**Publication Proposal Form**

Kindly complete the **blank white fields**; fields in blue are for office use.

As you see from the right-hand column these are data-fields required by the book trade for disseminating your book.

This is the sole form that we require to be completed and we have pared the fields down to the absolute minimum.

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| Part 1: Core Title and Bibliographic Data | ***Bowker and initial BX input*** |
| **Exclusivity** | White Fields Proposed by Author/Editor | Blue Fields Finalized by Publisher |
| Yes / No (please delete one) | **I/we agree that this submission is exclusive to Arc only for the duration of this evaluation (max. 6 weeks)**NB: We are unable to take the proposal forward unless or until it is an exclusive submission, and you are prepared to sign a contract with Arc, should it be offered |
| **Title** of the work (see important guidance below)[[1]](#footnote-1) |  |  | **Title** |
| **Subtitle** |  |  | **Subtitle** |
| **Blurb** (150 words for the back cover) |  | Short one-line summary (156 characters max.): | **Short desc BX** |
| Long cover blurb (150 words): | **Main desc.****Bowker /****Long desc BX** |
| **Proposed Table of Contents**(list of chapters & sections only) |  | **ToC / BX** |
| **Names of authors/editors** exactly as they are to appear on the book cover (in correct order and preceded by the role – e.g., “Edited and translated by...” or simply “By...”) | By / Edited by / Edited and translated by (***delete n/a***) | **Contributor details:****Name / Function / Bio****Bowker** |
| Names of authors/editors required for bibliographical metadata |  | **Forename(s)** | **Surname** | **Brief author biography** (150 characters max.; incl. brief text, for the cover) |
| 1 |  |  | e.g., Susan Smith is senior lecturer in history at the University of Leeds and was awarded the 2013 Royal Historical Society Prize |
| 2 |  |  |  |
| 3 |  |  |  |
| Number of contributors (in case of Collection of Essays or multi-authored works) |  | **Budget Calc.** |
| Definitive **delivery date** of manuscript | DD-Month-YYYY | Publication date (typically 18 months after delivery to peer review)**DD-Month-YYYY** | **Publ. Date Bowker / BX** |
| **Type of publication** (move the tick from the default setting to the correct box, please) | Monograph in English for a scholarly audience | **√** | 234x156mm | **√** |  |
| Thematic collection of articles in English for a scholarly audience |  | 181x111mm |  |
| Textbook for university classroom use |  | Print & PDF | **√** |
| Edition (text and translation)[[2]](#footnote-2) |  | Funded OA |  |
| Edition (text in original language; editorial apparatus in English) |  | OA New Voices |  |
| English translation of historical text |  | OA self-funded |  |
| Reference work (incl. database/ encyclopaedia) |  | Other size or specs |
| Museum or exhibition catalogue |  |  |

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| Part 2: Core Title and Bibliographic Data | ***Bibliographic Form in BX* Lang. of Text** |
| Primary language(correct if **not** English) | English | Other languages of articles(incl. historic languages) |  |
| **Number of words**, incl. notes, bibliography and similar.If your book is an edition or translation please give breakdown estimates for principal component parts (e.g. introduction; texts; translations; footnotes) as well as a total. |  | **Price / Extent Bowker / BX** |
| **Figures, Plates and Line Art[[3]](#footnote-3)** | Number of items | No. pages to be allocated | ↓  | Pages agreed by Publisher |
| Colour plates(must be justified & agreed) |  |  |  | **Illustrations** |
| Black-and-white images  |  |  |  |
| Tables, maps, and line art |  |  |  |
| **Author(s) or Editor(s)** | **1:** | **2 (if applicable):** | **3 (if applicable):** | ***Contributors Form in BX*** |
| Forename & Surname (from 1st page) |  |  |  |
| Title (before name) (e.g. Prof. / Dr. / Ms) |  |  |  |
| Male / Female / Other  |  |  |  |
| Affiliation(University & Department etc.) |  |  |  |
| E-mail |  |  |  | **Contact section in BX** |
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| Postcode |  |  |  |
| Province, county or state |  |  |  |
| Country |  |  |  |
| Country code (e.g., +1 or +44); and phone number | + |  | + |  | + |  |

