**Example of a peer-review letter from a publisher**

Research Office

University of the Witwatersrand

To Whom It May Concern

My name is (Name)……..and I am the (*position)………* for *(Publishing Company name)…………….*

We were contacted about the peer review process for the book/chapter(s) in a book/conference proceeding in the (*Publishing Company name)….*.. the book/chapter(s) in a book/conference proceeding,*(Title)* …..…, edited by (*Editors’ names)* ………..

All our books/chapter(s) in a book/conference proceeding are read by two experts in the field who submitted written reports to the publishers*.(or whatever the process is)* It is, however, our policy not to disclose the reviewers’ names, so as to protect their anonymity. *(if this is the case)*

Our book/chapter(s) in a book/conference proceeding are only published if their reports are positive, and if the authors have made any corrections which might have been necessary.

There is a lengthy process of consultation between the publisher and the author during this review phase.

*(In other words, a description of the process used for peer-review of the*  book/chapter(s) in a book/conference proceeding *– more detail is welcome)*

Sincerely,

(Name)

(Position)

(Publishing Company)

(Street Address)

(email address)