

CONTRIBUTIONS SERIES and OPEN MONOGRAPHS

(SISP Commons' requirements may differ)

- **Submission size limits** – Maximums apply to authored monographs and to edited collections (full volume).
 - Pages = cannot exceed 500
Double-spaced (2.0), 1-inch margins, 12 pt Times New Roman text (includes all regular text, captions, tables, notes, references, other backmatter)
 - Figure files¹ = cannot exceed 150
- **Average time to publication** = 6–7 months (digital), 9–12 months (print)
 - Peer review = 3 months
 - Production (e.g., copyedit, layout) = 6 months
 - Printing (after online publication) = 1.5–2 months
- **Full services²**
 - Copyedit: Edit for grammar, punctuation, standard American spelling and usage, consistency, and sense.
 - Design and layout:
 - Smithsonian Contributions Series = Series cover and interior
 - Open Monographs = Non-series cover, SISP chooses interior from in-house collection.
 - Artefacts = Series cover and interior
 - Index: If SISP determines one is necessary AND author is unable to create.
 - Printing: Digital presses
- **Digital first released** at <https://Smithsonian.Figshare/ScholarlyPress/> – Published online in PDF, open access, persistent DOI, and Creative Commons (CC) license.
- **Print** – Official copies only

Official recipient	Quantity	What to know
Author(s)	10 each	"Author" quantities are not applicable to edited collections.
Vol. editor(s)	10 each	Vol. editors do not receive additional "contributor" copies.
Contributor (paper author in ed. coll.)	1	Vol. editor must provide addresses. SISP does not print extras so cannot replace copies unclaimed by recipients (e.g., through Customs).
SLA Exchange Program	140–900	Smithsonian Contributions Series only. Quantity varies by discipline. SISP prints and mails 1 copy to the relevant discipline-specific mailing list's active partners (at time files are sent to press).
SLA (Libraries)	6	Mandatory deposit. SLA determines which branches receive copies.
SLA (Archives)	2	Mandatory deposit
SI leadership	3	Secretary, relevant Under Secretary, author's Unit Director
Library of Congress	2	Mandatory deposit
Third-party rightsholders	varies	Provided only to organizations (e.g., museums, historical societies) and only when rightsholders state explicitly in licenses that print is required in exchange for permission.

1. If a multi-component figure is provided in a single file (e.g., a full-page plate), it will count as one figure file. Components provided as separate files will count as separate files. Figures with different figure numbers cannot be combined.

2. SISP does not offer pre-submission services, such as developmental editing, art rendering or scanning, fact checking, permissions coordination (e.g., sending requests, corresponding with rightsholders, managing file retrieval), and payment of permissions fees.

		Contributions Series	Open Monograph	SISP Commons (e.g., technical reports)
CONTENT & PRE-PRODUCTION	Limited eligibility ³	✓	✓	✓
	Peer review required (managed by SISP)	✓	✓	
	ORCID iD required (all SI employees)	Coming soon!	Coming soon!	Coming soon!
	Standard production costs paid by SISP ⁴	✓	✓	✓
	All SI disciplines (outside the Cont. Series)		✓	✓
	Discipline specific	✓		
	Maximum manuscript size (at required specifications ⁵)	TEXT: 500 pp. FIGURE FILES: 150	TEXT: 500 pp. FIGURE FILES: 150	TEXT: 100 pp. FIGURE FILES: 50
	Color figures/images allowed ⁶	✓	✓	✓
	Author responsible for licensing third-party materials (Permissions must include open access and e-rights.)	✓	✓	✓
	Manuscript package must be complete and meet all required specs before production will begin.	✓	✓	✓
PRODUCTION	Average time to publish (post-peer review)	6-7 mos	6-7 mos	3 mos
	Series interior and cover	✓		✓
	Non-series interior (from SISP collection)		✓	
	Non-series cover		✓	
	Digital (PDF)	✓	✓	✓
	Persistent DOI	✓	✓	✓
	Print (pbk; official copies only)	✓	✓	
	Copies printed for SLA Exchange	✓		
	SI unit may pre-purchase copies (not-for-resale; minimum qty may be required; pre-payment required for unit cost and freight)	✓	✓	

3. See eligibility requirements at <https://scholarlypress.si.edu/resources/how-to-submit/>

4. Non-standard treatments include, but are not limited to, irregular trim sizes, landscape orientation, French flaps, embossed/debossed covers, spot-coated covers, coated interior pages, fold-out pages, tip-in items or pages.

5. SISP's Manuscript Preparation Guide, <https://scholarlypress.si.edu/resources/guidelinesforms/>

6. Subject to change. May be limited to digital editions in future. Authors are urged to limit color unless critical.