



HISTORY & POLICY

Connecting historians, policymakers and the media

Publishing policy papers: H&P editorial process

General guidelines about how to submit an H&P policy paper are available [on our website](#) and should be read carefully. The following points explain H&P's editorial process once a draft has been submitted:

- Acceptance of a draft is a matter of collective editorial scrutiny, and the process of editorial work will not begin until the Managing Editor and at least one Senior Editor have approved the submission. All editorial decisions on the acceptance or rejection of drafts are final.
- Early on in the process, the author will be asked to join the H&P network of historians. This will involve completing a short questionnaire by email and having a brief telephone interview with the Public Affairs Manager.
- The draft policy paper will then be assigned to one of the [Senior Editors](#) for more detailed work in collaboration with the author. The Senior Editors are responsible for quality control, including the draft's basis on peer-reviewed historical research, its clarity of argument and its accessibility for H&P's target audiences.
- During the editorial process, the draft policy paper will also be considered carefully by the Public Affairs Manager, paying particular attention to the executive summary, introduction and conclusions. They will also begin to identify potential policy and media audiences and to design appropriate strategies to reach them. The Public Affairs Manager is responsible for ensuring accessible and clear language.
- The editorial process normally takes at least 6-8 weeks. Once a final draft has been agreed with the author, the Public Affairs Office will prepare it for website publication and discuss publicity plans with the author. Depending on the volume of papers in progress and the policy calendar, this process can take a further 1-3 months.
- Once prepared online, the 'proof' of a paper will normally be checked by the Senior Editor and the author for final approval.
- The Public Affairs Manager will work with the author to agree an appropriate publication schedule and any publicity material, e.g. press releases and opinion articles, taking into account the author's own ideas and availability. The decision about whether to publicise a policy paper to the media will be made by the Public Affairs Office, taking into account a range of factors.
- On the day of publication, the Public Affairs Manager will make the paper 'live' on the H&P website, so that it appears on the homepage and in the menus of policy papers. Each paper is routinely tweeted from the H&P Twitter account @HistoryPolicy, and included in the next quarterly newsletter. Given the vitality of social media and demands of the REF, H&P is currently reviewing how best to monitor the impact and reach of policy papers.