



A Guide to Acquisitions

Welcome to the State University of New York Press!

We're very pleased that you're submitting a publishing project for consideration to the State University of New York Press. In this guide, we'll describe how to prepare and submit your manuscript and the review process.

Preparing Your Review Manuscript

Once your SUNY Press editor has invited you to submit a complete manuscript, please send her/him one (1) electronic and one (1) printed copy of the manuscript. The printed copy should be:

- Printed on white 8.5" x 11" or A4 paper
- Double-spaced with one-inch margins
- Pages consecutively numbered
- Unbound
- If submitting an edited volume, please have each contributor use the same font/citation style

In addition, the entire electronic copy should be submitted as one (1) file, saved in either Word or PDF format. Manuscripts will not be returned unless accompanied by a self-addressed stamped envelope.

Simultaneous Submission Policy

SUNY Press does not review manuscripts currently under review with another publisher. Once you have been invited by an editor to submit your complete manuscript we ask for exclusive review.

Suggesting Qualified Readers

Please include with your manuscript the names and institutional affiliations of 4–6 individuals you believe are qualified to review your manuscript. Our peer review process is not double blind. If you strongly believe a particular individual would not evaluate your manuscript in an objective and impartial manner, you should inform your editor. Please do not suggest an individual if s/he:

- Is located on your campus, even if in a different department
- Coauthored or coedited another book with you
- Was on your dissertation committee
- Has communicated in-depth with you about this specific manuscript
- Is a close personal friend
- Is a mentor/mentee

Do not contact any potential readers yourself. We may use readers of our own selection. The identity of readers is never revealed to an author, except with that reader's permission.

Review

The period of time required to review a manuscript will generally take two to four months but can be longer or shorter depending on, among other things, the nature and length of the project and the availability of reviewers.

Acceptance for Publication

Once your peers have turned in their reports, the Press will evaluate them carefully and communicate to you how we wish to proceed. Under ordinary circumstances these are the possible results of the review:

- The Press will inform you of our intention to present your project to our Editorial Board. We will ask you for a brief written response to the reviews outlining your final revision plans.
- The Press will invite you to revise and resubmit the manuscript for another round of peer review.
- The Press will decline to proceed and your manuscript will be rejected.

The SUNY Press Editorial Board consists of faculty members drawn from campuses across the State University of New York system. The mission of the Editorial Board is to make a final recommendation that the project be accepted for publication or rejected. The Editorial Board meets on a regular basis. Your written response to the reviews will be shared with the Editorial Board, along with the original reports and a summary of the project prepared by your Acquisitions Editor. You will be notified promptly and in writing of the decision reached at the Editorial Board meeting.

Preparing the Final Manuscript

Click on the link above to read about our production process.