purchases), include a promotional page in *The Catholic Social Science Review* after a title has been published, have information at the annual meeting-conference about the series titles, and have a section on its website about the titles and purchase information. Rowman & Littlefield, however, will also routinely do a mailing to our members about new titles in the series.

10. Rowman & Littlefield is responsible for sending out all review copies of the published book. The author/editor should inform them of journals and periodicals that he would like to see his book reviewed in. All series titles will automatically be reviewed in *The Catholic Social Science Review*.

11. The author/editor of each book receives 1 free copy from Rowman & Littlefield. Additional copies can be purchased at the 20% discounted rate.

12. Under the agreement that the SCSS has with Rowman & Littlefield for the series, the author/editor receives 10% of royalties on sales and the SCSS 5%. If the book is an anthology, the editor decides on his own if and how his 10% portion of the royalties are to be shared with the other contributors.

The Editor of the SCSS's Catholic Social Thought Book Series is Dr. Robert Gorman, 109 Grandview Avenue, New Braunfels, TX 78130/(512) 245-3262 (email: rg06@txstate.edu). Again, all initial approaches and manuscripts must be submitted to him.