

GUIDELINES FOR PROPOSING A BRITISH ACADEMY MONOGRAPH

- 1 The Academy has a scheme for the selective publication of monographs arising from its British Academy Postdoctoral Fellowships, British Academy Newton International Fellowships and British Academy/Wolfson Fellowships. Its purpose is to assist individual scholars by providing a prestigious publishing opportunity that is a mark of excellence, and it also acts as a showcase for the three schemes. Proposals for British Academy Monographs are considered three times a year (see 9. for upcoming deadlines).
- 2 The publication format is flexible to accommodate the varying requirements of different subjects. Volumes published by the Academy are marketed and distributed by Oxford University Press, and they are also included within the British Academy Scholarship Online platform.

Eligibility

- 3 **The British Academy Monographs series is open to any current or former British Academy Postdoctoral Fellow, British Academy Newton International Fellow, or British Academy/Wolfson Fellow.** Fellows who have surrendered their awards early to take up academic posts are eligible. Proposals for monographs co-authored with non-Fellows may be submitted (please first consult the Publications Department at pubs@thebritishacademy.ac.uk), but proposals will not be entertained for multi-author volumes to which a Fellow has contributed merely one or two chapters.
- 4 'Monograph' is interpreted loosely to include scholarly editions and catalogues.
- 5 Only work carried out in the context of the Fellowship (i.e. arising directly from the research programme or conducted during the period of the Fellowship) is eligible for consideration. The Fellowship may lead to several publications, but the Academy will consider proposals for a maximum of two monographs per Fellow. Typically, one proposed monograph may draw on doctoral research (though Fellows who have only recently completed their doctorates are cautioned against submitting a proposal prematurely), while the other proposed monograph may represent the culmination of the Fellowship research programme. Any proposed monograph should not simply represent a collection of previously published articles.

Method of application

- 6 Proposals will consist of four elements:
 - (i) Completed proposal form. The form may be downloaded from <https://www.thebritishacademy.ac.uk/publishing/british-academy-monographs/guidelines-proposing-british-academy-monograph/>
 - (ii) Your Curriculum Vitae, including a bibliography of your publications
 - (iii) A statement about your monograph (please see ¶7 for the required structure of this)

- (iv) A sample, substantive chapter (this should be an original piece of work that has not been published elsewhere, i.e. do not submit a related journal article as an indication of your writing)

7 *The structure of your statement*

(a) Your name

(b) Proposed title and subtitle (if any) of the monograph

(c) Summary

Please provide a summary of the nature and scope of the monograph – in accessible language suitable for an informed, general readership (maximum 150 words).

(d) Background

Please provide any information that you think may help the Publications Committee understand the background to this monograph proposal. Explain how this proposal relates to the work you have conducted during your Fellowship. Describe the research methods that underpin your monograph.

(e) Nature and scope of your monograph

Describe the nature and scope – and aims and objectives – of the monograph in sufficient detail to allow assessors to evaluate its importance. Explain how it will contribute to scholarship in the field.

(f) Contents list containing synopses of the proposed chapters

Please indicate any chapters that are based on articles which you may have already published.

(g) Relationship to other literature on this subject

Discuss the relationship of your proposed monograph to other works in the same field. How will your monograph be different?

(h) Readership

Please explain the principal target readership for your monograph. For example, is it aimed at specialist scholars, or a wider academic audience?

(i) Current status of the monograph

Explain how much of the monograph has been written. Has any part already been published (or accepted for publication), e.g. in the form of articles?

References

- 8 You need to obtain **two** references. A reference form is attached to the proposal form. Complete § 1 and send the form to each referee, together with a copy of all parts of your completed proposal. The referees are asked to return their references **direct to the Academy**. Please ensure that they are aware of the closing date for applications (**please see the link below for the next closing date**).

Closing date

- 9 All upcoming deadlines for submission of British Academy Monograph proposals can be found on our website: www.thebritishacademy.ac.uk/publications/guidelines-proposing-british-academy-monograph

Selection process

- 10 Subject-relevant assessors will evaluate: the nature and scope of the proposed monograph and the contribution it will make to the relevant subject area(s); how appropriate it is to publish the material as a monograph (as opposed to, say, a series of journal articles); the

proposed structure and content of the monograph, as detailed in the contents list; the scholarship displayed in the specimen of monograph text; the readability of the specimen of monograph text; the market for this proposed monograph. The final selection will be made by the Academy's Publications and Conferences Committee (which is made up of Fellows of the British Academy).

Notification of outcome

- 11 Applicants will be notified of the outcome after the next meeting of the Academy's Publications and Conferences Committee, the date of which will be confirmed upon receipt of proposal. Successful applicants will be offered publishing contracts. Where the Publications and Conferences Committee believes that a proposal for a monograph may benefit from further work, it may invite unsuccessful applicants to resubmit the proposal; unless specifically invited, resubmissions will not be accepted.

Offer of publishing contract

- 12 The publishing contract offered will include a proviso covering the prompt delivery of the final script within an agreed timetable.
- 13 On the signing of a contract, the Academy will appoint a mentor to work with the author to see the volume through to publication. The text finally submitted for publication will also be refereed by at least one other reader.

Code of Practice

- 14 The British Academy's Code of Practice describes the standards of transparency by which the British Academy abides in administering applications for research awards and other proposals for support, and embodies the principles of equity, integrity and confidentiality for all who are involved in the assessment of proposals. The Code is intended to act as guidance to assessors in discharging the responsibilities placed on them in assessing proposals, and sets out the proper conduct expected of them. Please visit www.thebritishacademy.ac.uk/code-practice to read the Code in full. The Academy is regretfully unable to enter into correspondence regarding the decisions of the awarding Committee, which are governed by the Code of Practice. **Please note** that by applying in this scheme, applicants undertake to accept the terms under which applications are assessed.

Data Protection

- 15 The British Academy is committed to protecting and storing securely any personal and sensitive data held. This Privacy Notice sets out the basis on which any personal data we (the British Academy) collect from you in relation to administering the British Academy Monographs scheme will be used or processed by us. Please read the following carefully to understand how we will use your 'personal data' ('personal data' means any information relating to you, through which you can be identified, such as name, contact details and employment information). Further information can be found at www.thebritishacademy.ac.uk/privacy

- 16 *How will your data be used?*

As a monograph proposer, your personal data (name, contact information, employment information) is stored by the British Academy's Publications Department. Application forms will be retained for ten years in the case of successful applications, and five years in the case of unsuccessful applications. This information can be updated at your request.

As part of your relationship with us, the British Academy's Publications Department will use your personal data to: process your application; pass your application onto the monograph

assessors and to the awarding Committee (Fellows of the British Academy who serve on the Publications and Conferences Committee); and to convey the outcome of your application. Other relevant members of British Academy staff may also view your application.

Proposers must secure the permission of any co-author to be listed as a potential co-author in their proposal.

17 *The legal basis of processing*

We will process your personal data for the purposes identified in this document on the following legal bases.

- Our legitimate interests, which relate to processing of your personal data for the purposes of administering the British Academy Monographs scheme, as outlined in this document.
- Where you have freely consented to our use of your personal data for a specified purpose on an informed and unambiguous basis. Where this is the case, you have the right to withdraw your consent at any time by contacting us at the address below.

18 *Contact us*

If you have any questions, or if you would like to speak to us about the way in which we process your personal data, please email DPO@thebritishacademy.ac.uk.

You also have the right to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, at any time. The ICO's contact details are as follows:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745