

## **Guidelines “Gender Issues” book series by the Swiss Association of Gender Studies (SAGS)**

The peer reviewed, open access book series “Gender Issues” unites theoretical and empirical work in the field of critical Gender Studies in the humanities and the social sciences.

(Neuchâtel, February 2024)

### **A. GENERAL INFORMATION ON THE SERIES**

#### **Editorial board:**

Janine Dahinden, Transnational Studies, Laboratory for the Study of Social Processes, University of Neuchâtel (SAGS president)

Ilana Eloit, sociologist and historian, Institute of Gender Studies, University of Geneva

Francesca Falk, historian, Institute of History, University of Bern

Dominique Grisard, historian, Center for Gender Studies, University of Basel & Swiss Center for Social Research (SAGS vice-president, director of the “Gender Issues” editorial board, referred to below as “series director”)

Faten Khazaei, sociologist and intersectionality scholar, Department of Social Sciences, Northumbria University

Eléonore Lépinard, sociologist, Center for Gender Studies, University of Lausanne

Marylène Lieber, sociologist, Institute of Gender Studies, University of Geneva

Katrin Meyer, philosopher, Gender Studies / Philosophy, Department of Gender Studies at the Institute of Asian and Oriental Studies, University of Zurich

**Languages:** French, English, German

**Publisher:** Seismo, <https://www.seismoverlag.ch/en/books/reihen/geschlechterfragen/>

**Funding:** SNSF (Swiss National Science Foundation), SAGW (Swiss Academy of Humanities and Social Sciences), SAGS

### **B. EVALUATION PROCEDURE (from book proposal to final manuscript)**

#### *Submitting a book proposal*

1. **Submission:** Book proposals can be sent at any time to the series director ([dominique.grisard@unibas.ch](mailto:dominique.grisard@unibas.ch)) and simultaneously to the SAGS secretary ([info@genregeschlecht.ch](mailto:info@genregeschlecht.ch)). Proposals include: name of editor(s) and / or author(s), working title, one-page abstract of main contribution to the field of critical gender studies, provisional table of content, proposed length of book and contributions; information on images (if planned); timeline. Please do not submit an entire manuscript without an extended abstract.

If the proposal is based on a dissertation, please also submit the reviews / report of the doctoral committee.

2. **Evaluation of the book proposal:** Does the proposal fit the series? This decision is made by the members of the editorial board. It can be made based on the book proposal, possibly with general recommendations.
3. **Meeting with the series director:** If the proposal fits the series, the series director meets with the editor(s) / author(s) to inform them about the publication process and briefs them about the SNSF Open Access scheme and Conflict of Interest (CoI) guidelines (see below, steps 4 and 17).

### *Handing in the manuscript*

4. A **list of potential reviewers** is provided by editor(s) / author(s) of the book close to the completion of the final manuscript (to be sent to the series director). For the external review, the **SNSF CoI regulations** are in place (for a link to the regulations and guidelines by the SNSF, see below, step 17). Please consider these regulations when compiling this list of potential reviewers.
5. As a next step, editor(s) / author(s) submit the **full manuscript** to the series director – please consider professional foreign language editing before submitting your manuscript for review (on the possibility to have costs for foreign language editing reimbursed, see below, step 18).

### *Review process: review by the editorial board and external review*

**Number of reviews:** In general, there are two reviews for each manuscript: one by a member of the editorial board (“internal review”) and one by a reviewer who is not a member of the editorial board (“external review”).

There are two exceptions: First, a second external reviewer is needed if language comprehension of certain chapters is a problem and, importantly, if there is a CoI with certain chapters of the book.

Second, for dissertations, the external review can be substituted by the reviews of the doctoral committee. In this case, the internal review addresses the question if the manuscript is sufficiently distinct from a dissertation format and appeals to a broader audience.

The external reviewers can – but don’t have to – stay anonymous to the editor(s) / author(s) of the volume in question. Their names will need to be disclosed to SNSF.

6. **Internal review** of the manuscript is made by one or two members of the editorial board, possibly with recommendation for revisions.
7. **The series director contacts possible external reviewers. Contact person with external reviewers** is done by the series director or if there is a CoI, by a member of the series editorial board (with SAGS form letters and Seismo SNSF review form).

When board members select experts for external review, they check for potential conflicts of interests between reviewer and reviewees.

