

OIAS: From Manuscript to Book

1. Submit the manuscript (see [Guidelines for Authors](#)).
2. The editorial board reviews the manuscript and notifies the author whether it has been accepted for consideration (within three weeks).
3. The editorial board appoints (or confirms) the volume editor.
4. The editorial board invites reviewers. The anonymity of reviewers and authors is maintained.
5. After the review (approximately three to five months), the author receives comments and is given time to make revisions or additions.
6. All communication between authors and reviewers takes place through the editor. Authors are required to respond to the reviewers' comments: either by accepting them or by rejecting them with a reasoned explanation.
7. The author submits the revised manuscript.
8. If the authors do not follow the reviewer's recommendations, the reviewers assess, on the basis of the editor's report, whether these shortcomings compromise the scientific integrity of the manuscript. If significant issues remain unresolved, the reviewers may recommend a further round of revisions or rejection. The final decision rests with the editorial board.
9. The technical editor reviews the submitted material and, if necessary, requests additional technical corrections or additions.
10. Typesetting (approximately one week).
11. Proofreading (the first proofs are sent to the volume editor and then to the author).
12. After typesetting, the author is expected to actively participate in the proofreading process. At this stage, changes to the text, the addition or removal of illustrations, and changes to their size are generally no longer permitted. The duration of the final phase and the timing of the book's submission to the printer depend on the author's responsiveness.

Note: [The Slovenian Research and Innovation Agency](#) (ARIS) typically announces a call for proposals in March for the co-funding of scientific monographs in the current year. The deadline for submitting applications is mid-April. If an author wishes to apply for the call and subsequently publish the monograph in the OIAS series, the peer-review process must be completed by that time (see item 5 on the list above). The editorial board cannot guarantee that manuscripts submitted after mid-October will complete the review process in time to meet the ARIS deadline.