SCHOLARLY BOOK PROPOSAL FORM

DOCUMENT VERSION 14 SEPTEMBER 2022

This BOOK PROPOSAL FORM must be completed (all compulsory sections), **signed** and submitted to AOSIS by the primary author/principal book editor at the submission point on to the book website (https://books.aosis.co.za).

**AOSIS only considers original scholarly or scientific works and will not consider any book proposals of works in press, published before (unless this is a proposal for a revised edition), or proposals concurrently submitted to any other publisher for consideration.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BEFORE WE EXPLORE YOUR PROJECT, KINDLY CONFIRM** | | | | | | | | | **COMPULSORY SECTION** | |
| * AOSIS publishes scholarly books, which refers to publications by scholars (academics and experts) for a niche market consisting mainly of academics, professionals and researchers (not normally students). | | | | | | | I confirm that the readership of the book is for academics, professionals and researchers. | | | |
| * AOSIS is an Open Access publisher, and the model requires upfront payment of an Open Access book publishing fee upon acceptance of the manuscript. All books published are produced, distributed, sold (print and epub only), indexed and marketed to the same high standard as all other AOSIS publications, reinforcing our commitment to our authors by adding value to their work. | | | | | | | **Indicate the source of funding for the Open Access publication fee:**  I will pay from my private fund.  I will pay from my research fund.  My university will pay from a central fund.  I have no fund or source of financial support.  Other (please provide guidance): | | | |
| * AOSIS publish and presents high-quality publications that support research and development across a range of academic disciplines. All invited manuscripts will be peer-reviewed by subject specialists in the discipline. | | | | | | | **Indicate the academic discipline for our Open Access catalogue:**  Health and Veterinary Sciences  Economic and Management Sciences  Humanities and Social Sciences  Theological and Religious Studies  Other (please provide guidance): | | | |
| * AOSIS offers authors a wider selection of publishing options to choose from, while keeping an eye on market and publication trends. | | | | | | | **Indicate your preferred user license from our Open Access options:**  Delayed Open Access with all rights reserved.  Immediate Open Access with CC-BY-NC-ND user license.  Immediate Open Access, with CC-BY user license. | | | |
| 1. CORRESPONDING AUTHOR  (FOR ALL STAGES OF THE SUBMISSIONS, REVIEW AND PUBLICATION PROCESS)  **Provide the credentials of the primary author/principal book editor of the proposed book.** Include your title, full name and affiliation/job title. Also, provide a short biographical note (up to 150 words). Include your email address, work telephone number and an alternative telephone number, and your postal address (to which you would be happy for all formal correspondence to be sent). | | | | | | | | | | |
| **1.1 Contact** | | | | | | | | | **COMPULSORY SUBSECTION** | |
| Title (Salutation): | | | | | | | | | | |
| Full name(s): | | | | | | | Surname: | | | |
| Phone: | | | | | | | Cell: | | | |
| Email: | | | | | | | ORCID (https://orcid.org/): | | | |
| Postal Address: | | | | | | | | | | |
| Any special consideration when communicating with you (e.g. time of day to receive phone calls) | | | | | | |  | | | |
| **1.2 Affiliation** | | | | | | | | | **COMPULSORY SUBSECTION** | |
| Title/Position: | | | | | | | Student/Employee number: | | | |
| Institution/Employer: | | | | | | | | | | |
| Faculty: | | | | | | | | | | |
| Department: | | | | | | | | | | |
| City: | | | | | | | Country: | | | |
| **1.3 Social media** | | | | | | | | | | |
| LinkedIn: | | | | | | | | | | |
| Blog/Personal website: | | | | | | | | | | |
| Twitter handle: | | | | | | | | | | |
| Skype name: | | | | | | | | | | |
| 2. PUBLICATION RECORD  **Provide a list of at least five previous publications by the main author/principal book editor during the past seven years.** In each entry, identify the publication year, author(s) and publisher. Kindly include a full CV as a separate file with the submission of the book proposal form. | | | | | | | | | | |
| **2.1 Research background (<300 words)** | | | | | | | | | **COMPULSORY SUBSECTION** | |
|  | | | | | | | | | | |
| **2.2 Previously published work** | | | | | | | | | | |
| Books (including chapters in books)? | | | | | | | | | | |
| Journal article? | | | | | | | | | | |
| 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. * **Reworked PhD thesis:** a PhD thesis that has been rewritten and revised (more than 50%) considering the shift in audience, addition of new research and updated with current literature. * **Revised and updated edition:** the previous iteration has been editorially reviewed and updated. | | | | | | | | | | |
