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 **Proposal to publish a British Academy Monograph**

Current and former holders of a British Academy Postdoctoral Fellowship, a British Academy Newton International Fellowship, or a British Academy / Wolfson Fellowship are invited to submit proposals for publication in the British Academy Monographs series.

Please refer to the [guidelines](https://www.thebritishacademy.ac.uk/publishing/british-academy-monographs/guidelines-proposing-monograph/) available on our website before completing this form.

You should email your completed proposal, and any questions about the proposal process, to publishing@thebritishacademy.ac.uk.

Section 1 – Author information

*Full name (surname underlined) and title*:

*Present appointment and institution*:

*Email address*:

Section 2 – Your British Academy-supported Fellowship

*Please mark with an ‘X’ the type of Fellowship that you hold/held*

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|  | British Academy Postdoctoral Fellowship |
|  | British Academy Newton International Fellowship |
|  | British Academy / Wolfson Fellowship |

*Dates of Fellowship:*

*Title of research programme:*

*Host institution and department:*

*Name of your Mentor / UK co-applicant (for BA Newton International Fellowship):*

*If your proposal is approved by the Publishing and Conferences Committee, they will appoint a mentor to guide you through to the point of delivering a final script to us. If there is someone who you would like the Committee to consider, please provide their details here:*

Section 3 – Your proposed monograph

*Please ensure that the substance of the book is clear from the main title. Do not choose a catchy but cryptic main title, leaving a sub-title to explain what the book is about.*

*Main title:*

*Subtitle (if any):*

Section 4 – Disciplines

*Proposals are sent for assessment to Fellows of the British Academy drawn from the Academy’s 21 disciplinary Sections. To help us determine the most appropriate assessment paths for your proposal, in the following list of Sections please mark the main* ***two*** *disciplines most relevant to your volume with the numbers* **1***and* **2***. Any additional disciplines should be marked with an* **X***.*

|  |  |
| --- | --- |
|  | Classical Antiquity |
|  | Theology and Religious Studies |
|  | Africa, Asia and the Middle East |
|  | Linguistics and Philology |
|  | Early Modern Languages and Literature to 1830 |
|  | Modern Languages, Literatures and Other Media from 1830 |
|  | Archaeology |
|  | Medieval Studies |
|  | Early Modern History to 1850 |
|  | Modern History from 1850 |
|  | History of Art |
|  | History of Music |
|  | Philosophy |
|  | Law |
|  | Economics and Economic History |
|  | Anthropology |
|  | Geography |
|  | Sociology, Demography and Social Statistics |
|  | Political Studies |
|  | Psychology |
|  | Culture, Media and Performance |
|  | Education |
|  | Management and Business Studies |
|  | Other (please specify):  |

Section 5 – Information about your proposal

Abstract (up to 150 words)

*Provide a brief summary of your monograph, presented in accessible language suitable for an informed, general readership.*

Background

*Please provide any information that you think may help the Publications and Conferences 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.*

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.*

Contents list containing synopses of the proposed chapters

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

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?*

Readership

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

**Section 6 – Technical information**

Length of proposed volume

*Your monograph should not exceed 135,000 words. Please note that this word limit is a maximum, not a target, and proposals for shorter volumes are welcome.*

*Estimated word count*:

Images

*Estimated number of black & white illustrations, and type (e.g., maps, line drawings, photographs):*

*If you intend to include colour illustrations please estimate the number of colour illustrations, and type:*

*Extensive use of colour may increase the production cost – and therefore the price – of the book. If you intend to make extensive use of colour, please indicate what funding opportunities you think may exist for securing financial assistance to support this:*

*Please provide details of any other special features of production that you foresee (e.g., special typesetting characters, extensive tabular matter):*

Section 7 – The current status of your 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?*

*Please provide a date when you think the final text will be ready for submission to the British Academy:*

Section 8 – Signature

*Signature of the applicant (a digital signature is acceptable):*

*Date:*

**SUBMITTING YOUR PROPOSAL**

Prior to submitting your proposal to the publishing department, please ensure the following are included:

* Your completed proposal form
* Your Curriculum Vitae (including bibliography)
* A substantive sample 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.

Please refer to the [guidelines](https://www.thebritishacademy.ac.uk/publishing/british-academy-monographs/guidelines-proposing-monograph/) to aid you in this process.

Once complete, please email the above to publishing@thebritishacademy.ac.uk.

**References**

It is important that we receive **two** references. Please complete Section 1 of the reference form (below) and email this form to your referee, together with a copy of all elements of your completed proposal. Please allow your referees time to be able to compose their reference by the closing date.

**Your referee should email their reference directly to the British Academy.**

It is your responsibility to ensure that the reference is submitted to the British Academy in time. An application cannot be considered unless the proposal and the reference have been submitted before the next deadline.

**REFERENCE FORM for a monograph proposal**

**Author: How to complete the form.**

*Please complete Section 1 below and forward the form to your referee, together with a copy of all elements of your completed proposal.*

**Referee: How to complete the form.**

*Please complete sections 2–5 and email the form directly to the Publishing department at the British Academy (****publishing@thebritishacademy.ac.uk******)*** *by the* ***next deadline****. For confidentiality purposes, do* ***not*** *send your completed form to the applicant. Please submit your reference within a week of receiving the request to the above email address.*

**Section 1 – Author and monograph details**

*Name of author:*

*Title of proposed monograph:*

**Section 2 – Referee details**

*Name of referee:*

*Email:*

*Relationship to the author (e.g. PhD supervisor, examiner, colleague, etc.):*

**Section 3 – Reference**

*Please provide below your confidential assessment (up to 500 words) of the scholarly importance of the proposed monograph, the ability of the author to write it, and whether the monograph can reasonably be expected to be completed within the timescale proposed.*

**Section 4 – Signature**

*Signature of the referee (a digital signature is acceptable):*

*Date:*

The British Academy is registered under the Data Protection Act 1998 and complies with the provisions of the Act. To pursue its legitimate interests the Academy makes extensive use of peer review. The Academy is not exempt from disclosing the content of a reference to an applicant invoking the Data Protection Act, unless by doing so the identity of the author of the reference is revealed. The policy of the Academy is to maintain strict confidentiality, unless the referee explicitly consents to the disclosure of their identity.

**Please indicate below** if you are willing for your reference to be disclosed. Otherwise, confidentiality will be preserved and, where necessary to protect your identity, the content of yourreference will not be revealed to the applicant.

**I am willing for my reference to be disclosed to the applicant** Yes / No [*please delete one*]