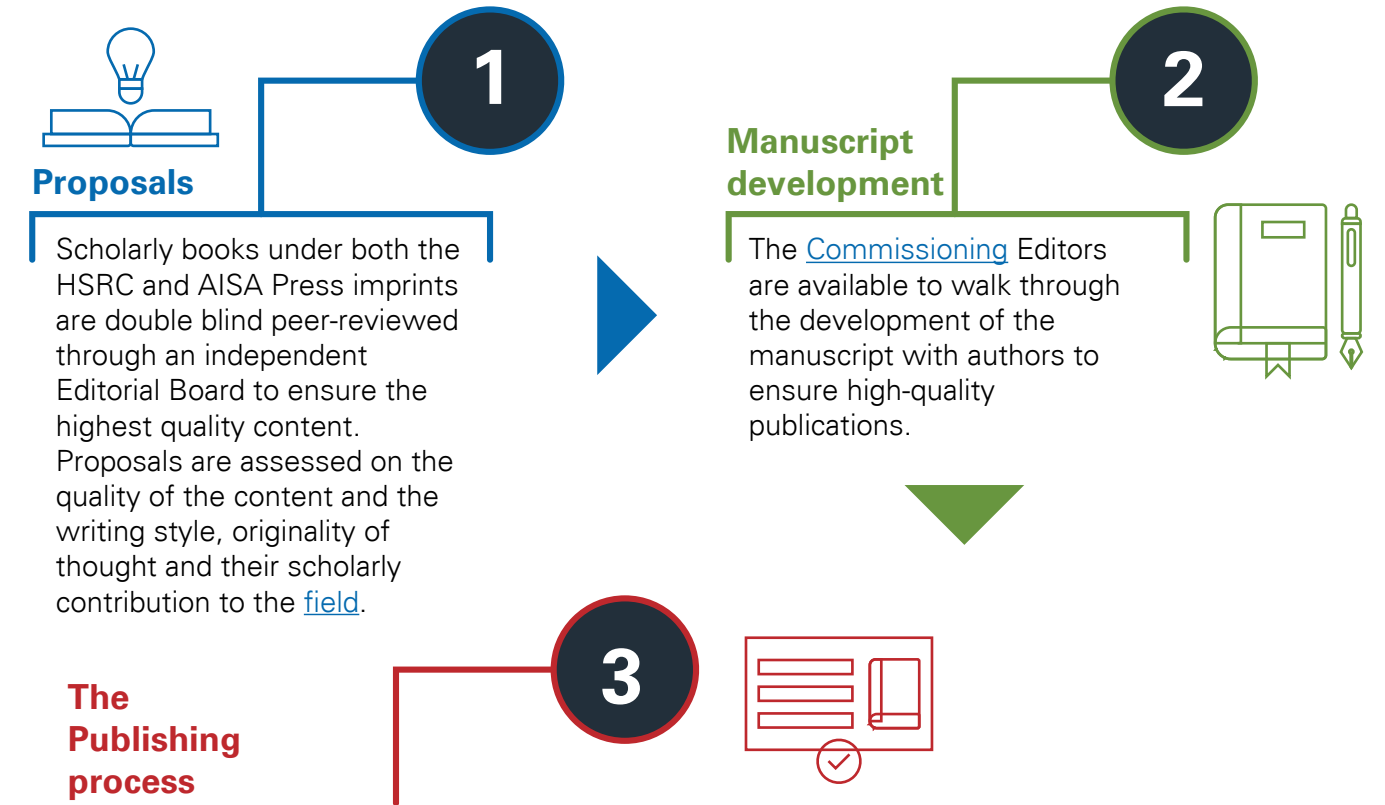


KEY ASPECTS OF PUBLISHING WITH HSRC PRESS



HSRC Press publishes impactful globally recognisable research-based scholarly books under three distinctive imprints: HSRC Press, AISA Press and Best Red.



