SCHOLARLY BOOK PROPOSAL FORM

DOCUMENT VERSION: 22-MAR-2024

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| BEFORE WE EXPLORE YOUR PROJECT, KINDLY CONFIRM: | | | | | | | | | | **COMPULSORY SECTION** | |
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| Email address: | | | | | | | | ORCID (https://orcid.org/): | | | |
| NRF-ranking (RSA-specific): | | | | | | | | Role in book project:  Author  Corresponding editor | | | |
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| Street name: | | | | | | | | Suburb/town: | | | |
| City: | | | | | | | | Street postal code: | | | |
| Postal address: | | | | | | | | | | | |
| Any special consideration when communicating with you (e.g. time of day available to receive phone calls): | | | | | | | |  | | | |
| 1.2 Affiliation | | | | | | | | | | **COMPULSORY SUBSECTION** | |
| Title/position: | | | | | | | | Student/employee number: | | | |
| Institution/employer: | | | | | | | | | | | |
| Faculty: | | | | | | | | | | | |
| Department: | | | | | | | | | | | |
| City: | | | | | | | | Country: | | | |
| 1.3 Funder/grantor/mandated officer information  **Provide the details of the mandated signatory officer at the institution/company responsible for securing the procurement of funds for the book publication, e.g., the dean of the faculty, director of the department, and/or individual in the research office.**  Upon passing internal review by the suited AOSIS Editorial Board, the author/institution will receive an electronic cost estimate and author agreement to sign and endorse the book publication costs (BPCs). | | | | | | | | | | **COMPULSORY SUBSECTION** | |
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| Institution/employer: | | | | | | | | | | | |
| Faculty: | | | | | | | | | | | |
| Department: | | | | | | | | | | | |
| City: | | | | | | | | Country: | | | |
| Physical address for invoicing purposes: | | | | | | | | | | | |
| 1.4 Social media (marketing/dissemination purposes) | | | | | | | | | | | |
| LinkedIn: | | | | | | | | | | | |
| Blog/personal website: | | | | | | | | | | | |
| Twitter handle: | | | | | | | | | | | |
| Skype name: | | | | | | | | | | | |
| Instagram: | | | | | | | | | | | |
| Your research unit/department/faculty website: | | | | | | | | | | | |
| 2. PUBLICATION RECORD  **Provide a list of at least five previous publications of your scholarly career over the past seven years. Kindly include a full CV as a separate file with the submission of the book proposal form.** | | | | | | | | | | | |
| 2.1 Research background (< 300 words) | | | | | | | | | | **COMPULSORY SECTION** | |
|  | | | | | | | | | | | |
| 2.2 Previously published work  List/classify each entry’s publication year, author(s), and publisher. | | | | | | | | | | | |
| Books (incl. chapters in books): | | | | | | | | | | | |
| Journal articles: | | | | | | | | | | | |
| Conference proceedings: | | | | | | | | | | | |
| **WRITE AND FORMULATE BOOK PROPOSAL** | | | | | | | | | | | |
| 3. PROPOSED BOOK | | | | | | | | | | **COMPULSORY SECTION** | |
| Which one of the following categories do you think best describes your book?   * **Monograph (stand-alone):** Written on a single subject or an aspect of a subject. * **Monograph (series):** Written on a single subject or an aspect of a subject but released in successive volumes. * **Edited collection (stand-alone):** A collection of scholarly or scientific chapters written by different authors on a central theme. * **Edited collection (series):** A collection of scholarly or scientific chapters written by different authors on a central theme but released in successive volumes. * **Reshaped MA/PhD thesis:** A MA/PhD thesis that has been reworked/reshuffled by more than 50% considering the shift in the target audience, addition of new research, and updated with current literature (if crucial to the field) according to the RSA DHET policies. *Supply a PDF copy or link to the obtained thesis upon submitting this book proposal form.* * **Revised and updated edition:** The previous edition has been editorially reviewed and updated by more than 50% (RSA DHET policies). *Supply a copy of or the link to the first edition upon submitting this book proposal form.* | | | | | | | | | | | |
| 3.1 Category | | | | | | | | | | | |
| Monograph  (stand-alone) | | Monograph  (book series) | | Edited collection (independent) | | Edited collection (book series) | | | Reshaped MA/PhD thesis to a scholarly monograph | | Revised and updated second/third edition |
| Proceed to Section 4 | | Proceed to Step 3.2 | | Proceed to Section 4 | | Proceed to Step 3.2 | | | Proceed to Section 4 | | Proceed to Step 3.3 |
| 3.2 Series *(only complete if your book is part of an existing or proposed new book series)* | | | | | | | | | | | |
| 1. | Proposed (new) book series | | | | | Existing book series | | | | | |
| 2. | Series title: | | | | | | | | | | |
| 3. | Series serial ISSN (if available): | | | | | | | | | | |
| 4. | Series editor full names and affiliation: | | | | | | | | | | |
| 5. | Series editor email address: | | | | | | | | | | |
| 6. | Series editor telephone number: | | | | | | | | | | |
| 7. | Have you spoken to the chief series editor about this book volume?  Yes  No  N/A | | | | | | | | | | |
