

## SUBMITTING A PROPOSAL FOR THE PUBLICATION OF A VOLUME TO THE BRITISH SCHOOL AT ROME

In addition to its highly-rated journal, *Papers of the British School at Rome*, the British School at Rome publishes volumes in two series: *British School at Rome Studies* (through Cambridge University Press) and *Archaeological Monographs* (under the BSR's own imprint). All proposals for volumes are assessed by the BSR's Faculty of Archaeology, History and Letters in the first instance (and will, if applicable, be discussed with the CUP editor); and all volumes are subject to peer review.

### *Preparing the proposal*

The proposal needs to persuade the BSR's Faculty that the volume that you are proposing will provide an important contribution to academic knowledge and explain why it should be published, why you (and, if applicable, your fellow contributors) are the right person/people to write on this topic, and why now.

When a volume results from a conference or workshop, it is important that the structure of the volume is thought about carefully, that the chapters are written specifically for the book (and are not just the papers as delivered), that only the best contributions are selected, and that, if applicable, chapters are commissioned to ensure a cohesive and comprehensive volume. You should note that for the *British School at Rome Studies* series all contributions will eventually have to be submitted in English.

### *Title*

You should give careful thought to the title, and make it as clear and informative as possible. (Though if the volume were accepted, this would be discussed further with you.)

### *Content*

We need to know as much as possible about the proposed volume, its structure and contents.

Summary (600 words maximum) of the subject of the volume. (See below for some of the questions that should be addressed within this section.)

Provisional contents page (including chapter titles and authors).

Paragraph on the contents of each chapter.

Biographical details of editor(s) and author(s). Include current academic position/affiliation, key recent publications, and other information relevant to the volume.

Readership. What is the potential readership of the volume? For example, is the book primarily for academic specialists, undergraduates, graduates, range of people; and in which academic disciplines.

Length of the volume. Please give an indication of the number of words (total and in each chapter; including all notes and bibliographic references), number of tables and appendices (if applicable), and number of figures (black & white and colour).

Proposed timetable for the submission of papers to the editor(s) and possible date for submission of the volume for peer review (if proposal is of interest to BSR).

*In the summary, please include information relating to the following questions:*

What are the key approaches, ideas and new information to be included?

Why is now an appropriate time for the publication of this book?

What are the key books on similar topics already published, and how will this book differ from them?

What is the reasoning behind the proposed structure of the volume (chronological, geographical, thematic sections, for example)?

### **Subventions**

Please supply details of the financial support that you have already obtained and/or plan to obtain to assist in the publication of the book.

### **Timetable**

If the Faculty is interested in looking further at the book, we shall provide you with a provisional timetable, based upon your estimated date for submitting the volume for peer review. However, you should be aware that we already have a number of volumes under consideration and in preparation, and that the BSR's publications programme is limited both by our own resources and the terms of our agreement with Cambridge University Press.

### **Submission**

Proposals should be sent (as a single document, either a pdf or Word file) to the BSR's Chair of Publications, Professor Barbara Borg (B.E.Borg@exeter.ac.uk), copied to the Director (director@bsrome.it).