Aspects worth noting:

- HSRC Press has a house style and will require you to format your text to our in-house style;
- HSRC Press has a forecast publication plan at least 12 to 18 months in advance. To assist in keeping to the timeline, adhering to your book schedule is important to avoid unnecessary delays and blockages in the pipeline;
- HSRC Press is investing in your book and to help contain the costs of book production they may give you a word limit to work within and other costs to carry;
- Subvention fees towards the production of the book are always welcome as they assist in offsetting the production costs and enable the publisher to price the book affordably for the local market;
- Third-party permission clearance and payment is the author/volume editor's responsibility. In scholarly and educational work, fair use has certain restrictions/limitations. Broadly, if you are using a large amount of text, a poem, a song, a long quote (over 80 words) from a third party, you will need permission and proper citation. If you are using a figure, graph, or photograph from another party, authors are responsible for any payments required by the third party and supplying the relevant information to the publisher in a publishable file format;
- Subsidiary rights include rights licensing for translation, serialization, audiobook development, podcasts, film adaptations, etc. When such rights are licensed, and a third party will pay for this, the profit is shared 50/50 between the author and the publisher.

Commissioning / Manuscript development

- For the HSRC and AISA Press imprints, suitable proposals are presented to the HSRC Press's Editorial Board. The Editorial Board meets four times per year.
- If a proposal is accepted, the Commissioning Editors will liaise with the authors/volume editors and invite a complete manuscript to be peer reviewed by expert subject specialists. Thereafter, the peer review reports are presented to the Board and they will evaluate the strengths and weaknesses of the manuscript based on the reviewers' reports and make a decision: accept; revise and submit; or reject. In the case of glaringly conflicting reports, a third review may be commissioned to assist in the final decision. Commissioning Editors communicate Board decisions to the authors/volume editors.
- Authors are provided constructive feedback on where to make revisions to improve the manuscript and certain conditions of acceptance. They are also provided with the HSRC Press house style guide and are required to format their manuscript accordingly prior to submission for the next stage in the publication cycle, i.e. production.
- This phase can take anywhere between **6 to 24 months**.

Production

- HSRC Press outsources its editing, proofreading, indexing, cover design, typesetting, digital production and printing services. Throughout each stage of production, authors liaise only with the relevant editorial project manager who project manages the specific title through each phase.
- This phase can take between **6 to 8 months**.

Printing/Epub

- After the production phase is complete, final checks on the page proofs are done. These are sent to the printers, to digital platforms and aggregators for uploading. For printing, advance copies are sent to the publisher to check and once approved, the books are printed and then sent to the warehouse for distribution into the retail market. For digital books, the files are uploaded onto relevant sites for either free download or electronic purchase.
- This phase can take between **1 to 2 months**.

Marketing, Distribution and Sales

- With the assistance of the authors/volume editors, the HSRC Press will actively publicise, promote and market the book into the local and international market.
- We work with local and international distributors to access the retail trade and specialist audiences for our books.
- We promote the books on our website, in annual catalogues, through social media and book launches, academic seminars, conferences, book fairs, and other public-facing events, where possible. We can't be everywhere and therefore it is paramount that authors actively work with the publisher to raise visibility of their book.
- We aim to get book reviews in media and journals, and we submit appropriate books for relevant awards.
- In addition, our open access platform enables free access to our books. We have a rich backlist of over 300 titles that can be reached on our [website](#).

Timeline

Stage 1: Commissioning/ Manuscript development	6 – 24 months
Stage 2: Editorial and Production	6 – 8 months
Stage 3: Printing and Digital uploads	1 – 2 months
Stage 4: Marketing, Distribution and Sales	Starts at Stage 2 and continues throughout the copyright term of the title

Publishing agreements

(covered by binding terms)

Once a manuscript is accepted and ready to enter the production stage, authors/volume editors will receive a contract. These are the basic elements in a publishing agreement (author contract):

- We have an assignment of copyright agreement or an exclusive license;
- As a publicly owned entity, with an open access mandate, the HSRC does not pay any royalties to authors;
- The agreement covers the roles and responsibilities for the author and the publisher;
- Some of the major clauses in the contract cover warranties, territorial rights, subsidiary rights, new editions, competing works, complimentary copies, subventions, waivers, termination, and dispute resolution.

Authors:

- Guarantee that work is original, not plagiarized, not authored by artificial intelligence, and free of libel and bias;
- Work according to schedule and meet deadlines;
- Revise the reviewed work in accordance with the nature and scope of the work proposed by the publisher;
- Clear all copyright permissions and payments thereof;
- Authors must be available for book launches and promotion activities for the book.

Publisher:

- Manages the peer review process and supports authors by providing letters of proof of peer review;
- Publishes the manuscript within 24 months;
- Manages editing, proofreading, indexing, typesetting, and cover design;
- Manages print and digital production;
- Markets and distributes published books to local and international audiences;
- Protects the intellectual property and copyright of the work for opportunities to benefit the author.