

The *Harvard Series in Islamic Law* at PIL is a selective book series, published jointly by the **Program in Islamic Law** and [Harvard University Press](#) for outstanding scholarship on Islamic law and history. All manuscripts undergo double-blind peer review and are evaluated by the [editorial board](#) for excellence, novelty in scholarly contribution, and rigor of research and writing in ways that fit within the Series.

## Cliff Notes for the Book Publication Process

### *Peer Review Process: Anonymize Submissions, consult EIC for a list of reviewers*

The entire book review process is anonymous. Please make sure to *anonymize* all feedback from reviewer to author. Anonymize the author's name starting from the first round of reviews before the book has been formally accepted. Examine the book proposal for a draft list of reviewers, and finalize in consultation with the EIC.

### *Key documents and deliverables:*

- **Book proposal**—Authors must submit a detailed synopsis of the manuscript (“ms.”) in 5–10 pages, following the book proposal guidelines [link]. Authors are to submit a full copy of the manuscript with their proposal to <email address>.
- **Author-PIL Contract**—formal document that establishes the final deliverables, complimentary copies, online companion, and copyright clauses. The contract is drawn up immediately upon acceptance of the book into the Series.
- **Publication schedule**— a grid schedule that has the book's entire a-z production process. Drawing on previous schedules as models, the PIL staff assistant / editor should create this schedule in consultation with the copyeditors, printer (Puritan), and publisher (HUP) as soon as the manuscript is approved for publication. The schedule should also be regularly revisited. All deadlines, internal and external, are pulled from the book production schedule. See template below.
- **Online companion**—a supplemental digital resource for the book that compiles its referenced primary sources, if available free and digitally, as well as other resources that the author may choose to contribute (ongoing bibliography, maps, biographies of key figures, etc.). The author is to work with a Program assistant/RA for a 3 month period to format, collect/summarize, and upload materials to the dedicated Online Companion page on the SHARIAsource Portal.
- **Subvention**—author and their institution may financially contribute a portion of the book and online companion production.

### *Stakeholders:*

- **PIL** is the publisher. We oversee the selection process, publication financial costs, launch, and direct author interaction.

- **Puritan Printing Press** is the printer. Ask them all questions about the actual physical book production. Each book project is priced differently. Paid by the job.
- **Harvard University Press (HUP)** is the publisher-distributor. They formally publish and market the books through their academic publishing channels. PIL has a contract with HUP for which we receive a financial distribution and royalties.
- **Copyeditor.** [Stuart Brown](#) or [Hanna Siurua](#), subject to availability.

#### *Book specs*

Puritan press has these on file, as follows:

- **Page size:** 6.125" x 9.25"
- **Paper:** Cream 60# text printing in black (1/1) 420ppi
- **Binding:** Case bound, sewn, Arrestox B Slate Gray cover (14550), foil stamp on front cover and spine (B14 gold + matte blue / green foil). Match with previous job.
- **Dust jacket:** 4/0 dust jacket on 100# silk text or similar with gloss lamination

#### **Production Timeline:**

Books generally take at least 18 months from start to finish with many steps simultaneously occurring.

<b>Action (in order)</b>	<b>Description + Notes</b>	<b>Timeframe</b>
Manuscript submission review	Manuscripts should be the full manuscript. Sometimes there are special cases which can be provided an exception upon approval, such as a very extensive translation.  The author's book proposal needs to accompany the text.	Rolling
Preliminary approval	EIC	Rolling
Select peer reviewers	Program Assistant: Ask the author for recommended experts to serve as peer reviewers. Submit to EIC who, in addition to her own review, will select a final list.	1 week
Send peer reviewers a request letter and a sample to confirm interest and availability	Program Assistant: Send peer review letter to reviewers (sample letters can be found in previous Book Series' volumes' folders). The letter is to include a one paragraph summary on the book's subject matter and contribution. The letter gives reviewers 6 weeks to review the ms., and should be sent out with the following attachments: <ol style="list-style-type: none"> <li>1. Book proposal (pdf)</li> <li>2. Full manuscript (pdf)</li> </ol>	1 day

