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**Proposal for Publication by the Academy**

The **author** must first complete sections 1–9 of the form and return the entire form to the Early English Church Music (EECM) committee.

A member of the EECM committee should then complete sections 10–12, and send the whole form to the Publications office at the British Academy.

It is intended that this form, in Word, should be completed electronically, and submitted as an email attachment. Please type your answers where indicated by the colons. There are no predefined boxes to limit the length of your answers, but please keep your answers succinct (section 7 requires a fuller answer).

**NOTE: If there are two or more authors, *each* author must complete a copy of sections 1–5, and a clear indication must be given as to the correct sequence of the authors.**

**1. Name of author**

Full name (surname underlined) and title

Present appointment and employing institution

**2. Address for correspondence** (including post code)

Email address

**3. Brief summary of academic career**

**4. Previous publications**

Please list your principal relevant publications (to a maximum of six)

**5. Research**

Please provide any other information which you think may help the Publications and Conferences Committee understand the background to this proposal, e.g. any research grants which you have received in support of the research leading to this proposal

**6. Title of book**

Main title in full

Sub-title (if any)

Name of series **Early English Church Music**

**7. Description of book**

Describe the nature and scope of the publication, its contribution to scholarship, and its relationship to any other works in the same field

**8. Text**

Please estimate extents for the following elements of the book (define in estimated no. of pages, or with reference to published volumes in the series, e.g., ‘¾ × Vol. 43’)

*a* Introduction :

*b* Music :

*c* Critical commentary :

*d* Appendices :

*e* Other :

*f* TOTAL :

Please add any comments you think may be useful in explaining the balance between the amount of catalogue and the amount of ancillary matter (introduction, etc.)

Please provide details/list any special typesetting requirements (e.g., special characters, extensive tabular matter)

Is copyright in all the text currently owned by you, the author? Yes / No

If no, will the necessary permissions have been obtained

by the time the text is submitted for publication? Yes / No

**9. Illustrations**

EITHER, *for numismatic catalogues*, estimated no. of plates:

OR, *for other catalogues*, estimated no. of plate illustrations:

 and estimated no. of plates:

Estimated no. of other illustrations (e.g., in Introduction, Appendices)

*a* Line drawings:

*b* Maps:

*c* Photographs:

Please give details of any special features of production (e.g., use of colour)

Will the necessary permissions have been obtained

by the time the volume is submitted for publication? Yes / No

**10. Submission of text by author**

Estimated date when complete final text will be submitted to the EECM committee:

Sections 11–13 of the form should be completed by a **member of the EECM committee** *after* the author has completed and returned sections 1–9.

Please type your answers where indicated by the colons. There are no predefined boxes to limit the length of your answers.

**11. Early English Church Music committee’s adoption of proposal**

Please explain why the committee has adopted this proposal. Please address the following points in your comments: ***a*** What is the importance of this book? ***b*** How does it fit into the rest of the series? ***c*** Will it have a wider appeal than other volumes in the series? ***d*** Where does it sit in the committee’s list of priorities? ***e*** What will be the committee’s arrangements for editorial supervision? ***f*** What avenues will the committee explore in search of subsidies to support the production costs of this book?

**12. Submission of volume by EECM committee**

In the light of the author’s response in section 10, and allowing time for the committee’s editorial scrutiny, please provide an estimated date when the final approved text will be submitted to the Publications and Conferences Committee for production

If you think the volume will be submitted to the Publications and Conferences Committee in a *less advanced* state of preparation than is now accepted practice for volumes in the series, please indicate how and give reasons

**13. Signature**

Signature of the chairman of the EECM committee or his/her nominee

Date:

Once the author has completed sections 1–9, and a member of the EECM committee has completed sections 10–12, the entire form should be emailed to **publishing@thebritishacademy.ac.uk**