| **3.1 Select the category** | | | | | | | | | | |
| Monograph  (stand-alone) | | Monograph  (series) | | Edited collection (independent) | Edited collection (series) | | | Reworked PhD thesis | | Revised and updated 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 series.** | | | | | | | | | | |
|  | Proposed series | | | | Existing series | | | | | |
|  | Series title: | | | | | | | | | |
|  | Series serial ISSN (if available): | | | | | | | | | |
|  | Series editor full name: | | | | | | | | | |
|  | Series editor email: | | | | | | | | | |
|  | Series editor telephone number: | | | | | | | | | |
|  | Have you spoken to the Series Editor about this book?  Yes  No  N/A | | | | | | | | | |
| **3.3 Revised edition: only complete if your book is a revised edition of a previously published book.** | | | | | | | | | | |
|  | By what percentage has this new edition of your book increased/shortened? | | | | | | | | | |
|  | Has your approach to the subject changed considerably from the previous edition? If so, how? | | | | | | | | | |
| **3.3.1 List differences between the old and new edition 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 of the research and writing contained in the proposed manuscript based on your own or co-authors previously published work (in any form)? | | | | | | | | | | |
| Yes (Refer to 4.1 and 4.2) | | | | | 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 other) within the manuscript will have its full citation inserted and present in the text. | | | | | | | | | | |
| 5. STATUS | | | | | | | | | **COMPULSORY SECTION** | |
| **In what form is your manuscript at present?**  Taking into consideration that the final manuscript has to be proof-read and is as free from error or omission as you can make it. If English is not your native language, you should consider having the book read by a colleague or professional editor who is a native English speaker before submission. If you are the editor of a contributed volume, it is your responsibility to check through the entire manuscript, paying particular attention to any chapters by non-native English speakers. We ask you to ensure that the sections are consistent in style throughout the book, especially in terms of their notes and references. If draft chapters are available, we need one or two to be submitted with this proposal. | | | | | | | | | | |
| **5.1 Word length consideration** | | | | | | | | | | |
| I understand that the manuscript needs to be between 60 000 to 120 000 words (including references). | | | | | | | | | | |
| **5.2 Select the status** | | | | | | | | | | |
| Ideas only | | Notes only | | Draft chapters | Complete draft | | | Synopsis and chapter contents only | | Entire manuscript ready |
| Proceed to Step 5.3 | | Proceed to Step 5.3 | | Proceed to Step 5.3 | Proceed to Step 5.3 | | | Proceed to Step 5.3 | | Proceed to Step 5.4 |
| **5.3 Estimated project scope** | | | | | | | | | | |
|  | Estimated number of words of the manuscript: | | | | | Estimated number of chapters: | | | | |
| **5.4 Actual project scope** | | | | | | | | | | |
|  | Actual number of words of the manuscript: | | | | | Actual number of chapters: | | | | |
| 6. SUBJECT AREA | | | | | | | | | **COMPULSORY SECTION** | |
| **Outline the subject matter of the book and address the following points.** | | | | | | | | | | |
| Working/Tentative title: | | | | | | | | | | |
| List five to ten keywords associated with your book: | | | | | | | | | | |
| What is the scope and subject of your book (<150 words)? | | | | | | | | | | |
| Reason for proposing a new book in this area (<100 words)? | | | | | | | | | | |
| How will your book provide value and advance knowledge in this area (<100 words)? | | | | | | | | | | |
| 7. MARKET AND COMPETITION  What other books have been published on this subject (please give author, title, publisher, year of publication). Identify three of these books. This section is not mandatory. | | | | | | | | | | |
| **Book 1** | | | | | | | | | | |
| Author, title, publisher, year of publication: | | | | | | | | | | |
| How will your current proposal different from Book 1? | | | | | | | | | | |
| **Book 2** | | | | | | | | | | |
| Author, title, publisher, year of publication: | | | | | | | | | | |
| How will your current proposal different from Book 2? | | | | | | | | | | |
| **Book 3** | | | | | | | | | | |
| Author, title, publisher, year of publication: | | | | | | | | | | |
| How will your current proposal different from Book 3? | | | | | | | | | | |
| 8. CHAPTER OUTLINE | | | | | | | | | **COMPULSORY SECTION** | |
