



## Submitting to the *Journal*

This guide serves to advise authors who are either considering or are in the process of submitting a paper to the *Journal* of the London Mathematical Society (LMS).

The *Journal* welcomes papers on subjects of general interest that represent a significant advance in mathematical knowledge, as well as submissions that are deemed to stimulate new interest and research activity.

Papers submitted to this journal must be at least 18 pages and may be written in either English or French.

The *Journal* shares an Editorial Board with the *Bulletin* of the LMS.

Papers which are too specialised, or which represent incremental advance within a narrow area should instead be submitted to a more specialist journal such as the *Transactions* of the LMS as they will most probably be rejected by the LMS.

## Before Submission

When submitting a new paper, authors should be aware of the following.

### Authorship and author disclosure

Prior to submission, the submitting author should check that the names of all those who contributed to the paper and who can legitimately claim authorship to the paper are so listed. The submitting author should also ensure that all authors have read the submitted paper and approve its submission. The primary affiliation for each author should be the institution where the majority of their work was carried out. If an author has subsequently moved, the current address may also be included.

### Duplicate submission and originality

Each paper must be submitted exclusively to the *Journal*. No paper that has been previously published, or which is being considered for publication elsewhere, should be submitted to the LMS. (Nor may a paper that is under consideration by the LMS be submitted elsewhere.)

The LMS will consider papers that have been deposited in preprint or manuscript form on servers such as the arXiv (<https://arxiv.org/>) or published as part of a thesis, provided that the author is willing to grant an exclusive licence for distribution of the final, published version by the LMS.

Any paper found to be submitted and still under consideration by another journal, or published elsewhere will be rejected automatically, and may prejudice acceptance of future submissions. If an article replicates or is very similar to the author's previous work, the author should include with it references to the other papers (whether published or submitted for consideration elsewhere) that relate in whole or in part to the same results. Submissions that replicate or are derivative of existing work are likely to be rejected, unless authors provide adequate justification. (Authors can use their cover letter to disclose such information – see '**Cover Letter**' below.)

The LMS's full ethical policy can be found at:

<https://www.lms.ac.uk/sites/lms.ac.uk/files/Publications/EthicalPolicy.pdf>

## Preparing a submission

### Choosing an Editor

Once an author has decided to submit their paper to the *Journal*, they should identify which member of the Editorial Board they would like to handle it. Authors should choose the Editor whose mathematical interests are closest to that of the paper. A list of the Editors and their field of expertise can be found here: <https://www.lms.ac.uk/publications/LMS-Editorial-Board>

### Cover Letters and Notes to Editor

On the submission form, there are two optional fields: 'Cover Letter' and 'Notes to Editor'.

Cover letters will be visible to both Editors and any potential reviewers, and should provide a brief context for the paper, explaining its subject and relevance to the field of mathematics. Any messages or explanatory notes which authors do not wish to be viewed by potential reviewers should be included in the 'Notes for Editors' field, which will only be seen by Editors.

Authors who wish to include a cover letter or notes to the Editor are asked to please be respectful when including any directions or comments regarding peers within the mathematical community, and to explicitly state any relationships which may create a conflict of interest.

## Submitting a new paper

The LMS uses EditFlow, a journal management software which is built by Mathematical Sciences Publishers (MSP). Papers can be submitted at:

[https://edf.lms.ac.uk/ef/submit\\_new.php?jpath=jlms](https://edf.lms.ac.uk/ef/submit_new.php?jpath=jlms)

Only the PDF file should be submitted electronically in the first instance.

When using LaTeX, care should be taken to preserve the .tex file that precisely corresponds to the PDF version that is being submitted. (If the paper is accepted, the LMS will require that particular version of the .tex file.)

### Privacy Policy

When submitting a paper, authors will have agreed to allow the LMS to store their personal data and will have been informed of the LMS's data protection policy. Under UK law, the

LMS is required to explain how an author's personal data stored on its system will be subsequently used.

