



Pluto Press
www.plutobooks.com

Review Procedure for new proposals

1. A commissioning editor will read your proposal and assess whether it is a possible candidate for Pluto's list. If the editor thinks that the proposal might be suitable for a book series, it will be assessed by the editor(s) of that series.
2. The editor might ask you for some further information to include in the proposal. If they think the project has potential, but is not quite right for us at present, they may suggest changes to the proposal which will need to be implemented before we can take the project forward.
3. Once the editor is happy with the proposal, it is sent out for peer review. We select a number of individuals (commonly three or four) whom we regard as experts on the issues to be addressed in your book. These readers will assess the proposal for originality, rigour, style and marketability. If yours is an academic title, these reviewers will be fellow academics who are teaching and/or researching in roughly the same fields as you.
4. It typically takes 3-4 weeks for all the reports to be received. When they are, they will be sent to you for your comments (although the identities of the reviewers will of course be withheld).
5. If comments from the readers are largely positive, then the proposal should reach the final and most important hurdle of the review process – the editorial board. Your commissioning editor has to persuade their colleagues that Pluto should publish your book. To do this, they will marshal all the material at their disposal, including the proposal, the readers reports and your responses to these, and they may well come back to you for further pieces of information as well.

The editorial board makes the final decision on all book proposals. It is quite possible for you to get to this stage and for the proposal still to be declined. However, if you have reached this point then you can be sure that your editor believes in your project and will be working keenly on your behalf to have the book signed up.

6. In many cases the board does not accept or reject a proposal on first viewing, but asks for further work to be done. Common requests are for a new sample chapter, a revised proposal, or a more detailed marketing plan. Your editor will advise you on this, and when this work is completed then your editor will be able to bring the proposal to a second meeting of the editorial board, when a final decision should be made.
7. If your proposal is accepted, you will be offered a contract, and your editor will finalise all the necessary details with you. You will be asked to abide by the word length and deadline which you gave in your proposal – scripts can and have been rejected for being late or overly long.

8. Once we have received your script, it will be read by your editor. If they believe that it falls short of the promised book as set out in the proposal, they may request changes before it is put into production. If your book is part of a series, it will also be read by a series editor or a scholar appointed by them; this review may result in additional requests for changes before the script is accepted.