	<p>Send out reviews to at least 3 reviewers. Send review requests in groups of 2 after the initial 3. Give reviewers one week to let you know they will provide a review. Give reviewers 6 weeks from date of letter receipt to do the review. Toggle calendar with accepted reviewers</p>	
Peer Review Process / Reminders	<p>Program Assistant: Remind reviewers 3 weeks out, 1 week out, and on the due date.</p>	6 weeks
	<p><b>NB:</b> Not all reviewers will reply. This is why review requests are sent out in groups of 2.</p>	
Peer review processing + review	<p>Program Assistant: Provide the peer review feedback (Readers' Reports) to EIC for publishing decision; EIC: review</p>	After PIL receives Readers Reports from at least 2 of 3 reviewers; 1 week for EIC review
Peer review processing	<p>Program Assistant: Draft letter based on EIC notes to the author that communicates PIL has decided to accept / reject / revise &amp; resubmit their ms., with attached Readers Reports. There should be two copies of the readers' report: one with names so that we know who wrote what review and one that is <b>anonymized</b>. This is the one that goes to the author.</p>	1 week
Author communication: send readers' report to author with tentative acceptance to the author	<p>Program Assistant: Draft and send a letter on the ms. proposal w/Readers Reports to the author. Start the conversation on online companion and subvention.</p> <p>Send the <b>anonymized</b> readers' report to the author, giving them <b>4-10 weeks</b> to address the changes needed for a revise and resubmit (depending on the extent of the changes needed), and to send an updated manuscript.</p>	
Set publication deadline	<p>Work with the author to set a publication deadline. Usually publishers have set publication dates (two per year), and authors may have preferred release season.</p>	Ongoing conversation while reviewers are working.

Keep in mind that the entire production process expected is twelve to eighteen months, depending on when manuscript is submitted. Communicate this to the author.

Mitigating factors include EIC & PIL staff availability, the academic and University calendars, and holiday seasons.

Editorial Board Review (6 weeks)	Send the Editorial Board the proposal, the ms, and a request for response within <b>6 weeks</b> .	After reviews received recommend publication - 6 weeks
Formally accept the book for publication	The letter needs to address the subvention, ask the author to review the reviewers' comments, and start discussion to set up the online companion.	
Get cost estimate from printing press (i.e. Puritan)	Request from Puritan Press. Get estimates for 250, 500, and 750 books. Include book specs (page size, cover, type of paper, dust jacket) follow previous books'. These are in the Book Series' files.  <b>Note:</b> PIL usually does an initial print run of 500 books based on (1) HUP advice for the types of books we publish (2) costs of production.	1- 2 weeks
Design cover by final date	Ask HUP when they need this; it seems to change every release season. This cover goes in the catalog and their website.  The author should have an idea of what they'd like on the cover. Author is responsible for acquiring rights and paying for any images they want to use.  PIL designs the cover in collaboration with the author. There is a default design (see covers of al-Muwatta and Leaving Iberia) for the PIL series, but this is not mandatory.  <b>Note:</b> We usually do fall releases; typically HUP has needed the cover image by mid-January.	1-3 days, with additional back and forth w/the author on feedback.
Determine retail price of the book based on cost to	There is a template Excel workbook that calculates the necessary price for a 50% profit margin. Considerations:	

produce & peer publications	<ol style="list-style-type: none"> <li>1. number and cost of complimentary copies</li> <li>2. labor costs of producing the online companion</li> <li>3. cost of production by printing press</li> <li>4. cost of copyediting</li> <li>5. cost of indexing</li> </ol>	
Fill out GBI form	<p>Fill out portions from book specs and send remainder to Author to complete. Send to HUP. Typically they need the form by Nov 30 for following fall's releases and June 30 for following spring's releases.</p> <p>They need a retail price, description, and estimated book specs (these are all in the steps above).</p>	
Identify & contract a copyeditor	<p>Hanna Siurua is the go-to: <a href="mailto:siurua@gmail.com">siurua@gmail.com</a> Rates are \$40/hour</p> <p>Other suggestions: Valerie Joy Turner <a href="mailto:yjt@valeriejoyturner.com">yjt@valeriejoyturner.com</a> Rates are \$34/hr; \$32/hr for typeset proofs Dr. Melanie Magidow <a href="mailto:mle@melaniemagidow.com">mle@melaniemagidow.com</a></p>	
Develop outline of publication schedule	<p>Books should be fully bound and delivered 10 weeks before publication deadline.</p> <p>Try to build in 6 weeks of buffer.</p>	2 weeks
Negotiate Subvention, Contract & Online Companion	<p>The subvention depends on the price of the book, the expected sales, and the type of book.</p> <p>The contract depends on the subvention and online companion proposal being finalized.</p>	Varied
Send full manuscript to printing press & get final cost		1 week
Finishing review process, copyediting, typesetting, production, delivery process	<p>Product publication production schedule. Refer to last book published in series as template.</p> <p>Ensure contract and subvention is agreed upon and signed before starting the copyediting process.</p>	

