1. Record Nr.   UNICASBVE0000800

   Titolo   A lexicon of Greek personal names / edited by P. M. Fraser and E.
                      Matthews

   Pubbl/distr/stampa Oxford, : Clarendon press

   ISBN   0198149905

   Descrizione fisica v. ; 31 cm

   Disciplina   413.028
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                      929.440938

   Soggetti   Nomi propri di persona greci - Dizionari

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                      Greco antico

   Formato   Materiale a stampa

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   Note generali   In testa al front.: The British Academy.

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2.	Record Nr.	UNINA9911019252703321
	Autore	Hames Irene
	Titolo	Peer review and manuscript management in scientific journals : guidelines for good practice / / by Irene Hames
	Pubbl/distr/stampa	Malden, MA ; ; Oxford, : Blackwell Pub., 2007
	ISBN	9786611322052 9781281322050 1281322059 9780470750803 0470750804 9780470750261 047075026X
	Descrizione fisica	1 online resource (308 p.)
	Classificazione	02.13
	Disciplina	070.4/495
	Soggetti	Scientific literature - Evaluation Science - Evaluation Technical writing - Evaluation - Analysis Peer review Science - United States - Information services Avaluació d'experts Literatura científica Revistes Redacció d'escrits tècnics Llibres electrònics Estats Units d'Amèrica
	Lingua di pubblicazione	Inglese
	Formato	Materiale a stampa
	Livello bibliografico	Monografia
	Note generali	Description based upon print version of record.
	Nota di bibliografia	Includes bibliographical references and index.
	Nota di contenuto	Peer Review and Manuscript Management in Scientific Journals: Guidelines for Good Practice; Contents; Foreword by Robert Campbell and Sally Morris; Preface; Chapter 1: Introduction; What should peer review do?; What does peer review assume?; What is this book trying to achieve?; Chapter 2: The peer-review process - how to get going; The

basic process; The people involved in running the peer-review process; Office organization; Choice of system and procedures; Record keeping; Systems available; Chapter 3: Manuscript submission and initial checks on completeness and suitability

Submission guidance to authorsJournal scope and editorial policy; Manuscript presentation; Manuscript submission; Checking and logging of submitted manuscripts; Transfer to editor; Initial assessment of suitability and rejection without external review; Manuscripts with language problems; Chapter 4: The full review process; Identifying and selecting appropriate reviewers; Reviewer information; How to go about identifying and selecting reviewers; Finding reviewers; To invite or not?; Inviting reviewers; Responses to invitations to review

Getting the manuscript and associated material to the reviewersInformation reviewers will require; Associated material needed by reviewers; Monitoring review progress; Reminding and chasing reviewers; Problems during review; Reviewers not returning reviews; Receiving and checking of returned reviews; Checking of reviews; The ethics of amending reviewer reports for authors; The 'ideal' report; Back-to-back manuscripts; Dealing with enquiries on manuscript status; Chapter 5: The decision-making process for reviewed manuscripts; The organizational structure for decision making

The decision-making processDivided opinions from reviewers; The decisions that can be made; Checks to be made before communicating decisions to authors; Communicating the decision to the authors; Rebuttals and appeals from authors; Dealing with revisions; Dealing with resubmissions; Problems with resubmissions; Acceptance; Decision making to consistent standards and the problem of availability of space; Special considerations in decision making: dual-use research and the possible misuse of information; Chapter 6: Moving to online submission and review; How do you choose an online system?

How to prepare to move to online workingEvaluation of current workflow and responsibilities; Specification design for the journal; Questions and text options on the site; Preparation of editorial correspondence for the online site; Health and safety issues; Training and support; Data transfer; The launch and transition period; What to expect after going live online; Impact on submission numbers; Impact on the quality of submissions; Impact on geographical origin of submissions; Impact on reviewing and administration times; Problems that may be encountered and how to deal with them

Online systems are never closed

| Sommario/riassunto | This comprehensive yet concise book provides a thorough and complete guide to every aspect of managing the peer review process for scientific journals. Until now, little information has been readily available on how this important facet of the journal publishing process should be conducted properly. Peer Review and Manuscript Management in Scientific Journals fills this gap and provides clear guidance on all aspects of peer review, from manuscript submission to final decision. Peer Review and Manuscript Management in Scientific Journals is an essential reference for science jou |