

Guidelines for Guest Editors (Revised May 2016)

Referees' Reports

Brill requires the submission of formal referee reports before, or latest with, the submission of the finalized manuscript. The reports should be sent to Christa Stevens at c.stevens@Brill.com. For guest-edited volumes, the guest editors are requested to send her their formal evaluations of the articles they selected for possible inclusion in their issues.

What to Submit to Brill for Production:

1. The finalized manuscript consisting of the following parts:

The title of the issue and the names of the editors in order of presentation

A table of contents

An introduction

The copyedited essays, each with an abstract in both English and French and six keywords in both English and French. The essays should be numbered consecutively.

Notes on Contributors

The cover illustration in high resolution and its caption

Illustrations as a separate file in high resolution, numbered consecutively by essay and number in essay (1.1, 3.2, etc.)

A list of the numbered figures and their sizes (S, M, L) with their captions

In addition, the following should be sent with the finalized manuscript:

Permissions from copyright owners for the illustrations

Permissions from the Beckett Estate (where applicable)

A list of the authors and editors with their postal and e-mail addresses and phone numbers.

Illustrations and Permissions

For detailed instructions, see the back pages of our revised Guidelines for Contributors (2016).

Schedule

We anticipate 14 months from submission of the contributors' revised papers to the guest editors in *SBT/A* format: 8 months to prepare for the submission to Brill and 6 months of production at Brill. The latter includes layout, preparation of proofs and consent-to-publish forms. The proofs and the forms are sent to the editors for distribution to the contributors.

Note: Contributors cannot be advised about the inclusion of their articles in a guest-edited issue until after the editorial board has formally accepted them. According to

the following schedule, such approval comes just short of five months after submission of the contributors' revised articles in *SBT/A* format to the guest editors.

The following is the 14-month schedule of *SBT/A* 29.2 (2017):

Tentative Schedule for *SBT/A* 29.2

- 1 August 2016 Contributors submit their revised papers to the guest editors in *SBT/A* format. If more than three and a half months are thought advisable before submission of the edited and revised essays to the *SBT/A* Board, then an earlier deadline may be considered. Accordingly, the contributors will need to be informed that the decision on publication will take longer than five months.
- 1 Nov. 2016 Guest editors complete the editing of the contributors' revised papers, involving additional revisions where necessary. (3 months).
- 15 Nov. 2016 Copyediting by guest editors completed; revised and copyedited essays in WORD sent to *SBT/A* Board for comments and approval.
- 15 Dec. 2016 Comments from board received and contributors informed of the Board's acceptance (with or without additional corrections and revisions) or rejection of essays.
- 15 Jan. 2017. Contributors submit their revised essays to the guest editors for checking and copyediting.
- 15 Feb. 2017 Revised and copyedited essays submitted to Board.
- 15 March . Board's checking of the guest editors' copyediting completed.
- 1 April 2017** The finalized MS should be sent directly to Dick Kraaij (Team Leader Desk Editing Journals) at: kraaij@brill.com (with cc to c.stevens@brill.com). The MS can be sent in one Word file, or in separate Word files, numbered 01, 02, 03.

Between April and October, Brill will send author proofs and consent-to-publish forms to the guest editors to distribute to the authors.

Oct. 2017 Issue published.