Migration Institute of Finland's publication process

Preliminary enquiries and submitting a manuscript

Before submitting a manuscript (MS), it is advisable to contact the Institute to verify whether the topic fits the Institute's publishing profile. For books with multiple authors, all communications with the Institute should be channeled through the book's editor.

Both pre-inquiries and manuscript submissions (MSS) must be done by email. Download the publication proposal form from our website, fill it out carefully and send it by email to our Publication Committee at si-julkaisut@utu.fi. The submitted manuscript must follow the Institute's writing guidelines. The text of the MS should be submitted as a single file and images, diagrams, tables and abstracts from monographs or symposia as separate files. (See the Style Guide file format instructions.)
Both preliminary enquiries and the submission of manuscripts (MSS) should take place by email. All MSS must conform to the stylesheet of the Institute. The text of the MS should be submitted as one single file, and illustrations, diagrams, tables, and for monographs or symposia a summary, should be submitted as separate files. (Please see the File Format instructions in the Stylesheet.)

Drafting a manuscript

The author, or the editor of a joint publication, is responsible for ensuring that the MS constitutes a meaningful, coherent and stylistically consistent whole. For symposia, the central responsibility of the editor in ensuring a successful publication cannot be overstated.

Particular attention should be paid to the Introduction, where the research goals and other fundamental aspects are defined. For an edited work, the Introduction should set out the contents and goals of the work, in relation to which the separate contributions will be evaluated. The Introduction should also state the original research value of the work. A concise summary of previous research on the topic is also to be recommended.

In monographs, and in edited volumes for each contribution, care should be taken to ensure that the problem-set being investigated, theoretical starting-points, and methods used for obtaining and analyzing materials are clearly stated; that the analysis of the materials is clearly described; and that any conclusions are also stated clearly. The author or editor is responsible for ensuring that the same terminology is used consistently throughout the manuscript, and that references and bibliographies are drawn up consistently. In edited works, redundant repetitions and overlaps should be avoided. So far as is possible, MSS should be in their final form before being submitted for evaluation.

The final MS for a monograph or an edited work should include at least the following components:

- Main text (one single file)
  - cover page: title of work and author's or editor's name
  - table of contents, and where relevant, a separate index of illustrations, figures and diagrams, and tables
  - authors' bios
  - the chapters
  - bibliography and list of sources (in edited works, separately after each article)
  - appendices (in edited works, usually separately after each article)
  - reference index
  - back cover blurb (approx. 1,000 characters inclusive of punctuation and spaces)
- For monographs, a summary; for edited works, summaries for each article (one single file)
- Where relevant (as separate files)
  - illustrations
  - figures and diagrams
  - tables

Peer Review

Works published in the *Research Series* include peer-reviewed scholarly monographs and edited works. Peer review is carried out by two anonymous reviewers, not members of the *Research Series* Committee, which then makes the decision whether to publish or not in the basis of the external reviewers' recommendations.

The *Research Series* may also publish edited versions of doctoral dissertations. These are published following award of the doctoral degree, after assessment by one anonymous external assessor, on condition that the author has also submitted the final statement by the Opponent (External Examiner), together with a list of all subsequent alterations to the manuscript.

The author or editor is responsible for ensuring that all amendments which may have been required by the external Peer Reviewers are implemented, including, for edited works, in the various articles. We recommend that the author or editor should draw up a list of all the emendations which have been made, to be submitted to the publisher.

For any manuscript accepted for peer review, all essential data and documents relating to the review process are stored, and in the case of manuscripts rejected on the basis of peer review, a record is also kept of the authors' names, the title of the work, and the names of the reviewers.

Any member of the *Research Series* Committee who may be a contributor to a work submitted for review is recused from the review process.

Decisions to Publish

Publication decisions are made only on the basis of completed manuscripts. Publication decisions are made at the meeting of the publication committee for the respective series.

Publication Contract and Royalties

Following a favorable decision to publish, the Migration Institute of Finland will contact the author or editor in order to draw up a publication contract. When agreement regarding the contract has been reached, it will be signed, and preparation of the manuscript for publication can begin. In the case of edited works, all participating authors must sign statements surrendering copyright, and these will be annexed to the contract: the editor is responsible for distributing copies of the Migration Institute of Finland's contract to all participating authors, and may either agree with them to collect and collate their signed statements for submission to the publisher all together, or that each author is responsible for submitting their statement directly.

The great majority of works published by the Institute will achieve only a small circulation, and no royalties are paid. The contract reserves all rights of publication, both digitally and in print, to the Institute, with the goal of ensuring the published works' long-term availability.

Preparation for publication

Once a manuscript has been approved for publication by the Migration Institute of Finland, a named person will be charged with responsibility for its final copy-editing and technical preparation for printing. The author or editor is responsible for finalization of the manuscript, language-editing, and page references for the index. The proofs will be sent to the authors for final corrections; thereafter, the final proofs will be checked only for formatting and layout errors.

Authors' copies

Authors' copies of the printed work will be provided as follows:

- 10 copies to a monograph author
- 5 copies to the editor of an edited volume
- 2 copies to each author in an edited volume

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