| 3.3 Revised edition *(only complete if your book is a revised edition of a previously published book)* | | | | | | | | | | | |
| 1. | By what percentage has this new edition of your book increased/shortened? | | | | | | | | | | |
| 2. | Has your approach to the subject changed considerably from the previous edition? If so, how? | | | | | | | | | | |
| 3. | Are you the copyright holder with the rights to rework, share, and publish the edition in its entirety? | | | | | | | | | | |
| 3.3.1 List differences between the previous and new editions and how these changes will enhance this edition.  Please give details of which chapters/sections are unique, which are significantly modified, and how, as well as any other changes from previous editions. | | | | | | | | | | | |
|  |  | | | | | | | | | | |
| 4. ORIGINALITY | | | | | | | | | | **COMPULSORY SECTION** | |
| **Is any research and writing in the proposed manuscript based on your own or co-authors’ previously published work?** | | | | | | | | | | | |
| Yes (Refer to 4.1, 4.2, 4.3 and 4.4) | | | | | | No (Refer to 4.2) | | | | | |
| 4.1 If yes, how will it differ from the previously published work? | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 4.2 Confirm originality | | | | | | | | | | | |
| I confirm that all previously published work reused or reworked by authors (own or others) within the manuscript will have its full citation inserted and present in the text. | | | | | | | | | | | |
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| **4.4 Supplementary files** | | | | | | | | | | | |
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| **5.1 Please indicate where each of these applies to your study:** | | | | | | | | | | | |
| Involved in the study  Not applicable | | | | | | | | Unique biological materials | | | |
| Involved in the study  Not applicable | | | | | | | | Research animals and/or animal-derived materials | | | |
| Involved in the study  Not applicable | | | | | | | | Human embryos, gametes and/or stem cells | | | |
| Involved in the study  Not applicable | | | | | | | | Human research participants | | | |
| Involved in the study  Not applicable | | | | | | | | Waiver applied and received as research does not comprise human or animal research or the study is based on non-human subject research | | | |
| Involved in the study  Not applicable | | | | | | | | Clinical data | | | |
| **5.2 Confirm ethical considerations:** | | | | | | | | | | | |
| I/we will describe the [availability of materials](https://aosis.co.za/legal-centre/publication-policies/#Ethics) restrictions in the manuscript and describe how to obtain all materials in the manuscript. | | | | | | | | | | | |
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| 6. STATUS | | | | | | | | | | **COMPULSORY SECTION** | |
| **In what form is your book project/manuscript presently?**  Note that the final submitted manuscript must be proofread to ensure it is free of technical/discipline-specific errors or omissions, as AOSIS Scholarly Books practise single-blind peer review. Upon acceptance of the manuscript, our comprehensive publishing service includes but is not limited to copy-editing, proofreading, layout, indexing, and cover design. Please ensure that all the chapters are coherent and consistent in style, especially in their notes and references. If draft chapters are available, we require one or two chapters to be submitted along with this proposal. | | | | | | | | | | | |
| 6.1 Word length consideration | | | | | | | | | | | |
| I understand the complete manuscript must be between 60,000 and 120,000 words (including references). | | | | | | | | | | | |
| I understand that if the threshold of 120,000 words is exceeded, I will be quoted/billed additionally per 1,000 words. | | | | | | | | | | | |
| 6.2 Select the status | | | | | | | | | | | |
| Ideas only | | Notes only | | Draft chapters | | Complete draft | | | Synopsis and chapter contents only | | Entire manuscript ready for submission |
| Proceed to Step 5.3 & 6.5 | | Proceed to Step 6.3 & 6.5 | | Proceed to Step 6.3 & 6.5 | | Proceed to Step 6.3 & 6.5 | | | Proceed to Step 6.3 & 6.5 | | Proceed to Step 6.4 & 6.6 |
| 6.3 Estimated project scope | | | | | | | | | | | |
| The total number of words in the draft manuscript: | | | | | | | | The total number of chapters in the draft manuscript: | | | |
| 6.4 Actual project scope | | | | | | | | | | | |
| The actual number of words in the completed manuscript: | | | | | | | | An actual number of chapters in the manuscript: | | | |
| **6.5 Estimated number of figures (tables, charts/graphs, line drawings or photographs)** | | | | | | | | Total number:  Can they effectively be reproduced in black and white (greyscale)?  Yes  No | | | |
| **6.6 Actual number of figures (tables, charts/graphs, line drawings or photographs)** | | | | | | | | Total number:  Can they effectively be reproduced in black and white (greyscale)?  Yes  No | | | |
| **Technical language editing:** I will provide written evidence (letter or certificate) of technical language editing and fact-checking for discipline-specific terminology, data representation, spelling and non-English text to facilitate the single-blind peer review process by allowing external reviewers to assess the content and subject matter, thereby improving overall scholarly evaluation. | | | | | | | | | | | |