The LMS submission portal privacy policy can be found here:

<http://edf.lms.ac.uk/ef/docs/DPA.html>

### Completing the Web Form

The corresponding author will be asked to provide the following information:

- Number of authors
- Full names and email addresses of all authors
- ORCID (optional) - to learn more, please see: <https://orcid.org/>
- Title of the paper
- MSC subject codes (<https://mathscinet.ams.org/mathscinet/msc/msc2010.html>)
- Chosen Editor to handle the paper (<https://www.lms.ac.uk/publications/LMS-Editorial-Board>)
- Confirmation that an abstract is included in the article\*
- A brief covering letter
- A copy of the paper in PDF format

\* All articles submitted to this journal must have an abstract that can stand on its own. The abstract helps potential readers decide whether the article is what they need; this is especially important for readers who may have to pay to access the full text. Articles without an abstract are not likely to be properly indexed, which affects their visibility.

When the form is complete, the paper can be submitted to EditFlow, following which the author will receive a confirmation email that includes a link to a manuscript tracking page. This page includes a mail log, a record of all submission files and the paper's current status and can also be used by authors to withdraw the current submission if necessary. If you do not receive this link, please contact [lmsjournal@lms.ac.uk](mailto:lmsjournal@lms.ac.uk).

### Overview of Review Process

This journal uses single-blind peer review, in which the names of the referees are not known to the author.

- 1) Submissions are initially assessed by an Editor, who determines whether the paper is suitable for further consideration by the journal.

- 2) Papers may be rejected early in the review process by the Editor, if they are judged to be unsuitable.
- 3) If an Editor feels insufficiently expert to judge the paper, they will request a quick opinion from an expert, who will advise the Editor whether the paper is perceived to meet the mathematical and editorial standards of the *Journal*.
- 4) If the Editor feels that the paper merits serious consideration, they will seek a referee, who will provide an in-depth report about the paper.
- 5) Once the Editor receives the referee report, they will review the author's paper in light of the referee's comments. Then, the Editor will decide whether they should request a revision, reject the paper, or make a recommendation to the Editorial Board.
- 6) The agreed decision is then communicated to the authors.

### Experts and Referees

It should be noted that, whilst the Editors aim to review papers with minimum delay, it can take time to find experts who are both able and willing to review papers. Once a referee is secured, waiting times can vary depending on the length of the paper and the subject area.

As the LMS's referees are volunteers, there is a limit on the pressure that can be brought to bear by Editors on referees who are unable to return their reports within the agreed time period.

## Withdrawals

On rare occasions, Editors are unable to find suitable referees, or are unable to obtain a report from a referee long after the agreed deadline has passed. Both scenarios can lead to long delays, which are unacceptable to authors and Editors alike. In such circumstances, as a last resort, the Editor may offer the author the option to withdraw the paper and submit it elsewhere, and authors maintain the right to withdraw the current version of their article at any time during the review process.

### Additional Information

#### Privacy Policy

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The LMS submission portal privacy policy can be found here:

<http://edf.lms.ac.uk/ef/docs/DPA.html>

## **Ethical Policy**

Any paper found to be submitted to and still under consideration by another journal, or published elsewhere will be rejected automatically, and may prejudice acceptance of future submissions.

If asked to revise a paper, any author who has submitted a co-authored paper should ensure that all authors have read and approved any revision before a new version of a paper is uploaded.

The full ethical policy can be found at:

<https://www.lms.ac.uk/sites/lms.ac.uk/files/Publications/EthicalPolicy.pdf>

## **Contact LMS**

If you have any queries about the information in this guide, please contact [lmsjournals@lms.ac.uk](mailto:lmsjournals@lms.ac.uk) (if you have already submitted, please cite your paper ID). Authors should take care to keep a copy of all emails sent to any Editors, Managing Editor and LMS Publications staff for their own records.