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| **Part 3: Material for Evaluation Process and the Workflow** |
| Any special fonts or character sets required |  | Add to Workflow and to Additional Notes section, BX |
| Index required (Y/N) and prepared by author (Y/N)[[4]](#footnote-4) |  |
| Non-native-speaker language checks required (Y/N)[[5]](#footnote-5) |  |
| Reproduction Rights for Text[[6]](#footnote-6) |  |
| Open Access requirements (if any) |  |
| Open Access or other publishing grants available | Granting body |  |
| Amount & currency |  |
| Date of invoicing (e.g., on contracting, on publication) |  |
| Any conditions |  |
| Do you wish to be considered for the “New Voices” crowdfunding scheme? |  |
| The work set within the scholarly tradition on the topic(no more than 150 words, citing three or more recent works, and why we should want to publish this work) |  |
| Description of content (optional, but max. 2 pages)[[7]](#footnote-7) |  |
| Three key or distinguishing features about your work |  |
| Key experts in the field[[8]](#footnote-8) (three or four opinion leaders) |  |
| Follow-up publications or other research projects(i.e., other projects in which you are involved, whether books or articles, and envisaged for publication) |  |
| **Keywords** (please supply 3-5 on the subject of the work), supplied by Author |  |

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| --- |
| **Information for the Publishers Meeting by the Acquisitions Editor** |
| **3 comparable titles** (project code / unit sales / months of availability / expenditure / revenue | 1. 2. 3.  |
| **Fit with Arc’s publishing program** |  |
| **Other factors for consideration** |  |
| **Part 4: Subjects – Acquisitions Editor to complete** |
| Acquisitions Editor to tick one or more boxes here on the right, **based on BIC and BISAC coding and the Arc system** | **Zeno ↓** | **√** | If more than one, please mark the principal entry: **1** |
| **Arc Subject Classification** | BIC Name | BIC codes |  | BISAC CODE | BISAC NAME |
| ***The Arts*** |
| **Medieval Art and Architecture** | History of art: Byzantine and Medieval art c. 500 CE to c. 1400 | ACK |  | ART015070 | ART / History / Medieval |
| History of architecture | AMX |  | ARC005030 | ARCHITECTURE / History / Medieval |
| **Early Modern Art History** | History of art & design: c 1400 to 1600 | ACN |  | ART015080 | ART / History / Renaissance |
| History of art & design: c 1600 to 1800 | ACQ |  | ART015090 | ART / History / Baroque & Rococo |
| **Medieval and Renaissance Drama, and Shakespeare** | Theatre studies | AN |  | DRA018000 | DRAMA / Medieval |
| Shakespeare studies and criticism | DSGS |  | LIT015000 | LITERARY CRITICISM / Shakespeare |
| **Music and Musicology** | Early music (up to c. 1000 CE) | AVGC1 |  | MUS020000 | MUSIC / History & Criticism |
| Med. & Ren. music (c. 1000 to c. 1600) | AVGC2 |  | MUS020000 | MUSIC / History & Criticism |
| Theory of music and musicology | AVA |  | MUS054000 | MUSIC / Philosophy & Soc. Aspects |
| **Performing Arts** | Other performing arts | ASZ |  | PER000000 | PERFORMING ARTS / General |
| ***Bibliography and Codicology*** |
| **Manuscripts, Palaeography, Library Catalogues** | Antiques and collectables: books, manu-scripts, ephemera and printed matter | WCS |  | REF006000 | REFERENCE / Catalogues |
| ***Heritage and Museology*** |
| **Cultural Heritage and Museology** | Museology & heritage studies | GM |  | BUS100000 | BUSINESS & ECONOMICS / Mus-eum Administration & Museology |
| ***History*** |
| **Ancient History and Late Antiquity** | Ancient history: to c. 500 CE | HBLA |  | HIS002000 | HISTORY / Ancient / General |
| **Archaeology** | Medieval European archaeology | HDDM |  | SOC003000 | Social Science / Archaeology |
| **Asian History** | Asian history | HBJF |  | HIS003000 | HISTORY / Asia / General |
| **Environmental History** | Historical geography | HBTP |  | NAT000000HIS052000 | NATURE / GeneralHISTORY / Historical Geography |
| **Global History** | General and world history | HBG |  | HIS037000 | HISTORY / World |
| **History of Education** | History of education | JNB |  | EDU016000 | EDUCATION / History |