| 7. SUBJECT AREA | | | | | | | | | | **COMPULSORY SECTION** | |
| **Outline the subject matter of the book and address the following points:** | | | | | | | | | | | |
| * Working/tentative title: | | | | | | | | | | | |
| * List 5–10 keywords describing your book contents most appropriately: | | | | | | | | | | | |
| * What is the scope and subject of your book (< 150 words)? | | | | | | | | | | | |
| * What is the reason/motivation for proposing a new book in this area/scientific discourse (< 100 words)? | | | | | | | | | | | |
| * How will your book provide value and advance knowledge in this area (< 100 words)? | | | | | | | | | | | |
| * How does your book 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 contribution of each chapter of your book per ***each*** ***specific*** SDG. (Add to the manuscript’s chapter keyword list.) | | | | | | | | | | | |
| 8. MARKET AND COMPETITION (OPTIONAL SECTION)  **What other books have been published on this subject?** Identify three of these books (if applicable). Please provide the author(s), book title, publisher, year of publication and edition, and the DOI hyperlink or an ISBN. | | | | | | | | | | | |
| **Book 1** | | | | | | | | | | | |
| Author, title, publisher, year of publication and DOI URL/ISBN: | | | | | | | | | | | |
| How will your current book proposal differ from Book 1? | | | | | | | | | | | |
| **Book 2** | | | | | | | | | | | |
| Author, title, publisher, year of publication and DOI URL/ISBN: | | | | | | | | | | | |
| How will your current book proposal differ from Book 2? | | | | | | | | | | | |
| **Book 3** | | | | | | | | | | | |
| Author, title, publisher, year of publication and DOI URL/ISBN: | | | | | | | | | | | |
| How will your current book proposal differ from Book 3? | | | | | | | | | | | |
| 9. CHAPTER OUTLINE | | | | | | | | | | **COMPULSORY SECTION** | |
| 9.1 Provide the working chapter title(s).  **Please LIST the provisioned contributing author(s), their department, institutional affiliation at the time of contributing to this project, the country where the institution/affiliation is based, and ORCID iD numbers of each contributing author.** | | | | | | | | | | | |
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| I confirm that I have uploaded a short, up-to-date CV/bio for all authors/editors as separate files. | | | | | | | | | | | |
| 9.2 Provide a brief focused synopsis of at least one–two lines outlining each chapter’s planned content/main argument (max. 250 words).  **Your outline must include the main research questions, research aims, methodology, hypothesis, theoretical framework, methods, data and contribution to research, and the limitations on which this study is based, as appropriate for your discipline. This information will help the Domain Editorial Board make their recommendation for publication consideration to AOSIS Scholarly Books’ Executive Publication Committee**. | | | | | | | | | | | |
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| 10. SUGGESTED REVIEWERS  **Please provide three to six names of individuals we might approach to ask for their independent opinions and evaluations of your proposed book. These suggestions may be key names in the field but MAY NOT be:**   * professionals you have worked with on other projects during the past seven years * direct colleagues at your own faculty/school or department * researchers/participants involved in your proposed book * co-authors of your proposed book.   We also ask that you contact the names listed to ascertain their availability to participate as reviewers if AOSIS asks for an endorsement of your book. Only list reviewers who provided such a commitment to you. AOSIS is not obligated to use any of the suggested reviewers. | | | | | | | | | | | |
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| Email: | | | | | Email: | | | | | | |
| Contact number: | | | | | Contact number: | | | | | | |
| Affiliation: | | | | | Affiliation: | | | | | | |
| ORCID (https://orcid.org/): | | | | | ORCID (https://orcid.org/): | | | | | | |
| Google Scholar profile: | | | | | Google Scholar profile: | | | | | | |
| **Reviewer 2** | | | **COMPULSORY SUBSECTION** | | **Reviewer 5** | | | | | | |
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| Email: | | | | | Email: | | | | | | |
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| Google Scholar profile: | | | | | Google Scholar profile: | | | | | | |
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| Salutation and full name(s): | | | | | Salutation and full name(s): | | | | | | |
| Email: | | | | | Email: | | | | | | |
| Contact number: | | | | | Contact number: | | | | | | |
| Affiliation: | | | | | Affiliation: | | | | | | |
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| 11. MANUSCRIPT SUBMISSION AND EXPECTED PUBLICATION DATES | | | | | | | | | | **COMPULSORY SECTION** | |
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| The first completed draft will be submitted by: **Click or tap to enter a date.** | | | | | | | | | | | |
| Calendar year wherein this book should be considered for publication: **Click or tap to enter a date.** | | | | | | | | | | | |
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