

CONTRIBUTIONS SERIES and OPEN MONOGRAPHS

(SISP Commons' requirements may differ)

- **Submission size limits** – Maximums apply to all authored monographs and full edited volumes.
 - Text = not to exceed 500 pages
 - Includes all regular text (frontmatter, main text, backmatter), captions, tables, notes, and references.
 - Text only (exclude figures/images from page count).
 - Page setup = double-spaced (2.0), 1-inch margins, 12 pt Times New Roman text.
 - Figure files = not to exceed 150
 - Multi-component (or “composite”) figures, including plates, provided in a single file will each count as 1 file; components provided in separate files will be counted as separate files.
 - Figures with different figure numbers must be provided as separate files.
 - Exceptions may be made by SISP, at its sole discretion, where deemed appropriate (e.g., collection catalog of objects/specimens in Smithsonian collections).
- **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
- **Production services**¹
 - Copyedit: Edit for grammar, standard American spelling and usage, punctuation, consistency.
 - 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
- **Open access** at <https://Smithsonian.Figshare/ScholarlyPress/>, PDF, DOI, 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.
SLA (Libraries/Archives)	6 / 2	Mandatory deposit. SLA determines which branches receive copies.
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 explicitly require it in exchange for permission.

1. 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.

		Smithsonian Contributions Series	Open Monographs	Artefacts	SISP Commons (e.g., technical reports)
CONTENT & PRE-PRODUCTION	Limited eligibility ²	✓	✓	✓	✓
	Peer review required (managed by SISP)	✓	✓	✓	
	ORCID iD required (all SI employees)	Coming soon!	Coming soon!	Coming soon!	Coming soon!
	Standard production costs paid by SISP ³	✓	✓	✓	✓
	All SI disciplines (outside the Cont. Series)		✓		✓
	Discipline specific	✓			
	Maximum manuscript size (at required specifications ⁴)	TEXT: 500 pp. FIGURE FILES: 150	TEXT: 500 pp. FIGURE FILES: 150	TEXT: 500 pp. FIGURE FILES: 150	TEXT: 100 pp. FIGURE FILES: 50
	Color figures/images allowed ⁵	✓	✓	✓	✓
	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	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)	✓	✓	✓	

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

3. 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.

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

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