| **History of Medicine** | History of medicine | MBX |  | MED039000 | MEDICAL / History |
| **Historiography** | Historiography | HBAH |  | HIS016000 | HISTORY / Historiography |
| **Jewish Studies** | Jewish Studies | JFSR1 |  | HIS022000 | HISTORY / Jewish |
| **Legal History** | Legal history  | LAZ |  | LAW060000 | LAW / Legal History |
| **Medieval History** | Early history: c 500 to c 1450/1500 | HBLC |  | HIS037010 | HISTORY / Medieval |
| **Medieval Britain and Ireland** | British and Irish history | HBJD1 |  | HIS015000HIS018000 | HISTORY / Europe / Great BritainHISTORY / Europe / Ireland |
| **Medieval Italy** | Southern Europe | HBLC1DS |  | HIS020000 | HISTORY / Europe / Italy |
| **Medieval Northern Europe** | Northern Europe, Scandinavia | HBLC1DN |  | HIS044000 | HISTORY / Europe / Scandinavia |
| **Middle East, North Africa, and Islamic Studies** | Middle Eastern history | HBJF1 |  | HIS026000 | HISTORY / Middle East / General |
| **Political History** | Politics and government | JP |  | POL010000 | POLITICAL SCI. / History & Theory |
| **Renaissance & Early Modern Europe** | Early modern history: c. 1450/1500 to c. 1700 | HBLH |  | HIS037020 | HISTORY / Renaissance |
| **Social History** | Social & cultural history | HBTB |  | HIS054000 | HISTORY / Social History |
| ***Literature*** |
| **Folklore & Mythology** | Ancient religions and mythologies | HRKP |  | SOC011000 | SOCIAL SCIENCE / Folklore & Mythgy |
| **Historical Linguistics** | Historical & comparative linguistics | CFF |  | LAN009010 | LANGUAGE ARTS & DISCIPLINES / Linguistics / Historical & Comparat. |
| **Medieval Literature** | Literary studies: classical, early and medieval | DSBB |  | LIT011000 | LITERARY CRITICISM / Medieval |
| **Medieval Poetry** | Literary studies: poetry and poets | DSC |  | LIT011000 | LITERARY CRITICISM / Medieval |
| **Middle English** | Middle English | DSBB2ABC |  | LCO017000 | LITERARY COLLECTIONS / Medieval |
| **Old English** | Anglo-Saxon | DSBB2ABA |  | LCO017000 | LITERARY COLLECTIONS / Medieval |
| **Old Norse** | Sagas | FT |  | LIT004250 | LITERARY CRITICISM / European / Scandinavian |
| **Renaissance Literature** | Literary studies: c. 1500 to c. 1800 | DSBD |  | LIT019000 | LITERARY CRITICISM / Renaissance |
| **Women Historical Authors** | Anthologies (non-poetry) | DQ |  | LIT004290 | LITERARY CRITICISM / Women Authors |
| ***Philosophy*** |
| **Classical Philosophy** | Western Philosophy, Ancient, to c. 500 | HPCA |  | PHI002000 | PHILOSOPHY / History & Surveys / Ancient & Classical |
| **Medieval Philosophy** | Western Philosophy, Medieval and Renaissance, c. 500 to c. 1600 | HPCB |  | PHI012000 | PHILOSOPHY / History & Surveys / Medieval |
| ***Religion and Christian Theology*** |
| **Biblical Studies** | Biblical commentaries | HRCG1 |  | REL006630 | RELIGION / Biblical Studies / History & Culture |
| **Christian Worship & Liturgy** | Christian worship, rites and ceremonies | HRCR |  | REL055020 | RELIGION / Christian Rituals & Practice / Worship & Liturgy |
| **History of Early Church** | The Early Church | HRCC1 |  | REL015000 | RELIGION / Christianity / History |
| **History of Eastern Church** | Orthodox and Oriental Churches | HRCC8 |  | REL049000 | RELIGION / Christianity / Orthodox |
| **History of Western Church** | Church history | HRCC2 |  | REL015000 | RELIGION / Christianity / History |
| **History of Protestant Christianity** | Protestantism and Protestant Churches | HRCC9 |  | REL053000 | RELIGION / Christianity / Protestant |
| **Mysticism** | Spirituality and religious experience | HRLK |  | REL047000 | RELIGION / Mysticism |
| ***Other, added by Acquisitions Editor as required*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. Please bear in mind that the title of a work is of crucial importance: it indicates the content of your book. Librarians and booksellers need to decide quickly, while browsing a catalogue, which books to order. It should include keywords that are attractive and descriptive – see guidelines at http://arc-humanities.org/authors/submissions/. [↑](#footnote-ref-1)
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