



Book Series Proposal Form

For office use only:

Please complete the following details:

1. **Name:**

2. **Email:**

3. **University/Institution:**

4. **ORCID:** If you don't already have an ORCID ID, please register for a free ID at <http://orcid.org/>

5. **Academic/biographical details:** Please briefly describe your academic/professional experience, areas of research and previous publications.

- 6. Co-editors:** Please provide names, affiliations, ORCID iDs, and brief details of research areas of the co-editors.

- 7. Proposed book series title:**

- 8. Book series description:** Please provide details of the series' proposed scope.

- 9. Short summary:** Please briefly summarise.

- 10. Content:** Provide details of the kinds of content that will be included in a typical volume and your criteria for selection.
Please include details of where material for future monographs or edited collections will come from, and explain how this contributes to the series' sustainability.

- 11. Publication landscape:** What is the significance of the proposed series? Please provide details of existing, similar titles and explain how your series would be different in terms of approach, scope, content, audience, impact etc.?

12. Audience: Who will the book series interest? Which disciplines or fields will find it of value? Given the content will be freely available to readers, which communities, practitioners and/or industries beyond a traditional academic audience would find it useful?

13. Editorial Team: Please describe the composition of the Editorial Team (for example General Editor, Associate Editors, Reviews Editor) and indicate who will be in these roles initially. Please provide their names, affiliations, ORCID iDs, and brief details on their principal research areas.

How have these people already been appointed and what is the expected length of time in role? How will this team be renewed?

14. Editorial Board: Please provide a brief description of how your Editorial Board will be selected, and the names, affiliations, ORCID iDs, and brief details on principal research areas of anyone you intend to approach initially. Ideally, Editorial Boards have international membership.

15. Advisory Board (optional): If you intend to have one, provide a brief description of how your Advisory Board will be selected, and the names, affiliations, ORCID iDs, and brief details on principal research areas of anyone you intend to approach initially. Ideally, Advisory Boards have international membership.

16. Peer review: Please provide details of your peer review process.

Please note that Aberdeen University Press would expect book series to use international experts in the field and typically would use a double-blind peer review process. If there is a reason not to use a double-blind review process please explain it here.

17. Appeals, Complaints & Misconduct: Please provide details on how peer-review decisions may be queried and accusations of plagiarism or other research misconduct will be handled. In doing so please refer to the Research Integrity page of Aberdeen University Press.

18. Funding Information: Please provide details of how publication of this series will be funded, including any external funding you have to cover publication charges- including the name of the funding body. If you do not have funding, please indicate this here.

19. Competing Interests: Please provide any information you would like us to be aware of when considering your proposal.

20. Publishing agreement conditions:

If your proposal is commissioned, publishing with Aberdeen University Press will entail the following conditions:

- a. The proper authority is secured from rights holders to publish all submitted content with a Creative Commons licence. *It will be your responsibility to ensure all appropriate copyright permissions are in place.*
- b. While Aberdeen University Press aims to be a Diamond Open Access publisher, you may be invited to help support the publication costs for volumes in the series. This may involve the payment of a Book Processing Charge (BPC).
- c. Aberdeen University Press will endeavour to provide an accurate estimate of the costs during the commissioning process, but the final charge may vary if there are changes to word-count, formatting, or illustrations.
- d. You will sign a publishing contract that agrees the relationship and responsibilities between you and Aberdeen University Press.
- e. None of the content published will be unlawful, discriminatory, or otherwise ethically inappropriate.

Exclusivity declaration:

Please sign and date this form below to confirm that the proposal is not currently being considered by any other Press and that you will wait for an Editorial Board decision before submitting elsewhere.

Signature and date:

<input type="text"/>

Please send the completed form to <mailto:aup@abdn.ac.uk>