| **8.1 Identify the chapter title(s).** Include the author(s) contributing and their department, institutional affiliation and ORCID? | | | | | | | | | | |
|  | | | | | | | | | | |
| **8.2 Provide a brief synopsis, at least 1-2 lines, of the planned content/main argument of each chapter (not exceeding 250 words).** Your outline could include the main research questions, research aims, methodology, hypothesis, theoretical framework, methods, data and contribution to research, as well as the limitations that this study is based on, as appropriate for your discipline. | | | | | | | | | | |
|  | | | | | | | | | | |
| 9. SUGGESTED REVIEWERS  Please provide 3-6 names of people we might approach to ask their opinions on your proposed book. These suggestions may be key names in the field but should NOT be:   * professionals you have worked with on other projects during the past seven years; * colleagues at your own faculty/school or department; * co-authors of your proposed book.   We also do ask that you contact the names listed as to ascertain their availability to participate as reviewers, if asked by AOSIS for an endorsement of your book. Do not list reviewers that did not provide such a commitment to you. AOSIS is not obligated to use any of the suggested reviewers. | | | | | | | | | | |
| **Reviewer 1** | | | **COMPULSORY SUBSECTION** | | **Reviewer 4** | | | | | |
| Full Name: | | | | | Full Name: | | | | | |
| Email: | | | | | Email: | | | | | |
| Telephone Number: | | | | | Telephone Number: | | | | | |
| Affiliation: | | | | | Affiliation: | | | | | |
| **Reviewer 2** | | | **COMPULSORY SUBSECTION** | | **Reviewer 5** | | | | | |
| Full Name: | | | | | Full Name: | | | | | |
| Email: | | | | | Email: | | | | | |
| Telephone Number: | | | | | Telephone Number: | | | | | |
| Affiliation: | | | | | Affiliation: | | | | | |
| **Reviewer 3** | | | **COMPULSORY SUBSECTION** | | **Reviewer 6** | | | | | |
| Full Name: | | | | | Full Name: | | | | | |
| Email: | | | | | Email: | | | | | |
| Telephone Number: | | | | | Telephone Number: | | | | | |
| Affiliation: | | | | | Affiliation: | | | | | |
| 10. DATES | | | | | | | | | **COMPULSORY SECTION** | |
| **Indicate when you expect to deliver the completed work – please be realistic.**  We schedule books for publication up to 15 months in advance and it is imperative that we work from correct schedules to organise the production and publication of your book. We need to know of any delays you encounter as soon as possible so that we can agree a new date. **Please bear in mind that all manuscripts require final submission by 01 December, to be eligible for publication the following year if accepted for publication after peer review.** | | | | | | | | | | |
| The first completed draft will be submitted by **Click or tap to enter a date.** | | | | | | | | | | |
| What calendar year should this book be considered for publication: **Click or tap to enter a date.** | | | | | | | | | | |
| 11. AGREEMENT/DECLARATION | | | | | | | | | **COMPULSORY SECTION** | |
| By signing this form, I/we (all co-authors/book editors) agree to the following:   * The information provided in the AOSIS Book Proposal Form is correct and valid on the day I/we submitted this form. AOSIS is free to verify all information. * Information discovered to be false could render the relationship with AOSIS void at any point of the publishing process, and I/we may be liable for any resulting damages suffered by AOSIS. * This work is not in press, has not been published before, and has not been submitted to any other publisher before or concurrently with submitting to AOSIS. * All permission will be obtained to republish quotations of any length from poems, letters, lyrics and recipes. Artwork and images, including photographs, maps and line drawings also require written permission from the copyright holder. Photocopies or scans of permissions granted will be submitted with our manuscript on delivery. * AOSIS is hereby granted, for a period of 180 days from submission of this form, an irrevocable licence to be first to publish this work, and a perpetual subsequent right to reproduce, distribute, display and store the work in any form/medium. * Not to submit the book proposal to any other publisher for 180 days from the date of submitting this form to AOSIS, unless AOSIS declines the book proposal earlier. * AOSIS is not obligated to publish this work without a fully signed book publishing agreement, which may follow should my work be accepted for publication by AOSIS. | | | | | | | | | | |
| **MY SIGNATURE (CORRESPONDING AUTHOR/EDITOR)** | | | | | | | | | | |
| Signature (no selfies): | | | | | 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 proposal and 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 proposal to us. | | | | | | | | | | |