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## **Workflow for book and journal proposals requiring revision**

### **Prerequisite for the revision of the proposal**

- a. After reviewing a submitted proposal, the Board of Directors (BoD) and the scientific advisory board agree that the publication project will not be accepted in its currently submitted form, and the BoD recommends a revision and a resubmission of the proposal.
- b. After reviewing the submitted proposal, BoD and scientific advisory board disagree on the evaluation of the publishing project, and the BoD decides to recommend a revision and resubmission of the proposal.

### **Revision procedure**

1. The BoD informs the relevant branch, BerlinUP Books or BerlinUP Journals, about the revision recommendation and confidentially forwards the comments with suggestions and instructions for improvement. Ideally, the revision criteria are already agreed by the BoD and the scientific advisory board.
2. The responsible BerlinUP branch prepares the relevant comments regarding the proposal's subsequent improvement for communication with the applicants. Anonymisation of the comments must be ensured.
3. The responsible BerlinUP branch communicates and discusses the recommendation to revise the proposal with the applicants.
4. If a revised proposal is resubmitted, the responsible BerlinUP branch forwards the revised proposal, including the previous communication between applicants and BerlinUP regarding the revision (e. g. rebuttal letters) to the BoD for re-evaluation.
5. The BoD and the scientific advisory board jointly review the revised proposal again. In case of disagreement, the BoD decides whether to accept or reject the proposal. The BoD will inform the scientific advisory board and the relevant BerlinUP branch on the decision. BerlinUP Books or BerlinUP Journals will then inform the applications about the decision.