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This comprehensive yet concise book provides a thorough and complete guide to every aspect of managing the peer review process for scientific journals. Until now, little information has been readily available on how this important facet of the journal publishing process should be conducted properly. "Peer Review and Manuscript Management in Scientific Journals" fills this gap and provides clear guidance on all aspects of peer review, from manuscript submission to final decision. "Peer Review and Manuscript Management in Scientific Journals" is an essential reference for science journal editors, editorial office staff and publishers. It is an invaluable handbook for the set-up of new Editorial Offices, as well as a useful reference for well-established journals which may need guidance on a particular situation, or may want to review their current practices. Although intended primarily for journals in science, much of its content will be relevant to other scholarly areas. "This wonderful work by Dr. Hames can be used as a textbook in courses for both experienced and novice editors, and I trust that it is what Dr. Hames intended when she prepared this beautiful book. Every scientific editor should read it" - "Journal of Educational Evaluation for Health Professionals", 2008. This book is co-published with the Association of Learned and Professional Society Publishers (ALPSP).