



## **Editorial Policy**

The Catholic University of America Press publishes in the fields of history (ecclesiastical and secular), language and literature, philosophy, political theory, and theology. We have interdisciplinary emphases on early Christian studies and medieval studies. We publish works of original scholarship intended for academic libraries, scholars and other professionals and works that offer a synthesis of knowledge of the subject of interest to a general audience or suitable for use in college and university classrooms.

## **Acquisition Procedures**

An author interested in having us consider a manuscript should submit a proposal containing summary information about the manuscript (abstract, annotated table of contents, or a summary introduction) together with a resume and a list of previous publications. If the proposal is for a translation, it should include a sample of eight-to-ten double-spaced pages in length together with a copy of the corresponding original text. If the material is to be returned, a stamped self-addressed envelope should accompany the submission. Submissions should be sent to:

James Kruggel, Acquisitions Editor (for philosophy and theology)  
or: David J. McGonagle, Director (for all other fields)  
at: The Catholic University of America Press  
620 Michigan Ave., NE / 240 Leahy Hall  
Washington, DC 20064

If the summary information shows sufficient promise, we invite submission of the entire manuscript. With the invitation we send the author a copy of our "Editorial Policy and Procedures," "Guidelines for the Preparation of Typescripts," and Author's Questionnaire.

The manuscript should be complete, i. e., it should include all pertinent front matter and a bibliography, and it should be accompanied by xerox copies of all maps, photographs, and other illustrative materials. We ask that the author send two copies.

When the manuscript arrives, the acquiring editor reviews it for appropriateness to the list, financial feasibility, and substantive merit. If this initial review is positive, the editor normally obtains an evaluation by a scholar with an expert knowledge of the topic. Further action depends on the nature of the evaluation.

If the evaluation is positive, the editor may obtain a second evaluation. If one or both of the evaluations are not favorable, the editor will not proceed further.

If the evaluations are favorable but recommend that the author revise the manuscript, the editor exercises discretion in determining how to proceed. The editor may discontinue consideration of the manuscript despite the favorable recommendations but normally asks the author to prepare a written response indicating areas of agreement and disagreement with the recommendations of the readers and outlining plans for revision of the manuscript in light of them. If the

response is satisfactory, the editor normally presents the manuscript to the faculty editorial committee for approval.

Only the Editorial Committee of the Press, which is composed of senior members of the University's faculty, may approve a manuscript for publication under the Press's imprint.

*NOTE: The process outlined above is normative. At any stage, we may for any reason discontinue our evaluation and decline to publish the manuscript.*

After a decision is made to publish, we negotiate an agreement with the author, provide additional information pertinent to the publication process, schedule the manuscript for publication, and begin the editorial and production process.