



## REVIEWER GUIDELINES

Thank you for agreeing to review a proposal/manuscript for Liverpool University Press. The report you have agreed to write is an integral part of our publishing process and is greatly valued by all at Liverpool University Press, as well as our series editors, and our Editorial Advisory Board. Before you begin your review of the work, please read LUP's [Publication Ethics](#).

### **Your privacy**

By agreeing to review this proposal/manuscript, please know that whilst your name will remain anonymous to the author/editor of the work you are reviewing, your report will be passed to them so they can respond to your comments. Your name, affiliation and report will be passed to series editors (if the work is under consideration for a series), and to members of our Editorial Advisory Board as part of our commissioning procedure. Your name, affiliation and report will also be stored by Liverpool University Press in order to retain accurate files of the reviewing process of the work.

### **Declaration of interest**

Please declare before reading the proposal/manuscript if there is any conflict of interest. Whilst it is likely you know the author/editor of the work, as you have been chosen due to your research interests and publications, if you have worked with the author/editor previously on a publication, a research project, or in the same institution, please inform the commissioning editor before reviewing the proposal/manuscript. If you are currently working on a publication that would be considered very close to the topics covered in the proposal/manuscript and therefore constitute a conflict of interest, please declare this to the commissioning editor before reading the proposal/manuscript.

### **What we require in your report**

We encourage you to comment in your report on what is most pertinent, and we do not wish to interfere with your freedom of expression. However, in addition to your own comments on the proposal/manuscript, we would like you to consider the following in your report:

- strengths of the work, its quality, originality and significance to the field.
- structure and organisation, how arguments are presented, and conclusions made.
- constructive recommendations for revision, areas to develop further to improve structure and content.
- relation to existing works in the field. Every book builds on the work of others, whether it has been read or heard (for example, but not limited to, published books or articles, unpublished theses, online blogs and writings, lectures, and conferences), and we expect full credit to be given to all who have helped shape the debate which this

work is building upon (for example, but not limited to, academics, early career scholars, researchers, non-academic writers).

- for edited collections, please comment on whether the list of contributors reflects the academic community working in this area, and the range of topics covered illustrates the current debates in the field. Whilst we appreciate not every topic can be covered due to word length, does the editor make a strong case for the contributors and topics selected and provide reasoned explanations for why others have been omitted?
- the target audience for the book and any competing books in the field.
- finally, should Liverpool University Press proceed with contracting/publishing the work?

Separate from the report, it would be a great help to the commissioning editors at Liverpool University Press if you could provide some insight into which academics you recommend in your field, so we can start a discussion with them about their work. Additionally, any insight you can provide on areas in your field that are currently being debated or those in need of further development would be hugely appreciated. If you are currently looking for a publisher for your own work, then please do discuss this with the commissioning editor.

If you require an authorised and signed letter from our Editorial Director confirming you have undertaken peer review for Liverpool University Press for institutional purposes, then we would be more than happy to provide this for you.

**Thank you for supporting Liverpool University Press with our peer review process and we look forward to reading your report.**