**BOOK SERIES SUBMISSION FORM**

DOCUMENT VERSION: 06-NOV-2023

This BOOK SERIES SUBMISSION FORM must be completed (all compulsory sections) and submitted to AOSIS (with a book proposal form) if the proposed book is part of a **new book series** at the allocated submission point on the **Books website** (<https://books.aosis.co.za>). Alternatively, one representative of the board should send the completed form via email to [books@aosis.co.za](mailto:books@aosis.co.za).

The details provided in this form will serve as a basis for the presentation to the Publishing Committee to officially approve the group as a foundation for a more formal agreement to publish books with AOSIS.

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| 1. PROVISIONAL TITLE OF THE BOARD AND/OR BOOK SERIES | | | | | | |
| **1.1 Series** | | | | | | **COMPULSORY SUBSECTION** |
| Preferred series title: | | | | | | |
| How many volumes in this series are envisioned? | | | | | | |
| How many volumes per calendar year are to be considered? | | | | | | |
| 1. SERIES EDITOR (CHAIRPERSON) | | | | | | |
| The text will refer to the SERIES EDITOR as the chairperson of the book series’ Editorial Board responsible for communicating with the press staff. The Editor is responsible for ensuring that all involved parties follow the guidelines below. The roles of the different actors involved in the editorial process are described below.  The Series Editor is responsible for the annual planning (in close collaboration with the authors), institutional budgeting of series volumes, and practical matters involved in the peer-review process. The level of involvement may vary, depending on the project’s nature and the Editorial Board’s assignment. The Series Editor may also elect a corresponding editor, such as a Volume Editor (or several Volume Editors), responsible for commissioning chapters or texts from different authors to compile a scholarly book. The Volume Editor(s) are responsible for planning and proposing the volume in the series (e.g. selecting and inviting reviewers, assessing reviewer comments, implementing revisions suggested by reviewers, finalising the book post-review) and the overall quality of the content of the book. The Volume Editor(s) are responsible for keeping individual chapter authors and the Series Editor informed about the process and ensuring that all chapters are of similar quality. | | | | | | |
| **2.1 Contact** | | | | | | **COMPULSORY SUBSECTION** |
| Title (salutation): | | | | | | |
| Full name(s): | | | | Surname (last name): | | |
| Phone (landline): | | | | Mobile number: | | |
| Affiliation email address: | | | | ORCID (<https://orcid.org/>): | | |
| Physical address: | | | | | | |
| City: | | | | Country: | | |
| Any special consideration when communicating with you (e.g. time of day to receive phone calls) | | | |  | | |
| NRF rating (RSA-specific): | | | | H-index rating: | | |
| Google Scholar profile URL (optional): | | | | | | |
| **2.2 Affiliation** | | | | | | **COMPULSORY SUBSECTION** |
| Title/position: | | | | Student/employee number: | | |
| Institution/employer: | | | | | | |
| Faculty: | | | | | | |
| Department: | | | | | | |
| City: | | | | Country: | | |
| Departmental website (URL): | | | | | | |
| **2.4 Social media** | | | | | | |
| LinkedIn: | | | |  | | |
| Blog/personal website: | | | |  | | |
| Twitter handle: | | | |  | | |
| **2.3 Funder/grantor/mandated officer information** | | | | **COMPULSORY SUBSECTION** | | |
| Provide the details of the mandated signatory officer at the institution/company responsible for securing the procurement of funds towards the book publication, e.g. the dean of the faculty, director of the department and/or individual in the research office. If accepted for publication post-external review, the corresponding editor will receive an electronic cost estimate and author agreement to endorse the book publication costs (BPCs). | | | | | | |
| Title (salutation): | | | | Title/position: | | |
| Full name(s): | | | | Surname (last name): | | |
| Daytime contact number: | | | | Email address: | | |
| Institution/employer: | | | | Mobile number: | | |
| Faculty: | | | | Department: | | |
| Physical address: | | | | | | |
| City: | | | | Country: | | |
| 1. EDITORIAL BOARD MEMBERS | | | | | | |
