

### Editorial Process and Policies

BAR provides a friendly and flexible publishing service, tailored to the needs of our authors. We encourage prospective authors to [contact our Editorial Director, Jacqueline](#), who is happy to discuss the details of your project and the ways in which BAR can support.

#### The Publishing Process:

- 1. Submission:** Once you've submitted your book proposal and supporting material to our editorial team, our editor will contact you to discuss your project. For Open Access (OA) projects they will also provide a provisional quote.
- 2. Peer review:** Your editor will send your proposal and accompanying material to qualified scholars in your field of research for peer review.
- 3. Author response:** When the review is complete, your editor will send the reviewers' feedback to you and invite a formal response from you.
- 4. Committee approval:** With the original proposal, sample material, review and response in hand, your editor will present the book to our publishing committee for approval to publish. For OA books, the OA quote will also be finalised at this stage.
- 5. Contract and OA fee transaction:** You will receive a contract stating the agreed-upon delivery date for your final manuscript. After you have signed the contract, your editor will send you more information about preparing your work for publication and our Author Guidelines. At this point, the agreed fee will also be due for OA books.
- 6. Production:** You will deliver your final manuscript along with supplementary forms and evidence that all necessary permissions have been secured. Your book will then be typeset and printed. OA books (and other non-OA books with prior arrangement) additionally undergo copyediting and proofreading.
- 7. Publication:** OA books are made publicly available and freely accessible worldwide. They will also be available in print format. All other books are available in ePDF format via BAR Digital Collection as well as print.
- 8. After publication:** We will work closely with you to market your book as widely and effectively as possible.

#### Editorial Policies and Publishing Ethic

BAR is committed to a transparent and ethical publishing process, and follows the COPE [Principles of Transparency and Best Practice in Scholarly Publishing](#). When agreeing to publish with BAR, all authors must confirm that the content of their book is original, and that it does not infringe on any existing copyright. Authors must also confirm that the correct permissions have been obtained for all third-party or copyrighted material included in the book. In the case of edited volumes, editors must confirm that all contributing authors have agreed to include their work in the book, and that their contributions abide by BAR editorial policy. Our authors retain copyright to their book, and grant BAR Publishing an exclusive licence to produce and publish the book during the legal term of copyright.

### Peer Review

We operate a single-blind peer review process, using a combination of author-recommended and independently contacted subject specialists. Authors will not know who has been chosen to provide peer review, but reviewers know the identity of authors and can waive their right to anonymity if desired. Each manuscript is reviewed by between 2 and 4 reviewers, and the decision on including author-recommended reviewers is at the discretion of the handling editor. For publications in a sub-series, the series editors will be contacted to recommend appropriate reviewers, and members of the sub-series editorial board will also be considered as reviewers.

Once peer reviews have been received, these will be sent to the author in the form of a review summary. Authors will then be invited to read and respond to these reviews, and their responses will be considered by the publishing committee when deciding whether to contract the project. If a manuscript is deemed by peer reviewer not to meet our editorial standards or does not appear a good fit for the BAR series, it will be rejected by the editorial committee. Where appropriate, elements of the author responses may be forwarded back to the original reviewers, for example if the author has requested further clarification on their comments. The anonymity of the reviewer will be maintained throughout this process.

All reviewers are asked to confirm that they have no conflict of interest before accepting the role as a peer reviewer. If any misconduct is alleged or suspected, peer review will be paused while we investigate. In such cases, COPE guidelines will be followed to ensure best practice in resolving the issue. We take any allegations of misconduct – whether pre- or post-publication – extremely seriously, and we expect all reviewers to act in accordance with the [COPE guidelines on ethical peer-review](#). Where a review is identified as biased, it will not be considered by the publishing committee while they are deciding whether to contract the project.

### Championing inclusivity and diversity in our publishing

For the last 45 years BAR's entire focus has been on archaeology – increasing knowledge through making available data-rich research quickly and efficiently - and we take an inclusive approach to our publishing programme. Rather than assessing your work based on commercial viability, previous publishing track record, or the perfection of your written English, if your research contributes to the advancement of the subject area we will work with you to develop your work and bring it to as wide a possible audience. This has always been the guiding principle of BAR and it brings to our list a diversity of voices that we are proud of.

Although our major languages are English, French, German, Spanish and Italian, we have published in at least 18 different languages and we continue to support scholars from regions and on topics that many traditional publishers neglect.

### Self-Archiving Guidelines

For more information about BAR's Self-Archiving Guidelines please click [HERE](#).