

### **GENERAL PROCEDURES**

**1. Author sends manuscript excerpts along with a completed Author Questionnaire to AAS.**

The AAS Publications Manager logs the submission, verifies the author's AAS membership status (authors must be current AAS members), and acknowledges receipt.

**2. AAS Publications Manager sends a copy of the manuscript excerpts and Author Questionnaire to the Series Editor for initial scholarship evaluation.**

**3.** If the manuscript is selected to be sent for review, the Series Editor will **solicit suggestions for two reviewers** and notify the AAS Publications Manager who will request two copies of the complete manuscript from the author. **Only complete manuscripts will be reviewed.** Authors must confirm at this point that their manuscript is not under consideration for publication elsewhere. The AAS Publications Manager mails copies of the manuscript to the two reviewers along with the standard review form. Reviewers are given 2–3 months to submit a written review/recommendations.

**4.** The Editor designates a representative specialist on the AAS Editorial Board to be a "sponsor" to follow the progress of the manuscript prior to Editorial Board vote. A copy of the manuscript is mailed to the Editorial Board sponsor.

**5. Reviewers should use the standard review form to comment on the scholarly quality of the manuscript** as well as reasons why the manuscript is appropriate for AAS to publish, the potential audience and utility to membership and the field. Reviewers may also provide suggested revisions. If there is a significant difference in opinion between the two reviews—or if one review appears too cursory—a third review may be solicited.

**6. Reviews are returned to the AAS Publications Manager** who will send copies to the series editor and to the author for comment (willingness to incorporate suggested revisions, along with a detailed plan and timetable for revisions, e.g.). If the author is willing to make suggested revisions, a revised manuscript is solicited.

**7. Once the revised manuscript has been received, it is sent to the Editorial Board "sponsor" for final review. If the sponsor confirms that requested revisions have been made, the AAS Publications Manager compiles a report** for the Editorial Board (this report includes the Table of Contents, Author information/questionnaire, reviews, the author's response to the reviews, and the EB sponsor's final comments). This report is circulated around the Editorial Board for final discussions and a vote (via e-mail or at the AAS Annual Meeting).

**8. The Editorial Board votes** whether to: (i) accept the manuscript for publication as is; (ii) tentatively accept the manuscript for publication pending revisions if further revisions are requested by the Editorial Board; (iii) reject the manuscript.

**9. The AAS Publications Manager notifies the author as to the Editorial Board's decision.**

**10. Once a manuscript is formally accepted for publication,** a signed contract is mailed to the author. The author countersigns the contract and returns it to the AAS Publications Manager. At this stage, the author should also provide a double-spaced hard copy of the final manuscript along with a copy on disc or via e-mail (including photos, illustrations, or other graphics). **Once all materials have been received, the manuscript will be entered into the production schedule.** Print runs and pricing will be decided by the AAS Publications Manager in consultation with the Series Editor and the AAS Executive Director.