Confirm printing & delivery schedule with Puritan Press

Book Published & Delivered

Puritan corresponds with Trilateral (HUP's warehouse) on delivery logistics.

HUP's handbook contains the delivery logistics guidelines.

Book PR & Marketing

The book is advertised for at least 6 months after publication. Announced to all PIL sites and platforms. A targeted Mailchimp campaign will also be formed and strategized by the Social Media / Outreach Coordinator.

Book Launch Event@ HLS

Part of the Fall PIL annual book talk series.

## **Editorial Board**

The current members of the Book Series editorial board are below. Each member of the editorial board needs to receive the manuscript for review before PIL's acceptance for publication. We give them 6 weeks to review, and note in the accompanying letter that if we do not hear any concerns from them in 6 weeks it signifies their approval of acceptance for publication. CC the EIC on all correspondence.

### ***General Editor / Editor-in-Chief***

Intisar A. Rabb

[irabb@law.harvard.edu](mailto:irabb@law.harvard.edu)

### ***Editorial Board***

Aslı Bâli, UCLA School of Law

[bali@law.ucla.edu](mailto:bali@law.ucla.edu)

Khaled Abou El Fadl, UCLA School of Law

[abouelfa@law.ucla.edu](mailto:abouelfa@law.ucla.edu)

Cemal Kafadar, Harvard University

[kafadar@fas.harvard.edu](mailto:kafadar@fas.harvard.edu)

Maribel Fierro, Consejo Superior de  
Investigaciones Científicas

[maribel.fierro@cchs.csic.es](mailto:maribel.fierro@cchs.csic.es)

Hossein Modarressi, Princeton University

[hm@Princeton.edu](mailto:hm@Princeton.edu)

Roy Mottahedeh, Harvard University

[mottahed@fas.harvard.edu](mailto:mottahed@fas.harvard.edu)

Mathieu Tillier, Université Paris-Sorbonne

[mathieu.tillier@sorbonne-universite.fr](mailto:mathieu.tillier@sorbonne-universite.fr)

M. Qasim Zaman, Princeton University

[mzaman@Princeton.edu](mailto:mzaman@Princeton.edu)

### Pre-publication Checklist [for staff/editorial assistant]:

- Have you worked with the EIC to identify peer reviewers?
- Have you sent the manuscript to peer reviewers, who have agreed to review w/in 8 weeks?
- Have two peers provided positive reviews?
- Have you updated the EIC on the peer reviews?
- Have you update the author, if necessary on the peer reviews?
- Have you drafted a recommendation (from the EIC) to the editorial board re: publication?
- Has the editorial board approved the manuscript?
- Have you drafted an EIC-decision of acceptance or revise-and-resubmit in writing to the author?
- Has the author updated the manuscript based on the readers' reports?
- Have you drafted a contract and publication schedule and communicated it to the author?
- Has the author signed the contract and agreed to a subvention?
- Have you made the EIC aware of all the above, and secured final approval for publication?

### Post-Publication: Book Launch Event

The book launch takes place at PIL. Typically, a Fall book talk with the author and a panel of subject-area experts engage in moderated conversation. This becomes the main event of PIL's semester. Work with the Harvard Coop on making copies of books available at an in-person event.

**Promo codes:** Work with HUP on these (authors generally receive 30% off; the general public at a book launch 15-20% off).

### Troubleshooting, "helpful tips"

- Be ready to think on your feet and always build in at least 6 weeks of buffer time to the publication schedule.
- Be very clear with authors and copyeditors on the time limitations and deadlines.
- Be ready to create new schedules with new dates as different problems emerge, including scheduling problems.
- Have back-up copyeditors and indexers.