Welcome to

Amherst College Press

We're so glad to have you join us! This guide is meant to provide information to help you get off to a great and productive start. Over the course of your work with ACP you will gain familiarity with the process a book goes through to get published as well as the specific ways university presses operate. This guide is intended to introduce the nuts and bolts of your internship at ACP. Please read it carefully and bring any questions to our first meeting.

WHO WE ARE

Our mission

Amherst College Press (ACP) is an open-access, digital-first scholarly press. We publish medium and long-form scholarship in digital and print-on-demand formats. While we make physical copies of our books for sale, we are not sales-driven like other traditional presses.

Instead, our titles are available open access (OA) which means they are available to anyone to read online and/or download for free. OA is defined as the removal of price and permissions barriers: OA scholarship can be accessed by anyone with an internet connection and can be cited or reused according to the Creative Commons (CC) license assigned to the work. We charge no fees to authors or their institutions, and all our projects are peer- and board-reviewed. ACP is a member of the [Association of University Presses](#) (AUP), and we abide by their best practices and policies.

ACP is aligned with the ethos and mission of the liberal arts, which means we seek out, identify, evaluate, and advocate for transformative scholarship that spurs creative dialogue within and between traditional fields of inquiry, emphasizes disciplinary innovation, draws upon new models of collaborative research, and strives to reach the broadest audience possible.

We acquire in fields of scholarly research, known as "lists"; our list areas reflect some of the strengths of Amherst College such as Art History and Visual Studies, Latin American Studies, Literary Studies, Music & Sound Studies, and Russian/East European/Eurasian Studies. We have a few ongoing series, including Electronic Communities of Making; Law, Literature, and Culture; Mammoth Records; Public Works; and Russian Travelogues. We also host the Video Game Arts Reader, the peer-reviewed publication of the [Video Game Art Gallery](#), and have a publishing partnership with the [Vera List Center for Art and Politics](#), which is based at The New School.

ACP is funded by Amherst College and its Faculty Board is composed of faculty at Amherst College.

The team

Beth Bouloukos, Director of ACP
Hannah Brooks-Motl, Acquisitions Editor for ACP

Friends in Frost Library & AC:

Martin Garnar, Frost Library Director
Sarah Walden McGowan, Digital Collections & Preservation Librarian
Tim Pinault, Digitization Coordinator
Blake Doherty, Research, Instruction & Outreach Librarian; head of Library Programming Committee
Stephanie Capusto, Research & Instruction Librarian
Mike Kelly, Head of Archives & Special Collections
Chris Grobe, ACP Editorial Board Chair

Production Folks

Charles Watkinson, AUL for Publishing and Director of the University of Michigan Press
Jason Colman, Director of Michigan Publishing Services
Amanda Karby, Senior Digital Publishing Coordinator, Michigan Publishing Services

Explore the **[Amherst College Press](#)** website and catalog on Fulcrum.

POLICIES & PROCEDURES

Overview of scholarly publishing

Scholarly publishing differs from other kinds of publishing in a couple ways. The primary difference is the review process that all books undergo before publication. Peer review means that all our works go through a rigorous process of being vetted by others--scholars or experts in the subject area. This can happen at the proposal stage and at the full manuscript stage; often both a proposal and a full manuscript (ms) are peer-reviewed. Feedback from experts or "peers" allows authors to revise and strengthen their projects. This feedback can be related to content, structure, or argumentation. We seek out peer reviewers and frame their reports for authors who then write a response detailing how they will address the concerns raised by these readers. Once all these materials are assembled (the full ms, reports from peer reviewers, the author's response to reviewers, as well as author CVS), we take the project to the press's faculty board. The board reviews the materials and decides whether or not to approve projects for publication. Only after this process is complete do we put a book into production--that is, begin the process of readying the manuscript for final publication.

Michigan Publishing Services handles production for us. Working with the team at [Fulcrum](#), we prepare manuscripts with authors. Fulcrum is a digital publishing platform that allows media components to be richly integrated into an epub (audio, video, visualizations, etc.) These media assets may require extra support on behalf of the author to make sure their files adhere to format requirements, are accompanied by the correct metadata and accessibility functions, and have the necessary permissions.

Once a book goes into production we also begin working on marketing and promotional strategies. These might include outreach to journals and reviews, social media campaigns, and other creative ways to get the word out and find audiences and reading communities who might be interested in a particular title or list area we publish in. Over the course of your internship, you can expect to work on marketing and promotional materials as well as assist with some aspects of peer review and pre-production. There will also be opportunities for you to hone your own editing skills through ACP's Community Page, which features work from interns and other students.

Google Drive & Folders

All work should be stored in our shared Google drive (ACP Interns). You will have an individual folder where you'll keep your working drafts and projects; other folders contain materials that might be shared projects (spreadsheets etc.) or documents related to various press activities. Familiarize yourself with the shared drive your first week at the presses. It will be up to all of us to keep it organized.

The Syllabus & Weekly Agenda folder is where you can find resources (readings, podcasts, videos) that will help to orient you to the terms, workflows, and processes of scholarly publishing. This folder also contains the Weekly Agenda. This running document is where we will set priorities for our check-ins and tasks for the week. I'll set the first few agendas but then we will all contribute to it--it's a shared doc for us to keep each other informed about what's going on, needs to be done, and is coming up next.

Social media will be an ongoing conversation but the social media guide provides quick orientation to the platforms we use and the kinds of content we post. You can find this in the Social Media & Website folder, along with log-ins and other important information.

If you ever have any questions about anything--large or small, obvious or obscure--reach out to me or Beth. We are here to support you.

Weekly hours & meetings

This internship is approximately 6 hours per week during the academic school year. We will work together to set up a schedule each semester; the majority of your work hours should be completed in the ACP office in Frost.

If you need to scale back your hours for a week or few weeks or if you need to take time off to deal with urgent other matters, please just let me know. Your personal wellness and academic work are and should be your priorities. That said, this internship is a professionalizing one and we do expect you to complete your hours, to communicate when you are unable to complete them, and to make up any missed work and finish assigned projects.

Please log your weekly hours through Workday. You need to submit them every week; I'd recommend getting in the habit of doing it either Saturday or Sunday. You should complete the majority of your hours in our office (Frost 228). You can also finish up projects on your own time and submit those hours.

RESOURCES

Useful websites

[Association of University Presses](#)

[Scholarly Kitchen](#)

[Coalition for Diversity & Inclusion in Scholarly Communications (c4disc)](#)

Useful terms

Some useful terms in the world of open access scholarly publishing:

Alt-text

Altmetrics

Article/author processing charge (APC)

Book processing charge (BPC)

Creative Commons licensing

Digital Object Identifier (DOI)

EDP (Editorial, design, production)

EPUB

Faculty Board

Institutional repository

Monograph

Open access (OA: green, gold, platinum)

Paywall

Peer review (partly and fully closed; peer-to-peer; open; Reader 1 & Reader 2)

Print-on-demand (POD) vs. Offset printing / Print run

Transmittal