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| 10-11 Carlton House Terrace  London SW1Y 5AH | +44(0) 207 969 5200  thebritishacademy.ac.uk |



**Proposal for** **a volume in an Academic Research Projectseries**

The author must first complete sections 1–10 of the form and return the form to the relevant series committee. A member of the committee should then complete sections 11–13, and send the whole form to [publishing@thebritishacademy.ac.uk](mailto:publishing@thebritishacademy.ac.uk).

**SERIES**

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| *Please confirm the title of the series that this proposal is for.* |
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**AUTHORS**

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| Section 1 – Author(s) | |
| *Full name (surname underlined) and title:* |  |
| *Present appointment and institution:* |  |

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| *Full name (surname underlined) and title:* |  |
| *Present appointment and institution:* |  |

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| --- | --- |
| *Full name (surname underlined) and title:* |  |
| *Present appointment and institution:* |  |

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| Section 2– Address(es) for correspondence |
| *Provide postal address including postcode, telephone number, and email address.* |
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| Section 3 – Brief summary of academic career |
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| Section 4 – Previous publications |
| *List your principle relevant publications (maximum of six).* |
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| Section 5 – Research |
| *Provide any other information which you think may help the Publishing and Conferences Committee understand the background to this proposal, e.g. any research grants which you have received in support of the research leading to this proposal.* |
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**VOLUME**

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| Section 6 – Title | |
| *Main title in full:* |  |
| *Subtitle (if any):* |  |

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| Section 7 – Description of volume |
| *Describe the nature and scope of the publication, its contribution to scholarship, and its relationship to any other works in the same field.* |
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| Section 8 – Text | |
| *Please estimate extents for the following elements of the book (define in estimated no. of pages, or with reference to published volumes in the series, e.g., ‘¾ × Vol. II’).* | |
| *Introduction* |  |
| *Texts* |  |
| *Notes* |  |
| *Appendices* |  |
| *Indexes* |  |
| *Other* |  |
| *Total* |  |
|  | |
| *Please add any comments you think may be useful in explaining the balance between the amount of texts and the amount of editorial matter (introduction, notes, etc.):* | |
|  | |
| *Please provide details of any special typesetting requirements (e.g., special characters, extensive tabular matter):* | |
|  | |

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| Section 9 – Illustrations | |
| *Please estimate the number of illustrations you plan to include in the book.* | |
| *Line drawings* |  |
| *Maps* |  |
| *Photograph* |  |
|  |  |
| *Will the book require colour printing?* *If yes, the use of colour may have an impact on the printing cost and therefore ultimately the pricing of the book. Please detail any sources of subsidy funding that might help defray extra costs.* | |
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| Section 10 – Copyright |
| *Is copyright for all the text and illustrations currently owned by you, the author?* |
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| *If no, can you confirm that the necessary permissions will been obtained by the time the text is submitted for publication?* |
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| **Section 11 - Submission**  *Estimated date when complete final text will be submitted to the project committee:* |
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Please note, that by submitting this proposal, you agree that the British Academy may collect and hold contact information about you, to be processed solely in connection with the publication of this volume. The Academy is committed to protecting and storing securely any personal and sensitive data held. The Academy’s privacy notice may be read at <https://www.thebritishacademy.ac.uk/privacy>.

**This form should now be sent to the Chair   
of the project committee for completion.**

Sections 12 onwards should be completed by a **member of the series committee** *after* the author has completed and returned sections 1–11.

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| Section 12 – Adoption of proposal |
| *Please explain why the committee has adopted this proposal. Please address the following points in your comments:*  **a** What is the importance of this book?  **b** How does it fit into the rest of the series?  **c** Will it have a wider appeal than other volumes in the series?  **d** Where does it sit in the committee’s list of priorities?  **e** What will be the committee’s arrangements for editorial supervision?  **f** What avenues will the committee explore in search of subsidies to support the production costs of this book? |
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| Section 13 – Submission |
| *In the light of the author’s response in section 10, and allowing time for the committee’s editorial scrutiny, please provide an estimated date when the final approved text will be submitted to the British Academy for production.* |
|  |
| *If you think the volume will be submitted in a less advanced state of preparation than is now accepted practice for volumes in the series, please indicate how and why.* |
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| *Please indicate if the volume will be submitted as text for production, or as print-ready PDF files.* |
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| Section 14 – Signature |
| *Signature of the chairman of the committee or their nominee:* |

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| *Date* |  |

Once completed, this form should be sent to the British Academy Publishing department by the series chair.

Please direct completed forms to **publishing@thebritishacademy.ac.uk**.