| Board members do not need to be experts in the specific subject of each unique book but will require a general knowledge of the academic discipline. The board’s size depends on the volume of proposals under consideration and the subjects being covered. However, we recommend that *at least three* members and, *at most, ten* members are involved in the editing and decision processes. The board should reflect the scope of the subject area in its members’ specialisations.  **The main work principles of forming an Editorial Board are:**   * Striving to meet the needs of the readership and the authors. * Aiming to improve the quality of the material sent for evaluation constantly. * Using a quality-assured process to reach and maintain this aim. * Championing the freedom of expression. * Maintaining the integrity of the academic record. * Ensuring that the intellectual and ethical standards are precluding any institutional needs. * Having a policy for corrections, retractions, clarifications, and apologies related to published material when needed. * Working closely with the Publisher/Series Editor to develop guidelines, best practices and tools to maintain and nurture the processes mentioned earlier. * Clearly stating the aims and scope of the editorial board to readers and authors to guide them before and during the review process.   **The primary tasks of the Editorial Board:**   * Making academic assessments of new book proposals. * Recommending at least two external, non-conflicting reviewers for book manuscripts. * Assessing reviewer comments before decisions. * Making recommendations about publishing decisions to the publishing committee. * Assessing revised book manuscripts concerning comments from the reviewers. * Ensuring that the review process follows the COPE guidelines.   **Kindly list all members’ full names, titles, affiliations, universities, countries, phone numbers and email addresses. These members should be invited and should preferably have agreed to participate in the book series.** | | | | | | |
| **Board member 1** | **COMPULSORY SUBSECTION** | | **Board member 6** | | | |
| Salutation: | | | Salutation: | | | |
| Full name: | | | Full name: | | | |
| Email: | | | Email: | | | |
| Telephone number: | | | Telephone number: | | | |
| Affiliation: | | | Affiliation: | | | |
| Country: | | | Country: | | | |
| NRF rating (RSA-specific): | | | NRF rating (RSA-specific): | | | |
| H-index rating: | | | H-index rating: | | | |
| Google Scholar profile URL (optional): | | | Google Scholar profile URL (optional): | | | |
| **Board member 2** | **COMPULSORY SUBSECTION** | | **Board member 7** | | | |
| Salutation: | | | Salutation: | | | |
| Full name: | | | Full name: | | | |
| Email: | | | Email: | | | |
| Telephone number: | | | Telephone number: | | | |
| Affiliation: | | | Affiliation: | | | |
| Country: | | | Country: | | | |
| NRF rating (RSA-specific): | | | NRF rating (RSA-specific): | | | |
| H-index rating: | | | H-index rating: | | | |
| Google Scholar profile URL (optional): | | | Google Scholar profile URL (optional): | | | |
| **Board member 3** | **COMPULSORY SUBSECTION** | | **Board member 8** | | | |
| Salutation: | | | Salutation: | | | |
| Full name: | | | Full name: | | | |
| Email: | | | Email: | | | |
| Telephone number: | | | Telephone number: | | | |
| Affiliation: | | | Affiliation: | | | |
| Country: | | | Country: | | | |
| NRF rating (RSA-specific): | | | NRF rating (RSA-specific): | | | |
| H-index rating: | | | H-index rating: | | | |
| Google Scholar profile URL (optional): | | | Google Scholar profile URL (optional): | | | |
| **Board member 4** | | | **Board member 9** | | | |
| Salutation: | | | Salutation: | | | |
| Full name: | | | Full name: | | | |
| Email: | | | Email: | | | |
| Telephone number: | | | Telephone number: | | | |
| Affiliation: | | | Affiliation: | | | |
| Country: | | | Country: | | | |
| NRF rating (RSA-specific): | | | NRF rating (RSA-specific): | | | |
| H-index rating: | | | H-index rating: | | | |
| Google Scholar profile URL (optional): | | | Google Scholar profile URL (optional): | | | |
| **Board member 5** | | | **Board member 10** | | | |
| Salutation: | | | Salutation: | | | |
| Full name: | | | Full name: | | | |
| Email: | | | Email: | | | |
| Telephone number: | | | Telephone number: | | | |
| Affiliation: | | | Affiliation: | | | |
| Country: | | | Country: | | | |
| NRF rating (RSA-specific): | | | NRF rating (RSA-specific): | | | |
| H-index rating: | | | H-index rating: | | | |
| Google Scholar profile URL (optional): | | | Google Scholar profile URL (optional): | | | |
| 1. AIMS AND SCOPE OF YOUR BOOK SERIES/EDITORIAL BOARD | | | | | | **COMPULSORY SECTION** |
| **4.1 Submit a 100-word summary of the book series’ aim or the board’s shared principles.** | | | | | | |
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| 1. OUTLINE | | | | | | **COMPULSORY SECTION** |
| **5.1 Which academic discipline(s) would you suggest it falls within (if more than one, please list all in order of relevance)?** | | | | | | |
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| **5.2 Who is the target audience of your series (i.e. undergraduates/postgraduates/academics and researchers/activists & policymakers, general readers)?** | | | | | | |
