

*Universitaire Pers Leuven / Leuven University Press*  
*Guidelines for the submission of manuscripts for assessment*

Leuven University Press is an academic publisher which was founded in 1971 and is attached to K.U. Leuven university. We publish a wide range of academic titles in English, Dutch and French by authors who are attached to various national and international universities and research institutes. Our publications are concentrated mainly in the humanities and social sciences.

Our aim is to make available scientific information for an academic public and to disseminate that information as widely as possible. The most important criterion for publication is the quality of the research and the coherence of the publication content. All publications bearing the name *Universitaire Pers Leuven / Leuven University Press* have been assessed by an Editorial Board which subjects manuscripts to peer review to test their scientific quality, argumentation of the conclusions, contribution to the discipline and lucidity of style.

*Dossier*

To ensure that the assessment of submitted manuscripts takes place in a structured way, authors are asked to submit a dossier containing at least the following:

- a digital version of the manuscript on CD-ROM in Microsoft Word
- a hard copy of the manuscript (in duplicate)
- an abstract of approximately 500 words
- in the event of a collection, substantiation of the selected articles
- CV of the author(s)/editor(s) showing their professional/academic background plus a concise bibliography
- a list of earlier comparable/competing publications
- a description and estimation of the size of the envisaged target readership
- a description of the kind of publication you have in mind (hardback/paperback, number of illustrations/tables in colour and b/w, any special requirements)
- any external funding/possible subsidies if known

**N.B.:** *All information must be submitted in both **digital** form on CD-ROM and in hard copy on **paper**!*

In the case of a publication proposal, the author must as a minimum submit a first chapter in place of the manuscript and give an indication of the anticipated date on which the manuscript will be finished and of the estimated length of the completed manuscript.

In the case of a dissertation, authors are requested to submit the following in addition to the above information:

- a list of the jury members with contact addresses
- a letter of recommendation from the supervisor
- place and date of the public defence
- any degrees attained
- a revision proposal\*

\*For more information, see 'Checklist for Revising Dissertations for Book Publication'

For the launch of a new series, the following information as a minimum is required:

- the purpose of the series (Which gap will the series fill? What is the scope of the articles? Which problems/topics does the series address?)
- The composition of the editorial team and CVs of the editorial team members (minimum three persons, one of whom must be from a different international university)  
N.B. the series leader must be in active employment.
- the working method and assessment procedures (how will the editors acquire new manuscripts for the series? Which selection criteria will the series use for new manuscripts? How will manuscripts be assessed? To what extent will use be made of external referees?)
- a list of planned volumes for the coming year
- the frequency of the publications
- the average length of the publications
- a description and estimation of the size of the envisaged target readership
- the way in which publications will generally be funded

#### *Timelines and assessment*

On the first of each month, the members of the Editorial Board receive a list of submitted dossiers and the assessment procedure is started. After submitting a dossier you should expect assessment to take around 12 weeks from the first day of the month following the month of your submission. After a maximum of 12 weeks you will receive notification from Leuven University Press of the Editorial Board's decision.

If the Editorial Board has issued a **negative** opinion on your submission, your book can *not* be published under the UPL banner.

In some cases the Editorial Board may ask you to make a number of **changes** to the manuscript in order to make it suitable for publication by UPL. Naturally, it is for you to decide whether or not you wish to make these changes. Depending on the length of the amended text, the manuscript will have to be resubmitted to the Editorial Board for checking. This will take a maximum of four weeks after the resubmission of the manuscript. If you decide not to implement the proposed changes, your book can *not* be published by UPL.

If the Editorial Board issues a **positive** opinion on your submission, your book can be published under the imprint *Universitaire Pers Leuven / Leuven University Press*. Depending on the envisaged target group and the expected sales potential of the publication, you will receive a proposal from the publisher concerning the design and financing of the publication. UPL is willing to co-invest in projects which have a certain minimum potential market. In all other cases, external funding will be required. Once agreement on the funding has been reached, production can begin. Depending on the size and nature of the publication, production will take between four and six months. See also 'Submission instructions for a manuscript'.

If you have any questions after reading these guidelines, please contact Beatrice Van Eeghem ([beatrice.vaneeghem@upers.kuleuven.be](mailto:beatrice.vaneeghem@upers.kuleuven.be)) and/or Marike Schipper ([marike.schipper@upers.kuleuven.be](mailto:marike.schipper@upers.kuleuven.be)).