8. The manuscript is sent out to **external review**, with possible comments/remarks of the internal review.
9. External reviewers need to **comment/review each and every chapter**, as well as **consider/assess the individual contributions in relation to the book in its entirety**. There is a **Seismo form** they need to complete guiding them through the process.
10. **Review deadline** is agreed upon between external reviewers and series director. Given that external reviewers provide their labor free of charge, we are amenable to their needs.
11. Reviews are sent to the editor(s) / author(s) by the series director.

#### *Revision of the manuscript*

12. The **book is revised by the editor(s) / author(s)**. In the case of anthologies, whether the authors themselves or the editors of the book revise the manuscript, depends on the book project.  
The Seismo style guidelines, to be taken into account in the revision of the manuscript, can be found here: <https://www.seismoverlag.ch/en/about/english-guidelines-for-manuscripts>
13. Editor(s) / author(s) send back to the director of the editorial board a) the **revised manuscript** and b) a response letter concerning the external review detailing the revisions undertaken. In this **detailed documentation of revisions**, you are expected to explain how the feedback and criticism of the external review was taken into account (either for the entire monograph or for every single contribution to an anthology). Furthermore, editor(s) / author(s) must explain in the documentation how they have implemented the formal and content-related requirements of the Seismo series.
14. The series director sends the revisions and the **response letter to the external reviewer to check**. This check can also be done by members of the editorial board. A confirmation of the implementation of the suggested revisions is needed for the SNSF Open Access scheme (see below).

#### **C. PRODUCTION: FUNDING AND COLLABORATION WITH SEISMO (final manuscript to publication)**

15. If the **revised manuscript** is good to publish, editor(s) / author(s) send it to Seismo and concurrently upload it on to mySNSF for the application to the SNSF Open Access scheme. Details for both processes with Seismo and the SNSF are provided below (steps 16–18).

### *Submission to Seismo, and production timeline*

16. Three months prior to publication: the **finished manuscript is sent to Seismo** (as a single word file) – complete with table of contents, foreword, introduction, acknowledgements, images (300dpi), graphs (editable), biographies of the authors / editors.  
At this point, a **contract** is drawn up with Seismo.  
Seismo needs 3 months but is flexible around **timing of publication**; once they receive the final manuscript, they make a time plan.

### *SNSF open access funding*

17. The editor(s) / author(s) apply for the **SNSF Open Access funding scheme**. Comprehensive information on the SNSF OA funding can be found here, including the regulations concerning Conflict of Interest: <https://oa100.snf.ch/en/funding/books/>

To be eligible for this funding scheme, one of the editor(s) / author(s) needs to be employed a minimum of 50% at a Swiss university (the type of employment does not matter). Seismo can assist the applicant(s) in this process.

SNSF needs a **detailed documentation of revisions** (as detailed by external reviewer). This is the documentation mentioned above (see step 13 “detailed documentation of revisions”). It must be provided to the series director (as mentioned in step 13) as well as to the SNSF when applying for funding.

### *Funding for foreign language editing*

18. As part of the SNSF application, it is also possible to apply for **costs related to foreign language editing** and for increased costs of graphs, tables, and image rights.

Professional editing of texts written in languages other than the authors' first language generally is in the responsibility of the authors and should happen before the manuscript is submitted for review. Seismo can recommend editors with whom they work.

In some cases, reviewers or the publisher may ask for (additional) foreign language editing.

In either case, funding for foreign language editing can be applied for at the SNSF. This application requires proof that the publication is written in a language other than the authors' first language and that this increases the visibility/reception of the publication.

The funds for foreign language editing will be transferred to Seismo by the SNSF. Seismo will either directly transfer the amount to the editor, or, in case the authors already paid an editor early on in the process, reimburse the author for their expenses.

### *Funding for print publication*

19. If the editor(s) / author(s) wish to publish a **print version besides the open access publication, additional funding is required**. We will provide a list of foundations and other funding possibilities.

### **D. BOOK LAUNCH, PUBLICITY**

After the book is published, a book launch is organized jointly by the editor(s) / author(s), Seismo and SAGS. Editor(s) / author(s) commit to contributing to the visibility of the publication, e.g. by promoting the book in their circles, participating in book readings, finding colleagues committing to reviewing the book in journals.