



New York Botanical Garden
Springer Nature
Book Series Workflow

Flora Neotropica Monographs
Memoirs of the New York Botanical Garden
Advances in Economic Botany

This document outlines the sequence of steps involved in evaluating, reviewing, revising, and submitting book manuscripts for publication in the NYBG–Springer series.

Step 1: Author Submits Initial Materials

- Author submits a draft manuscript **or** preliminary materials (e.g., concept, outline, sample chapter) to the **NYBG Series Editor/Editor-in-Chief (EIC)** for initial consideration.

Step 2: Internal NYBG Editorial Intake

- NYBG reviews the submission for overall fit with the series, quality, and readiness.
- The EIC determines whether to invite the author to prepare a formal **book proposal** for Springer.
- If appropriate, the Series Editor works with the author to develop and submit the proposal.

Step 3: Submission of Book Proposal to Springer

- The Series Editor coordinates preparation of the **Springer book proposal**, typically including:
 - Summary and rationale
 - Table of contents (TOC)
 - Sample chapter(s)
 - Author biography
- The author submits the proposal package to Springer for assessment.

Step 4: Springer Proposal Review

- Springer evaluates the suitability of the project for the series and for Springer's publishing program.
- Springer may consult **outside reviewers**.
- Springer communicates its decision and any conditions or feedback to NYBG.
- The Springer review is broad in scope, based on the summary, table of contents, and sample chapter(s)

Step 5: Author submits full manuscript to NYBG Series Editor.

- Following a positive review from Springer, the author prepares and submits the complete manuscript, including:
 - Full text
 - Illustrations (drawings, photographs, distribution maps), captions, and tables
 - List of taxa, index of scientific names, complete exsiccate

Step 6: Full Manuscript Peer Review (NYBG)

- NYBG coordinates a formal **peer review process**.
- Reviewers assess scholarly quality, accuracy, clarity, structure, and suitability for the series.
- The Series Editor synthesizes reviewer feedback and communicates guidance to the author.
- The author revises the manuscript accordingly.
- This step may involve multiple rounds of revision.

Step 7: Completion of Review and Revision

- When the manuscript is considered publication-ready, NYBG informs Springer that the review/revision process is complete.
- The Series Editor confirms that all required elements (text, figures, permissions, metadata) are finalized and compiled for transfer.

Step 8: Transfer of Final Manuscript to Springer

- The Series Editor coordinates transfer of the final, publication-ready manuscript from the author to Springer.
- NYBG confirms receipt and readiness with Springer.

Step 9: Springer develops contract with author (=Volume Editor)

- The contract represents an agreement between Springer and the author, without involvement of NYBG.

Step 10: Springer Production Process

- Springer begins production activities (copyediting, typesetting, design, proofs, indexing, etc.).
- Springer communicates directly with the author.
- NYBG Series Editor and the NYBG Press Director should be copied on all correspondence with the author throughout the production process.

Questions or comments?

- Contact NYBG Press Director Lawrence M. Kelly (lkelly@nybg.org)