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| 5.3 How does your book series address *any of* [UNESCO’s 17 sustainable development goals](https://www.un.org/sustainabledevelopment/sustainable-development-goals/) (SDGs)? Please list the *applicable* *SDG* *goal(s)* and provide a summary in 2–3 lines noting the envisioned series’s contribution per each SDG. (Add to the list of keywords.) | | | | | | |
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| 1. READERS AND MARKETING | | | | | | **COMPULSORY SECTION** |
| **6.1 Can you list potential outlets where your book series could be publicised or reviewed? (I.e. journals, blogs, societies or institutions)** | | | | | | |
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| 1. ADDITIONAL INFORMATION | | | | | | |
| 7.1 Would you like to provide any other information for the publisher and editorial board to consider? | | | | | | |
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| 1. FUNDER INFORMATION | | | | | | |
| **8.1 Add the book series funder information, such as the creatives (logo and placement directions). Remember that it must be for the whole series. Separate volumes funded by individual institutions will be dealt with on a project basis.** | | | | | | |
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| 9. AGREEMENT/DECLARATION | | | | | **COMPULSORY SECTION** | |
| * The information provided in the AOSIS Scholarly Books book proposal form is correct and valid on the day I/we submitted this form. AOSIS Scholarly Books is free to verify all information. * If information is discovered false, the project with AOSIS Scholarly Books could be cancelled at any point in the publishing process. I/we may be liable for any resulting damages suffered by AOSIS Scholarly Books. * The series editor will provide written evidence of language editing and fact-checking for discipline-specific terms to facilitate the single-blind peer review process by allowing external reviewers to assess the content and subject matter, thereby improving overall scholarly evaluation. AOSIS Scholarly Books will provide a comprehensive publishing service for accepted manuscripts and conduct non-discipline-specific copy editing and proofreading. The series editor/volume editor(s) must ensure that the manuscript's discipline-specific terminology, spelling, and non-English text are correct. * AOSIS Scholarly Books publishes accepted books on an ongoing rolling monthly basis. Therefore, we would like to work upon and within agreed schedules to ensure the timely submission of your manuscript for expert evaluation and allow authors to attend to revisions stipulated in the external review outcome letter. **Submit complete manuscripts for external peer review throughout the year, or from 1 September to no later than 28 February for potential inclusion in the subsequent calendar year’s publication schedule.** Notify the editorial team promptly about submission delays to establish a new submission date and inform external reviewers accordingly. Upon submission of revisions (if applicable), the manuscript will be assessed for acceptance for publication, whereafter, the manuscript will move to the Finalisation and Publication department to prepare the manuscript for quality publication. The publication timeline is estimated at 9–15 months since submitting your manuscript for peer review and successful acceptance for publication. | | | | | | |
| Signature (no selfies): A white square with a blue border  Description automatically generated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: **Click or tap to enter a date.** | | | | |
| **Many thanks for taking the time to complete this form. Your detailed responses will be beneficial in our assessment of the potential for your book series. They will enable us to reach a decision regarding suitability for open access publication that much sooner.** | | | | | | |
| Please let us know how you heard of AOSIS and/or why you have submitted your book series proposal to us. Tick the appropriate box(es) below.  [Books website](file:///\\192.168.2.4\Publishing-Books\Publishing-Books-Policies\BK-Book%20Proposal\books.aosis.co.za)  [Corporate website](https://www.aosis.co.za)  Social media  WhatsApp  YouTube  Newsletter  Brochure  Traditional media  AOSIS Journals  Word of mouth  Search engine  Returning client  Conference/event  Your institution’s book launch  Your institution’s news platforms  Colleague’s email signature  Editorial Board member  AOSIS Laureatus Awards  Other:  **Make a suggestion to improve the customer experience:** [publishing@aosis.co.za](mailto:publishing@aosis.co.za).  **Make a suggestion to improve book media exposure:** [media.requests@aosis.co.za](mailto:media.requests@aosis.co.za). | | | | | | |