Romance, Revolution & Reform

Submission Handling Policy

<u>Articles:</u>

<u>Peer Review:</u>

1. *RRR* operates a double-blind peer review policy. This means that the article will be anonymised in order to ensure that there is no bias in the review process, and it will be reviewed by two (or more) people. These reviewers will then provide feedback which the editors will consider, and may ask the author to act upon.

2. As part of the double-blind policy, both reviewers will be suitably qualified (i.e. hold a PhD or equivalent qualification). It is a policy of the Journal that, for training purposes, Post-Graduates may carry out their own practice reviews of submissions. However, they will never constitute one of the double-blind reviews, and their comments will never be forwarded to the author. The feedback from a training reviewer can be made available at the request of the author.

3. To assist with the double-blind review process, authors are asked to remove any acknowledgements, affiliations and references to themselves, and provide them in a separate document.

4. Authors will normally hear the results of the review process between 10 and 15 weeks after the Call for Submissions closes.

<u>Timetable for Publication:</u>

1. The Call for Submissions deadline will be no later than 20 weeks after the call is issued. Authors should consult the website for specific deadlines. After this point, additional submissions may be accepted at the discretion of the editorial board.

2. The Editorial Board will meet to discuss the submissions in response to the Call for Submissions.

3. Authors will normally hear the results of the review process between 10 and 15 weeks after the Call for Submissions closes.

Last Updated: 01.02.2021

4. Authors are asked to respond to the peer review feedback and submit a revised version of their article, which must adhere to the MHRA style guide, no more than 6 weeks after receiving the feedback from their double-blind review.

5. Different articles take different levels of editing, but it is usual for an article to require at least two redrafts and a copyedit before it is ready for publication. Authors should liaise with the Editor-in-Chief and ensure their final draft is submitted by the agreed deadline, so that it can undergo a final internal check by the board.

6. The editors will then carry out a final internal check (consisting of a check by the PGR editors, and a sign off by at least two academics on the board).

7. Authors will be notified by email when the journal has been published and is available online.

   Please Note: Whilst the editors will make every effort to keep to the timeframes outlined above, it may be necessary to extend these deadlines in exceptional circumstances.

Reviews:

Editing Process:

1. Each review will be assigned to two board members who will provide rigorous editorial feedback on the submission. The board will endeavour to assign one Post-Graduate and one Academic Editor from different subject disciplines to each review, to ensure that each author receives comprehensive feedback on their submission. Editors will check that the piece complies with the requirements outlined in our Guidelines for Submission document, and meets the journal's expectations on offensive content, but will not seek to influence or alter the reviewer's comments about the text, event or project under review. Authors should hear the results of the review process 6 weeks after submitting their review.

2. Different reviews take different levels of editing, but it is usual for a review to require at least two redrafts and a copyedit before it is ready for publication.

Authors should liaise with the Deputy Editor and ensure their final draft is submitted by the agreed deadline, so that it can undergo a final internal check by the board.

3. The editors will then carry out a final internal check (consisting of a check by the PGR editors, and a sign off by at least two academics on the board).

4. Authors will be notified by email when the journal has been published and is available online.

Please Note: Whilst the editors will make every effort to keep to the timeframes outlined above, it may be necessary to extend these deadlines in exceptional circumstances.