



PUBLISHING WITH HEKMA PRESS

Hekma Press is dedicated to becoming the prestige publisher of choice for leading international authors, with a foundational focus on groundbreaking scholarship from South Africa and the wider Global South. Our rigorous process ensures your work achieves the quality, visibility, and scholarly impact it deserves.

THE EDITORIAL AND PRODUCTION JOURNEY

The publication of your monograph or edited volume is a collaborative process built upon critical editorial review and expert production management.

Stage 1: Initial Submission and Evaluation

Once the project scope is identified and agreed upon with an editor, the author(s) or editor(s) complete the Hekma Press Proposal Form, detailing the proposed manuscript's argument, market, and structure. Authors are welcome to contact Hekma Press for consultations and discussions in the lead up to submission.

Stage 2: Editorial Board Review

The Publication Proposal is then formally presented to the Hekma Press Editorial Board for critical assessment. Following approval, a project quote is presented. Once the quote is approved, the project is officially added to our publishing schedule.

Stage 3: Manuscript Preparation

The author(s) or editor(s) prepare the complete manuscript, strictly adhering to the detailed **Hekma Press Style Guide and Author Guidelines** concerning citation style, formatting, and file specifications.



Stage 4: Independent Peer Review

Upon receipt of the complete manuscript, Hekma Press initiates the **independent, double-blind peer review process** according to our established Peer Review Policy. This is a crucial step to ensure the scholarly rigour of the work.

Stage 5: Feedback and Author Revisions

Once at least two comprehensive peer reviews have been secured, the feedback and recommendations are collated and sent to the editor for consideration. The author(s) or editor(s) then undertake the necessary revisions to the manuscript.

Stage 6: Resubmission and Response

After revisions are complete, the author(s) or editor(s) submit the updated manuscript to Hekma Press, along with a detailed **Response Document** articulating precisely how the peer reviewers' comments and required amendments have been addressed. For their convenience, authors and editors are supplied with a template to use for their responses.

Stage 7: Final Reviewer Approval

The updated manuscript is returned to the reviewers for their final assessment and approval, confirming that all scholarly requirements and revisions have been satisfactorily met.

Stage 8: Final Editorial and Contract Approval

With the reviewers' final approval, the manuscript is referred back to the Editorial Board for final publication authorisation. Upon final approval, a **Publishing Contract** is drafted and signed, stipulating the agreed-upon services, service levels, rights, and royalties payable.



Stage 9: Language and Copy-Editing

The approved manuscript undergoes professional language and copy-editing by our expert team. This ensures consistency, clarity, and adherence to conventions and the Hekma Press House Style. The edited manuscript is reviewed by the Commissioning Editor and then returned to the author or volume editor for a final quality check and approval.

Stage 10: Design, Layout, and Proofing

The next step is the meticulous design and typesetting (layout) of the publication. The author or editor is invited to suggest a cover concept, while Hekma Press's dedicated designers will prepare a compelling concept for approval. Briefly, the typesetting phase follows this process:

- Spec design: The general layout and design elements for inside the book are developed and signed off by the Commissioning Editor and the author or volume editor.
- 1st pages: The manuscript is pulled into the spec, and a digital proof is created. This is sent to the author or editor for checks and approval via the Commissioning Editor. Any desired changes or corrections are marked up by the author or editor on the PDF for the Commissioning Editor to convey to the typesetter.
- 2nd pages: The corrections marked up on the 1st pages (the first set of digital proofs) are implemented by the typesetter. A round of corrections similar to 1st pp follows.
- 3rd pages: Ideally, this is the final set of digital proofs, with no further corrections required. The author or volume editor signs this off for proof printing.

GLOBAL REACH: MARKETING AND DISSEMINATION

We commit to the maximum visibility and discoverability for your work, leveraging global academic and retail channels. Hekma Press follows a digital-first policy with a focus on



eBooks, as this is in line with global standards, maximising reach, while lowering our carbon footprint. Print, however, remains an option, especially print on demand for the international markets.

Dissemination and Registration

Once the book is signed off, distribution commences:

- **Legal Deposit:** Copies and metadata are sent to the Legal Deposit Libraries in South Africa, ensuring inclusion in the National Library of South Africa Catalogue.
- **Metadata Integration:** The book's metadata is registered with **Nielsen BookData** for inclusion in booksellers' databases globally, enabling easy ordering by retailers and distributors.
- **Scholarly Visibility:** The title is registered with **Crossref** to secure a **Digital Object Identifier (DOI)**, and metadata is submitted to **Google Books** for increased discoverability on Google Scholar, allowing citations to be tracked effectively.
- **Review Copies:** Complimentary copies are strategically distributed to peer reviewers and other independent post-publication reviewers for marketing purposes.

Sales Platforms and Distribution

Your title will be made available through leading academic and retail platforms worldwide:

- **Print Sales:** Major and niche retailers (South Africa) and **Amazon** (Global).
- **eBook Sales:** Comprehensive distribution through platforms such as **ITSI**, **Vital Source**, **Google Play Books**, **Amazon Kindle**, **EBSCO Host**, **Apple iStore**, and various other content aggregators via **Gardners and Ingram**.

Promotional Activities

We partner with our authors to promote their work to the intended audience:

- **Targeted Outreach:** Authors receive a Marketing Questionnaire to identify key peers



and relevant journals for reviews. Hekma Press then develops and distributes targeted promotional flyers to these parties.

- **Catalogue and Digital Presence:** The title is featured in the official Hekma Press Catalogue on our website, and we execute promotional posts across key Social Media platforms, including **Facebook, X, Instagram, and LinkedIn**, depending on the title and market.
- **Newsletter and Email Campaign Coverage:** The title is placed in the Hekma Press Newsletter or bespoke email marketing flyer, and distributed to a curated list of bookshops, libraries, library suppliers, media, and interested academic communities.
- **Events and Exhibits:** We arrange a **book launch or event** in collaboration with the author(s) / editor(s) and their affiliated higher education institution (where applicable). Hekma Press also exhibits and markets titles at relevant academic conferences and events, welcoming author suggestions for key platforms.

STRATEGIC POLICIES: OPEN ACCESS AND PARTNERSHIPS

Open Access (OA) Provision

Hekma Press is fully committed to the principles of Open Access. Titles can be made available OA, usually after an initial embargo period. The circumstances of a particular project may be discussed with Hekma Press, and the title may be made immediately available in an OA format.

Chapter Level Dissemination

To maximise author metrics, the title can be segmented into individual chapters, with each chapter issued its own **DOI**. This allows individual authors to submit their chapter to their respective institutional repositories, ensuring compliance and reach. This can be provided as an additional service for OA titles.



Co-Publications

Co-publication partnerships with international universities and publishers are common in scholarly publishing. If a prospective Hekma Press author or editor identifies a co-publisher of choice, Hekma Press manages the publication contract and logistics to ensure seamless collaboration.

Contact Hekma Press

For more information on the submission process, please contact us:

www.hekmapress.com

glenn@hekmapress.com

+27 64 654 7137