

**Association for Scottish Literary Studies
Publications Board**

PROPOSAL FORM FOR ANNUAL VOLUME EDITIONS

Please provide the undernoted information to enable your proposal to be considered fully by the Publications Board of the Association. The information may be provided either in a word-processed format, following the given headings; or by completing this form by printing in black ink or by typing.

You may wish to consult the **Notes** attached to the form before completing it.

Name(s) of proposed editor(s):

Address:

Telephone:

Fax:

E-mail:

Title of proposed volume:

(If the text has previously been published, please give details of first and any recent editions, their character and availability and your reasons for proposing a new edition of the text.

If, on the other hand, the volume would be a first edition/collection of the proposed material, please give reasons for its compilation and editing.)

Please outline the readership envisaged and the interest of the material in this respect:

Please indicate:

- the length of the text itself in words (or lines if poetry or drama):
- the proposed word-length of introduction and the likely extent of textual notes/commentary:
- whether a glossary is envisaged, if the text is from an earlier period, or in Scots or Gaelic, and nature of any glossary:
- whether any appendices are envisaged, and, if so, the length of these:
- whether any visual material or reprinting of musical material is intended and the extent and nature of this:
- whether, if the text is a twentieth-century text, all or some of the material is still in copyright:

Please give an outline of contents, including introduction, commentary material etc., together with a brief rationale for any particular selection/arrangements of items (if printing or typing the form, you may wish to include this on a separate sheet):

Please indicate the form and computer software in which you would submit the edition.

Please indicate a realistic timetable for the preparation and delivery of the edition:

Please give details of your qualifications and experience as an editor and scholar in the area of the proposed volume:

Please include with this form some sample pages of the proposed text (including samples of various items if the edition is a collection), together with samples of proposed editorial/commentary procedures etc.

Thank you for your assistance.

Convener
ASLS Publications Board

See also Notes on attached page

NOTES

The Publications Board of the Association for Scottish Literary Studies will decide on the basis of the foregoing information whether to accept the proposal for an edition and/or whether some further discussions about the nature of the edition might be desirable. Once a proposal has been finally accepted, a standard letter of contract will be sent to the editor(s) of the proposed edition, including a schedule of delivery and other relevant matters.

The Publications Board will also appoint an Advisory Editor, who will liaise with the Editor(s) of the volume and will be available for consultation. The Advisory Editor will also report to the Publications Board on the progress of the volume and will ensure that it adheres to the agreed timetable. Editors should submit to the Publications Board, either directly or through the Advisory Editor, a short annual report on the progress of the work. This is especially important in the final year of preparation. Should work on the volume be delayed for any reason, the the Advisory Editor and the Publications Board should be informed as soon as possible.

It is expected that the completed edition will be delivered to the General Manager at the offices of the Association no later than 30 April of the year provisionally agreed for publication. This submission date is necessary in order to accommodate an external reader's report on the completed volume as well as the necessary publication procedures. Should the edited volume not be delivered by the agreed date or should revisions be necessary as a result of the external reader's report, then the Association reserves the right to delay the volume to a later year or, in an extreme situation, not to publish the volume.

The final version of the volume should be submitted for publication on computer disk(s), together with hard copy. **The preferred software for the preparation and submission of texts is Microsoft Word for Windows (95 or later).** It is suggested that editors should consult about submission format and related matters with Duncan Jones, the General Manager of the Association, at the outset of their work. This is especially important in the case of an Editor who might wish to use alternative software, when approval would have to be sought from the Publications Board, and any resulting changes necessary for final production would have to be carried out by the Editor.

**ASLS
June 2004**